

IHO File No S1/6200/C-5

**COUNCIL CIRCULAR LETTER**  
**01/2021**  
**09 April 2021**

**ANNOUNCEMENT OF THE 5<sup>TH</sup> MEETING OF THE IHO COUNCIL  
AND PROVISIONAL AGENDA**

References:

- A. Summary Report of the 4<sup>th</sup> Meeting of the IHO Council.
- B. Rules of Procedure of the IHO Council (as amended by Assembly Circular Letter 27/2020 dated 25 June 2020).

Dear Hydrographer,

1. As reported in Reference A, the 5<sup>th</sup> Meeting of the IHO Council (C-5) will be held at the IHO Secretariat in Monaco from Tuesday 19 to Thursday 21 October 2021. The decision for having, either a face-to-face meeting or a virtual event, will be made no later than 19 June 2021 (Decision C4/41 refers).

**Participation of Member States**

2. Member States occupying a seat on the Council in accordance with the composition approved by Decision 13 of the second Session of the Assembly should be represented preferably by the Head of the Hydrographic Office (See Reference B, Rule 5 and *iho.int* > *About IHO* > *Council* > *Basic Documents* > [Membership List 2020-2023](#)).

3. Member States that are not Members of the Council may participate in the meeting, but shall not be entitled to vote (See Article VI of the IHO Convention).

4. Based on the experience from previous Council meetings, the Chair, Vice-Chair and Secretary-General have decided that no observer from the categories listed in Article 4 of the General Regulations of the IHO should be invited to this meeting of the Council. However, an invitation to subject matter experts and/or key note speakers might be considered at a later stage if it is deemed appropriate to support some specific agenda items.

5. If the face-to-face meeting option is decided, C-5 will take place in the Conference room at the IHO Secretariat in Monaco. This venue cannot accommodate more than 80 delegates under normal health conditions. Members of the Council are therefore invited to consider sending no more than two representatives per delegation, while other participants are invited to limit their delegation to one person (See also paragraphs 8 and 9 of IHO CL 36/2018). These limitations do not include the Chairs of subsidiary organs requested to report to the Council.

6. In accordance with Decision C1/51, it is reminded that delegations wishing to arrange bilateral or regional meetings prior to or after the Council meeting, should inform the Secretariat

([info@iho.int](mailto:info@iho.int)) and confirm their meeting rooms<sup>1</sup> reservations and requirements at their earliest convenience. Planning will be made on a first come first served basis.

### **Provisional Agenda and Submission of Proposals**

7. As required by Rule 3 of the Rules of Procedure of the IHO Council, this letter of announcement includes a provisional agenda enclosed as Annex A.

8. Member States are invited to submit any proposal they wish to discuss at C-5, together with relevant supporting documentation. In accordance with Rule 7 of the Rules of Procedure of the IHO Council, proposals shall be submitted “*at least three months before the opening day of the meeting*”. Accordingly, Member States and the Chairs of the Hydrographic Services and Standards Committee (HSSC) and the Inter-Regional Coordination Committee (IRCC) are requested to submit any proposals to the Secretariat at [cl-lc@iho.int](mailto:cl-lc@iho.int) as soon as possible after their respective meetings (See Reference A, Action C4/13), and **no later than 19 July 2021**.

9. In accordance with Rule 7 of the Rules of Procedure of the IHO Council, a revised provisional agenda together with supporting documents and timetable will be provided to Member States “*at least two months before the opening day of the meeting*” (19 August 2021).

### **Logistics Information and Registration**

10. General logistics information will be made available on the C-5 webpage of the IHO website early June as soon as a decision is made between the two options (face-to-face, or virtual). However, Member States requiring invitation letters that may support visa requests are kindly invited to send their requests to the IHO Secretariat as soon as possible, noting that hotel reservations and visa requests remain the responsibility of each participant.

11. Whatever the option, to facilitate the preparation of the C-5, Member States are invited to register via the IHO on-line registration system: [iho.int](http://iho.int) > *Events&News* > *Online Registration*, as soon as possible and **no later than 19 September 2021**.

12. Taking into consideration the evolution of the pandemic and various vaccination rates in the world, Council Members are invited to understand that it would be unrealistic to plan any general work and social programme for the event at the moment. An update will be provided early June on this matter.

Yours sincerely,



Mathias JONAS  
Secretary-General

#### **Distribution:**

- Council Chair/Vice-Chair, IHO Council Members, IHO Member States
- IHO Committees (Chair/Sec.): HSSC, IRCC

#### **Annex:**

- A. Provisional Agenda

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<sup>1</sup> Two meeting rooms are available, with limited capacity.

**5<sup>TH</sup> MEETING OF THE IHO COUNCIL**  
**IHO Secretariat, Monaco, 19 – 21 October 2021**

**DRAFT PROVISIONAL AGENDA**

**Reference:** Rule 8 of the Rules of Procedure of the Council.

**1. OPENING**

- 1.1 Secretary-General Opening Remarks.
- 1.2 Adoption of the Agenda and Timetable.
- 1.3 Chair's Opening Remarks.
- 1.4 Administrative Arrangements.

**2. ITEMS REQUESTED BY THE 2<sup>ND</sup> IHO ASSEMBLY**

- 2.1 Decision A2/08: Update on the Joint IHO-Singapore Laboratory – Proposals from the Council to the Governing Board (*To be discussed under agenda item 4.5*).
- 2.2 Decision A2/12: Report on the Application of ISO 9001 Principles (*To be discussed through the reports of HSSC and IRCC under agenda items 4.1 and 4.2*).
- 2.3 Decision A2/14: Update on the best way forward for the definition of hydrographic interest.
- 2.4 Decision A2/20: Status report on the appropriateness and applicability of the new Strategic Performance Indicators (*To be discussed under agenda item 6.1, taking into account recommendations from Secretary-General for Programme 1, HSSC and IRCC Chairs for Programmes 2 and 3*).
- 2.5 Decisions A2/30&A2/31: Proposed version 1.x of the Roadmap for the S-100 Implementation Decade (*To be discussed under agenda item 4.4*).
- 2.6 Decision A2/33: Update on the Dual-Fuel Concept (transition from S-57 to S-101 ENCs) (*To be discussed under agenda item 4.3*).
- 2.7 Cumulative List of A-2 Decisions affecting the Council (Decisions A2/02<sup>2</sup>, A2/04<sup>2</sup>, A2/06<sup>2</sup>, A2/08, A2/11<sup>2</sup>, A2/12, A2/14, A2/20, A2/30, A2/31, A2/33).

**3. ITEMS REQUESTED BY THE IHO COUNCIL**

- 3.1 Review of the status of Decisions and Actions from C-4.

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<sup>2</sup> Complete.

#### **4. ITEMS REQUESTED BY SUBSIDIARY ORGANS**

- 4.1 Report and proposals from HSSC.
- 4.2 Report and proposals from IRCC.
- 4.3 Update on the Dual-Fuel Concept (transition from S-57 to S-101 ENCs).
- 4.4 Proposed version 1.x of the Roadmap for the S-100 Implementation Decade.
- 4.5 Update on the Joint IHO-Singapore Laboratory – Proposals from the Council to the Governing Board.

#### **5. IHO ANNUAL WORK PROGRAMME AND BUDGET**

- 5.1 Review of the Current Financial Status of the IHO.
- 5.2 Proposed IHO Work Programme for 2022.
- 5.3 Proposed IHO Budget for 2022.

#### **6. IHO STRATEGIC PLAN**

- 6.1 Implementation and discussion of adaptations of the IHO Work programme and other affected IHO instruments resulting from the revised Strategic Plan with a specific focus on Goal 2 and Goal 3. Status report on the appropriateness and applicability of the new Strategic Performance Indicators.

#### **7. OTHER ITEMS PROPOSED BY A MEMBER STATE OR BY THE SECRETARY-GENERAL**

- 7.1 Update on the implementation of Decision A2/07: gender-inclusivity.
- 7.2 Update on the implementation of Decision A2/25: S-130 Polygonal demarcations of global sea areas.
- 7.3 ...

#### **8. NEXT MEETING**

- 8.1 Dates and venue for the 6<sup>th</sup> meeting of the IHO Council (18-20 October 2022, Monaco) (Decision A2/11).

#### **9. ANY OTHER BUSINESS**

#### **10. REVIEW OF ACTIONS AND DECISIONS OF THE MEETING**

#### **11. CLOSURE OF THE MEETING**