

IHO Innovation and Technology Laboratory

1st Governing Board Meeting, [VTC](#)

11 May 2021, 10:00 ~ 12:00 am (UST+2, CEST)

List of Decisions and Actions from the 1st Governing Board Meeting

Doc No.	Title
GBM01-01	Introduction of Governing Board Members
Decision1/1	The meeting began with the introduction of participants from IHO and Singapore. According to the ToR of the Governing Board, the meeting agreed to select one more representative from Singapore for balanced discussion and decision.
Action1/1	Parry OEI to consider proposing one more SG member at an early opportunity.
Decision1/2	The Meeting agreed to select Abri Kampfer (AK), Magnus Wallhagen (MW) and Thomas Dehling (TD) as IHO members, Parry OEI (PO) and Thomas Ting (TT) as Singapore members according to the ToR, and appointed Abri Kampfer as the first chairman of the board and Yong BAEK (YB) as a secretary.
GBM01-02	Appointment of General Manager
Decision1/3	Singapore recommended PO as IHO – Singapore Lab manager, and the board unanimously agreed on the appointment of PO as the General Manager.
GBM01-03	Concept of Operation of Governing Board
	<p>The Meeting reviewed the draft concept of the board operations prepared by the IHO Secretariat and exchanged opinions on the following matters.</p> <ul style="list-style-type: none"> - Capacity Building Initiative: It is appropriate to coordinate the Capacity Building programme at IRCC and CBSC, however it is possible to carry out the Capacity Building programme in the IHO Lab when developing technology. Close cooperation with CBSC is requested regarding capacity building programme development.
Action1/2	PO will submit a revised proposal to the next meeting to highlight the need to include a Capacity Building Initiative component.
	<ul style="list-style-type: none"> - Next steps: The meeting discussed the need for short-term and medium-term projects, and decided to promote short-term projects first in consideration of the review period (5 years) of the establishment of the Lab. In addition, although there is no project deadline, short-term projects within two years will be prioritized to

	<p>assess their association with the IHO strategic implementation plan and project-efficient performance.</p>
	<ul style="list-style-type: none"> - IHO Lab opening: PO hoped to have a face-to-face opening ceremony in Singapore in October 2021 in conjunction with the IHO MSDIWG and UN-GGIM/MIWG meetings, however suggested that the opening ceremony could be held by a video event even if other linked meetings are postponed due to uncertainties in the current pandemic situation.
Decision1/4	<p>The Meeting agreed to proceed with the opening ceremony via a video event as suggested by Singapore to settle the Lab operation early and considering reporting schedule to IHO Council meeting in October 2021.</p>
	<ul style="list-style-type: none"> - IHO Organigram: Chair proposed that the place of IHO-SG lab to be located next to the Council in the IHO Organigram taking into consideration of cooperation with the Council.
Action1/3	<p>Chair proposed to the next meeting by making amendments reflecting the Lab on IHO Organigram.</p>
Decision1/5	<p>Lab website: the Meeting agreed to create and manage the IHO lab webpage in the IHO website.</p>
Action1/4	<p>YB creates an IHO Lab web page and reports the progress to the next meeting.</p>
	<ul style="list-style-type: none"> - ToR and RoP of Governing Board: The Meeting recognized the need to prepare ToR and RoP to propose the strategic direction of the Lab to the IHO Assembly and the Council, and to clarify the procedure for GB to review and approve the project, and agreed to include the conceptual document proposed by the Secretariat.
Action1/5	<p>The General Manager drafts the ToR and RoP containing the proposed conceptual document and report it to the next meeting.</p>
Decision1/6	<p>The Meeting agreed to proceed with the project based on the proposed conceptual document and review its operational progress to resume discussions for improvement if necessary.</p>
GBM01-04	<p>Overview of Guidelines for Assessment of Proposals</p>
Decision1/7	<p>The manager reported the draft guidelines for the evaluation of the project proposal, and the meeting discussed the following matters.</p> <ul style="list-style-type: none"> - Registry of Proposals: the Meeting agreed to set up a project registry to effectively manage the projects and avoid duplication, which would include metadata from the project, project results reports and summaries, and useful reference links. In addition, in order to reduce the excessive administrative work of writing the initial proposal, project proposer will first submit a simple version

	of the proposal and proceed with the procedure of writing the entire proposal as a second step.
Action1/6	The General Manager reports the project registration website construction plan to the next meeting.
Action1/7	The General manager drafts a simplified version of the proposal and reports it to the next meeting
	- Co-funding: the General Manager presented that Lab's project performance funds could be provided up to 50% and used for personnel, equipment, operating expenses required to carry out the project. IHO WG/PT could start with expert-in-kind contributions and potential funding support to be identified. The detail procedure would be developed while preparing the ToR and RoP of the GB.
GBM01-05	Project proposals from HSSC13
	The Meeting discussed two proposed projects identified by HSSC13; Testing the automated conversion from S-57 to S-101 as an important tool to support the DF concept as proposed by the Council and Digital infrastructure to collect S-131 Harbour Information. Additionally, the meeting discussed projects that can be performed in Lab, such as research projects on global grid schemes under IRCC, which are being discussed in WENDWG.
Decision1/8	The Meeting agreed to make a step forward with two projects (Conversion from S-57 to S-101 and Digital infrastructure to S-131) as a priority.
Action1/8	The General Manager will contact the two project representatives (ENCWG and NIPWG Chairs) to evaluate the adequacy of project performance and report progress to the next meeting.
GBM01-06	Any Other Business
	The establishment of the IHO Lab Governing Board and key outcomes of the first meeting would be promoted through IHO SNS and circular letter.
Action1/9	Secretary prepares a draft SNS and disclose it to SNS after the review of the members.
GBM01-07	Next meeting (Date & Time)
Decision1/9	The next meeting will be held on 8 September 2021, 10:00 UTC+2.

List of Participants

- Abri Kampfer (abri.kampfer@iho.int)
- Magnus Wallhagen (Magnus.Wallhagen@Sjofartsverket.se)
- Thomas Dehling (Thomas.Dehling@bsh.de)
- Parry OEI (Parry_OEI@mpa.gov.sg)
- Thomas Ting (Thomas.TING@mpa.gov.sg)
- Yong BAEK (yong.baek@iho.int)