

AMENDMENT AGREEMENT

THIS amendment agreement is entered

Between Her Majesty the Queen in Right of Canada ("Canada") , as represented by the Minister of Fisheries and Oceans ("DFO")

: And: International Hydrographic Organization (IHO) ("Organization").

WHEREAS on May 17, 2021, the Organization and DFO entered into a contribution agreement relating to the project *“Empowering Women in Hydrography”* (the agreement and the project shall be referred to as "Original Agreement" and "Project", respectively);

WHEREAS as a change in expenditures and project plans, the Organization has submitted a revised budget and project plan for the Project, and requested that the Original Agreement be amended accordingly;

THEREFORE the Organization and DFO agree to amend the Original Agreement as follows:

Section 1

The table entitled “Empowering Women in Hydrography Budget Worksheet” included in Annex A of the Original Agreement is hereby deleted and replaced by the new table included in Annex A of this Amendment Agreement.

Section 2

Section 3.9 of Annex A of the Original Agreement is hereby deleted and replaced by new Section 3.9 as follows:

3.9 Project Workplan <i>(Describe the main project activities, timelines and milestones)</i>

<p>Work plan. The proposed project work plan contains the following elements.</p>
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<p>2021-2022 (using the DFO fiscal year)</p>
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|---|
| <ul style="list-style-type: none">- Socialize the establishment of a new IHO work program item “Empowering Women in Hydrography (EWH)”.- Organize and hold a “kick-off” VTC meeting of the project team and other potential key stakeholders as soon as possible to discuss initial planning and proposal ideas.- Implement Outreach activities with interviews to women with different roles in the hydrography and the preparation of articles to divulgation in different media and in the IHO web site.- Support internships at the IHO Secretariat, to participate actively in the Outreach project interviewing women with different roles in the hydrography and in integration with other IHO activities (e.g. education), where possible and practical.- Teaming up with other events in the ocean science or maritime domain with gender-equity themes (e.g. IMO, WISTA).- Prepare and develop plan for an initial symposium to present and discuss the results of the proposed outreach activities. The outcome of this 3-day symposium will be the foundation for the subsequent activities and work plan items. |
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- Evaluate the development of a mentoring program and different ways to implement it.
- Prepare and hold a webinar to raise awareness of unconscious bias and prejudgments and present the initial plan and progress of the outreach activities.

2022-2023

- Hold an initial symposium by VTC to present and discuss the results of the proposed outreach activities. The outcome of this symposium will be the foundation for the subsequent activities and work plan items.
- Implement the mentoring program according to recommendations
- Promotion of the gender-diversity program to Member States during IHO activities (Increase awareness of IHO Members States and associated business, on the benefits of having Gender-diverse teams).
- Continuation of the Outreach project including planned activities.
- Support internships at the IHO Secretariat, at other hydrographic offices, or at-sea tours for operational experience for women employed or going to be employed by IHO Member States Hydrographic Offices or other national or international bodies involved in maritime issues.
- Prepare for and host the second EWH symposium to be held in conjunction with another event to which the participants will also attend.
- Integration with other IHO activities (e.g. education), where possible and practical.
- Teaming up with other events in the ocean science or maritime domain with gender-equity themes.
- Based on the initial symposium, discuss intended activities and present it to the Inter-Regional Coordination Committee (IRCC) for review.

2023-2024

- Promotion of the gender-diversity program to Member States during IHO activities (Increase awareness of IHO Members States and associated business, on the benefits of having Gender-diverse teams).
- Greater female participation to an annual workshop and/or participation to IHO meetings or other events. Possibilities are: Inter-Regional Coordination Committee or Capacity Building Sub-Committee meeting ; US Hydrographic Conference ; Hydrographic Services and Standard Committee meeting, and a book-end workshop.
- Virtual workshops on hydrographic related subjects with female expert invitees to promote role models.
- Teaming up with other events in the ocean science or maritime domain with gender-equity themes.
- Continuation of the Outreach project.
- Integration with other IHO activities (e.g. education), where possible and practical.
- Support additional internships at the IHO Secretariat, at other hydrographic offices, or at-sea tours for operational experience for women employed or going to be employed by IHO Member States Hydrographic Offices or other national or international bodies involved in maritime issues.

It should be noted that the elements are expected to evolve over the course of the project based on experience, opportunities/risks, and clarifications of the desired outcomes. There is flexibility to address changing needs as the project moves forward.

Section 3

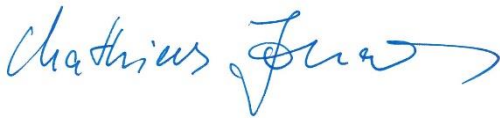
All the terms and conditions in the Original Agreement remain in effect except as amended in these presents.

This Amendment Agreement may be executed in counterpart by the Parties, either through original copies or through electronically scanned copies each of which will be deemed an original and all of which together will constitute the same instrument.

IN WITNESS WHEREOF, the Parties have executed the Agreement through their duly authorized representatives.

International Hydrographic Organization

**Her Majesty the Queen in Right
as represented by the Minister of Fisheries
and Oceans**



Per: _____
Dr. Mathias Jonas
Secretary-General
International Hydrographic
Organization

Per: _____
Arran McPherson
Assistant Deputy Minister
Ecosystems and Oceans Science

Date

Date

Annex A

Empowering Women in Hydrography amended Budget Worksheet

Fields Highlighted in GREEN are formulas. Do Not Enter data in highlighted fields

4. Budget details for the project

Title of the Project (section 3.1 of the proposal) Empowering Women in Hydrography

Part A - ALL PROJECT COSTS

List all project costs including in-kind contribution. See section 6 in the Guidelines. The total of all cost items listed in Part A represents the total cost of the Project.

Cost item	Amount FY2021-22	Amount FY2022-23	Amount FY2023-24	Total for All Fiscal Years
Project management and leadership:				
IHO Project leadership and management	51096	53772,5	27772,5	\$ 132 641
IHO Member States contributions for 2 additional participants	0	13000	13000	\$ 26 000
Other:				
Workshop participation (accomodation, travel and perdiems) 6500 CAD per participant (0 participants Y1 + 7 Y2 + 11 Y3)	0	45500	71500	\$ 117 000
Workshop guest consultation fees (consultation, accomodation, travel and perdiems)	0	7800	7800	\$ 15 600
Cost of workshops (room, projector, etc)	0	3500	3500	\$ 7 000
Conference fees (US Hydro 2023 -8 participants @600 CAD)			4800	\$ 4 800
IHO Conference travel + conference fee (US Hydro 2023)			7100	\$ 7 100
IHO Internship support -new hardware and software/maintenance	5000	2000	2000	\$ 9 000
internship participation (accomodation, travel and perdiems)	18900	15000	15000	\$ 48 900
Webinar on "Unconscious Bias"	14500			\$ 14 500
IHO Materials/supplies	150	150	150	\$ 450
<i>All amounts in CAD</i>				
DFO in-kind				
Annie Biron Salary (project advisor)	\$ 3 000	\$ 3 000	\$ 3 000	
identify cost item 2				
Total DFO in-kind	\$ 3 000	\$ 3 000	\$ 3 000	\$ 9 000
Total of Costs of the Project	Total A \$ 92 646	\$ 143 723	\$ 155 623	\$ 391 991

Max DFO Contribution (Financial + in-kind + Financial contribution for Admin support)	75%	of Total for All Fiscal Years		\$ 293 993
Total DFO in-kind contribution				\$ 9 000
Maximum DFO Financial Contribution				\$ 284 993

Total AA

Please note that Total A **LESS** Total DFO in-kind contribution must be equal to Total B (Part B) + Total C (Part C)

Part B - COSTS COVERED BY ORGANIZATION (IN-KIND CONTRIBUTION TO THE PROJECT)

In accordance with Section 6.2 in the Guidelines, costs and expenditures from Part A that would be incurred by your organization to perform the project and which are not covered by OFSCP financial contribution qualify as in kind contributions, regardless of the origin of the funding. For non-financial contributions provide estimated value of the contribution.

Contribution	Amount FY2021-22	Amount FY2022-23	Amount FY2023-24	Total for All Fiscal Years
Project management and leadership:				
IHO Assistant Director AD/1 (0.05 FTE (5%))	11700	11700	11700	\$ 35 100
IHO Public Affairs and Communications Officer Int'l Recruit L2 (0.05 FTE (5%))	4903,5	4903,5	4903,5	\$ 14 711
IHO CB Assistant L? (0.05 FTE (5%))	7545	7545	7545	\$ 22 635
IHO Local Staff L12 (0.01 FTE (1%) Y1 + 2% Y2&Y3)	1006,5	2013	2013	\$ 5 033
IHO Translator T1/3 (0.01 FTE (1%))	1611	1611	1611	\$ 4 833
Other:				
Support to the Webinar on "Unconscious Bias"	4350			\$ 4 350
Materials/supplies	150	150	150	\$ 450
Conference fee (US Hydro 2023)			600	\$ 600
Conference travel (US Hydro 2023)			6500	\$ 6 500
IHO Member States contributions for 2 additional participants	0	13000	13000	\$ 26 000
Internship support -new hardware and software/maintenance	5000	2000	2000	\$ 9 000
Cost of workshops (room, projector, etc)	0	3500	3500	\$ 7 000
Total In-Kind Contribution	Total B \$ 36 266	\$ 46 423	\$ 53 523	\$ 136 211

Part C - AMOUNT REQUESTED FROM DFO						
<i>List cost item from Part A for which you request financial contribution from DFO under the OFSCP. For list of eligible costs refer to Section 6.3 of Guidelines.</i>						
Cost item		Amount FY2021-22	Amount FY2022-23	Amount FY2023-24	Total for All Fiscal Years	
IHO EWH assistant to coordinate, organize and develop activities		24330	26000		\$	50 330
Workshop participation (accommodation, travel and perdiems) 6500 CAD per participant			45500	71500	\$	117 000
guest consultation fees (consultation, accommodation, travel and perdiems) (DFO)			7800	7800	\$	15 600
internship participation (accommodation, travel and perdiems) (DFO)		18900	15000	15000	\$	48 900
Conference fees				4800	\$	4 800
Webinar on "Unconscious Bias"		10150			\$	10 150
					\$	-
Total Eligible Costs	Total C	\$ 53 380	\$ 94 300	\$ 99 100	\$	246 780
Admin support: Max 15% of Eligible Costs funded by DFO	Total D	3000	3000	3000	\$	9 000
Sum of eligible costs and overhead claims	Total E	\$ 56 380	\$ 97 300	\$ 102 100	\$	255 780
Maximum DFO Financial Contribution	Total F				\$	255 780
Total B + Total C	\$ 382 991	=	\$ 382 991	Total A MINUS Total DFO in-kind contribution		

Ocean and Freshwater Science Contribution Program Application

4.1 Source of Funds

This section should be used to identify all financial support your organization received or expects to receive from other organizations for the project, excluding financial support requested from DFO

(a) GOVERNMENT OF CANADA FUNDING

Excluding DFO, name of each Canadian government organization from all levels (federal, provincial, municipal) providing financial support for the project and the amount of financial support provided.

<u>Name of Organization</u>	<u>Financial Support</u>
Total Financial Support	\$ -

(b) OTHER FINANCIAL SUPPORT

Excluding Canadian government organizations listed under (a) above, name any other organizations providing financial support for the project and the amount of financial support provided.

<u>Name Organization</u>	<u>Financial Support</u>
NOAA for at-sea Operational Experience (16500 USD/year)	\$ 26 000
Total Financial Support	\$ 26 000

Original Contribution Agreement

Fisheries and Oceans Canada –
International Hydrographic Organization
Agreement

For the Project

Empowering Women in Hydrography

THIS AGREEMENT is entered

Between: Her Majesty the Queen in right of Canada ("Canada"), as represented by the Minister of Fisheries and Oceans ("DFO")

And: International Hydrographic Organization ("Organization").

WHEREAS the Organization prepared a proposal included herewith in Annex A ("Proposal"), premised on a project aligned with DFO's Ecosystems and Oceans Science Sector program areas ("Project").

WHEREAS the Organization has requested from DFO financial assistance towards the costs of the Project.

WHEREAS the Project will result in an increased body of scientific knowledge aligned with DFO science relating to marine, freshwater, fisheries and aquaculture.

WHEREAS DFO is authorized under the Ecosystems and Oceans Science Contribution Framework to provide financial assistance to organizations performing activities aligned with DFO program areas relating to marine, freshwater, fisheries and aquaculture science.

THEREFORE DFO and the Organization (hereafter referred to individually as "Party" and collectively as "Parties") have entered into this contribution agreement ("Agreement") on the following terms and conditions:

1. General Conditions related to the Contribution

- 1.1 "Fiscal Year" means any twelve (12) consecutive month period starting April 1st in any year and ending March 31st of the following year.
- 1.2 This Agreement shall be effective for a term starting as of April 1, 2021 ("Effective Date of the Agreement") and shall remain in effect until March 31, 2024 or, if the Agreement is terminated earlier, until the termination date of the Agreement ("End of the Agreement").
- 1.3 Any contribution by DFO under this Agreement is subject to there being an appropriation and funds available for the Fiscal Year in which the contribution is to be made; should funding required for any contribution be reduced by Parliament or be no longer available the DFO may, at any time during the term of this Agreement, reduce its contribution or terminate this Agreement. For greater certainty, DFO shall not be liable and the Organization accepts all risks and expenses for any commitment and any expenditure made and incurred by the Organization in expectation of DFO's contributions that might not materialize by virtue of this clause.
- 1.4 DFO's contribution may only be used towards Project costs indicated in the Proposal, which are actually incurred by the Organization for the Project ("Eligible Costs") however subject to the maximum payments which are stipulated in section 4 of the Agreement, deviations of up to 20% between Project costs incurred by the Organization relative and Project costs indicated in the Proposal are acceptable. In the case of travel

expenses, Eligible Costs must comply with the rates stipulated in the National Joint Council Travel Directive (<https://www.njccnm.gc.ca/directive/d10/v238/en>).

- 1.5 The Organization declares that, excluding DFO's contribution under this Agreement, it has not received and does not expect to receive any financial assistance for the Project from Canadian government sources at all levels.
- 1.6 Throughout the term and at the End of the Agreement, the Organization shall promptly disclose to DFO any changes and additions to any financial assistance it receives for the Project from Canadian government sources at all levels.
- 1.7 The maximum level ("Stacking Limit") of total federal, provincial and municipal assistance ("Total Government Assistance") for the same Eligible Costs may not exceed 100% of such costs.
- 1.8 In the event that actual Total Government Assistance to the Organization exceeds the Stacking Limit, DFO will adjust the level of contribution under this Agreement and seek reimbursement, if necessary, so that the Stacking Limit is not exceeded.

2. Communications and Representation

2.1 All notices, reports, and other correspondence to DFO in respect of the Agreement and the Project shall be in writing and shall be directed as follows:

(a) In respect of the Agreement

Dr. Geneviève Béchard
Director General - Hydrographer General of Canada
Canadian Hydrographic Service
Fisheries and Oceans Canada 200
Kent St., Ottawa, ON, K1A 0E6
genevieve.bechard@dfo-mpo.gc.ca
tel: 613-897-8743

(b) in respect of the Project

Ms. Annie Biron (DFO Project Coordinator)
Manager, Data Acquisition and Management
Canadian Hydrographic Service
Fisheries and Oceans Canada
Institut Maurice Lamontagne, C.P.
1000, Mont-Joli, QC, G5H 3Z4
annie.biron@dfo-mpo.gc.ca CELL :
418-712-0019

or to any other person that DFO may designate by notice to the Organization.

2.2 All notices, reports, and other correspondence to the Organization in respect of the Agreement and the Project shall be in writing and shall be directed as follows:

(a) In respect of the Agreement

Dr. Mathias Jonas
Secretary-General, International Hydrographic Organization
4b quai Antoine 1er
B.P. 445
MC 98011 MONACO CEDEX
Mathias.Jonas@iho.int
+377 93 10 81 00

- (b) In respect of the Project
- Mr. Luigi Sinapi
Director, International Hydrographic Organization
4b quai Antoine 1er
B.P. 445
MC 98011 MONACO CEDEX
Luigi.Sinapi@iho.int
+377 93 10 81 00
- Mr. Leonel Manteigas
Assistant Director, International Hydrographic Organization
4b quai Antoine 1er
B.P. 445
MC 98011 MONACO CEDEX
Leonel.Manteigas@iho.int
+377 93 10 81 00
- (c) in respect of media releases
- Ms. Sarah Jones Couture
Public Relations and Communications Officer
4b quai Antoine 1er
B.P. 445
MC 98011 MONACO CEDEX
Sarah.Jone.Couture@iho.int
+377 93 10 81 00

or to any other person that the Organization may designate by notice to DFO.

3. General Obligations

3.1 The Organization shall:

- (a) perform the Project in accordance with the Proposal, which is an integral part of the Agreement;
- (b) contribute towards the Project in accordance with the Proposal;
- (c) Confirm to DFO on November 30 each Fiscal Year at the latest the total of all DFO-funded Eligible Costs that the Organization will incur by March 31st of the same Fiscal Year; and
- (d) Notwithstanding 3.1(c), advise DFO immediately of any events or changes that have delayed or could delay the Project and have an impact on the total of all DFO-funded Eligible Costs that the Organization was expected to incur by March 31st of any Fiscal Year, and provide the total of all DFO-funded Eligible Costs that the Organization will incur by March 31st of the same Fiscal Year.

3.2 The Organization shall not make any substantial changes to the Project without DFO's written approval such approval to be withheld if the changes are deemed by DFO to be inconsistent with the Project objectives, or detrimental to the integrity of the Project.

3.3 The Organization shall deliver on time all reports and statements of accounts required under the Agreement, and the reports and statements of accounts shall be prepared using the templates provided in Annex B and Annex C, and shall be delivered to DFO in WORD format and EXCEL

format files, respectively; the Organization may in addition to delivering reports and statements of accounts in the required formats, deliver reports and statements of accounts in PDF format

4. DFO Contribution

4.1 DFO will pay to the Organization over the term of the Agreement up to a maximum amount of \$ 296,700 ("Maximum Amount Payable") towards Eligible Costs incurred by the Organization for the Project, as stipulated hereinafter.

4.2 DFO's payments to the Organization shall be subject to sections 4.3, 4.4 and 4.6 and shall be made on the basis of Eligible Costs incurred by the Organization for the Project during consecutive contribution periods, as follows:

Maximum Payment (CA\$)	Contribution Period
97,300	From the Effective Date of the Agreement to March 31, 2022
97,300	From April 1, 2022 to March 31, 2023
102,100	From April 1, 2023 to March 31, 2024 (Final Contribution Period)

4.3 Each payment under section 4.2 with respect to any Contribution Period other than the Final Contribution Period shall be subject to the Organization providing to DFO no later than thirty (30) days following the end of the Contribution Period:

(a) a progress report on the Project such report to include results related to work performed under the Project during that Contribution Period; and

(a) a statement of accounts in respect of all costs incurred by the Organization for the Project during that Contribution Period

and both the progress report and statement of accounts being satisfactory to DFO.

4.4 The payment under section 4.2 with respect to the Final Contribution Period shall be subject to the Organization providing to DFO no later than thirty (30) days following the end of the Final Contribution Period:

(a) a report on the results of the complete Project; and

(b) a statement of accounts in respect of all costs that are incurred by the Organization for the Project during the Final Contribution Period and both the report

and statement of accounts being satisfactory to DFO.

4.5 The payment with respect to any Contribution Period will be made within thirty (30) days or as soon as practical following DFO's acceptance of the report and statement of accounts required from the Organization for that Contribution Period.

4.6 The total amount payable under this Agreement by DFO shall not exceed 75% of the total Costs incurred by the Organization for the Project over the term of the Agreement

("Contribution Limit"); in the event the Contribution Limit is lower than the Maximum Amount Payable stipulated in section 4.1 herein, DFO will adjust the payment for the Final Contribution Period and seek reimbursement, if necessary, so that the Contribution Limit is not exceeded.

4.7 Any assets acquired by the Organization under this Agreement belong to the Organization.

5. Termination

5.1 Either Party may terminate this Agreement at any time upon a written notice to the other sixty (60) days in advance. Moreover and for more certainty DFO may reduce funding or terminate this Agreement:

- (a) If it is determined by either party that the objectives of this Agreement will not be met; or
- (b) If the funds DFO is required to contribute under this agreement are reduced by Parliament or are not available for any reason.

5.2 DFO and the Organization may terminate the Agreement in case of breach of agreement, such termination to take effect at the end of a thirty (30) day period following the date of the breach of agreement, if the breach is not rectified within that period.

6. Reporting, Payments and Accounting

6.1 In addition to reporting as required under section 4 of the Agreement, the Organization shall promptly deliver to DFO upon request any information required by DFO to monitor the progress of the Project.

6.2 Payments may be withheld if the Organization is not complying with the terms of this Agreement.

6.3 In the event any amounts contributed by DFO to the Organization during any fiscal year are in excess of Eligible Costs incurred by the Organization during the same fiscal year, are not used towards Eligible Costs, or paid to the Organization in error, the Organization acknowledges that these amounts constitute debts to Canada and shall repay such amounts to DFO forthwith.

6.4 The Organization shall maintain accounting records relating to this Agreement for no less than six (6) years following expiration or termination of this Agreement. DFO may at its own expense have such records inspected or audited and the Organization shall provide all facilities, collaboration and assistance to allow anyone authorized by DFO to inspect or audit these records and to take copies in paper and electronic form. Any discrepancies identified by audit or otherwise shall be promptly adjusted between the Parties, including reimbursement of any contribution made by DFO, which was not used in accordance with this Agreement.

6.5 The Organization shall within the term specified in section 6.4 make records and information relating to any contribution made by DFO available to the Auditor General

of Canada when requested by the Auditor General for the purposes of an inquiry under subsection 7.1(1) of the Auditor General Act.

7. Information Disclosure and Intellectual Property

- 7.1 The Organization agrees to make the results of the Project widely accessible within a reasonable time but no later than one year following completion of the Project. The one-year deadline shall not apply where academic requirements are concerned.
- 7.2 DFO will not claim ownership of any intellectual property arising from the Project, but may use any material and information produced under this Agreement ("Information") for DFO and Government of Canada purposes without any restrictions except as stipulated in section 7.3 herein.
- 7.3 If DFO wants to disclose any Information that was not previously disclosed by virtue of section 7.1 herein, DFO will submit this Information to the Organization for review and the Organization may within thirty (30) days afterwards request DFO by written notice to withhold disclosure of the Information or any portions thereof for a reasonable time for academic, scientific publication and filing a patent application purposes. Upon being so notified DFO may either withhold disclosure of the Information or of the portions designated by the Organization for a reasonable time, not to exceed one year from the date of the written notice. The one-year deadline shall not apply where academic requirements are concerned.
- 7.4 Notwithstanding the preceding sections neither Party may release confidential information of the other Party in any way whatsoever without the other Party's prior written authorization; however, in DFO's case, any confidentiality obligation shall be subject to access to information and privacy protection legislation, including the Access to Information Act and the Privacy Act.

8. Dispute Resolution

- 8.1 Should a difference arise as to the interpretation of the provisions of this Agreement, or modifications and/or revisions thereto, that cannot be resolved at the operating level, the area(s) of disagreement may be stated in writing by either Party and presented to the other Party for consideration. If resolution is not reached within thirty days, the Parties may forward the matter to their respective higher officials for appropriate resolution.

9. General Conditions

- 9.1 This Agreement, which includes the preamble and the appended annexes, sets forth the entire agreement between the Parties hereto concerning the Project and supersedes and revokes all negotiations, arrangements or communications of any nature whatsoever whether they be verbal or in writing, between the Parties or their authorized representatives or any other person purporting to represent them.

- 9.2 This Agreement may be extended or amended by mutual consent however any extension or amendment to the Agreement must be subject to a written agreement signed by the Parties.
- 9.3 The Organization shall declare if any amounts are owing to Canada under any legislation or other contribution agreements. Such amounts owing to the government may be set-off against payments due to the Organization under this Agreement.
- 9.4 The Organization shall have no claim against Canada and its ministers beyond Canada's obligations stipulated in section 4, or in respect of any loan, capital lease or long-term obligation it enters into in relation to the Project.
- 9.5 The Organization hereby agrees to indemnify and hold Canada, its Ministers, directors, officers, employees, and agents, harmless from and against all claims, demands, losses, costs, liabilities, damages, by whomever made, brought and prosecuted in any manner, based upon, arising out of, related to, occasioned by, or attributed to any acts or conduct of the Organization, its employees and agents in connection with the performance of this Agreement or made possible through Canada's contribution under this Agreement, which results in direct physical injury, death or damage to tangible personal property unless such injury has been caused by the gross negligence of Canada, its Ministers, directors, officers, employees, or agents. The obligations herein shall subsist after expiration or termination of this Agreement in respect of any event connected with any activity undertaken by the Organization, its employees and agents prior to the expiration or termination of this Agreement.
- 9.6 The Organization shall not assign its rights or obligations hereunder to any person without the express written consent of DFO and shall be and remain jointly and severally liable for all obligations to DFO notwithstanding any assignment.
- 9.7 The Organization agrees to public announcements by or on behalf of DFO related to the Project and the Agreement, including the name of the Organization, the amount of financial contribution it is receiving or has received, and the general nature of the activities funded by DFO. The Organization also agrees to DFO's release of information about the Project and the Agreement as part of public communication initiatives including, but not limited to, feature stories, news releases, speeches, web content, and any other DFO promotional materials and special publications.
- 9.8 The Organization agrees
- (a) To acknowledge DFO's contribution to the Project in any public communications as follows:
- This Project was supported partially by a financial contribution from Fisheries and Oceans Canada / Ce Projet fut partiellement appuyé par une contribution financière de Pêches et océans Canada.
- (b) To obtain DFO's approval in writing before preparing any announcements, brochures, advertisements, web content or other materials that will display DFO's logo or otherwise make reference to DFO.

- 9.9 The Organization may not reproduce or use Government of Canada symbols unless approved in writing by DFO and any approval to reproduce or use Government of Canada symbols shall be at DFO's total discretion.
- 9.10 This section 9.11 and the obligations of the Organization under sections 4, 6, 7, 9.5, 9.7, 9.8 and 9.9 shall survive the expiry or termination of this Agreement.
- 9.11 The Organization shall respect the spirit and intent of the Official Languages Act when serving the public through any activities under this Agreement and shall determine its obligations under the Act in consultation with DFO, taking into account language requirements of any regions and audiences targeted by such services.
- 9.12 Prior to commencing the Project, the Organization shall ensure that any activities under the Project, if applicable, are assessed and approved in accordance with the Canadian Environmental Assessment Act and in accordance with the standards of the Canadian Council on Animal Care.
- 9.13 This Agreement does not create a partnership, joint venture, principal-agent, employer-employee or other commercial relationship between Canada and the Organization. The Organization may not represent itself, including in any agreement with a third party, as a partner or agent of the Government of Canada.
- 9.14 The Organization shall ensure that no Member of the Senate or House of Commons is admitted to any share or part of this Agreement or to any benefit arising from it.
- 9.15 The Organization shall ensure that any DFO personnel who are involved in the Project or the Organization, or who are members of the Organization governing body are excluded from any decisions that might have an impact on the Project.
- 9.16 The Organization shall ensure that any participant in the Project who was a federal public office holder is in compliance with the post-employment provisions of Fisheries and Oceans Canada Values and Ethics Code, which is posted at <http://www.dfo-mpo.gc.ca/reports-rapports/vicrvirc/vicr-virc2012-eng.htm>, or comparable Treasury Board code.
- 9.17 Should a court of competent jurisdiction hold any provision of this Agreement to be invalid, illegal, or unenforceable, and such holding if appealed is not reversed on appeal, it shall be considered severed from this Agreement. All other provisions of the Agreement, and all rights and obligations therein shall continue to be in force and effect.

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9.18 This Agreement may be executed by the Parties in counterparts, either through original copies or through electronically scanned copies each of which will be deemed an original and all of which together will constitute the same instrument.

IN WITNESS WHEREOF, the Parties have executed the Agreement through their duly authorized representatives.

International Hydrographic
as represented by the Minister of Fisheries

Her Majesty the Queen in Right of Canada Organization
and Oceans



Per: _____

Dr. Mathias Jonas
Secretary-General
International Hydrographic
Organization

12 May 2021

Date



Per: _____

Arran McPherson
Assistant Deputy Minister
Ecosystems and Oceans Science

May 17, 2021

Date

Annex A

Proposal

1. Organization Information	
1.1 Legal Name (Organization's registered corporate name ¹) and Address of the Organization	
International Hydrographic Organization 4b quai Antoine 1er B.P. 445 MC 98011 MONACO CEDEX	
Applicant representative for the purpose of the contribution agreement Name, Title, Full Address, Phone #, email address	Authorized representative for the purpose of signing a contribution agreement Name, Title, Full Address, Phone #, email address
Mr. Luigi Sinapi Director, International Hydrographic Organization 4b quai Antoine 1er B.P. 445 MC 98011 MONACO CEDEX Luigi.Sinapi@iho.int +377 93 10 81 00	Dr. Mathias Jonas Secretary-General, International Hydrographic Organization 4b quai Antoine 1er B.P. 445 MC 98011 MONACO CEDEX Mathias.Jonas@iho.int +377 93 10 81 00
Brief description of the organization's general mandate and activities (200 words maximum) The International Hydrographic Organization (IHO) is an intergovernmental organization that works to ensure all the world's seas, oceans and navigable waters are surveyed and charted. Established in 1921, it coordinates the activities of national hydrographic offices and promotes uniformity in nautical charts and documents. It issues survey best practices, provides guidelines to maximize the use of hydrographic survey data and develops hydrographic capabilities in Member States. States are represented within the IHO by the national authority responsible for the provision of hydrographic and nautical charting services in each Member State. A Secretary General and two Directors are elected by Member States and administer the work of the Organization.	
Organization website address: https://iho.int/en/	
Business GST/HST# N/A	
1.2 Project Team Lead Name, Title, Full Address, Phone #, email address	1.3 Media Relations Contact (for the purpose of press releases, announcements, etc.) Name, Title, Full Address, Phone #, email address

¹ DFO reserves the rights to request official documentation confirming the Legal name of the Organization

<p>Mr. Leonel Manteigas Assistant Director, International Hydrographic Organization 4b quai Antoine 1er B.P. 445 MC 98011 MONACO CEDEX Leonel.Manteigas@iho.int +377 93 10 81 00</p>	<p>Ms. Sarah Jones Couture Public Relations and Communications Officer 4b quai Antoine 1er B.P. 445 MC 98011 MONACO CEDEX Sarah.Jones.Couture@iho.int +377 93 10 81 00</p>
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1.4 Organization Type

Select one:

- Canadian post-secondary academic institution
- Canadian non-governmental organization
- Indigenous organizations or groups

- Canadian provincial, territorial, and municipal government
- Business and industry, including business and industry associations
- Community group
- Foreign Government
- Foreign Organization
- Foreign University
- Port Authority
- Other: Specify

1.5 Funding History

If the organization had previously received funding from the OFSCP for another project or initiative, indicate the amount received, the name of the project and fiscal year(s) for which the funding was received.

N/A

2. Project Team

2.1 Provide for each team member of the proposed project the information as per the table below starting with the project leader (if more than three members, provide the same information for each additional member on a separate page)

Name, Title, Full Address, Phone #, email address	Name, Title, Full Address, Phone #, email address	Name, Title, Full Address, Phone #, email address
Mr. Leonel Manteigas Assistant Director, IHO 4b quai Antoine 1er B.P. 445 MC 98011 MONACO CEDEX leonel.manteigas@iho.int +377 93 10 81 00	Ms. Sandrine Brunel Capacity Building Assistant, IHO 4b quai Antoine 1er B.P. 445 MC 98011 MONACO CEDEX sandrine.brunel@iho.int +377 93 10 81 00	Mr. Evert Flier Chair, IHO Capacity Building SubCommittee 4b quai Antoine 1er B.P. 445 MC 98011 MONACO CEDEX evert.flier@kartverket.no +377 93 10 81 00

2.2 Name Fisheries and Oceans Canada personnel consulted in developing the proposed project

Name, Title, Full Address, Phone #, email address	Name, Title, Full Address, Phone #, email address	Name, Title, Full Address, Phone #, email address
Annie Biron (DFO Project Coordinator) Manager Products and Services Canadian Hydrographic Service Fisheries and Oceans Canada Institut Maurice Lamontagne, C.P. 1000, Mont-Joli, QC, G5H 3Z4 annie.biron@dfo-mpo.gc.ca CELL : 418-712-0019	Geneviève Béchard Director General - Hydrographer General of Canada Canadian Hydrographic Service Fisheries and Oceans Canada 200 Kent St., Ottawa, ON, K1A 0E6 genevieve.bechard@dfo-mpo.gc.ca tel: 613-990-6234	Doug Brunt Senior Advisor and IHO Liaison, Canadian Hydrographic Service Fisheries and Oceans Canada 200 Kent St. Ottawa ON K1A 0E6 douglas.brunt@dfo-mpo.gc.ca Tel./Text: 613-863-4520

3. The Project

3.1 Project Title

Empowering Women in Hydrography

3.2 Project start and end dates (SEE SECTION 2 OF THE ANNEX)

Project start date (dd/mm/yyyy)	Project end date (dd/mm/yyyy)
01/04/2021	31/03/2024

3.3 Project location

Identify the PRINCIPAL province/territory where the project activities will take place.

The funds will be administered by the IHO which is located in Monaco, however, the activities may take place anywhere in the world, depending where it is determined it is the most effective location and method for delivery. This may include virtual activities.

3.4 Project relevance to Fisheries and Ocean Canada Program Areas

PRINCIPAL

Select the program area relevant to the proposal (Only ONE program area should be selected) among those listed

itic Animal

Fisheries

Technology a

cs

Culture Sci

s Science

Ecosystems

Hydrography State Change Science

itic Invasive

at Risk Sci

Marine Nagraphy

of the proposed project to the program area that was selected.

graphy brings together elements of science, technology, engineering, and mathematics, or lds. In the global context, the well-documented imbalance between the participation of men in the STEM fields as well as other maritime-related domains, appears to exist in the as well. This imbalance is noted at all work levels but it is particularly evident at the more lons and in governance and decision-making related positions.

t to hydrography because not only will it address issues of gender-equity, but it will open the talent that will potentially contribute new perspectives, skills, and creativity to the world of s. This is especially relevant now as hydrography is undertaking a major digital re development of the S-100 framework based standards. These standards will provide the e development of the next generation electronic navigational charting products, as well as required by the hydrographic, maritime and GIS communities for their contribution to the me of those standards are developed through IHO committees and working groups, the best required and many skilled women should be able to contribute.

the efforts to assess the status of current arrangements and assists States to achieve ent and improvement in their ability to meet hydrographic, cartographic and maritime safety ular reference to recommendations in the UN Convention on the Law of the Sea ational Convention for the Safety of Life at Sea (SOLAS), and other international) has a great deal of experience with small island states and least developed coastal states eir hydrogrion, the project also aligns with the general visions of the UN Decade of Ocean Science for s.

Development that which include, “Encouraging more inclusive and participative approaches in designing and executing ...” ocean sciences, and, “Promoting knowledge and information that are more equitably shared around the world...”(<https://www.oceandecade.org/about?tab=our-vision>).

One of the Goals of the revised IHO Strategic Plan is to participate actively in international initiatives related to the knowledge and the sustainable use of the Ocean, and the UN Decade of Ocean Science for Sustainable Development certainly is one of those initiatives.

This project is an opportunity for the IHO to show leadership in the hydrographic community and weave the UN Sustainable Development Goals (SDGs) #14 Conserve and sustainably use the oceans, seas, and marine resources (<https://www.un.org/sustainabledevelopment/oceans/>) with SDG #5 Gender equality, particularly as it relates to the target, Ensure women’s full and effective participation and equal opportunities for leadership at all levels of decision making in political, economic and public life (<https://www.un.org/sustainabledevelopment/genderequality/>).

3.5 Project Description (max. 800 words²)

² DFO reserves the right to request additional information on the project

Empowering Women in Hydrography (EWH)

The 2nd Assembly of the International Hydrographic Organization (IHO) unanimously adopted ‘Empowering Women in Hydrography’ as a new work item to the Work Programme of the IHO Capacity Building Sub Committee (CBSC).

Given the governance of the IHO, and even if the focus of this project is not to build specific hydrographic capacity amongst women (hydrographic knowledge and skills), the CBSC has the connections, the experience and the expertise, in particular working with developing and small island states and other nations, to deliver this project effectively and to tap into the vast potential of women in hydrography.

Goal: The goal of this new work item is to initiate, organize and track a series of activities and initiatives which will enable more women to participate equitably in the field of hydrography and to assume more leadership roles within the hydrographic community.

Justification: The activities under this work item are intended to increase awareness of IHO Member States and the hydrographic community with respect to the benefits of having gender-diverse teams at all levels, to act by increasing women’s participation opportunities in the hydrographic community and thus mitigate the gender imbalance, and then to support the participation of women at all levels of the IHO bodies in order to empower them to contribute to and take on greater decision-making roles and responsibilities in the field of hydrography.

Many maritime related organizations which have been traditionally male-dominated have started this change in narrative. Symposiums, programs and activities have been organized in the last years in relation with this theme. These include:

- promoting role models for women in the maritime and ocean communities that can inspire and attract younger generations to sea-related activities, empowering women to acquire skills necessary to achieve leadership positions and break the glass ceiling;
- organizing mentoring, sponsorship and networking programs that increase recruitment and retention of women in the maritime and ocean communities;
- including women in all decision-making relating to standard development and implementation.

Targets: The target of this project is to increase the presence, participation and leadership of women from Member States at all IHO bodies.

Duration: Three (3) years from 01 April 2021 to 31 March 2024.

Notes: a. The start and end dates are flexible.

b. It is hoped that a successful execution of projects under this work item will lead to an extension of the work, ideally until the end of the UN Decade of Ocean Science for Sustainable Development (UN Decade) in 2030.

Funding: The IHO is seeking initial funding of 100 000 CAD (approximately 65 000 euros) for each of the three years through an application for a contribution from Fisheries and Oceans Canada (DFO).

Notes: a. It is anticipated and hoped that other IHO Member States and/or non-members will follow the lead of Canada and also participate in this project with direct and/or in-kind contributions (any amount/level of contribution would be appreciated).

b. The IHO will hold the funds in a special Chapter of the IHO CB Fund named ‘Empowering Women in Hydrography’.

Administration: The Inter-Regional Coordination Committee and its Capacity Building Sub-Committee (CBSC) will develop and implement the work plan and monitor the effectiveness of the empowering women in hydrography (EWH) activities in consultation with benefactors (e.g. Canadian Hydrographic Service (CHS) representing Canada), and the IHO Secretariat.

The funds will be administered by the IHO Secretariat under the terms and conditions contained in the signed Contribution Agreement(s) with the benefactors.

3.6 Project Objectives and Anticipated Benefits (in point form)

Objectives: Recognizing that women are equally capable as men, the project objectives and anticipated benefits include:

- Expose and address the systemic issues within the field of hydrography which often limit women’s opportunities to develop and demonstrate their competencies and capabilities to the same extent as their male colleagues;
- Promoting greater gender diversity and increasing women’s participation in the field of hydrography globally;
- Supporting greater participation of women in the working bodies of the International Hydrographic Organization (IHO) to:
 - Better understanding the decision making process,
 - Stimulate involvement and interest/desire to become active participants at all levels, Promote leadership competencies.
- Increase awareness of IHO Members States and hydrographic community on the benefits of having genderdiverse teams at all levels, such as:
 - Increase of productivity and innovation,
 - Better job satisfaction,
 - Increase employee’s engagement and retention; and,
 - Ensure equal access to opportunities for women to improve their technical knowledge and leadership skills by:
 - Increasing competencies, confidence, employability,
 - Increasing the number of female employees,
 - Increase the number of women in advanced career echelons; and,
 - An increase in the awareness of what constitutes a safe, secure, and supportive workplace for all employees.

3.7 Project Expected Results (qualitative, quantitative or both)

Expected Results of the intended activities: For women in hydrography and their organizations:

- More exposure to, and interest in participating in IHO bodies;
- Increased participation of women in IHO bodies;
- Greater understanding of the IHO and how it operates within the global context;
- Ability to participate and contribute to the international hydrographic community;
- Increase in leadership skills and competencies which provide access to promotion;

Expose women to career possibilities (leadership and technical); and,
Professional networking;

3.8 Project Risks and Associated Risk Mitigation Measures

- COVID 19 pandemic resulting in physical meeting limitations.
- To mitigate this risk, more video conferences and virtual/online workshop can be held.
- Unspent funds due to the inability to organize and hold activities (e.g. due to COVID-19).
- IHO to develop a flexible program to ensure the funds are allocated appropriately and identify any potential unusable funds as soon as possible in the fiscal year and make this known to DFO.

3.9 Project Workplan (Describe the main project activities, timelines and milestones)

Work plan. The proposed project work plan contains the following elements.

2021-2022 (using the DFO fiscal year)

- Socialize the establishment of a new IHO work program item “Empowering Women in Hydrography (EWH)”.
- Organize and hold a “kick-off” VTC meeting of the project team and other potential key stakeholders as soon as possible to discuss initial planning and proposal ideas.
- Implement Outreach activities with interviews to women with different roles in the hydrography and the preparation of articles to divulgation in different media and in the IHO web site.
- Support a three-to-four months internship at the IHO Secretariat, to participate actively in the Outreach project interviewing women with different roles in the hydrography.
- Prepare for, and hold an initial symposium to present and discuss the results of the proposed outreach activities. The outcome of this 3-day symposium will be the foundation for the subsequent activities and work plan items.
- Integration with other IHO activities (e.g. education), where possible and practical.
- Teaming up with other events in the ocean science or maritime domain with gender-equity themes (e.g. IMO, WISTA).

2022-2023

- Promotion of the gender-diversity program to Member States during IHO activities (Increase awareness of IHO Members States and associated business, on the benefits of having Gender-diverse teams).
- Continuation of the Outreach project including planned activities.
- Support internships at the IHO Secretariat, at other hydrographic offices, or at-sea tours for operational experience for women employed or going to be employed by IHO Member States Hydrographic Offices or other national or international bodies involved in maritime issues.
- Prepare for and host the second EWH symposium to be held in conjunction with the IHO Council meeting, which the participants will also attend.
- Integration with other IHO activities (e.g. education), where possible and practical.
- Teaming up with other events in the ocean science or maritime domain with gender-equity themes.
- Based on the initial symposium, discuss intended activities and present it to the Inter-Regional Coordination Committee (IRCC) for review.

2023-2024

- Promotion of the gender-diversity program to Member States during IHO activities (Increase awareness of IHO Members States and associated business, on the benefits of having Gender-diverse teams).

- Greater female participation to an annual workshop and/or participation to IHO meetings or other events. Possibilities are: Inter-Regional Coordination Committee or Capacity Building Sub-Committee meeting (June 2022); US Hydrographic Conference (March 2023); Hydrographic Services and Standard Committee meeting (May 2023), and a book-end workshop in March 2024.
- Virtual workshops on hydrographic related subjects with female expert invitees to promote role models.
- Teaming up with other events in the ocean science or maritime domain with gender-equity themes.
- Continuation of the Outreach project.
- Integration with other IHO activities (e.g. education), where possible and practical.
- Support additional internships at the IHO Secretariat, at other hydrographic offices, or at-sea tours for operational experience for women employed or going to be employed by IHO Member States Hydrographic Offices or other national or international bodies involved in maritime issues.

It should be noted that the elements are expected to evolve over the course of the project based on experience, opportunities/risks, and clarifications of the desired outcomes. There is flexibility to address changing needs as the project moves forward.

3.10 Project Methodology (Outline the project methodology with appropriate discussion of uncertainties)

N/A

This is not a research project.

The project method involves education, engagement, and exposure to enhance the roles of women in the field of hydrography. A series of annual symposia will be a forum for presenting results of developed activities and for discussing the implementation and progress of the project and they will form the frameworks for further outreach and activities.

3.11 Communication of Results (how the results of the project would be communicated to the public (e.g. publications, conferences & symposia))

This project is mainly directed to the IHO Member States and the hydrographic community.

- Annual Reporting will be provided by the IHO to DFO.
- Social media will be a key component of communications.

3.12 Project Data Management

(a) Describe how data resulting from the project will be managed and made accessible to the public.

N/A

- An annual status report will be provided.

(b) Indicate whether or not the organization intends to share the data with DFO (data might be needed by DFO to monitor the progress of the project) Yes No

3.12 Project-related Vessel Requirement

Does your initiative require the use of a DFO (Canadian Coast Guard) vessel? Yes No

If YES, you should immediately communicate with the lead DFO person consulted in developing the proposed project (see section 2.2) to discuss your requirement.

4. Project-related Financial Information

Complete the budget template (excel file provided). Refer to the guidelines in Annex A

Notes

- (a) The fiscal year of the Canadian Federal Government is April 1 to March 31 of the following year
- (b) In the budget excel file complete Tab 1 - Budget details and Tab 2 - Source of Funds.

See budget file

5. Supporting Documents

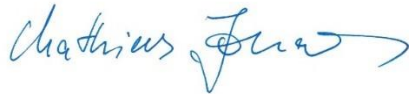
You may submit supporting documents (e.g. letters of support, etc.) with the application if you wish. List the supporting documents submitted with the application.

N/A

6. Confirmation

I confirm that this application has been completed to the best of my knowledge

Completed by: Dr. Mathias JONAS – IHO Secretary-General on 23 February 2021



Empowering Women in Hydrography Budget Worksheet

Fields Highlighted in GREEN are formulas. Do Not Enter data in highlighted fields

4. Budget details for the project

Title of the Project (section 3.1 of the proposal) Empowering Women in Hydrography

Part A - ALL PROJECT COSTS

List all project costs including in-kind contribution. See section 6 in the Guidelines. The total of all cost items listed in Part A represents the Project.

Cost item	Amount FY2021-22	Amount FY2022-23	Amount FY2023-24	
Project management and leadership:				
IHO Project leadership and management	26766	27772.5	27772.5	\$
IHO Member States contributions for 2 additional participants	13000	13000	13000	\$
Other:				
Workshop participation (accomodation, travel and perdiems) 6500 CAD per participant (11 participants Y1 + 11 Y2 + 11 Y3)	71500	71500	71500	\$
Workshop guest consultation fees (consultation, accomodation, travel and perdiems)	7800	7800	7800	\$
Cost of workshops (room, projector, etc)	3500	3500	3500	\$
Conference fees (US Hydro 2023 -8 participants @600 CAD)			4800	\$
IHO Conference travel + conference fee (US Hydro 2023)			7100	\$
IHO Internship support -new hardware and software/maintenance	5000	2000	2000	\$
internship participation (accomodation, travel and perdiems)	15000	15000	15000	\$
IHO Materials/supplies	150	150	150	\$
All amounts in CAD				\$
DFO in-kind				
Annie Biron Salary (project advisor)	\$ 3,000	\$ 3,000	\$ 3,000	
identify cost item 2				
Total DFO in-kind	\$ 3,000	\$ 3,000	\$ 3,000	\$

Part B - COSTS COVERED BY ORGANIZATION (IN-KIND CONTRIBUTION TO THE PROJECT)

In accordance with Section 6.2 in the Guidelines, costs and expenditures from Part A that would be incurred by your organization and which are not covered by OFSCP financial contribution qualify as in kind contributions, regardless of the origin of the funds. Contributions provide estimated value of the contribution.

Contribution	Amount FY2021-22	Amount FY2022-23	
Project management and leadership:			
IHO Assistant Director AD/1 (0.05 FTE (5%))	11700	11700	
IHO Public Affairs and Communications Officer Int'l Recruit L2 (0.05 FTE (5%))	4903.5	4903.5	
IHO CB Assistant L? (0.05 FTE (5%))	7545	7545	
IHO Local Staff L12 (0.01 FTE (1%) Y1 + 2% Y2&Y3)	1006.5	2013	
IHO Translator T1/3 (0.01 FTE (1%))	1611	1611	
Other:			
Materials/supplies	150	150	
Conference fee (US Hydro 2023)			
Conference travel (US Hydro 2023)			

Part C - AMOUNT REQUESTED FROM DFO					
<i>List cost item from Part A for which you request financial contribution from DFO under the OFSCP. For list of eligible costs refer to Section</i>					
Cost item		Amount FY2021-22	Amount FY2022-23	Amount FY2023-24	
					\$
Workshop participation (accommodation, travel and per diems) 6500 CAD per participant		71500	71500	71500	\$
guest consultation fees (consultation, accommodation, travel and per diems) (DFO)		7800	7800	7800	\$
internship participation (accommodation, travel and per diems) (DFO)		15000	15000	15000	\$
Conference fees				4800	\$
					\$
Total Eligible Costs	Total C	\$ 94,300	\$ 94,300	\$ 99,100	\$
Admin support: Max 15% of Eligible Costs funded by DFO	Total D	3000	3000	3000	\$
Sum of eligible costs and overhead claims	Total E	\$ 97,300	\$ 97,300	\$ 102,100	\$
Maximum DFO Financial Contribution	Total F				\$
Total B + Total C		\$ 436,061	=	\$ 436,061	Total A MINUS Total