

## IHO Secretariat's preliminary managerial, technical, financial and administrative considerations on the establishment of IHO Infrastructure Centre

<b>Submitted by:</b>	IHO Secretariat
<b>Executive Summary:</b>	The IHO Infrastructure Centre proposal outlines a detailed account of potential responsibilities for the Centre with estimated resources. It also acknowledges the challenges regarding implementation within the IHO's administrative framework. This paper provides the Secretariat's first analysis on the basic division of roles between IHO Headquarters and the proposed Centre, an estimate of what will need to be addressed in M1, M3, and M7, and the Secretariat's interpretation of the schedule for Centre implementation should the Council agree.
<b>Related documents:</b>	<ul style="list-style-type: none"> <li>• C8-04.1A - Report and proposals from the HSSC</li> <li>• C08-4.4A - Offer by ROK for hosting an IHO Infrastructure Centre</li> <li>• HSSC16-04.5A Rev1 - Report and Recommendations of the S-100 Infrastructure Centre Establishment Project Team</li> </ul>

### Introduction/Background

1. Council decision C7/09
2. Documents: C8-04.1A, C8-04.1A and HSSC16-04.5A
3. The implementation of S-100 brings great opportunity for the IHO's Member States, but its success depends on the IHO Secretariat taking on a more operational role in terms of S-100 technology infrastructure. During the IHO's Standards evolution from paper charts to S-57 and now S-100, a few of its Member States have been responsible for managing large parts of the supporting infrastructure for IHO standards. The proposal offered by the Republic of Korea presents an opportunity to establish a sustainable solution for supporting technology infrastructure that is critical for the long-term success of S-100 that is managed by the IHO Secretariat, and potentially beyond the S-100 standard.
4. Based on the recommendations provided by the S-100 Infrastructure Centre Establishment Project Team, which recognized that the success of S-100 is dependent on a sustainable supporting infrastructure and weighed alternate solutions for such support, HSSC 16 agreed to seek approval from the Council for an interim status of the Centre followed by a permanent establishment to be decided by Assembly 4.
5. In order to support the establishment of the proposed Centre, the IHO Secretariat kindly offers its expectations regarding the basic division of roles between IHO Headquarters and the proposed Centre, an estimate of what will need to be addressed in M1, M3, and M7 should the Member States agree to establish an IHO Infrastructure Centre, as a Technical Division of the IHO Secretariat outside the Principality of Monaco, and the Secretariat's interpretation of the schedule for Centre implementation.

## Analysis/Discussion

6. As defined in the IHO Convention under Article I, the “Seat” of the IHO shall be the Principality of Monaco, in which the Secretariat and its staff are located and work for the Member States.
7. The Secretariat’s basic understanding of Centre operations and position as part of the IHO Secretariat: (version to be included in MOU/SLA)
  - The Centre **would be** function as a “branch”, “division”, or “field” office of the IHO Secretariat and may be responsible for developing and managing the lifecycle of operative IHO technology infrastructure such as:
    - Open-source platform supporting Product Specification development, maintenance, and support
    - Quality control and secure delivery of S-100 catalogues and S-164 test datasets
    - The IHO Geospatial Information Registry and S-100 toolkit
    - S-100 Catalogue distribution, quality control and testing
    - Support for navigation system type approval
    - IHO data protection scheme (S-63 and S-100 Part 15)
    - Github standards collaboration management
    - INTogIS
    - GIS Support
    - IHO E-learning system
    - Development and maintenance of associated training and documentation
  - The Centre **would not** host functions that are considered that of the IHO “seat” including: \*
    - Organizational Governance - Secretary General and Directors to set the strategic direction of the organization, ensure compliance with IHO governing documents, ensure ethics and accountability, and major decision making.
    - Operations Management – Coordinate the operational functions for the organization and ensure that different divisions are working together effectively. This includes the management and coordination of the IHO Assembly, Council, and other IHO bodies.
    - Finance – Central control over all finances, budgeting, accounting, reporting, etc.
    - Human Resources – Recruitment, employee relations, and benefits administration
    - Marketing – Branding, advertising, etc.
    - Public Relations – Maintain the organization’s public image and presence in the larger hydrographic community
    - Internal Communications – All communications to employees
    - Information Technology – Management of IT policies and procedures to ensure security and compliance with international standards and regulations
    - Translation – Official IHO translation of all documents and publications
    - Legal – Decisions regarding legal issues

- Official Archive – The official archive of the IHO shall be in Monaco. Recognizing that the Centre may manage and develop working versions of standards, manuals, and specifications, official versions of all documents shall be deposited in Monaco. If digital, Monaco shall retain control and ensure accessibility for all MS.

\* All functions listed will be managed by the Secretariat in Monaco for the Infrastructure Centre

8. The Secretariat has conducted an analysis of the IHO's governing documents (M-1, M-3, and M-7) and presents the following as an initial estimate of adjustments that may be necessary

Document	Potential Changes
<b>Basic Documents (M-1)</b>	Some additions needed
- Convention	No changes necessary
- General Regulations	No changes necessary
- Rules of Procedure of the IHO Assembly	No changes necessary
- Rules of Procedure of the Council	No changes necessary
- Rules of Procedure of the IHO Finance Committee	No changes necessary
- Agreement between the International Hydrographic Organization and the Government of the Republic of Korea concerning the IHO Infrastructure Centre and the IHO's privileges and immunities on the territory of the Republic of Korea (MOU/Service Level Agreement)	Addition necessary to be agreed by IHO Member States in accordance with M-3 IHO Resolution 5/1957 as amended
<b>IHO Resolutions (M-3)</b>	Changes necessary in the following articles
- 12/2002 Planning Cycle	Add 3-year operating plan for Centre (draft needed)
- 1/2014 Guiding Principles for IHO Funds	Add paragraph 4.11 on IHO Infrastructure Centre Fund
- IHO Work Programme 2.5 "IHO Infrastructure Centre"	Official resolution to be presented to Assembly establishing the Centre. Pro 2.2 of A3 recognized the need to establish an Infrastructure Centre, but there needs to be another proposal that establishes it based on the work of the PT, the HSSC, and Council endorsements

	and describe its governance (needs to be developed)
<b>Staff Regulations (M-7)</b>	Edits required

9. Should the Council agree with the basic requirements proposed in the “HSSC in Report and proposals from the HSSC” (C08-4.1A) and the “Offer by ROK for hosting an IHO Infrastructure Centre” (C8-04.4A), the Secretariat recommends the following order of operations toward advancing the implementation of the IHO Infrastructure Centre. See Annex 1 for an order of operations as related to documentation.

<b>Task</b>	<b>Date</b>	<b>Responsible Party</b>
Agree on that the establishment of an IHO Infrastructure Centre is needed and should be done according to the proposals outlined in C8-4.1A and C8-4.4A	10/2024	Council
Task IHO Secretariat to draft Agreement - MOU/Service Level Agreement (M-1)	10/2024	Council
Task IHO Secretariat to draft updates of affected IHO basic documents (M-1 and M-7)	10/2024	Council
Review affected existing IHO Resolutions (M-3) and propose amendments and/or changes if necessary. Complete and/or update affected IHO Resolutions (M-3)	2/2025 in time for HSSC	ICE PT / IHO Secretariat
Draft Agreement MOU/Service Level Agreement	2/2025 in time for HSSC	ICE PT / IHO Secretariat / ROK
Finalize amendments and/or updates to IHO basic documents (M-1 and M-3) and the draft Agreement MOU/Service Level Agreement based on HSSC input for submission to C-9	7/2025 in time for Council	HSSC / IHO Secretariat
Endorsement of proposed updates to IHO basic documents (M-1 and M-3)	10/2025	Council

and the draft Agreement MOU/Service Level Agreement prior to submission to A4		
Draft resolution addressing the operation of an IHO Infrastructure Centre	12/2025 in time for A4	IHO Secretariat
Approve the installation of IHO Infrastructure Centre, including Resolution, Agreement MOU, and updated IHO basic documents	4/2026	Assembly 4
Sign MOU/Service Level Agreement	5/2026 if resolution passes A4	ROK / IHO Secretariat
Propose Draft 3-Year Operating Plan	In time for approval at A4 (December 2025/January 2026)	HSSC / ICE PT / IHO Secretariat
Communication Plan	continuous	IHO Secretariat, HSSC and IRCC chairs

## Recommendations

10. The Secretariat is greatly appreciative of the ROK proposal and recognizes the significant opportunity that it offers the IHO and its Member States. Following the HSSC/ICE PT's recommendations, the Secretariat also recognizes that for the IHO to provide sustainable operational support for the S-100 Universal Hydrographic Data Model and other technology-based infrastructure, the Centre's implementation is the only known viable option toward mid- and long-term support for S-100 technology infrastructure.
11. The generous offer and engagement of the Republic of Korea for funding the IHO Infrastructure Centre (level still to be defined), at least until 2035, is a strong argument to be considered. The IHO Secretariat recommends that a formal confirmation on the level and duration of engagement is formalized by an official letter issued by ROK no later than HSSC-17.

## Justification and Impacts

12. The Secretariat is acutely aware that implementing this type of transformation will significantly impact the IHO's governing documents. However, the investment in ensuring that IHO governance recognizes a distinct clarification of responsibilities between the IHO's headquarters, and a subsidiary office will reduce the potential for future misunderstanding. It is also important to ensure that the IHO agrees with the timing of the Centre's implementation as S-100 will be increasingly dependent on its technology infrastructure to function properly.

13. The main immediate impact will be the time that it takes IHO Staff and Member States to ensure that all documents are drafted and updated in accordance with agreed timelines for implementation.

**Action Required of the Council**

14. The Council is invited to:
- a. Agree on the basic division of roles between IHO Headquarters and the proposed Centre.
  - b. Agree on the IHO documents that need updating or drafting.
    - i. Basic Documents (M-1)
      1. Agreement between the IHO and the ROK concerning the IHO Infrastructure Centre, its roles and responsibilities, and the privileges and immunities to be applied to Centre staff.
    - ii. IHO Resolutions (M-3)
      1. Guiding Principles for IHO Funds, paragraph 4.11 on IHO Infrastructure Centre Fund
      2. IHO Work Programme amendment "IHO Infrastructure Centre"
    - iii. Staff Regulations (M-7)
    - iv. 3-year operating plan
  - c. Task the appropriate parties responsible for drafting or editing documents
  - d. Agree on timeline presented for Centre implementation

Order	Document	Aim
1	IHO resolution to be presented to 4 <sup>th</sup> Assembly establishing the Centre.	This is where MS officially agree to establish the Centre under the proposed regulations and conditions set out in the amended and/or updated provisions und M1, M3 and the formal Agreement between IHO and ROK
<b>Permission provided</b>		
2	Agreement between the International Hydrographic Organization and the Government of the Republic of Korea concerning the IHO Infrastructure Centre and the IHO's Privileges and Immunities on the Territory of the Republic of Korea (MOU/Service Level Agreement)	This is the official document that outlines responsibilities between the ROK and the IHO. It should include agreements regarding what the respective roles and provisions of the IHO Secretariat and ROK as the sponsoring host. This document will cover technical and organizational as well as human resource aspects
<b>Responsibilities outlined</b>		
3	Guiding Principles for IHO Funds – paragraph 4.11 on IHO Infrastructure Centre Fund	This is set up as a trust and sets guidelines for managing financial resources in support of the support of the Centre and what the specific resources can be allocated for. This new Fund by design will be open for potential contributions from all Member States and the IHO Budget.
<b>Funding mechanism established</b>		
4	3 Year Operating Plan	This will outline what the Centre aims to accomplish during 3-year periods in specific terms.
<b>Schedule of work agreed</b>		
5	Annual Report of the Centre	This will be produced each year to outline the Centre's annual accomplishments.