## Work Programme for 2021

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| ***Submitted by:*** | Secretary-General |
| ***Executive Summary:*** | This submission provides the proposed Work Programme for 2021 for the approval of the Council. |
| ***Related document:*** | IHO Resolution 2/2018 *Procedure for Considering the Annual Financial Statement and Recommendations, and the Forthcoming Budget Estimate and Work Programme* |

## References

1. IHO Strategic Plan 2017
2. 3rd Meeting of the Council – Summary Report
3. A-2 PRO 1.6 Revised Strategic Plan

## Introduction

1. Article VI(g)(iii) of the Convention on the IHO stipulates that the Council …*coordinate during the inter-Assembly period the activities of the Organization within the framework of the strategy, work programme and financial arrangements, as decided by the Assembly*.
2. Decision 24.c of the 1st Session of the IHO Assembly... *confirmed that the Council is empowered to approve the financial statements and any recommendations for the previous year and the budget estimates and the associated annual work programme for each forthcoming year*.
3. The IHO Resolution 2/2018 lays down the procedure to be observed by the Council when considering and approving the budget estimates and the associated annual work programme for each forthcoming year.
4. The proposed Work Programme for 2021 is based on the first year of the proposed three-year Work Programme (2021-2023) submitted to the 2nd Session of the IHO Assembly (A-2 PRO 1.7). It is understood that some if not many of the planned activities will be affected from the ongoing pandemic and will require a flexible approach. This is especially valid for the travel activities associated with events, which will need to be updated in the course of 2021.
5. This proposal is based on the priorities of existing IHO Strategic Plan (Reference A) as adopted at the first Session of the Assembly (Decision A1/02 refers), and was endorsed by the Council (Reference B, Decision C3/43).

If at the 2nd Session of the Assembly, the proposed Revised Strategic Plan (Reference C) is adopted, it is expected that the Assembly will task the Council to adapt the Work Programme 2021 (Annex A) at its fourth meeting in November 2020 accordingly. To ease this process, the column G&T (Goals&Targets) was introduced to provide direct linkage to the proposed Revised Strategic Plan.

The Council is invited to:

* **Agree and approve** the IHO Work Programme for 2021.

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**IHO WORK PROGRAMME**

**FOR 2021**

#### WORK PROGRAMME 1

##### CORPORATE AFFAIRS

**Concept:**

Programme 1 covers the provision of the services provided by the Secretariat of the IHO and, through the Secretary-General and the Directors, the management and fostering of relations with intergovernmental and other international organizations. Work Programme 1 is directed primarily by the Secretary-General. It is integral to the achievement of all the Strategic Directions; some directly, others indirectly.

Element 1.1 Co-operation with International Organizations and participation in relevant meetings

Element 1.2 Information Management

Element 1.3 Public Relations and Outreach

Element 1.4 Work Programme & Budget, Strategic Plan and Performance Monitoring

Element 1.5 Secretariat Services

Element 1.6 IHO Council and Assembly

**Element 1.1 Cooperation with International Organizations and participation in relevant meeting**

**Objective:** Maintain relationships with relevant international organizations in order to further the interests of the IHO by enlisting their support and cooperation, and participate in  
projects of common interest. Represent the IHO and participate in international forums dealing with matters of relevance to the objectives of the IHO and the IHO WP, including:

| **Task** | **Description** | **SD** | **G&T** | **Notable stakeholder(s) outside the IHO** | **Notable deliverables/ milestones and timing** | **Lead authority/ Participants** | **Notable specific resources from the IHO budget** | **Other resources** | **Significant risk to delivery** | **Principal Director** | **Principal Manager** |
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| 1.1.1 | Maintain relationships with the Government of Monaco and the diplomatic corps accredited in Monaco | 1.1 1.2 1.3 1.5 2.3 3.1 3.2 3.3 3.4 4.4 |  |  | Continuous | Secretariat |  |  |  | SG | ADCS and MFA |
| 1.1.2 | Maintain relationship with the Antarctic Treaty Consultative Meeting (ATCM) | 1.1 1.2 1.3 1.4 1.5 3.1 3.2 3.3 | 3.2 | Mariners  Ship operators  Marine scientific community | continuous | Secretariat | 1 meeting  Travel cost for SG or Dir + AD, 2 days  15-16 June, Paris together with HCA17 |  |  | SG | ADCS |
| 1.1.3 | Maintain relationship with the Comité International Radio Maritime (CIRM) | 1.1 1.2 1.3 1.4 1.5 3.1 3.2 3.3 | 1.2 | Navigation equipment manufacturers | continuous | Secretariat | 1 meeting  Travel cost for 1 SG/Dir/AD |  |  | DTECH | ADSO |
| 1.1.4 | Maintain relationship with European Union Initiatives (such as INSPIRE and EMODnet) | 1.1 1.2 1.3 1.4 1.5 3.1 3.2 3.3 | 3.2 | Monitoring of impact of open data policy. Possible significant contribution to Revised Strategic Plan Main Goal 3 in the future | continuous | Secretariat  IENWG | SG/Dir/AD  2 meetings  Travel cost for 1 SG/Dir/AD per meeting |  |  | DCOORD | ADCS |
| 1.1.5 | Maintain relationship with the Group on Earth Observation (GEO) | 1.1 1.2 1.3 1.4 1.5 3.1 3.2 3.3 | 2.3 |  | continuous | Secretariat  GEBCO GC  MSDIWG | 1 meeting  Travel cost for 1 SG/Dir/AD per meeting |  |  | DCOORD | ADSO& ADCC |
| 1.1.6 | Maintain relationship with the International Association of Marine Aids to Navigation and Lighthouse Authorities (IALA )  including the IALA e-NAV Committee:  IALA World-Wide Academy (WWA) | 1.1 1.2 1.3 1.4 1.5 3.1 3.2 3.3 4.4 | 3.1 | Aids to Navigation authorities, e-Navigation data service providers, maritime community | continuous | Secretariat, HSSC WGs, CBSC | 2 meetings  Travel cost for  1 SG/Dir/AD  per meeting |  |  | SG & DTECH | ADDT & ADCC |
| 1.1.7 | Maintain relationship with the International Electrotechnical Commission (IEC), including:  IEC Technical Committee 80 | 1.1 1.2 1.3 1.4 1.5 3.1 3.2 3.3 | 1.1 | Equipment manufacturers,  Type approval bodies | continuous | Secretariat, HSSC WGs | 1 meeting  Travel cost for  1 Dir/AD |  |  | DTECH | ADDT |
| 1.1.8 | Maintain relationship with the International Maritime Organization (IMO), including: | 1.1 1.2 1.3 1.4 1.5 3.1 3.2 3.3 4.4 | 1.1  3.1 | Mariners  Ship operators  Administrations | continuous | Secretariat |  |  |  | SG | ADSO |
| 1.1.8.1 | - Assembly |  |  |  |  |  | London, UK 22 Nov-1 Dec |  |  | SG | ADSO |
| 1.1.8.2 | - Council |  |  |  |  |  | C 125, London, UK. tbc  C 126, London, UK. 5-9 Jul  C 127, London, UK, 2-3 Dec  SG  attendance only if agenda relates directly to IHO matters of interest |  |  | SG | ADSO |
| 1.1.8.3 | - MSC |  |  |  | Engagement with IMO for S-100 Implementation Strategy |  | MSC 103 – tbc  MSC 104 – 16-25 Jun |  |  | SG | ADSO |
| 1.1.8.4 | - NCSR |  |  |  | Engagement with IMO for S-100 Implementation Strategy |  | NCSR 8, London, UK, 9-18 Feb, DTECH+ADSO 11 nights on site.  IMO/ITU EG 17, London, UK, Jul (tbc). |  |  | DTECH | ADSO |
| 1.1.8.5 | - TCC |  |  |  |  |  | TC 71, London, UK, 1-4 Jun  DCOORD or ADCC  3 nights on site |  |  | DCOORD | ADCC |
| 1.1.9 | Maintain relationship with the Intergovernmental Oceanographic Commission (IOC) of UNESCO, including: | 1.1 1.2 1.3 1.4 1.5 3.1 3.2 3.3 | 3.2 | Marine scientific community | continuous | Secretariat,  GEBCO GC,  MSDIWG |  |  |  | DCOORD | ADSO |
| 1.1.9.1 | - Assembly |  |  |  |  |  | A 31, Paris, France,14-25 Jun  DCOORD or ADSO |  |  | DCOORD | ADSO |
| 1.1.9.2 | - Executive Council |  |  |  |  |  | EC 53, Paris, France, tbc  DCOORD or ADSO  4 nights on site  EC 54, Paris, France 13 Jun  DCOORD or ADSO |  |  | DCOORD | ADSO |
| 1.1.9.3 | - Specialized WGs |  |  |  |  |  | UN Decade IOC Stakeholders Forum  2 meetings  Travel cost for  1 SG/DCOORD  per meeting |  |  | SG&  DCOORD | ADSO |
| 1.1.10 | Maintain relationship with the International Organization for Standardization (ISO), including:  - ISO Technical Committee 211 | 1.1 1.2 1.3 1.4 1.5 2.5 2.6 3.1 3.2 3.3 | 1.1  1.2 |  | continuous | Secretariat | DTECH or ADDT  6 nights on site for each meeting |  |  | DTECH | ADDT |
| 1.1.11 | Maintain relationship with the Joint Board of Geospatial Information Societies (JB-GIS) | 1.1  1.2  1.3  1.4  1.5  2.6  3.1  3.2  3.3 | 1.1 |  | annual | Secretariat | 1 meeting if coinciding with other meetings.  No significant additional cost |  |  | DCOORD | ADs as appropriate |
| 1.1.12 | Maintain relationship with United Nations (UN) organizations based in New York, including: | 1.1 1.2 1.3 1.4 1.5 2.5 2.6 3.1 3.2 3.3 | 2.3 | Marine geospatial data providers and users | continuous | Secretariat  ABLOS  MSDIWG |  |  |  | SG | ADs as appropriate |
| 1.1.12.1 | - the UN Committee of Experts on Global Geospatial Information Management (UN-GGIM)  and  WG on Marine Geospatial Information |  |  |  |  |  | UN-GGIM-11, UNHQ, SG  6 nights on site |  |  | SG | ADCC (both are being dealt with by the MSDIWG |
| 1.1.12.2 | - the UN Division on Ocean Affairs and Law of the Sea (UN-DOALOS) |  |  |  |  |  | UNICPOLOS 22, New York, Jun (tbc)  SPLOS-30, New York, Jun (tbc)  A74/LOS, New York, Dec (tbc)  SG or Director New York 6 nights on site per meeting |  |  | SG | ADSO |
| 1.1.12.3 | - the UN (UN Expert Group on Geographical Names (UNGEGN) |  |  |  |  |  | UNGEGN-34, SG or ADCS |  |  | SG | ADCS (IHO represented by Trent Palmer, NGA, SCUFN Member) |
| 1.1.13 | Maintain relationship with the World Meteorological Organization (WMO) | 1.1 1.2 1.3 1.4 1.5 2.5 2.6 3.1 3.2 3.3 |  | Mariners  Ship operators  Maritime Administrations | continuous | Secretariat | SG or ADSO |  |  | SG | ADSO |
| 1.1.14 | Maintain relationship with the International Seabed Authority (ISA) | 1.1 1.2 1.3 1.4 1.5 2.5 2.6 3.1 3.2 3.3 | 1.1  2.3 | Marine geospatial data providers and users | continuous | Secretariat | ISA Assembly July Jamaica,  SG/Dir  4 nights on site |  |  | SG | ADSO |
| 1.1.15 | Maintain relationships with other international and observer organizations when their agendas have relevance to the programme of the IHO | 1.1 1.2 1.3 1.4 1.5 2.5 2.6 3.1 3.2 3.3 | 3.2 |  | continuous | Secretariat | Participation to be determined on an annual basis, subject to the agenda of the organization and its significance to the IHO WP |  |  | SG or Director and AD responsible for the subject matter, as appropriate |  |
| 1.1.15.1 | 21th session of the Asia-Pacific Heads of Maritime Safety Agencies (APHoMSA) forum |  |  |  |  |  | Local MS to be invited to represent the IHO – otherwise no IHO representation |  |  | DTECH | ADCC |
| 1.1.15.2 | Conference of the Association of African Maritime Administrations  Southern and East African and Islands Regional Group for Safety of Navigation and Marine Environment Protection (SEAIGNEP) |  |  |  |  |  | AAMA7: (tbc)  SEAIGNEP7: (tbc) |  |  | DTECH | ADDT |
| 1.1.15.3 | COMNAP (Council of Managers of National Antarctic Program) |  |  |  |  |  | 33nd COMNAP AGM  IHO attendance only if relevant topics on the agenda and funding becomes available |  |  | SG | ADCS |
| 1.1.15.4 | IMSO (International Mobile Satellite Organization)  Assembly |  |  |  |  |  |  |  |  | DTECH | ADSO |
| 1.1.15.4.1 | IMSO - Advisory Committee |  |  |  |  |  | 47th Session of the Advisory Committee of IMSO 1-15 Jun  48th Session of the Advisory Committee of IMSO  15-19 Dec  IMO,  London, UK |  |  | DTECH | ADSO |
| 1.1.15.5 | IMPA (International Maritime Pilots’ Association) |  |  |  |  |  | 26th Congress of IMPA.  IHO attendance only if relevant topics on the agenda and funding becomes available |  |  | SG | ADSO |
| 1.1.15.6 | FIG Working Week 2021 |  |  |  |  |  | Dir or AD |  |  | DCOORD | ADCC |
| 1.1.15.7 | Hydro 2021 US  Hydro 2021 IFHS Europe Hydro 2021 |  |  |  |  |  | In conjunction with USCHC  Monaco |  |  | SG | Relevant AD |
| 1.1.15.8 | International Cartographic Conference and General Assembly |  |  |  |  |  | IHO attendance only if relevant topics on the agenda and funding becomes available |  |  | DTECH | ADCC |
| 1.1.15.9 | Meeting of the Working Group on Marine Cartography of the International Cartographic Association (ICA) |  |  |  |  |  | IHO attendance only if relevant topics on the agenda and funding becomes available |  |  | DTECH | ADCS |
| 1.1.15.10 | Meeting of the Commission on SDI and Standards of the International Cartographic Association (ICA) |  |  |  |  |  | IHO attendance only if relevant topics on the agenda and funding becomes available |  |  | DTECH | ADCC |

**Element 1.2 Information Management**

**Objective:** Provide Member States and IHO stakeholders with accurate and relevant information in a timely and accessible manner.

| **Task** | **Description** | **SD** | **G&T** | **Notable stakeholder(s) outside the IHO** | **Notable deliverables/ milestones and timing** | **Lead authority/ Participants** | **Notable specific resources from the IHO budget** | **Other resources** | **Significant risk to delivery** | **Principal Director** | **Principal Manager** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1.2.1 | Maintain and extend the IHO website and the IHR website | 1.1  1.2  1.4  1.5  2.1  2.2  3.2  3.3  4.1 | 3.3 |  | continuous | Secretariat | 20k€ for commercial contract support |  |  | SG | ADDT |
| 1.2.2 | Maintain and extend the IHO GIS, webserver and web mapping services in support of RHCs, ENC production coordination, INT chart coordination, C-55 and other related activities | 1.1  1.2  1.4  1.5  2.2  2.6  3.2  3.3  3.4  4.2 | 3.3 |  | continuous | Secretariat | Use of commercial contract support  Maintenance included in 1.2.3 |  |  | SG | ADDT and other AD and / or Project Officers as appropriate |
| 1.2.3 | Maintain and extend the Secretariat Admin IT infrastructure, including in-house publishing facilities | 1.1  1.2  1.3  1.4  3.3  4.1 | 3.3 |  | continuous | Secretariat | 80k€ annually (includes hardware, software and contract maintenance support) |  |  | SG | ADDT |
| 1.2.4 | Maintain the IHO reference library collection including the incorporation of new material | 1.5  3.2  3.3  3.4 |  |  | continuous | Secretariat | 1K€ annually |  |  | SG | MFA |
| 1.2.5 | Implement and maintain online forms for the input from Member States to the IHO databases and in response to circular letters | 2.1  3.4  4.1  4.2 |  |  | continuous | Secretariat | 1K€ annually |  |  | DTECH | ADCC |

**Element 1.3 Public Relations and Outreach**

**Objective:** Raise awareness of the role of the IHO and the value and importance of hydrography and nautical charting services. Provide advice and guidance on States obligations under international regulations such as SOLAS Chapter V and highlight the importance of coordinated efforts in providing for safety of navigation, protection of the marine environment and the sustainable management and development of the oceans, seas and waterways. Stress the importance of becoming an IHO Member State.

| **Task** | **Description** | **SD** | **G&T** | **Notable stakeholder(s) outside the IHO** | **Notable deliverables/ milestones and timing** | **Lead authority/ Participants** | **Notable specific resources from the IHO budget** | **Other resources** | **Significant risk to delivery** | **Principal Director** | **Principal Manager** |
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| 1.3.1 | Promote the IHO through publicity and public relations initiatives | 1.5 2.6 3.1 3.2 3.3 | 3.3 |  | . Preparation of the centenary of the establishment of the IHB in 2021. | Secretariat, Member States | 10k€ | Peak event in collaboration with the Principality of Monaco | Pandemic | SG | MFA/PCRO |
| 1.3.2 | Encourage new membership of the IHO | 2.3 2.4 |  |  | Participation of non-Member States in RHC and IHO activities.  New Member States. | Secretariat, RHC Chairs (except: ARHC, NHC, NSHC, USCHC) | Visits normally undertaken as side-trips in conjunction with travel to other meetings.  Some high-level visits funded by Capacity Building Fund (see programme 3).  2 nights on site per visit |  |  | SG and Directors | All ADs |
| 1.3.2.1 | Undertake high-level visits to Governments of non-MS |  |  |  |  |  | SG or Director  At least 2 visits, 2 nights on site for each visit |  |  | SG and Directors | All ADs |
| 1.3.3 | Celebrate World Hydrography Day including the preparation of information to support the themes | 1.5 2.6 3.1 3.2 3.3 | 3.3 |  | annual | Secretariat, Member States | In combination with 1.3.1 |  |  | SG | ADCC/ PCRO |
| 1.3.4 | Compile and publish P-1 – *International Hydrographic Review* with the assistance of a paid editor | 1.5 2.6 3.1 3.2 3.3 | 3.3 |  | continuous | Secretariat, Member States | 10k€ for contract support |  | Lack of suitable papers provided by MS and other contributors | DCOORD | ADCC |
| 1.3.4.1 | Maintain a digital repository for the overall collection of P-1 available for worldwide access |  |  |  |  | Secretariat | 1 K€ annually |  |  | DCOORD | ADCC |
| 1.3.5 | Develop IHO Corporate Communication Plan, Social Networks, Newsfeed, Media Release |  | 3.3 |  | Maintain the frequency and level of blogs and feeds on LinkedIn and Facebook | Secretariat |  |  |  | SG / DTECH / DCOORD | PCRO |

**Element 1.4 Work Programme & Budget, Strategic Plan and Performance Monitoring**

**Objective:** Ensure that the formulation and the execution of the IHO Work Programme and Budget is managed, monitored and executed efficiently to best meet the requirements of Member States and the interests of stakeholders. This Element focuses on the implementation of the IHO’s Strategic Plan particularly with regard to risk assessment and performance indicators.

| **Task** | **Description** | **SD** | **G&T** | **Notable stakeholder(s) outside the IHO** | **Notable deliverables/ milestones and timing** | **Lead authority/ Participants** | **Notable specific resources from the IHO budget** | **Other resources** | **Significant risk to delivery** | **Principal Director** | **Principal Manager** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1.4.1 | Execute the IHO Work Programme and Budget approved by the 2nd Session of the Assembly, monitoring its progress and proposing or implementing any necessary adjustments according to the circumstances and the regulations | All  SDs | All Goals &Targets |  | continuous | Secretariat  Council |  |  |  | SG | MFA |
| 1.4.2 | Develop and propose future IHO Work Programme, Budget and Strategic Plan |  | All  Goals &Targets |  | continuous | Secretariat  Council  Assembly |  |  |  | SG | MFA |
| 1.4.3 | Conduct biennial IHO  stakeholders’ forums | 1.2  1.3  1.4  1.5  2.6  3.1  3.2  3.3  3.4  4.4 | 2.2  3.1 |  | continuous | Secretariat |  | Required information not being provided by MS, RHCs or organs of the IHO.  Lack of human resources in Secretariat to assess and report on inputs |  | SG | ADCC/MFA |
| 1.4.4 | Conduct biennial IHO stakeholders’ forums | 1.2 1.3 1.4 1.5 2.6 3.1 3.2 3.3 3.4 4.4 |  |  | 2021 | Secretariat |  |  |  | SG or Director and AD responsible for the subject matter, as appropriate |  |

**Element 1.5 Secretariat Services**

**Objective:** Ensure that the Secretariat meets the requirements set by the member states, by providing the best service within the resources available.

| **Task** | **Description** | **SD** | **G&T** | **Notable stakeholder(s) outside the IHO** | **Notable deliverables/ milestones and timing** | **Lead authority/ Participants** | **Notable specific resources from the IHO budget** | **Other resources** | **Significant risk to delivery** | **Principal Director** | **Principal Manager** |
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| 1.5.1 | Maintain formal communication between the Secretariat and the Member States through Circular Letters | 2.2 4.1 4.2 4.3 4.4 | 3.3 |  | continuous | Secretariat |  |  |  | SG | PA |
| 1.5.2 | Maintain, update and develop procedures to facilitate and improve the effectiveness of the finance and administrative work of the Secretariat | All |  |  | continuous | Secretariat |  |  |  | SG | MFA |
| 1.5.3 | Provide in-house translation services English/French and French/English in support of the IHO WP  Include Spanish translations as much as possible in accordance with the relevant IHO Resolutions | 2.2 4.1 4.3 4.4 |  |  | continuous | Secretariat |  | MS encouraged to volunteer to translate lower priority IHO publications from EN to FR and SP |  | SG | MFA |
| 1.5.4 | Engage contract support to supplement the maintenance and development of IHO publications beyond the resources or competence of the Secretariat or the IHO WGs, including:  - Translation  - Technical editing | 3.3 4.1 |  |  | continuous | Secretariat | 10k€ |  |  | SG | MFA |
| 1.5.5 | Compile, maintain and publish IHO publications that are not allocated to a specific IHO body, including:  P-5 – IHO Yearbook  P-7 – IHO Annual Report  P-6 – Proceedings of the Assembly  M-3 –Resolutions of the IHO | 1.2 3.3 4.1 |  |  | As required | Secretariat |  |  |  | SG | MFA  (ADCC for the Yearbook) |
| 1.5.6 | Secretariat staff training | 1.1 4.1 |  |  | New CMS system for website  Photographic skills training for PRCO |  | 7k€ |  |  | SG | MFA |
| 1.5.7 | Monitor and maintain the Staff Regulations and the Job Descriptions of the Staff of the IHO Secretariat in step with the evolution of the IHO Work Programme and IHO requirements | 4.1 |  |  | As required | continuous | Secretariat |  |  | SG | MFA |
| 1.5.8 | Maintain the premises and facilities of the IHO Secretariat as required as the occupant, including renovations or modifications as requirements arise | 4.1 |  |  | Continuous | continuous | Secretariat | 62 K€ |  | SG | MFA |

**Element 1.6 IHO Council and Assembly**

**Objective:** Ensure the successful functioning of sessions of the Council and the Assembly so that they fulfil their top-level governance and decision-making functions in accordance with the Convention and the other basic documents of the Organization.

| **Task** | **Description** | **SD** | **G&T** | **Notable stakeholder(s) outside the IHO** | **Notable deliverables/ milestones and timing** | **Lead authority/ Participants** | **Notable specific resources from the IHO budget** | **Other resources** | **Significant risk to delivery** | **Principal Director** | **Principal Manager** |
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| 1.6.1 | Prepare and conduct the 3rd session of the IHO Assembly | 2.1 2.2 4.1 4.4 |  |  | No Assembly in 2021 | Secretariat |  |  |  | SG | ADCC |
| 1.6.1.1 | Pre-meeting briefing and preparation for Chair of the Assembly |  |  |  |  | Secretariat  Chair of Assembly | Assembly Chair |  |  | SG | ADCC |
| 1.6.2 | Prepare and conduct annual sessions of the IHO Council | 2.1 2.2 4.1 4.4 |  |  | Annual | Secretariat | C-5, Monaco, 19 – 21 Oct tbc |  |  | SG | ADCS |
| 1.6.2.1 | Pre-meeting briefing and preparation for Chair of Council |  |  |  |  | Secretariat,  Chair of Council | Council Chair  2 nights on site Monaco |  |  | SG | ADCS |

#### WORK PROGRAMME 2

**HYDROGRAPHIC SERVICES AND STANDARDS**

**Concept:**

Programme 2 focuses on the implementation of component 1.4 of Strategic Direction (SD) 1: “developing, improving, promulgating and promoting clear, uniform, global hydrographic standards to enhance safety of navigation at sea, protection of the marine environment, maritime security and economic development”.

Element 2.1 Programme Coordination

Element 2.2 Foundational Nautical Cartography Framework

Element 2.3 S-100 Framework

Element 2.4 S-57 Framework

Element 2.5 Support the implementation of e-navigation and Marine Spatial Data Infrastructures (MSDI)

Element 2.6 Hydrographic Surveying

Element 2.7 Hydrographic aspects of UNCLOS

Element 2.8 Other technical standards, specifications, guidelines and tools

**Element 2.1 Programme Coordination**

**Objective:** Monitor and implement Programme 2 through the HSSC and its subordinate organs.

| **Task** | **Description** | **SD** | **G&T** | **Notable stakeholder(s) outside the IHO** | **Notable deliverables/ milestones and timing** | **Lead authority/ Participants** | **Notable specific resources from the IHO budget** | **Other resources** | **Significant risk to delivery** | **Principal Director** | **Principal Manager** |
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| 2.1.1 | Organize, prepare, and report annual meetings of HSSC | 1.1 1.2 1.3 1.4 2.12.5 2.6 | 1.1 1.2 |  | Monitor and approve HSSC Work Programme - Annual | HSSC Chair  WG Chairs  Secretariat | HSSC-13, Bali, Indonesia, 3-7 May. DTECH +ADCS  6 nights on site |  | Inability of MS and others to participate in meetings | DTECH | ADCS |
| 2.1.1.1 | Pre-meeting briefing and preparation for Chair |  |  |  |  |  | Monaco  1 night on site |  |  | DTECH | ADCS |
| 2.1.2 | Organize, prepare and report meetings of HSSC working groups | 1.4 | 1.1 1.2 |  | As defined in the HSSC Work Programme | WG Chairs  Secretariat |  |  | Inability of MS and others to participate in meetings | DTECH | AD assigned to the relevant WG or body |
| 2.1.2.1 | S-100WG |  |  |  |  |  | S-100WG-6 (tbc)  DTECH, ADDT + TSSO  5 nights on site |  |  | DTECH | ADDT |
| 2.1.2.2 | ENCWG |  |  |  |  |  | ENCWG-6 /  S-101PT  (tbc)  ADDT/TSSO |  |  | DTECH | ADDT |
| 2.1.2.3 | S-100TSM |  |  |  |  |  | S-100TSM-9  (tbc)  ADDT |  |  | DTECH | ADDT |
| 2.1.2.4 | NCWG |  |  |  |  |  | NCWG-7  (, tbc) |  |  | DTECH | ADCS |
| 2.1.2.5 | NIPWG |  |  |  |  |  | NIPWG-8  Monaco or VTC  22-26 March |  |  | DTECH | ADCS |
| 2.1.2.6 | DQWG |  |  |  |  |  | DQWG-16 9-12 Feb., VTC |  |  | DTECH | ADCS |
| 2.1.2.7 | TWCWG |  |  |  |  |  | TWCWG-6 (19-22 Apr 2021)  ADSO  6 nights on site |  |  | DTECH | ADSO |
| 2.1.2.8 | ABLOS |  |  |  |  |  | ABLOS-BM28 & ABLOS 11 (4-7 October 2021 Monaco) |  |  | DTECH | ADSO |
| 2.1.2.9 | HSPT (or HSWG) |  |  |  |  |  |  |  |  | DTECH | ADSO |
| 2.1.3 | Prepare for and represent HSSC at meetings of the IHO Council | 1.1 |  |  | Submit report and recommendations - Annual | HSSC Chair  Secretariat | HSSC Chair  4 nights on site  Funded only if country of Chair is not represented in the Council |  |  | DTECH | ADCS |
| 2.1.4 | Prepare for and represent HSSC at 3rd session of the IHO Assembly | 1.1 |  |  | Submit reports and recommendations (through the Council) | HSSC Chair  Secretariat |  |  |  | DTECH | ADCS |
| 2.1.5 | Monitor the development of related international standards, specifications and guidance | 1.2 | 1.1  1.2 | IALA  IEC  IMO  ISO  OGC | Identify and attend relevant meetings and activities and report outcome - as required  (see also programme 1) | HSSC Chair Group, Secretariat | Participation to be determined on the agenda of the relevant meeting and the level of involvement of the secretariat.  Travel cost for 1 AD per meeting.  5 nights on site per meeting. |  |  | DTECH | AD relevant to the standard being discussed |
| 2.1.6 | Provide technical outreach, advice and guidance in relation to IHO standards, specifications and guidance | 4.1 | 1.1  1.2 |  | Identify and attend relevant meetings and activities and report outcome - as required | HSSC Chair Group, Secretariat |  |  |  | DTECH | ADDT |
| 2.1.6.1 | E-navigation Underway International (Digital@Sea Conference) |  |  | **IALA** |  |  | SG or DTECH  4 nights on site |  |  | DTECH | ADSO |
| 2.1.6.2 | Digital@Sea Conference (Asia-Pacific) |  |  | **IALA** |  |  | Local MS to be invited to represent the IHO – otherwise no IHO representation |  |  | DTECH | ADDT |
| 2.1.6.3 | E-navigation Underway (Digital@Sea Conference) North America |  |  | **IALA** |  |  | Local MS to be invited to represent the IHO – otherwise no IHO representation |  |  | DTECH | ADDT |
| 2.1.6.4 | OGC Technical and Planning Committee Meetings |  |  |  |  |  | IHO attendance only if relevant topics on the agenda and funding becomes available |  |  | DTECH | ADDT |
| 2.1.6.5 | Meeting of the OGC Marine Domain Working Group |  |  |  |  |  | IHO attendance only if relevant topics on the agenda and funding becomes available |  |  | DTECH | ADDT&ADCC |
| 2.1.6.6 | Shallow Survey 2022 |  |  |  |  |  | Wellington, New Zealand,( 22-27 May 2022)  Dir or AD  4 nights on site |  |  | DTECH | ADSO |
| 2.1.7 | Specify and develop a Document Management System for the collaborative drafting of complex standards | 1.1 | 1.1  1.2 |  | Draft preliminary specifications and investigate possible solutions | HSSC Chair Group, Secretariat |  |  |  | DTECH | ADCS |
| 2.1.8 | Maintain and extend IHO Resolutions (M-3) related to technical issues | 1.1 | 1.1  1.2 |  | Draft proposed amendments for the consideration of the Council  2020 | HSSC, All WGs |  |  |  | DTECH | AD assigned to the relevant WG or body |

**Element 2.2 Foundational Nautical Cartography Framework**

**Objective:** Develop, maintain and promote the foundational standards, specifications, guidelines and services related to nautical cartography to meet the requirements of the stakeholders.

| **Task** | **Description** | **SD** | **G&T** | **Notable stakeholder(s) outside the IHO** | **Notable deliverables/ milestones and timing** | **Lead authority/ Participants** | **Notable specific resources from the IHO budget** | **Other resources** | **Significant risk to delivery** | **Principal Director** | **Principal Manager** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 2.2.1 | Maintain S-4 (*Regulations for International (INT) Charts and Chart Specifications of the IHO*) and related publications (INT 1/2/3) | 1.4 | 1.1  1.2 |  |  | NCWG |  |  |  | DTECH | ADCS |
| 2.2.2 | Maintain S-11 Part A - *Guidance for the Preparation and Maintenance of International Chart Schemes and Catalogue of International (INT) Charts* | 1.4 | 1.1  1.2 |  |  | NCWG |  |  |  | DTECH | ADCS |
| 2.2.3 | Maintain the INToGIS infrastructure (and consider possible upgrade for S-1XX products) | 1.1 | 1.1 |  |  | Secretariat | Support of the Republic of Korea |  |  | DTECH | ADDT/ADCS |
| 2.2.4 | Implement the decisions made following the report on the Future of the Nautical Paper Chart |  | 1.1 |  |  |  |  |  |  | DTECH | ADCS |

**Element 2.3 S-100 Framework**

**Objective:** Develop, maintain and promote the S-100 framework in order to meet the requirements of the stakeholders.

| **Task** | **Description** | **SD** | **G&T** | **Notable stakeholder(s) outside the IHO** | **Notable deliverables/ milestones and timing** | **Lead authority/ Participants** | **Notable specific resources from the IHO budget** | | **Other resources** | | **Significant risk to delivery** | **Principal Director** | **Principal Manager** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 2.3.1 | Maintain and extend the S-100 GI Registry | 1.4 | 1.1  1.2 |  |  | S-100WG, Secretariat | Support of the Republic of Korea | |  | |  | DTECH | ADDT |
| 2.3.2 | Maintain and extend S-100 - *IHO Universal Hydrographic Data Model* | 1.4 | 1.1  1.2 |  |  | S-100WG |  | |  | | Inability of MS and others to participate in the work | DTECH | ADDT |
| 2.3.3 | Develop and maintain S-99 - *Operational Procedures for the Organization and Management of the S-100 Geospatial Information Registry* | 1.4 | 1.1  1.2 |  |  | S-100WG |  | |  | |  | DTECH | ADDT |
| 2.3.4 | Develop and maintain S-10x Product Specifications | 1.4 | 1.1  1.2 | ECDIS OEM  GIS Community  Data providers |  | Project teams  Relevant WGs | Any contract support to be funded by the Special Projects Fund |  | | Inability of MS and others to participate in the work | | DTECH | ADDT and/or AD assigned to the relevant WG or body |
| 2.3.5 | Provide advice and guidance to other organizations developing S-100 based Product Specifications | 1.2 1.3 | 1.1  1.2 |  |  | S-100WG  Secretariat | Travel cost for 1 AD per meeting.  3 nights on site per meeting.  Up to 2 meetings annually. |  | | Limited expertise available | | DTECH | ADDT and/or AD assigned to the relevant WG or body |

**Element 2.4 S-57 Framework**

**Objective:** Maintain the S-57 framework fit for purpose.

| **Task** | **Description** | **SD** | **G&T** | **Notable stakeholder(s) outside the IHO** | **Notable deliverables/ milestones and timing** | **Lead authority/ Participants** | **Notable specific resources from the IHO budget** | **Other resources** | **Significant risk to delivery** | **Principal Director** | **Principal Manager** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 2.4.1 | Maintain S-52 - *Specifications for Chart Content and Display Aspects of ECDIS* | 1.4 | 1.1  1.2 | ECDIS OEM |  | ENCWG |  |  |  | DTECH | ADDT |
| 2.4.2 | Maintain S-57 - *IHO Transfer Standard for Digital Hydrographic Data*,  including ENC Product Specification | 1.4 | 1.1  1.2 | ECDIS OEM  Data servers |  | ENCWG |  |  | Inability of MS and others to participate in the work | DTECH | ADDT |
| 2.4.3 | Maintain S-58 - *ENC Validation Checks* | 1.4 | 1.1  1.2 |  |  | ENCWG |  |  | Inability of MS and others to participate in the work | DTECH | ADDT |
| 2.4.4 | Maintain S-61 - *Product Specification for Raster Navigational Charts (RNC)* | 1.4 | 1.1 | ECDIS OEM  Data servers | No action expected | ENCWG |  |  |  | DTECH | ADDT |
| 2.4.5 | Maintain S-63 - *IHO Data Protection Scheme* | 1.4 | **1.2** |  |  | ENCWG, DPSWG |  |  | Inability of MS and others to participate in the work | DTECH | **ADDT** |
| 2.4.6 | Maintain S-64 - *IHO Test Data Sets for ECDIS* | 1.4 | 1.1  1.2 |  |  | ENCWG, DPSWG |  |  |  | DTECH | ADDT |
| 2.4.7 | Maintain S-65 - *ENCs: Production, Maintenance and Distribution Guidance* | 1.4 | 1.1  1.2 |  |  | ENCWG |  |  |  | DTECH | ADDT |
| 2.4.8 | Maintain S-66 - *Facts about Electronic Charts and Carriage Requirements* | 1.4 | 1.1 |  |  | ENCWG |  |  |  | DTECH | ADDT |
| 2.4.9 | Maintain S-67 – *Mariners’ Guide to Accuracy of ENCs* | 1.4 | 1.1 |  |  | DQWG |  |  |  | DTECH | ADCS |

**Element 2.5 Support the implementation of e-navigation and Marine Spatial Data Infrastructures (MSDI)**

**Objective:** Provide technical support to the development of new services and functionalities required by the implementation of e-navigation and MSDI.

| **Task** | **Description** | **SD** | **G&T** | **Notable stakeholder(s) outside the IHO** | **Notable deliverables/ milestones and timing** | **Lead authority/ Participants** | **Notable specific resources from the IHO budget** | **Other resources** | **Significant risk to delivery** | **Principal Director** | **Principal Manager** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 2.5.1 | Monitor and assess requirements related to data flow, data security, data quality, backup arrangements, time-varying information, etc. | 1.1 2.5 | 1.2 |  |  | All WG |  |  | Inability of MS and others to participate in the work | DTECH | ADCS |
| 2.5.2 | Support the development and implementation of Maritime Services | 1.1 2.5 | 1.1 | IALA  IMO |  | NIPWG  NCWG  S-100WG  TWCWG  WWNWS-SC |  |  | Inability of MS and others to participate in the work | DTECH | AD as appropriate |

**Element 2.6 Hydrographic Surveying**

**Objective:** Maintain S-44 and related IHO documents fit for purpose.

| **Task** | **Description** | **SD** | **G&T** | **Notable stakeholder(s) outside the IHO** | **Notable deliverables/ milestones and timing** | **Lead authority/ Participants** | **Notable specific resources from the IHO budget** | **Other resources** | **Significant risk to delivery** | **Principal Director** | **Principal Manager** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 2.6.1 | Maintain and extend S-44 *- IHO Standards for Hydrographic Surveys* | 1.4 | 1.2  2.2 |  | Report annually to HSSC. | HS PT HSWG? |  |  | Inability of MS and others to participate in the work | DTECH | ADSO |

**Element 2.7 Hydrographic aspects of UNCLOS**

**Objective:** Monitor developments related to the hydrographic aspects of UNCLOS and maintain the relevant IHO publications fit for purpose.

| **Task** | **Description** | **SD** | **G&T** | **Notable stakeholder(s) outside the IHO** | **Notable deliverables/ milestones and timing** | **Lead authority/ Participants** | **Notable specific resources from the IHO budget** | **Other resources** | **Significant risk to delivery** | **Principal Director** | **Principal Manager** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 2.7.1 | Organize the biennial ABLOS Conference | 1.3 4.1 | **3.0** |  | ABLOS Conferences. Next: 2021 |  | Self-funding |  |  | DTECH | ADSO |
| 2.7.2 | Maintain C-51 - *Manual on Technical Aspects of the UN Convention on the Law of the Sea* | 1.4 | 3.0 |  |  |  |  |  |  | DTECH | ADSO |

**Element 2.8 Other technical standards, specifications, guidelines and tools**

**Objective:** Maintain technical standards, specifications, guidelines and tools not included in the previous elements fit for purpose.

| **Task** | **Description** | **SD** | **G&T** | **Notable stakeholder(s) outside the IHO** | **Notable deliverables/ milestones and timing** | **Lead authority/ Participants** | **Notable specific resources from the IHO budget** | **Other resources** | **Significant risk to delivery** | **Principal Director** | | **Principal Manager** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 2.8.1 | Maintain S-12 - *Standardization of List of Lights and Fog Signals* | 1.4 | 1.2 |  | Revision as appropriate.  No action expected | NIPWG |  |  |  | DTECH | | ADCS |
| 2.8.2 | Maintain S-32- *Hydrographic Dictionary* | 1.4 | 1.2 |  | Inclusion in GI Registry | HDWG | Any contract support to be funded by the Special Projects Fund  HDWG3, China, 2021 (tbc) |  | Inability of MS and others to participate in the work | DTECH | | ADSO |
| 2.8.3 | Maintain S-49 - *Standardization of Mariners' Routeing Guides* | 1.4 | 1.2 |  | Revision as appropriate | NIPWG |  |  |  | DTECH | ADCS | |
| 2.8.4 | Maintain the list of standard tidal constituent | 1.4 | 2.2 |  | Continuous | TWCWG |  |  |  | DTECH | ADSO | |
| 2.8.5 | Maintain the inventory of national tide gauges and current meters | 1.1 | 2.2 |  | Continuous | TWCWG |  |  |  | DTECH | ADSO | |
| 2.8.6 | Ensure that data quality aspects are addressed in an appropriate and harmonized way for all relevant standards | 1.4 | 1.2 |  | Continuous | DQWG |  |  |  | DTECH | ADCS | |

###### WORK PROGRAMME No. 3

INTER REGIONAL COORDINATION AND SUPPORT

**Concept:**

This programme refers primarily to the Organization’s strategic direction “Facilitate global coverage and use of official hydrographic data, products and services” through enhancing and supporting cooperation on hydrographic activities among the IHO Member States (MS) under the aegis of the Regional Hydrographic Commissions (RHCs). It also contributes to the strategic direction “Assist Member States to fulfil their roles” through the IHO Capacity Building Work Programme in supporting MS as well as non-Member States to build national hydrographic capacities where they do not exist and to contribute to the improvement of the already established hydrographic infrastructure. The programme includes major topics that require a regionally coordinated approach, such as ENC adequacy, availability, coverage and distribution, maritime safety information and ocean mapping.

Element 3.1 Programme Coordination

Element 3.2 Regional Hydrographic Commissions and the HCA

Element 3.3 Capacity Building

Element 3.4 Coordination of Global Surveying and Charting Coverage

Element 3.5 Maritime Safety Information

Element 3.6 Ocean Mapping Programme

Element 3.7 Marine Spatial Data Infrastructures

Element 3.8 International Standards for Hydrographic Surveyors and Nautical Cartographers

**Element 3.1 Programme Coordination**

**Objective:** Promote and coordinate those activities that might benefit from a regional approach:

- establish, coordinate and enhance cooperation in hydrographic activities amongst States on a regional basis, and between regions;

- establish co-operation to enhance the delivery of the Capacity Building Work Programme;

- monitor the work of specified IHO inter-organizational bodies engaged in activities that require inter-regional cooperation and coordination.

The IRCC will foster coordination between all RHCs and other bodies that have a global/regional structure (including: HCA, GGC, CBSC, IBSC, WWNWS-SC,   
WEND-WG).

| **Task** | **Description** | **SD** | **G&T** | **Notable stakeholder(s) outside the IHO** | **Notable deliverables / milestones and timing in 2021** | **Lead authority / Participants** | **Notable specific resources from the IHO budget / dates/ venue / Secretariat participants** | **Other resources** | **Significant risks to delivery** | **Principal Director** | **Principal Manager** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3.1.1 | Organize, prepare and report annual meetings of IRCC | 1.1 1.2 1.4 1.5 2.1 2.2 2.3 2.4 2.5 2.6 3.1 3.2 3.3 3.4 4.1 4.2 4.3 4.4 | 3.1 | IOC  IALA  IMO | Monitor and approve IRCC Work Programme – Annual | IRCC Chair,  RHC Chairs,  Chairs of the IRCC Bodies,  Secretariat | IRCC-13 Monaco Principality of Monaco (22-24 June 2021)  DCOORD +ADCC  4 nights on site  to be held after the “Peak of peak day” of 100 IHO Centenary and in tandem with 3.3.1 |  | Inability of MS and others to participate in meetings | DCOORD | ADCC |
| 3.1.1.1 | Pre-meeting briefing and preparation for Chair of IRCC | 1.1 |  |  |  |  | Monaco  IRCC Chair  Travel cost and per diem for IRCC Chair (1 night on site) |  |  | DCOORD | ADCC |
| 3.1.2 | Prepare for and represent IRCC at meetings of the IHO Council | 1.1 |  |  | Submit report and recommendations - Annual | IRCC Chair  Secretariat | IRCC Chair  4 nights on site  Funded only if country of Chair is not represented in the Council |  |  | DCOORD | ADCC |
| 3.1.3 | Prepare for and represent IRCC at 2nd session of the IHO Assembly | 1.1 |  |  | Submit reports and recommendations (through the Council 5) | IRCC Chair  Secretariat |  |  |  | DCOORD | ADCC |
| 3.1.4 | Maintain and extend IHO Resolutions (M-3) related to coordination issues | 1.1 | 3.1  3.2 |  | Draft proposed amendments for the consideration of the Council 5 | IRCC |  |  |  | DCOORD | ADCC + AD assigned to the relevant WG or body |

**Element 3.2 Regional Hydrographic Commissions and the HCA**

**Objective:** Facilitate regional coordination, cooperation and collaboration to improve hydrographic services and the provision of hydro-cartographic products through the structure of the Regional Hydrographic Commissions and of the Hydrographic Commission on Antarctica.

| **Task** | **Description** | **SD** | **G&T** | **Notable stakeholder(s) outside the IHO** | **Notable deliverables / milestones and timing in 2021** | **Lead authority / Participants** | **Notable specific resources from the IHO budget / dates/ venue / Secretariat participants** | **Other resources** | **Significant risks to delivery** | **Principal Director** | **Principal Manager** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3.2.1 | Prepare for and report meetings of the Regional Hydrographic Commissions (RHC): | 2.1 2.2 2.3 2.5 2.6 3.2 3.3 4.3 | 1.3  3.1 |  | Submit report and recommendations – normally annually | RHC Chairs  Secretariat | Most Commissions meet annually  Travel cost for SG and Directors to each meeting. An AD also attends several of the RHC meetings – particularly the larger Commissions and those with significant CB requirements. |  | Inability of MS and others, particularly non-IHO MS, to participate in meetings | SG  DTECH  DCOORD | ADCC  ADCS  ADDT  ADSO |
| 3.2.1.1 | ARHC – Arctic Regional Hydrographic Commission |  |  | Arctic Council and Arctic SDI |  |  | ARHC11, SG (Alaska, USA, dates TBD)  4 nights on site |  |  | SG | ADCS |
| 3.2.1.2 | BSHC - Baltic Sea Hydrographic Commission |  |  |  |  |  | BSHC26 Stockholm, Sweden 21-23 Sep  SG  3 nights on site |  |  | SG | ADSO |
| 3.2.1.3 | EAHC - East Asia Hydrographic Commission |  |  |  |  |  | EAHC SC8 Thailand, February dates TBD,  SG  3 nights on site |  |  | SG | ADDT |
| 3.2.1.4 | EAtHC - Eastern Atlantic Hydrographic Commission |  |  |  |  |  | EAtHC16, Lisbon, Portugal, (12-16 April 2021 (incl. Seminar)  DTECH  5? nights on site |  |  | DTECH | ADCS |
| 3.2.1.5 | MACHC - Meso American - Caribbean Sea Hydrographic Commission |  |  | IMO, IALA, ACS, OECS,  COCATRAM |  |  | MACHC22,  December (TBC)  DCOORD + ADCC  6 nights on site |  |  | DCOORD | ADCC |
| 3.2.1.6 | MBSHC - Mediterranean and Black Seas Hydrographic Commission |  |  | IALA, IC-ENC, PRIMAR, CIESM, Private Industries |  |  | MBSHC22, Ljiubljana, Slovenia, 1-3 June 2021  DCOORD + ADCS  4 nights on site  BASWG15, Istanbul, Turkey, 2021, dates TBD  DCOORD  3 nights on site |  |  | DCOORD | ADCS |
| 3.2.1.7 | NHC - Nordic Hydrographic Commission |  |  |  |  |  | NHC64, dates and venue TBD  SG  3 nights on site |  |  | SG | ADDT |
| 3.2.1.8 | NIOHC - North Indian Ocean Hydrographic Commission |  |  |  |  |  | NIOHC20, Colombo Sri Lanka, dates TBD  DTECH  4 nights on site |  |  | DTECH | ADSO |
| 3.2.1.9 | NSHC - North Sea Hydrographic Commission |  |  |  |  |  | NSHC34, Reykjavik, Iceland, 27-28 April 2021  SG  3 nights on site |  |  | SG | ADSO |
| 3.2.1.10 | RSAHC - ROPME Sea Area Hydrographic Commission |  |  |  |  |  | RSAHC9, Dubai, dates TBD  DOORD  3 nights on site |  |  | DCOORD | ADSO |
| 3.2.1.11 | SAIHC - Southern Africa and Islands Hydrographic Commission |  |  |  |  |  | SAIHC17, Mauritius, VTCDTECH |  |  | DTECH | ADDT |
| 3.2.1.12 | SEPRHC - South East Pacific Regional Hydrographic Commission |  |  |  |  |  | SEPRHC15, Chile, 2023  DCOORD |  |  | DCOORD | ADCC |
| 3.2.1.13 | SWAtHC - South West Atlantic Hydrographic Commission |  |  |  |  |  | SWAtHC15, Montevideo, Uruguay, 13-14 March 2021  DCOORD  3 nights on site |  |  | DCOORD | ADCC |
| 3.2.1.14 | SWPHC - South West Pacific Hydrographic Commission |  |  | IMO, IALA,SPC |  |  | SWPHC18, Tonga, February 2021, dates TBD  DTECH + ADCC  4 nights on site |  |  | DTECH | ADCC |
| 3.2.1.15 | USCHC - USA and Canada Hydrographic Commission |  |  |  |  |  | USCHC44 -USA, Venue and dates TBD  SG  2 nights on site |  |  | SG | ADDT |
| 3.2.2 | Organize, prepare for and report meetings of Hydrographic Commission on Antarctica (HCA) | 2.1 2.2 2.5 2.6 3.2 3.3 4.3 | 3.2 | COMNAP  IAATO  SCAR  IALA | Submit report and recommendations - Annually.  Conduct a risk assessment for the Antarctic region and develop a work programme to improve Antarctic charting.  Through IHO Secretariat to submit to ATCM the risk assessment conducted by HCA for the Antarctic Region together with a proposed HCA work programme to improve Antarctic charting, for consideration, endorsement and support from ATCM.. | HCA Chair  Observers  Secretariat | HCA-18, Monaco, Principality of Monaco or Paris, France (back-to-back with ATCM XLIV), 2021, 15-16 June  SG+ADCS |  | Inability of Members and others to participate in HCA meetings or to engage with other Antarctic organizations | SG | ADCS |
| 3.2.3 | Contribute to improving the framework of IHO response to marine disasters | 3.3 | 3 |  | Improve the relevant guidelines for disaster risk reduction.  Continuous | RHC Chairs  Secretariat |  |  |  | DCOORD | ADCC |
| 3.2.4 | Maintain and enhance the underlying database and IHO Publication C‑55 – *Status of Hydrographic Surveying and Nautical Charting Worldwide* | 4.4 | 2.2  3.1 |  | Develop a new framework for the input, presentation and assessment of the survey and nautical cartography status in C-55 | Secretariat |  |  |  | DCOORD | ADCC |

**Element 3.3 Capacity Building**

**Objective:** Assess the hydrographic surveying, nautical charting and nautical information status of nations and regions where hydrography is developing.

**-** Provide guidelines for the development of local hydrographic capabilities taking into account the regional context and possibilities of support for shared capabilities.

- Identify regional requirements and study the possibilities for capacity building assistance and training from the CB Fund and other sources.

| **Task** | **Description** | **SD** | **G&T** | **Notable stakeholder(s) outside the IHO** | **Notable deliverables / milestones and timing in 2021** | **Lead authority / Participants** | | **Notable specific resources from the IHO budget / dates/ venue / Secretariat participants** | **Other resources** | **Significant risks to delivery** | **Principal Director** | **Principal Manager** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3.3.1 | Organize, prepare and report annual meetings of the Capacity Building Sub-Committee (CBSC) | 2.3 2.4 3.3 3.4 4.4 | 1.3  3.1 | IMO  IALA | Monitor and approve CB Work Programme (CBWP).  Annual | CBSC Chair  CB Coordinators  Secretariat | CBSC19, Monaco, Principality of Monaco, June 2021  DCOORD, ADCC  To be held before the “Peak of peak day” of 100 IHO Centenary in tandem with 3.1.1  The IHO will organize a Capacity Building and IBSC Stakeholders’ Seminar on 17 and 18 June, following CBSC19, as part of the IHO Centenary Celebrations | |  |  | DCOORD | ADCC |
| 3.3.1.1 | Pre-meeting briefing and preparation for Chair of CBSC |  |  |  |  |  | CBSC Chair  Monaco  I night on site  Funded from the CB Fund administrative expenses, when required | |  |  | DCOORD | ADCC |
| 3.3.2 | Manage the IHO Capacity Building Fund | 4.4 | 1.3  3.1 |  | Continuous | CBSC Chair  Secretariat |  | |  |  | DCOORD | ADCC/MFA |
| 3.3.3 | Develop and maintain a Capacity Building Management System | 4.4 | 1.3  3.3 |  | Support the implementation of CBWP  Continuous | CBSC Chair  Secretariat | Support from the Republic of Korea | | Donor States and Agencies |  | DCOORD | ADCC |
| 3.3.4 | Review and maintain the IHO Capacity Building Strategy | 4.4 | 1.3  3.1 |  | Up to date CB Strategy  Annually | CBSC Chair  Secretariat |  | |  |  | DCOORD | ADCC |
| 3.3.5 | Develop, monitor and update the Capacity Building Work Programme (CBWP), including:,  - Reviewing and updating CB procedures  - Monitoring and assessing the progress and success of CB activities and initiatives | 4.4 | 1.3  3.1 |  | Develop and propose an annual CBWP to be included in the IHO WP.  Annually.  Considered in conjunction with task 3.3.1 | CBSC Chair  Secretariat |  | |  |  | DCOORD | ADCC |
| 3.3.6 | Organize, prepare and report on meetings with other organizations, funding agencies, private sector and academia, including:  the Joint IHO/IMO/WMO/IOC/IAEA/IALA/FIG/IMPA Capacity Building Coordination meeting | 4.3 4.4 | 1.3  3.1 | World Bank  UNDP, UNEP  Donor Agencies | Coordinated delivery of Capacity Building activities.  Investigate new opportunities for CB activities.  Increase the CB Fund.  Annually | Secretariat | 2 meetings annually in junction with other events  Travel cost for DCOORD and/or ADCC  1-2 nights on site per meeting  Joint CB Group meeting to be hosted by IHO, in Monaco, Principality of Monaco (dates TBD) | |  |  | DCOORD | ADCC |
| 3.3.7 | Organize, prepare and report on a Capacity Building and IBSC Stakeholders’ Forum | 4.4 | 1.3  3.1 | IMO  IALA  IOC  WMO  FIG  Academy | Obtain lessons learned from CB training activities Review the future of the IHO CB Work Programme and CB Strategy.  Engage with institutions delivering IBSC recognized programmes. | Secretariat  CBSC Chair  IBSC Chair | The IHO will organize a Capacity Building and IBSC Stakeholders’ Seminar on 17 and 18 June, following CBSC19, as part of the IHO Centenary Celebrations (see 3.3.1) | |  |  | DCOORD | ADCC |
| 3.3.8 | Maintain IHO publication M‑2 - *National Maritime Policies and Hydrographic Services* | 3.1 3.2 | 2.2  3.3 |  | Continuous | Secretariat |  | |  |  | DCOORD | ADCC |
| 3.3.9 | Plan, administer and implement Capacity Building activities, including:  Technical and advisory visits,  Technical Workshops, Seminars, Short and long courses,  On the Job Training (ashore / on board) | 2.3 2.4 3.3 3.4 4.4 | 1.3  3.1 |  | Assess the status of hydrography, cartography and aids to navigation in developing States.  Provide the basic technical knowledge and to jointly explore initiatives to achieve a minimum level of response to national, regional and international obligations | CBSC Chair  RHC Chairs  Secretariat | In accordance with annual CBWP funded by the CB Fund. | |  |  | DCOORD | ADCC |
| 3.3.10 | Investigate and Develop Regional Hydrographic / Maritime Projects | 2.3  2.4  3.3  3.4  4.4 | 2.1  2.2  3.1 | IMO  IALA  IOC  UN Agencies  World Bank  Funding Institutions | Ensure awareness of multilateral or bilateral projects with hydrographic and/or cartographic components, and to provide advice to governments, project managers and funding agencies.  Develop and support the Outline/Scope Studies on Regional Projects.  Continuous | CBSC Chair  RHC Chairs  Secretariat |  | |  |  | DCOORD | ADCC |
| 3.3.11 | Develop and maintain an online repository of training material and references | 2.3  2.4  3.3 | 3.1  3.3 | Member States and other States  RHCs  Academia | Ensure all training material and references are available | CBSC Chair  RHC Chairs  Secretariat | In accordance with annual CBWP funded by the CB Fund. | |  |  |  |  |

**Element 3.4 Coordination of Global Surveying and Charting Coverage**

**Objective:** Facilitate the achievement of a world-wide quality nautical charting coverage to suit the needs of the mariner in support of safe and efficient navigation through the development of specifications and standards for the production, distribution and updating of cartographic products and supporting publications.

| **Task** | **Description** | **SD** | **G&T** | **Notable stakeholder(s) outside the IHO** | **Notable deliverables / milestones and timing in 2021** | **Lead authority / Participants** | **Notable specific resources from the IHO budget / dates/ venue / Secretariat participants** | **Other resources** | **Significant risks to delivery** | **Principal Director** | **Principal Manager** |
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| 3.4.1 | Organize, prepare and report annual meetings of the WEND Working Group | 2.1 2.2 2.6 | 1.1 | CIRM  RENC Management | Foster the implementation of the WEND principles (including WEND100 principles)monitor progress and report to IRCC.  Start implementation of IRCC11 tasks  Annually | WEND WG Chair  Secretariat | WENDWG-11, USA (17-19 February 2021), dates and location TBC. Go no-go by end of December 2020. If not possible, same dates but for VTC sessions only.  DCOORD +ADCS  4 nights on site |  |  | DCOORD | ADCS |
| 3.4.2 | Maintain liaison with RENCs | 2.1 2.2 2.6 | 1.1 | RENC management  RENC MS | Facilitate the promotion of RENC co-operation for the benefit of ENC end-users.  Support S-100 Implementation Strategy  Annually | WEND WG Chair  Secretariat | 2 meetings annually. IC-ENC in July, PAC in October  DCOORD and ADCS  3 nights on site per meeting |  |  | DCOORD | ADCS |
| 3.4.3 | Maintain and coordinate ENC and INT schemes, including coverage, consistency, quality and availability | 2.1 | 2.2  3.3 |  | Develop ENC schemes in the regions and coordinate the production and maintenance of ENC.  Maintain INT Chart schemes and coordinate the production of INT Chart in the regions, in line with ENC production.  Continuous | RHC Chairs  Secretariat |  |  | Lack of appropriate surveys or re-surveys in areas where there is no satisfactory coverage.  Overlapping data in the same area. | DCOORD | ADCS |

**Element 3.5 Maritime Safety Information**

**Objective:** Facilitate the efficient provision of Maritime safety Information (MSI) to mariners through coordination and the establishment of relevant standards between agencies.

Improve the coordination of NAVAREAs in liaison with the RHCs and relevant international organizations.

| **Task** | **Description** | | **SD** | **G&T** | **Notable stakeholder(s) outside the IHO** | **Notable deliverables / milestones and timing in 2021** | **Lead authority / Participants** | **Notable specific resources from the IHO budget / dates/ venue / Secretariat participants** | **Other resources** | **Significant risks to delivery** | **Principal Director** | **Principal Manager** |
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| 3.5.1 | Organize, prepare and report annual meetings of the World-Wide Navigational Warning Service Sub-Committee (WWNWS-SC) | | 1.2 2.1 4.3 | 1.1 | IMO  IALA  IMSO | Monitor and guide the IHO/IMO World-Wide Navigational Warning Service including NAVAREA and coastal warnings.  Annually | WWNWS-SC Chair  Secretariat | WWNWS13, Monaco, Principality of Monaco, 30 August – 3 September 2021  ADSO |  |  | DCOORD | ADSO |
| 3.5.2 | Conduct annual meetings of the WWNWS‑SC Document Review Working Group | 1.2 2.1 | | 1.1 | IMO  IALA  IMSO  WMO | Maintain the IMO/WWNWS documents.  Annually | WWNWS-SC Chair  Secretariat | DRWG19, 23-25 Feb 2021 (TBC)  ADSO3 nights on site |  |  | DCOORD | ADSO |
| 3.5.3 | Maintain and extend the following IHO standards, specifications and publications:  - relevant IHO Resolutions in M-3 - Resolutions of the IHO,- S-53 - Joint IMO/IHO/WMO Manual on Maritime Safety Information | 1.2 2.1 3.3 | | 1.2 | IMO  IMSO  WMO | Provide update to WWNWS documentation.  Continuous | WWNWS-SC Chair  Secretariat |  |  |  | DCOORD | ADSO |
| 3.5.4 | Liaise with IMO and WMO on the delivery of MSI within the GMDSS | 1.2  2.1  3.3 | | 1.2 | IMO  IALA  IMSO  WMO | Ensure maintenance of service delivery.  Continuous | WWNWS-SC Chair  Secretariat | ADSO  1 meeting, 2 days per year within Europe (London/ Genève/ Monaco) |  | Lack of engagement of national MSI Coordinators with the relevant NAVAREA Coordinator | DCOORD | ADSO |
| 3.5.5 | Participate and contribute to the IMO work items on the modernization of the GMDSS and the development of the e‑navigation implementation plan | 1.2  2.1  2.5 | | 1.2 | IMO  IALA  IMSO  WMO | Monitor projects to ensure maintenance of service delivery at least at current levels, investigation areas for improvement.  Continuous | WWNWS-SC Chair  Secretariat |  |  |  | DCOORD | ADSO |
| 3.5.6 | Improve the delivery and exploitation of MSI to global shipping by taking full advantage of technological developments | 1.2  2.1  2.5 | | 1.1 | IMO  IALA  IMSO  WMO | Progress development of S-124 PS to align with the development of e-navigation and GMDSS modernization (see element 2.5).  Continuous | WWNWS-SC Chair  Secretariat |  |  |  | DCOORD | ADSO |

**Element 3.6 Ocean Mapping Programme**

**Objective:** Contribute to global ocean mapping programmes through the IHO/IOC General Bathymetric Chart of the Oceans (GEBCO) Project, the International Bathymetric Chart (IBC) Projects and other related international initiatives.

Improve the availability of shallow water bathymetry for purposes other than nautical charting.

| **Task** | **Description** | **SD** | **G&T** | **Notable stakeholder(s) outside the IHO** | **Notable deliverables / milestones and timing in 2021** | **Lead authority / Participants** | **Notable specific resources from the IHO budget / dates/ venue / Secretariat participants** | **Other resources** | **Significant risks to delivery** | **Principal Director** | **Principal Manager** |
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| 3.6.1 | Organize, prepare and report annual meetings of the GEBCO Guiding Committee (GGC) and associated bodies including TSCOM, SCRUM, GEBCO Science Day and SCUFN | 1.5  2.6  3.4 | 3.2 | IOC | Implementation of the GGC Work Programme.  Contribute to global ocean mapping programmes.  Improve the availability of shallow water bathymetry.  Implement the strategic goals for the next decade.  Annually | GGC Chair  Secretariat | GEBCO meetings  GGC37: Paris, France, 11-20 January 2021 (TBC or remote)  DCOORD + ADSO  3 nights on site  SCUFN 34, San Petersburg, Russian Federation, 8-12 November 2021  ADCS 5 nights on site  TSCOM37 and SCRUM8, Paris, France, 11-15 January 2021 (TBC or remote)  ADSO  4 nights on site |  |  | DCOORD | ADCS  ADSO |
| 3.6.2 | Ensure effective operation of the IHO Data Centre for Digital Bathymetry (DCDB) | 1.5  2.6 | 3.2 |  | Enhance the DCDB for upload, ingest, discovery and download of bathymetric data and associated information, such as the gazetteer of undersea feature names.  Continuous | Director DCDB  CSBWG Chair  GEBCO GC  Secretariat |  | Operation of the DCDB is funded primarily by US (NOAA) | Inability of sole founder to continue current level of support | DCOORD | ADSO |
| 3.6.3 | Encourage the contribution of bathymetric data to the IHO DCDB | 1.5 2.2 2.6 | 3.2 | Academia and Industry | GEBCO representatives participate in RHC meetings.  Continuous | GGC Chair  RHC Chairs  Secretariat |  |  | Lack of MS willingness to provide data | DCOORD | ADSO |
| 3.6.4 | Develop general guidelines on the use and collection of Crowd Sourced Bathymetry (CSB) | 2.6 | 2.2  3.2 |  | Maintain updated the new IHO publication on CSB B12  Continuous | CSBWG Chair  Director DCDB | CSBWG10 – Stavanger, Norway, 12-16 April 2021  ADSO 5 nights on site |  |  | DCOORD | ADSO |
| 3.6.5 | Support cooperative bathymetric data gathering programmes, including; the Atlantic Ocean Research Alliance (AORA) | 2.6 | 3.2 |  | Contribute to global and regional ocean mapping programmes.  Annually | CSBWG Chair,  Secretariat | ASMIWG12 (TBC)  2 meetings - funded by EU |  |  | DCOORD | ADSO |
| 3.6.6 | Maintain IHO bathymetric publications, including:  B-4 - *Information Concerning Recent Bathymetric Data*  B-6 - *Standardization of Undersea Feature Names*  B-8 - *Gazetteer of Geographical Names of Undersea Features*  B-9 - *GEBCO Digital Atlas*  B-10 - *The History of GEBCO*  B-11 - *IHO-IOC GEBCO Cook Book*)  B-12 – Guidance on Crowd source Bathymetry | 2.6 | 3.2  3.3 | IOC | Maintain publications updated | GGC Chair  Secretariat |  |  |  | DCOORD | ADSO/ADCS |
| 3.6.7 | Contribute to outreach and education about ocean mapping. Increase understanding of the importance of hydrography and interest in following ocean mapping as a career | 1.5  2.6  3.4 | 3.2 | IOC | Development of Roadmap for Outreach and Education Working Group.  Development of Education Materials. Printing of GEBCO World Map in MS.  Continuous | GGC Chair  Secretariat |  | Provided from GEBCO Fund – 8.200 Euros |  | DCOORD | ADSO |
| 3.6.8 | Maintain GEBCO Website | 1.5  2.6  3.4 | 3.2  3.3 | BODC | Content of GEBCO web site continually updated with news items; information about meetings and events and information about and links to new products.  Continuous | GGC Chair  Secretariat |  | Provided from GEBCO Fund |  | DCOORD | ADSO |
| 3.6.9 | Develop short course and course material on compiling digital bathymetric models (DBMs) to be included in GEBCO from a heterogeneous bathymetric source database | 1.5  2.6  3.4 | 3.1  3.2 |  | Course curriculum and schedule for first course occasion. 2020 | GGC Chair  Secretariat |  |  |  | DCOORD | ADSO |
| 3.6.10 | Update and enhance the GEBCO Gazetteer (B-8) for internet access | 1.5 | 3.2  3.3 |  | Continuing enhancement and maintenance to incorporate new names from each SCUFN meeting.  Annually | GGC Chair  Director DCDB  Secretariat |  | Provided from GEBCO Fund – 10.000 Euros |  | DCOORD | ADCS |

**Element 3.7 Marine Spatial Data Infrastructures**

**Objective:** Monitor developments related to the hydrographic component of Spatial Data Infrastructures, to develop and maintain the relevant IHO publications,   
and to provide technical advice as appropriate.

| **Task** | **Description** | **SD** | **G&T** | **Notable stakeholder(s) outside the IHO** | **Notable deliverables / milestones and timing in 2021** | | **Lead authority / Participants** | | **Notable specific resources from the IHO budget / dates/ venue / Secretariat participants** | **Other resources** | **Significant risks to delivery** | **Principal Director** | **Principal Manager** |
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| 3.7.1 | Organize, prepare and report annual meetings of the Marine Spatial Data Infrastructures Working Group (MSDIWG) | 2.5 | 2.1  2.3 | OGC  Academia  Industry  UN-GGIM  UN-WGMGI | | Continuous | | MSDIWG Chair  Secretariat | MSDIWG12, Singapore, 12-17 April 2021 with an integrated OGC Marine Domain WG part and a UN-GGIM WGMG13 9The meetings will be back-to-back with the Singapore Maritime Week 2021)DCOORD and ADCC 5 nights on site | Travel cost, per diem, and working hours for MS and other representative to prepare for and attend the meeting. |  | DCOORD | ADCC |
| 3.7.2 | Maintain the relevant IHO standards, specifications and publications on MSDI, including C-17 | 2.5 | 2.1  2.3 | OGC  Academia  Industry | |  | | MSDIWG Chair  Secretariat |  |  |  | DCOORD | ADCC |
| 3.7.2.1 | Develop a new framework for C-17 (online interactive publication) | 2.5 |  |  | | Revised version of IHO publication C-17 - 2021 | | MSDIWG Chair  Secretariat |  |  | Lack of resources to develop a new framework | DCOORD | ADCC |
| 3.7.3 | Develop training syllabi for MSDI and associated learning subjects | 2,5 | 2.1  3.1 | OGC  Academia  Industry | Course materiel for standardized MSDI training course | | | MSDIWG Chair  Secretariat |  |  |  | DCOORD | ADCC |
| 3.7.4 | Meeting of the OGC Marine Domain Working Group | 2.5 | 2.1  2.3 | OGC | Coordination of the relevant activities | | | MSDIWG Chair  Secretariat |  |  |  | DCOORD | ADCC |

**Element 3.8 International Standards for Hydrographic Surveyors and Nautical Cartographers**

**Objective:** Establish minimum standards of competence for hydrographic surveyors and nautical cartographers.

| **Task** | **Description** | **SD** | **G&T** | **Notable stakeholder(s) outside the IHO** | **Notable deliverables / milestones and timing in 2021** | | **Lead authority / Participants** | | **Notable specific resources from the IHO budget / dates/ venue / Secretariat participants** | **Other resources** | **Significant risks to delivery** | **Principal Director** | **Principal Manager** |
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| 3.8.1 | Organize, prepare and report annual meetings of the International Board on Standards of Competence for Hydrographic Surveyors and Nautical Cartographers (IBSC) | 1.1  1.4 | 2.2 | FIG  ICA  Academia  Industry | | Recognition of new submissions and maintenance of guiding tools and references | | IBSC Chair  Secretariat | IBSC44, Cadiz, Spain, March/April 2021 (dates TBD)  ADCC  14 nights on site | Travel cost, per diem, and working hours for MS and other representative to prepare for and attend the meeting. |  | DCOORD | ADCC |
| 3.8.2 | Fulfil the functions of the IBSC | 1.4 | 2.2 | FIG  ICA | | Provide guidance to training institutions  Continuous | | IBSC Chair  Secretariat |  |  | Availability of Board members to undertake an increasing inter-sessional workload.  Capacity of Secretariat to provide full support to the Board. | DCOORD | ADCC |
| 3.8.3 | Manage the IBSC Fund | 4.4 |  | FIG  ICA | Management of the IBSC Fund effectively and report to the IHO Secretariat  Continuous | | | IBSC Chair  Secretariat |  |  |  | DCOORD | ADCC |
| 3.8.4 | Review the IBSC standards and maintain IBSC Publications, including:  C-6 - *Reference Texts for Training in Hydrography*  C-47 - *Training Courses in Hydrography and Nautical Cartography*  S-5A and B - *Standards of Competence for Hydrographic Surveyors*  S-8A and B - *Standards of Competence for Nautical Cartographers* | 1.4 | 2.2 | FIG  ICA  Academia  Industry | Monitor, control and update of the IBSC Standards in S-5A/B and S-8A/B and Publications  Continuous | | | IBSC Chair  Secretariat | Support to IBSC on review and update of Standards of Competence |  | Availability of Board members to undertake an increasing inter-sessional workload.  Capacity of Secretariat to provide full support to the Board. | DCOORD | ADCC |