## 12th MEETING OF THE IHO INTER-REGIONAL COORDINATING COMMITTEE

## IHO-IRCC12

## VTC, 6-7 October 2020

## Report of the [title of the relevant body]

|  |  |
| --- | --- |
| ***Submitted by:*** | Chair, [relevant reporting body] |
| ***Related Documents:*** | Any relevant documents and references to the extent that they are known to the originator. |
| ***Related Projects:*** | Any related projects that may impact upon considerations |

|  |  |
| --- | --- |
| *Chair:* | [Name], [Country] |
| *Vice-Chair:* | [Name], [Country] |
| *Secretary:* | [Name], [Country] |
| *Member States:* | [Countries] |
| *Expert Contributors:* | [Organisation] |
|  | *see Annex A for full details* |

## Meetings Held During Reporting Period

Provide dates and venues of meetings held during the reporting period.

Provide dates and venue for next meeting (if known).

## Work Program

Highlight the important issues and activities during the reporting period.
(For lengthy or complex reports, the use of supporting annexes may be appropriate.)

Note: the IRCC and its subordinated bodies were tasked by A-1 to identify and recommend on whatever actions may be required to incorporate the Statement of Shared Guiding Principles for Geospatial Information Management in the work programmes (see A-1 Decision No 22).

## Progress on IRCC Action Items

Summarise progress made during the reporting period.

## Problems Encountered

Highlight any issues with resources, funding, participation, et cetera.

## Any Other Items of Note

Include any other relevant information not covered elsewhere.

## Conclusions and Recommended Actions

Identify any conclusions drawn from the report.

Identify any actions recommended by the reporting body.

Refer to the revised Work Plan submitted as Annex B.

## Justification and Impacts

Justification for any proposed actions or recommendations. This should include:

- Identifying the benefits which would accrue from any proposed action.

- Identifying any resource implications resulting from the recommendations, such as the number of working group sessions, expertise, need for expert consultants, funding, et cetera.

- Identifying which IRCC body is essential to completing any proposed new work items.

- Identifying proposed priorities for new work items.

- The date when any proposed new work item is expected to be completed.

- Any related activities that may impact on a proposed work item or decision.

## Action Required of IRCC

The IRCC is invited to:

a. endorse ……….

b. agree ………….

c. note …………...

et cetera.

**Annex A**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Membership of [RHC or IRCC body]** |
| **RHC / Member State** | **Name of Delegate** | **email** |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Observer Organization** | **Name of Delegate** | **email** |
|  |  |  |
|  |  |  |

**Annex B**

**[IRCC body] Proposed Work Plan - [date] to [date]**

1. Any remarks relevant to the understanding of the plan to be inserted in here.

## [IRCC body] Tasks

A.

B.

C.

D.

et cetera

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Task** | **Work Item** | **Priority** | **Milestones** | **Start Date** | **End Date** | **Status** | **Contact Person** | **Affected Pubs/Standard** | **Remarks** |
| 1 | Description |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |
| nnn |  |  |  |  |  |  |  |  |  |

**Abbreviations:**

1. **Priority:** H-high, M-medium and L-low
2. **Status:** P-planned, O-ongoing and C-Completed