

**16<sup>th</sup> MEETING OF THE IHO INTER-REGIONAL COORDINATING COMMITTEE IHO-IRCC16**

**Santa Cruz Island - Galapagos, Ecuador, 10-12 June 2024**

**Report of the FIG/IHO/ICA International Board on Standards of Competence for Hydrographic Surveyors and Nautical Cartographers (IBSC)**

<b>Submitted by:</b>	Chair, Capt. Nickolás ROSCHER
<b>Related Documents:</b>	<ul style="list-style-type: none"> <li>- IHO 3 Year Work Programme - 3YEARWP2024-2027_ENG.</li> <li>- Standards of Competence for Hydrographic Surveyors and Nautical Cartographers (S-5A, S-5B, S-8A &amp; S-8B).</li> <li>- Guidelines for the Implementation of the Standards of Competence for Hydrographic Surveyors and Nautical Cartographers.</li> <li>- Frequently Asked Questions document.</li> <li>- IHR-Nov-2017-Article Maintaining the Standards of Competence for Hydrographic Surveyors and Nautical Cartographers.</li> </ul>
<b>Related Projects:</b>	Revision of the IBSC Standards N/A

<b>Chair:</b>	Capt. Nickolás Roscher, Brazil (IHO)
<b>Vice-Chair 1:</b>	Mr Sobri Syawie, Indonesia (FIG)
<b>Vice-Chair 2:</b>	Emeritus Prof. Dr. Lysandros Tsoulos, Greece (ICA)
<b>Secretary:</b>	Mr Leonel Manteigas, IHO Secretariat
<b>Members:</b>	<p>IHO: Capt. Andrew Armstrong (USA), Commodore Rod Nairn (Australia), Capt. Felipe Barrios, Chile;</p> <p>FIG: Mr. Gordon Johnston (UK), Mr. Adam Greenland (New Zealand), Prof. Dr. Harald Sternberg (Germany);</p> <p>ICA: Emeritus Prof. Dr. Lysandros Tsoulos (Greece); Commodore J. Gurumani (India), Dr. Pablo Sánchez Gámez (Spain), Dr. Manuela Milli (Italy).</p>
<b>Expert Contributors:</b>	N/A
<i>see Annex A for full details</i>	

### 1. Meetings Held During Reporting Period

IBSC 2023 Workshop - London, UK, from 30 October to 03 November 2023.

IBSC47 Meeting - Hamburg, Germany, from 15 to 26 April 2024.

#### Work Program

In addition to the annual meeting the IBSC worked on the following tasks:

- Review the IBSC Standards and maintain IBSC Publications (Task 3.8.4, IHO 3year Work Programme 2024-2027),
- Review of the IBSC46 Conditional Recognized submissions and those that had been offered an intersessional review (IBSC Work Plan Q2 2022 to Q2 2023, approved IRCC15, Decision 31).

Following the IBSC Work Plan Q2 2023 to Q2 2024, approved at IRCC15, and having regard to subject recognition conducted during IBSC47 and the 2023 Workshop, the following companion to the Standards document will be updated and a new version published in 2024:

- Guidelines for the Implementation of the Standards of Competence for Hydrographic Surveyors and Nautical Cartographers (Ed 2.1.5, <Month> 2024).

During the period of this report two Members paid an On-Site Visit to IIC, in Australia. This visit was related to their S-5B recognized programme and provided additional information that helped Board members develop recommendations to improve the IIC programme. At both IBSC meetings, the list and priorities for On-Site Visits was reviewed and a plan defined, a new on-site visit was scheduled for 2024.

**IBSC47** (IBSC Work Plan Q2 2024 to Q2-2025, approved IRCC15, Decision 22).

Seventeen (17) submissions were reviewed at the IBSC47 meeting against the Standards and the Guidelines. The table below provides a summary of the submissions reviewed and the preliminary results. Intersessional reviews will progress until the end of 2024. The board offered 15 submissions an intersessional review.

2024	In the IBSC47 Meeting		Intersessional Revision	After Intersessional Revisions	
Status	N Total	Standards		N Total	Standards
<b>Recognized</b>		S-5A S-5B Scheme			
<b>Could be Recognized</b>	<b>15</b>	9 S-5A 1 S-8A 5 S-5B	9 1 5		
<b>Not Recognized</b>	<b>2</b>	1 S-5B 1 S-8A			
<b>Total</b>	<b>17</b>		<b>15</b>		

Full details of all 17 programmes considered at IBSC45 are listed in Annex A.

Eleven (11) submissions were reviewed at the IBSC46 meeting against the Standards and the Guidelines. Of the 11 submissions, 4 were new submissions (2 from S-5A, 1 from S-5B and 1 from S-8B). The board offered 8 submissions an intersessional review. The table below provides a summary of the submissions reviewed results.

2023	In the IBSC46 Meeting		Intersessional Revision	After Intersessional Revisions	
Status	N Total	Standards		N Total	Standards
<b>Recognized</b>	1	S-5A S-5B S-8A S-8B Scheme		3 3 1 1	S-5A S-5B S-8A S-8B Scheme
<b>Could be Recognized</b>	7	2 S-5A 3 S-5B 1 S-8A 1 S-8B Scheme	2 3 1 1		
<b>Not Recognized</b>	3	2 S-5A 1 S-5B	2 1	2 1	S-5A S-5B
<b>Total</b>	11		8	11	

The IBSC46 also reviewed the Annual Reports received from institutions holding recognized programmes as well as the recognized Schemes.

Due to the need arising from IBSC47 to conduct the intersessional revision of 15 submissions, as well as the current Standards, it was decided to conduct a Workshop in late 2024. The Workshop is expected to be held in Athens, Greece, in a face-to-face format, from 11 to 15 November 2024.

During the IBSC47 meeting it was also necessary to discuss and approve other important working items such as the IBSC Work Programme (Annex B). In relation to the postponed on-site visits, the IBSC established and budgeted for a list of 3 priority institutions to be visited when the situation allows with two being planned for this year.

The 48th meeting of the IBSC is planned to be held in St John's, Newfoundland, Canada, from 28 April to 9 May 2025, as back up University New Hampshire, USA kindly offered their facilities.

## 2. Progress on IRCC Action Items

N/A.

### ***Revision of the Standards***

The Board discussed the need to update the Standards, and during the discussion the need to liaise with other stakeholders, to make an informed decision on the way forward on this subject was necessary. There were already 3 workshops, with stakeholders, in different countries, UK, Germany and Canada, and there will be another two, this year in Australia and Brazil, both during the week of the World Hydrographic Day. As mentioned in the Work Plan Annex B, the Board established the ambitious goal to try to have the actual review completed

in the second semester of 2025. To streamline the revision process, the members were divided in two different groups with the objective to identify the topics to be added, changed and / or removed from the Standards until September 2024, to then be discussed at the next intersessional meeting.

### ***Recognition of Subjects***

At the IBSC46 meeting in Japan, the Board decided that it would be appropriate to work on the recognition of Subjects of the S-5 Standards.

Once the IBSC process is concluded on this matter it is expected that an Institution may design and offer modules based on Subjects contained in the Standards, recognized by the Board. The objective of the recognition of Subjects is to widen the availability of high-quality, IBSC recognized hydrographic training for S-5 A and B.

A new version of the Guidelines including recognition of Subjects of the S-5 Standards will be issued in 2024

### ***IRCC/IBSC Workshop with Submitting Institutions***

The workshop is planned for September. During the IBSC47 Question and Answers Section, Capt. Jose Cordova, from Ecuador, suggested that it would be good to have a preboard meeting and that the best time for a workshop would be in September.

The board will organize the workshop in the second semester of 2024, (September/TBD) inviting all institutions with recognized programmes that will submit in IBSC48 and IBSC49 (IBSC47/Decision 29).

## **3. Problems Encountered**

The main problem encountered remains the generally difficulty of the institutions to provide the proper Syllabi content evidences on what and how they are being delivered to the students. These submissions, poorly sustained by evidence of what is being taught, leads the board to point the weak points and ask for robust evidence. Despite the investment in time of the IBSC to revise the Standards' companion documents, the Guidelines and the FAQs, with clear examples, most of the submitting organizations do not follow them completely. Thus presenting some significant omissions of information, without the required level of detail, to demonstrate the submission meets the Standard.

The large number of non-compliant submissions, with significant numbers of shortcomings, is the primary and important reason for the increased annual workload of the IBSC. To try to better control the time available for IBSC47, the presentation of the submitting institutions was sent in a recorded format prior to the Meeting. The Delegates were only required to be present in-person/online for the questions and answers sessions. The cooperation of the institutions in this regard was appreciated.

Since the members are dispersed over 15 time zones this impacts on the intersectional work, every topic discussed takes more than 2 days. Therefore, an effort is being made to have discussions within similar time zones which allows daytime discussions. Due to this important limitation, the non-face-to-face discussions needed to focus almost wholly on the re-submissions.

#### 4. Any Other Items of Note

##### ***Revision of the ToR and RoP***

During the 2023 Workshop, after a decision to work on the recognition of Subjects, the board realized that the workload of the Board will increase significantly, and considering that the costs associated with the attendance of the meetings, the Board decided to define fees for the recognition of Subjects, and include the following text into the annex A of the approved new Rules of Procedure:

*The fees for the recognition of Subjects are applied and the annual value will be to each Institution as follows:*

- *1 Subject recognition = 1/3 of the full recognition fee (200 euros from 2024)*
- *2 to 3 Subjects recognition = Half of the full recognition fee (300 euros from 2024)*
- *4 or more Subjects recognition = Full recognition fee (600 euros from 2024)*

After all 3 IBSC Governing Institutions (IHO, FIG and ICA) have been informed a letter will be sent informing all institutions with recognized programmes or schemes.

Annex B presents the proposed Terms of Reference and the approved new Rules of Procedure with the changes in red.

##### ***Annual workshop***

A number of factors in recent years have made it imperative for the IBSC to conduct a one week intersessional Workshop late in the calendar year relative to the pending workload arising from the previous IBSC plenary meeting. The imperative is influenced by increased submissions, the need to review the Standards and the companion documents and additionally to complete the intersessional reviews.

##### **Board Membership**

With the increase in the number of recognized programmes allied with the tendency to receive new programmes, the number of submissions each year tends to increase with the consequent increase in the workload of the Board Members. The Board finally achieved the full membership of the three organizations (FIG, IHO and ICA) with the total number of members now 12 equalizing the participation of each governing organization with 4 members each.

The meeting was informed on the conclusion of the new members from ICA process and welcomed:

- Dr. Pablo Sánchez Gámez - Spain - ICA
- Dr. Manuela Milli – Italy – ICA
- Capt. Felipe Barrios – Chile - IHO

##### **Succession plan**

The IBSC in each meeting has a standing agenda item “Succession Planning” in order to consider anticipated changes in the membership since some members approach retirement from service as Members of the IBSC.

The *Vice-Chair 2*: Emeritus Prof. Dr. Lysandros Tsoulos, Greece (ICA), noted that, as initial prevision, his intention to retire from the board after the full revision of the standards initiated this Year.

## **Joint IHO-Canada Empowering Women in Hydrography Project (EWH)**

In a collaboration with the Empowering Women in Hydrography Project (EWH), the Board is proposing the participation of up to six interns on the EWH-IBSC internship to participate in-person in the Workshop to be held in Athens, Greece, from 11 to 15 November 2024 . The intention is to have interns working in institutions with IBSC recognized programmes. During the Internship, they collaborate with the Board in the revision of the Standards ( four) and in the outreach and promotion of the Board (two).

### **5. Conclusions and Recommended Actions**

The number of submissions and the fact that most of them have a significant number of shortcomings requires a substantial increase in work of the IBSC. This is due not only to the increased number of reviews in the first place, but also to the number of necessary intersessional reviews, which means that, under normal conditions, a second annual meeting is required and therefore justified.

The IBSC will continue to assist institutions to improve the quality of their submissions. This will have an immediate impact, as well as over time, most institutions will be able to prepare programmes that are likely to be recognized at the first review, i.e. the Right First Time principle. In addition to this, the Board will invite the Submitting Institutions to a Workshop, planned to the second Semester of 2024.

It is expected that with the Workshop this situation improves. Additionally, to provide this additional support, the IBSC continues to improve the Guidelines, clarifying some points and giving better or more detailed examples as well as the Frequently Asked Questions document. The increase in the number of Members is important to diminish the workload of individual Members, so an increment in more two Members from ICA was welcomed.

The IBSC will continue the process to evaluate the need and best way forward to revise the Standards in liaison with all stakeholders, meanwhile, the Board commenced the Standards up-dating process, taking in to account the Stakeholder feedback already received.

The decision to work on the recognition of Subjects of the S-5 Standards related to the Subjects in the existing standards, in addition to the recognition of full programmes, is expected to widen the availability of high-quality, IBSC recognized hydrographic training for S-5A and B.

### **6. Justification and Impacts**

The goal behind the Right First Time principle is to make available to the institutions more information and better examples that allow them to prepare programme submissions with fewer issues at the first review by the Board. The Board expects that with the Submitting Institutions Workshop the submissions will improve.

To achieve this objective, the supporting Guidelines and the Frequently Asked Questions document are being reviewed in each meeting to provide better examples and clear requirements. Note that all submitting institutions have an obligation to read and understand the latest editions of the Standards and supporting documents when designing programmes and preparing submissions for review.

The IBSC is always available to engage with institutions to clarify any questions through correspondence and with essential on-site visits. It also seeks opportunities for stakeholder engagement at conferences, meetings, and workshops when conditions permit (see Tasks in Annex B).

The Board established a QR code on the certificates to grant the respective authenticity .

Decision 29 – from now on to only issue the certificates in pdf with a QR code to verify the authenticity of the certificate.

## 7. Action Required of IRCC

The IRCC is invited to:

- a) Note this report.
- b) Acknowledge the work done by the IBSC members, to review all 17 submissions received as well as offering intersessional revisions to 15.
- c) Encourage Member States and submitting institutions to engage with the IHO Secretariat early in the process when preparing submissions for programme recognition.
- d) Remind Member States and submitting institutions of their obligation to consult the Guidelines, the FAQs and the White Paper (IHR-Nov-2017 – Article: Maintaining the Standards of Competence for Hydrographic Surveyors and Nautical Cartographers) early in the process of preparing submissions for programme recognition.
- e) Agree with the IBSC Proposed Work Plan – Q2 2024 to Q2 2025 (Annex B).
- f) Note the Revised Rules of Procedure with the Subject recognition fees as deliberated by the board. (Annex C).
- g) Note the intention of the Board to engage with other stakeholders on the need to revise the standards.
- h) Note that the Board has started the process to recognize Subjects of the S5 Standards related with the Subjects in the existing S5A & S5B standards in addition to the recognition of full programmes. A new guideline will be issued in 2024.
- i) Take any other actions as appropriate.

NR	STANDARD	PROGRAMME	INSTITUTION	COUNTRY	CAT	DECISION
<b>HYDROGRAPHY</b>						
1	*S-5A	Programme for Bachelor of Engineering Degree in Hydrography	Dalian Naval Academy (DNA)	China	A	CBR
2	*S-5A	Advanced Courses in Hydrography	Dalian Naval Academy (DNA)	China	A	CBR
3	*S-5A	Programme for Bachelor of Engineering Degree in Marine Surveying and Mapping	Shandong University of Science and Technology	China	A	CBR
4	*S-5A	Hydrography Course	Escuela Naval de Cadetes "Almirante Padilla"	Colombia	A	CBR
5	*S-5B	Naval Technology in Hydrography	Escuela Naval de Suboficiales "ARC Barranquilla"	Colombia	B	CBR
6	*S-5B	Hydrographic Surveyors Course S 5B"	Bathymetric Solutions SAS "	Colombia	B	CBR
7	*S-5B	Specialty Course in Hydrography	Oceanographic Institute of the Navy	Ecuador	B	CBR
8	*S-5b	Hydrographic Survey Programme	Egyptian Navy Hydrographic Department and the Arab Academy for Science and Technology	Egypt	A	CBR
9	*S-5A	Hydrographic Surveying Programme (UTM HYDROIII)	Universiti Teknologi Malaysia (UTM)	Malaysia	A	CBR
10	*S-5A	Specialization Programme in Hydrography for Naval Officers	Peruvian Navy	Peru	A	CBR
11	*S-5A	Specialization Course in Hydrography	Portuguese Hydrographic Institute (IHPT)	Portugal		CBR
12	S-5A	Turkish Navy Hydrographic Course	Turkish Office of Navigation, Hydrography and Oceanography (ONHO)	Türkiye		NR
13	*S-5B	Applied Hydrographic Survey Programme (AHSP)	Fugro Academy / Fugro Great Britain (North) Marine Ltd.	UK	B	CBR
14	*S-5A	MSc Geospatial Sciences - Hydrographic Surveying	University College London (UCL)/The Port of London Authority (PLA)	UK		CBR
15	*S-5A	Graduate Programme in Ocean Mapping	University of New Hampshire/NOAA-UNH Joint Hydrographic Center	USA	A	CBR
<b>NAUTICAL CARTOGRAPHY</b>						
16	*S-8A	Advanced Courses in Cartography	Dalian Naval Academy (DNA)	China	C	CBR
17	S-8A	Specialization Course in Cartography	Portuguese Hydrographic Institute (IHPT)	Portugal	A	NR

ANNEX A

\*Note: To these programmes the IBSC offered the possibility to present a revised submission to be reviewed intersessionally and/or one-year extension.



1. IBSC Proposed Work Plan – Q2 2024 to Q2 2025

1. The IBSC will continue to assist institutions to improve the quality of submissions to achieve *Right First Time* i.e. to reduce the number of submissions that are either not recognised or conditional recognition

**IBSC Tasks**

Task	Work Item	Priority	Milestones	Start Date	End Date	Status	Contact Person	Affected Pubs/Standard	Remarks
1	IBSC Intersessional Meeting 2024	M		2024	2024	P	IHO Secretariat		Athene, 11- 15 November 2022
2	Review of IBSC47 Conditional Recognition submissions	H		Q2-Q3 2024	Q4 2024	O	Board Members		Intersessional Meeting
3	Review the S-5/8 A and B Standards	M		Q3-Q4 2023	Q2 2025	O	Board Members	S-5/8 A and B	Intersessional Meeting
4	Improve Guidelines and FAQ companion documents	M		Q2-Q4 2024	Q2 2025	O	Board Members	Guidelines and FAQ companion documents	Intersessional Meeting
5	Succession Planning	M		2024		O	Board Members		Intersessional Meeting
6	On-site visits to provide guidance and assistance to institutions	M		Q3 2024 - Q1 2025		P	Board Members		Q3 2024 – IIC-Australia (TBC)
7	IBSC48	M		2025		P	IHO Secretariat		St John's, New Foundland, Canada, from 28 April to 9 May 2025

**Abbreviations:**

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

**FIG/IHO/ICA INTERNATIONAL BOARD ON STANDARDS OF COMPETENCE FOR  
HYDROGRAPHIC SURVEYORS AND NAUTICAL CARTOGRAPHERS (IBSC)**

**TERMS OF REFERENCE**

As approved by the IRCC at its 14<sup>th</sup> meeting (6-8 June 2022)

1. Review at appropriate intervals (not exceeding two years) the recommended minimum standards of competence for hydrographic surveyors and nautical cartographers, taking into account developments in science and technology, current practices and comments and recommendations received from National Focal Points (NFP) and other authorities.
2. Maintain and promulgate all publications and documents resulting from the tasks carried out by the Board.
3. Review the syllabi of programmes and individual recognition schemes submitted by Hydrographic Offices, institutions and learned bodies taking into account comments and recommendations received from NFP and other authorities.
4. Review such syllabi by comparison with the recommended minimum standards and award certificates of programme recognition to those institutions whose programmes meet the recommended standards.
5. Conduct where appropriate, site visits to submitting and recognized organizations.
6. Review the procedures of submission.
7. Communicate with IHO through the Inter Regional Co-ordination Committee (IRCC), with FIG through the Chair of Commission IV, and with ICA through the Commission on Marine Cartography.
8. Normally meet once each year.
9. The FIG/IHO/ICA International Board shall be composed of members of known competence in the civil, governmental or educational sectors of hydrographic surveying and nautical cartography, selected to provide as wide as possible a spectrum of knowledge and experience in educational practices, hydrography and nautical cartography, from different geographical areas, as far as reasonable.
10. The Board shall have up to twelve members, four provided by FIG, four provided by IHO and four provided by ICA. The Chair shall have a seat in the IRCC and shall report on the activities of the Board to the IRCC Chair for further report to each ordinary session of the IHO Assembly through the IHO Council.
11. The Board shall have its permanent Secretariat at the IHO Secretariat. The Secretary shall be nominated by the IHO Secretariat. The Secretary shall provide the secretarial and administrative support needed to gather, hold and disseminate information on behalf of the Board, as required. The Secretary shall provide a summary of the Board's activities to be included in the IHO Annual Report.
12. The IHO shall finance the cost involved of the IHO Secretariat and Secretary. Members of the Board are expected to be supported by their own organizations for travel expenses and work.
13. The Board will set fees for submissions. IHO Secretariat will receive and hold in trust for the use of the Board monies received from fees levied by the Board.
14. Proposals from the Board to modify these Terms of Reference must be ratified by IHO, FIG and ICA following the procedures of these bodies.
15. The internal functioning of the Board shall be ruled by Rules of Procedure issued and approved by the Board Members, as deemed necessary.

<b>FIG/IHO/ICA INTERNATIONAL BOARD ON STANDARD OF COMPETENCE FOR HYDROGRAPHIC SURVEYORS AND NAUTICAL CARTOGRAPHERS (IBSC)</b>
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<b>RULES OF PROCEDURE</b>
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As amended by the IBSC during its 2023 Workshop (30 October to 03 November 2023)
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1. The Board shall normally hold a meeting every year (usually in April) whenever possible in conjunction with another related conference or meeting. The venue and date of the meeting shall be decided at the previous meeting, in order to facilitate participants' travel arrangements. Extraordinary meetings can be called by the Chair or any appointed member, as considered necessary, with the agreement of the simple majority of all members of the Board.
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2. The Board shall elect, from amongst its members, a Chair and two Vice-Chairs for a term of three years. Under agreement of all the Board's members, the Chair may be re-elected for a second period. FIG, IHO and ICA nominees on the Board shall hold these posts alternatively. On completion of the Chair's mandate (30 September of the 3 <sup>rd</sup> year), the First Vice-Chair shall normally become the Chair. If this is not the case then a new Chair and new Vice-Chairs shall be elected. It is expected that members shall serve on the Board initially for a period of six years.
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3. Members are expected to attend every meeting of the Board and to conduct business by correspondence between meetings. Appointed members who are absent from meetings over two consecutive years will normally be considered to have resigned and new nominations shall be sought. E-mail communication will be the normal method. Papers and information material will be posted on the IBSC section of the IHO website.
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4. During the meetings, decisions shall be taken by simple majority vote of Members of the Board present. When dealing with matters by correspondence, a simple majority of all Members of the Board shall be required. Recommendations of the Board shall be submitted to the FIG, IHO and ICA for consideration and adoption.
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5. The draft minutes of each meeting shall be distributed by the Chair to the members of the Board within one month of the meeting, and members' comments should be returned within two months of the meeting. A final report will be posted on the IHO website and sent to IHO, FIG and ICA, to institutions running currently recognized courses and other appropriate organizations.
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6. The working language of the Board shall be English.
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7. Fees and Funding:
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7.1 Fees will be reviewed by the Board at appropriate intervals (not exceeding 2 years). Revenue from fees will be used only for the work of the Board. All expenditure will be approved by the Board as outlined in the Annex A "Course Recognition's Fee".
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7.2 The fees levied by the Board shall be deposited in the IHO account (operated by the IHO Secretariat). The Board shall identify a funding group comprising three Board members (including the Chair) and the Secretary. The funding group will oversee the account and instruct any payments.
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7.3 Requests for funds shall be submitted to the Funding Group in writing prior to any expenditure being accumulated.
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8. The IBSC Rules of Procedure can be amended by simple majority of all its Members.
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9. The Board Members and the Secretary will follow the Code of Conduct described in Annex B.
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**FIG/IHO/ICA INTERNATIONAL BOARD ON STANDARDS OF COMPETENCE FOR  
HYDROGRAPHIC SURVEYORS AND NAUTICAL CARTOGRAPHERS (IBSC)**

**ANNEX A TO THE RULES OF PROCEDURES**

**Course Recognition's Fees**

**1. Rationale**

To achieve, with effectiveness and efficiency, the ongoing work entrusted to the IBSC, the IBSC requires holding annual meetings and to assess the training programmes before and after their programmes have been recognized as complying to the international standards set.

This document aims to outline the process for collecting, holding and disbursing the fees received in the process of recognizing courses. It helps the IBSC and the parent organizations to understand the process and ensures transparency and openness on the use of the funds.

**2. Collection of fees**

The fees are applied to each submission. an annual value of 600€ (net of bank charges) will be levied for each programme, while such a programme holds the recognition of the IBSC. The first fee is to be paid when submitting a programme for recognition. That fee will not be returned in the case of failure to gain recognition, but it will not be necessary to make a second payment when offering an amended submission. However for new or revised documentation submitted the following year for assessment then a fee would apply. Annual fees thereafter shall be paid before the end of the year.

To minimise bank fees associated with international funds transfers, an option is made available to pay the full fee at the time of submission (3.600€). Alternatively, the balance remaining for the full period of recognition may be paid after recognition is granted by a single payment covering the remaining period (600€ at time of submission plus 3.000€ for the remaining period).

**The fees for the recognition of Subjects are applied and the annual value will be to each Institution as follows:**

- **1 Subject recognition = 1/3 of the full recognition fee (200 euros from 2024)**
- **2 to 3 Subjects recognition = Half of the full recognition fee (300 euros from 2024)**
- **4 or more Subjects recognition = Full recognition fee (600 euros from 2024)**

Fees are paid to IHO who holds and operates a dedicated IBSC account in accordance with the IHO Resolution 1/2014. The details for transfer will be made available to the submitting organizations with the invoice.

**All charges relative to the deposit/transfer of the fees will be paid by the submitting organization**

**IMPORTANT:** a scanned copy of the bank transfer **MUST** be sent to the Secretary of the Board.

Fees can also be paid by credit card (please contact the Secretary for details).

### **3. Holding of fees**

Upon receiving a payment IHO Secretariat will issue a certificate acknowledging the receipt of the fee, clearly identifying the source, year that it covers and any other identification felt to be useful. The IHO Secretariat will make resources available to the IBSC following the instructions of an IBSC Funding Group, details of which are provided below.

### **4. Disbursing the fees**

The IBSC shall form a Funding Group (FG) comprising one representative from each organization (normally the Chair and Vice-Chairs). The IBSC Chair will be the FG Chair. The IBSC secretary shall keep minutes of the FG meetings and be the only liaison with submitting institutions.

The fund is intended to support IBSC members' expenses to attend meetings of the Board and to make site visits to the venues of training programmes under the purview of the Board, to assist in meeting the travel expenses of the IBSC Chair, or designated representative, when participating in relevant meetings and to cover some logistic preparations and execution of the meetings when necessary. Logistics of the Board's meetings, travel expenses and a per diem allowance for members of the IBSC to attend meetings and site visits related to the activities of the Board can be covered by the IBSC fees.

The FG shall receive the requests of support for logistics preparations and from each incumbent IBSC member and approve the provision of funds. Approval may be granted intersessionally. The FG may not necessarily fund 100% of any request made. The funds may only be used to support logistics preparations and IBSC members' expenses such as travel, accommodation and meals. The FG shall report on the status of the fees at each IBSC annual meeting and submit for consideration of the IBSC the documentation detailing the income, outgoings and the standing balance.

The IBSC Chair shall keep the parent organizations informed on the status and management of the fees and therefore shall include a section on this matter in its reports at the end of each IBSC meeting.