



## 8th Meeting of the IHO Council

### **Update on the development of the IHO PORTAL**

### **Agenda 07.3A**



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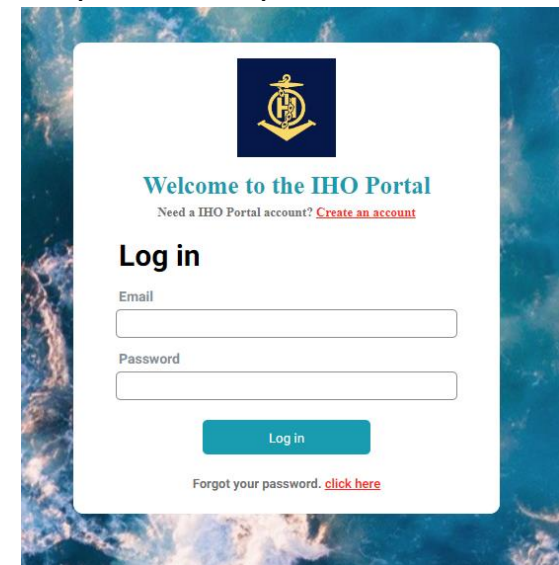
# INTRODUCTION

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- IHO Portal aims to introduce a system which combines meeting registration with a centralized internal document management system based on individual accounts. This is designed to streamline process for registration and document management to improve IHO operational efficiency.

Reference: C7-07.2A [Further digitalization of Secretariat's operation - Development and introduction of improved registration and information sharing](#)

<https://www.portal.iho.int>



C-8, IHO Secretariat, Monaco, 15 – 17 October 2024



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# PROGRESS AND UPDATE

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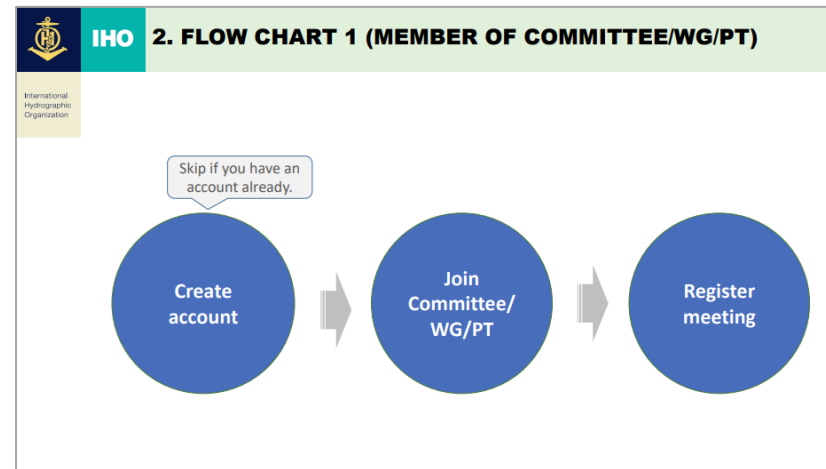
- Guidance document “*How to create user account and register meeting*” ([Link](#))

- Meeting Registration

- Testing and Experimentation phase

- S-101PT13 (**Completed, 17 – 19 Jun 2024**)
- NIPWG11 (In progress, 24-27 Sep. 2024)
- ENCWG9 (In progress, 8-10 Oct. 2024)
- S-100WG9 (In progress, 4 – 8 Nov. 2024)

Guidance document for user



Feedback template

Test No	Category	Functions	Brief comment/analysis	Suggestions	Priority (Necessary, Important, Useful, Not Appreciated)
<b>10</b>					
Compulsory Tests					
Creation / Password					
10-1	User Account	Data input	Easy		
10-2		Verification via email	Easy		
10-3		Compile personal info	Easy		
10-4		Re-set password			
<b>20</b>					
Join group(committee/WG/PT)					
20-1	Membership	search a group in All committee			
20-2		joining a group	Often need to view papers although not official member of the group. E.g. Member of another group or an interested party. Add ability to download documents without being member of group.	Add ability to download documents without being member of group.	Important
20-3		Notification email			
20-4		Search a group in my committee			
20-5		Approval process by manager			
<b>30</b>					
Member registration					
30-1	Meeting registration	search a meeting in my meeting			
30-2		Register a meeting			
30-3		Check the registration status			
30-4		Non-member registration			
30-5		search a meeting in upcoming			
30-6		Register a meeting			
30-7		check the registration status			
30-8		Approval process by manager			



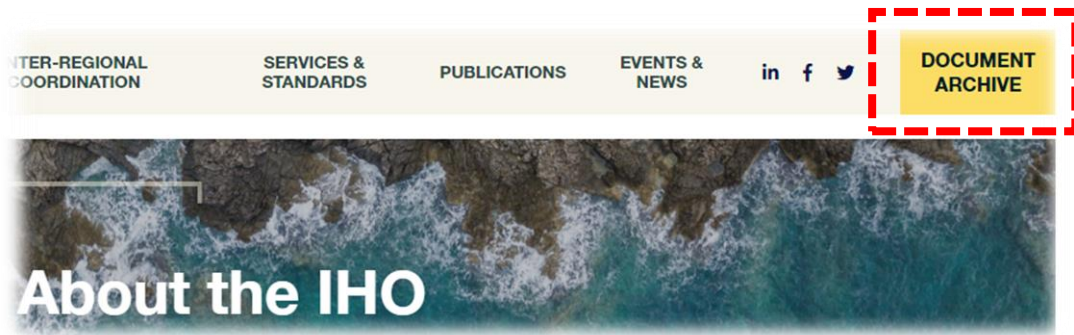
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# PROGRESS AND UPDATE

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## • Meeting Document Migration

- Meeting documents migrated to the Portal
  - IHO webpage → Portal (**Completed**)
  - IHO Legacy website → Portal (**On going**, Planned by 2025)
  - The current **Document Archive** system is schedule to be decommissioned at the end of 2024.



Ex) S-101PT meeting documents in Portal

#	Title	Event Start	Venue	Status	Action
1	S-101PT13	17 Jun 2024	Sweden	Archive	
2	S101PT12	27 Mar 2024	Virtual	Archive	
3	S101PT12	13 Feb 2024	-	Archive	
4	S101PT11	25 Sep 2023	Indonesia	Archive	
5	S101PT10	13 Jun 2023	France	Archive	
6	S101PT9	21 Nov 2022	New Zealand	Archive	
7	S101PT8	06 Dec 2021	Virtual	Archive	
8	S101PT7	18 May 2021	Virtual	Archive	
9	S101PT6	23 Feb 2021	Virtual	Archive	
10	S101PT5	15 Sep 2020	Virtual	Archive	
11	S101PT4	13 Jun 2019	Monaco	Archive	



- Meeting Registration (Online Registration vs IHO Portal)
  - The current online registration system (KHOA support) is available until the end of 2024
  - Portal experimentation phase continue to the end of 2024.
- IHO Portal is scheduled to be **fully operational from January 2025**.
- Further enhancement to the system will be considered periodically and implemented as they become available.



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## ACTIONS REQUESTED

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- Take note :
  - Progress and update on the development of IHO Portal
  - The full operation of IHO Portal is scheduled to commence in January 2025
  - Encourage participation in the experimentation of the Portal through activities conducted by the Committee/WG/PT
- Appreciate all members who participated in the test and experimentation and provided valuable feedback.