

## Annex B to the Report of the IHO IRCC to Council 7

**Scoping Team for Fund Generation of IHO' Project Initiatives PT****Desired Project Team Participant Skill Sets**

To effectively investigate fundraising options for hydrography, fundraising options to support the surveying and charting of the world's seas, oceans and navigable waters, thereby supporting safety of navigation and the protection of the marine environment, a small team should ideally possess a diverse range of backgrounds and expertise. Here is a draft list of potential participant skills:

1. **Hydrographic, Science and Research Expertise:** It is important to include one or two team members with backgrounds in hydrography and hydrographic standards development who can understand and communicate the value and impact of hydrography and its importance for navigation, science, and research for oceans, seas, coasts, lagoons and rivers alike. These could be hydrographers, oceanographers and/or nautical cartographers but could also include scientists, researchers, or professionals with experience in using hydrographic products and services beyond navigation.
2. **Fundraising and Capacity Building:** It is essential to have team members who are experienced in fundraising and capacity building, particularly in the context of general scientific research, oceanography and hydrography (if possible). These individuals should be knowledgeable about various fundraising strategies, grant (or loan) applications, donor cultivation, and relationship management.
3. **Financial and Budgeting Skills:** A team member with financial expertise can provide valuable insights into budgeting, financial planning, and managing the financial aspects of fundraising campaigns. They can help create realistic funding goals, track expenses, and ensure proper financial reporting.
4. **Communication and Marketing:** Having team members with strong communication and marketing skills would be very desirable for conveying the importance of hydrography and engaging potential donors. They could help with developing compelling narratives, creating promotional materials, and using various channels to reach out to prospective funders.
5. **Legal and Compliance Knowledge:** Understanding the legal and compliance aspects of fund generation and fundraising is important to ensure that the team operates within the legal frameworks of the IHO and any potential donor organization. This includes knowledge of IHO rules and procedures, tax regulations, nonprofit compliance, intellectual property rights, and any specific regulations related to hydrographic funding.

6. **Project Management:** A team member skilled in project management can help organize and streamline the investigation process. They can establish timelines, set goals, manage resources, oversee the required project reporting requirements and ensure the smooth coordination of team efforts.

7. **Networking and Relationship Building:** Having team members with strong networking and relationship-building skills is valuable for connecting with potential funders, building partnerships, and establishing collaborations. These individuals can leverage their existing networks and develop new relationships to expand fundraising opportunities.

8. **International cooperation institutions (mainly grants) and Development Bank (mainly loans)**  
**Experience:** If we want to engage these institutions and banks we will need some people who have been successful working with them. They should know what needs to be included in proposals, appropriate size and scope of projects, and connections within the banking community.

### **Draft Project Terms of Reference**

1. **Objectives;** The Project Team for Fund Generation of IHO' Projects Initiatives will explore the options for establishment of alternative funding for programmed IHO activities including capacity building and a sustainable structure for IHO to manage the operational S-100 infrastructure.

- a. Identify the main IHO projects which would benefit from additional funding from alternative sources.
- b. Identify and evaluate options for tactical recurring funding opportunities for each of the projects identified under (a). Consideration will be given to funding sources such as RENCs as well as external sources such as multilateral organizations, commercial partners, philanthropic organizations, etc.
- c. Investigate and identify organizational, functional and resource requirements and gaps for the various types and/or sources of external funding.
- d. Investigate and identify alignment and deviations from IHO rules, regulations and remit for the various types and/or sources of external funding.
- e. Investigate and identify organizational, reputational, financial, legal and other risks to the IHO, Member States, beneficiaries and funders.
- f. Finalize an agreed report of recommendations for C-9 endorsement and submission to A4.

## 2. Authority

- a. The Project Team's authority is under the IRCC. Its work is subject to IRCC approval.

## 3. Composition and Chair

- a. The PT shall comprise representatives of IHO Members or non-Members (on invitation and without voting rights) States (MS), RENC representatives, and representation as required from the IHO Secretariat. It may include industry participation or other subject matter experts (SME) as determined by the PT Chair by invitation only. A membership list shall be maintained and posted on the IHO website.
- b. The Chair and Vice-Chair shall be a representative of a MS. The election of the Chair and Vice-Chair shall be decided at the first meeting of the PT and shall be determined by vote of the MS present and voting.
- c. If a secretary is required, it should normally be drawn from a member of the PT.
- d. If the Chair is unable to carry out the duties of the office, the Vice-Chair shall act as the Chair with the same powers and duties.
- e. SMEs membership should be by invitation from the Chair.
- f. SME membership may be withdrawn in the event that a majority of the MS represented in the PT agrees that an SME's continued participation is irrelevant or unconstructive to the work of the PT.
- g. All members shall inform the Chair in advance of their intention or inability to attend meetings of the PT.

## 4. Procedures

- a. The PT should work by a combination of correspondence, teleconferences, group meetings, and workshops. The PT should meet at least once a year. Meetings should not normally occur later than nine weeks before a meeting of IRCC in order to allow the PT time to prepare reports for the IRCC. Identifying, citing, and explaining case studies should be considered.
- b. Decisions should generally be made by consensus. If votes are required on issues or to endorse proposals presented to the PT, only Member States may cast a vote. Votes at meetings shall be on the basis of one vote per Member represented at the meeting.

Votes by correspondence shall be on the basis of one vote per Member represented in the PT.

- c. The PT should liaise with the CBSC and HSSC on a regular basis to ensure the relevance of its work for capacity building and standards development.
- d. The PT must report to IRCC on its activities annually.