



IHO File No S3/8151/HSSC

CIRCULAR LETTER 59/2019
25 November 2019

**12th MEETING OF THE HYDROGRAPHIC SERVICES AND STANDARDS COMMITTEE
(HSSC-12)
11-15 May 2020, Bristol, United Kingdom**

References:

- A. IHO CL 30/2019 dated 25 June - *Outcome of the 11th Meeting of the Hydrographic Services and Standards Committee (HSSC)*.
- B. Report and Proposals from HSSC to the Council (Doc. C3-04.1A).
- C. Summary Report of the 3rd meeting of the IHO Council (dated 23 October 2019).

Dear Hydrographer,

1. As announced in Reference A, the 12th meeting of the Hydrographic Services and Standards Committee (HSSC-12) will take place from 11 to 15 May 2020, in Bristol, United Kingdom, kindly hosted by the United Kingdom Hydrographic Office (UKHO).
2. This Circular Letter provides recommendations for the preparation of the meeting, general information and a draft agenda and timetable.
3. Participation in HSSC-12 is open to all IHO Member States, and up to two delegates for Observer States and International Organizations recognised as observer organizations by the IHO. An IHO Stakeholders Open Session will be arranged during HSSC-12. As a consequence, Industry participants are also welcome to participate in this meeting by invitation.

Venue and Accommodation

4. The plenary meeting will be held at the Future Inns Bristol Hotel¹, Bristol. General and logistical information will be posted on the IHO website (www.iho.int > Home > IHO Council, Committees & WG > HSSC > Section "Next Meeting" > HSSC-12 - Documents) when available. Delegates requiring any assistance for issues related to visa requirements are invited to liaise with the UKHO (Ms Helen Bailey: ibte@ukho.gov.uk) at their earliest convenience and with the HSSC Secretariat at yves.guillam@iho.int for any other professional issues.
5. Delegates and attendees are encouraged to book their hotel at their earliest convenience.

Registration

6. All delegates intending to participate in HSSC-12 are invited to register through the IHO online registration system **no later than 20 March 2020**.

HSSC Chair and Vice-Chair

7. RAdm Luigi Sinapi (Italy), Chair of the HSSC since November 2017 (HSSC-9), is planned to chair the HSSC-12 meeting. However, in accordance with the HSSC Terms of Reference, elections for the positions of Chair and Vice-Chair of the HSSC will be held during HSSC-12, to take effect at the end of the meeting.

¹ <https://www.futureinns.co.uk/bristol/>

8. Member States are invited to nominate suitable candidates for the positions of Chair and Vice-Chair at their earliest convenience via email to the HSSC Secretariat at yves.quillam@iho.int and **no later than 20 April 2020**. In order to facilitate the process of the elections, the IHO Secretariat is pleased to inform Member States that Mr Magnus Wallhagen (Sweden), who was elected as Vice-Chair of the HSSC in May 2019 at HSSC-11), has already indicated his availability as a candidate for the HSSC Chair position.

HSSC Chair Group meetings

9. The plenary meeting will be preceded by a HSSC Chair Group meeting in the afternoon of Monday 11 May 2020, from 14:00 to 17:00, at the Future Inns Bristol Hotel. A follow-up meeting of the Chair Group is also planned on Friday 15 May in the morning from 10:30 to 12:00, at the same venue. In addition to the Chair and Vice-Chair of HSSC, these Chair Group meetings will comprise of the Chairs of HSSC Working Groups (WGs), the Chairs of the Project Teams and the Secretary and the Assistant Secretary of HSSC. If the Chair of an HSSC WG cannot be present at the HSSC Chair Group Meeting and/or at the HSSC Meeting, they are requested to make appropriate arrangements (through their Vice-Chair, Secretary or a representative of any IHO Member State) for the WG to be represented and to inform the HSSC Secretariat accordingly.

Actions arising from HSSC-11

10. The current status of actions arising from HSSC-11 (see reference A), is available on the IHO website (www.iho.int > IHO Council, Committees & WG > HSSC > HSSC11 > [Documents](#) > Post Meeting Documents [List of Decisions & Actions...]). Those nominated for actions are kindly requested to address them and report the status to the HSSC Secretariat at (yves.quillam@iho.int) when possible and before the beginning of the meeting.

Draft Agenda and Timetable for HSSC-12

11. A draft agenda and timetable for HSSC-12 is provided in **Annex A** which takes into account some topics raised at the 3rd meeting of the Council. Associated documents, where known, have been listed. Member States and Observers are requested to review the draft agenda and programme and provide any comments or proposals for new or amended subjects to the HSSC Secretariat **by 20 March 2020**. If necessary, a revised draft agenda and timetable will be prepared and posted on the IHO website.

12. Delegates are invited to note that the plenary meeting will start on Tuesday, 12 May 2020 at 09:00, and is expected to end on Friday, 15 May at 10:30. Participants are advised to plan their travel arrangements accordingly.

IHO Stakeholders Open Session

13. An IHO Stakeholders' Open Session will take place in the afternoon of Wednesday, 13 May 2020. This session will give the opportunity to Industry stakeholders to share their requirements and to provide their views and proposals on IHO technical activities, standardization and production. The programme of the session will be based on presentations proposed by IHO Stakeholders in response to this Circular Letter calling for abstracts on the following theme: "*Requirements and suggestions for the S-100 Implementation Decade in Navigation Systems – An industry and user perspective*". The deadline for the submission of abstracts to the HSSC Secretary (dtech@iho.int) is **20 February 2020**. The final programme of the session will be established in due course in March and then made available on the HSSC-12 webpage. Those attending the IHO Stakeholders' Open Session are also welcome to observe the whole HSSC meeting if they wish to do so.

Deadlines for HSSC-12

14. Documents intended for consideration at HSSC-12 should be submitted to the HSSC Secretariat in accordance with the “[Instructions for the Submission of Reports and Proposals for Consideration by HSSC](#)”. With the exception for substantive submissions, it is agreed that the Chairs of the working groups (WGs) and stakeholders may provide summary reports only, using the HSSC PowerPoint® template and additional comprehensive documents if appropriate (proposals to be endorsed for instance).

	Submission Deadline
Papers in support of Agenda items (including reports/PowerPoint® presentations from WG Chairs and proposals for new work programme items)	No later than 20 March 2020 (7 weeks before commencement of the meeting)
Papers providing comments or proposed amendments to proposals contained in meeting papers	No later than 20 April 2020 (3 weeks before commencement of the meeting)

15. Documents received after 20 April 2020 will be considered as information papers only, unless decided otherwise by the Committee. Noting that the 2nd Session of the Assembly (A-2) will be held from 21 to 24 April 2020, it is likely that some flexibility will be required during the two weeks which precede HSSC-12 to adapt the topics to be discussed in accordance with the decisions made at A-2.

16. HSSC-12 will give consideration to the preparation of the 4th meeting of the IHO Council (C-4) with a view to support the preparation of the IHO Work Programme for 2021 with a possible alignment with the Revised Strategic Plan if approved at A-2 (See Docs C3-06.1A, Actions C3/44 and C3/48a). WGs are requested to provide, as a minimum:

- a. a short status report on the progress made on the key priorities identified by C-3 in the Programme 2 of the IHO 2019-2020 Work Programme (See Reference C, paragraph 5.2);
- b. the possible new items that should be included in their programme of work in support of the approved 3-year IHO Work Programme and those aiming to meet the targets of the Revised Strategic Plan and the Strategic Performance Indicators.
- c. the proposals and strategy to support the S-100 Implementation Roadmap effectively (See Reference C, paragraph 3.6, and Actions C3/13, C3/14 and C3/15).

17. All documents will be posted on the IHO website (Home > IHO Council, Committees & WG > HSSC > Section “Next Meeting” > HSSC12 - [Documents](#)) as and when they are received. Delegates are requested to circulate these documents amongst their relevant subject matter experts and consolidate any appropriate comments to allow effective decision making at the meeting of the HSSC and avoid, as far as possible, the need to defer decisions to allow further post-meeting technical consultations.

Miscellaneous

18. The current list of HSSC contacts is kept updated on the IHO HSSC webpage ([Link](#)). Any changes should be forwarded to the HSSC Secretariat (yes.guillam@iho.int) at the earliest opportunity.

19. According to the arrangements outlined at HSSC-11, HSSC-13 is planned to be held in Indonesia in May 2021 and HSSC-14 in Finland, in May 2022. Proposals for hosting HSSC-15 in May 2023 are welcome at any time and preferably **at HSSC-12**.

On behalf of the Secretary-General,
Yours sincerely,



Abri KAMPFER
Director

Distribution:

IHO Member States
Chair and Vice-Chair of HSSC, Chair of IRCC
Chairs and Vice-Chairs of HSSC WGs and Project Team(s)
Other HSSC Contacts
Industry Stakeholders (*by invitation only*)

Annex:

Note: all the meeting documents are provided in the working language of the HSSC (English only)

A. Draft Agenda and Timetable

12th HSSC Meeting
11-15 May 2020, Bristol, United Kingdom

DRAFT AGENDA AND TIMETABLE

- Notes:** a/ Potential presenters of papers shown in brackets ().
b/ Proposals for updating the Programme of Work will be initially reviewed under the relevant agenda item covering each WG in turn and then, finally approved under agenda item 10.
c) The original numbering of documents will be retained even if documents are subsequently tabled under new or adjusted agenda items.
d) Please refer to the HSSC-12 List of Documents to check the latest version of the documents. HSSC12-XX Rev *n* means that a new version of document HSSC12-XX has been made available but that it does not affect the draft agenda and timetable.

Monday 11 May	HSSC CHAIR GROUP – Future Inn Bristol
1300 - 1700	HSSC Chair Group Meeting (Chair/Vice-Chair of HSSC, Chairs of HSSC Working Groups (WGs) and Project Teams (PTs), Secretary and Assistant Secretary of HSSC)
Tuesday 12 May	HSSC-12 PLENARY – DAY 1 - Future Inn Bristol
0900	Welcome Address (<i>RAdm Peter Sparkes, UK National Hydrographer</i>)
0915	1. Opening and Administrative Arrangements <i>Docs: HSSC12-01A List of Documents (IHO Sec.)</i> <i>HSSC12-01B List of Participants (IHO Sec.)</i> <i>HSSC12-01C HSSC – List of Contacts (IHO Sec.)</i> <i>HSSC12-01D TORs for HSSC and related Working Groups (IHO Sec.)</i>
0920	2. Approval of Agenda <i>Docs: HSSC12-02A Agenda and Timetable (IHO Sec.)</i>
0930	3. Matters arising from the 11th HSSC Meeting <i>Docs: HSSC12-03A Status of Actions List from HSSC-11 (IHO Sec.)</i>
0945	4. HSSC Administration <i>Docs: HSSC12-04.1A Outcome of C-3 and A-2 affecting HSSC (HSSC Chair/Secretary)</i> <i>HSSC12-04.2A Discussion on the development and maintenance of the S-100 implementation roadmap and consequences on the S-100 Master Plan (HSSC Chair/Secretary/S-100WG)</i>

1030	Group Photo and Coffee Break
1050	4. HSSC Administration (cont.) <i>Docs: HSSC12-04.3A Introduction to the new IHO Strategic Plan (if and as approved at A-2) and impact on HSSC activities (HSSC Chair/Secretary)</i>
1230 - 1345	Lunch
	5. Reports by HSSC Working Groups
1400	5.1 S-100 (S-100WG) <i>Docs: HSSC12-05.1A Report and Recommendations of S-100WG (S-100WG Chair)</i> <i>HSSC12-05.1B Report on S-100 Registry Management (S-100WG Chair/IHO Sec.)</i> <i>HSSC12-05.1C Report of the S-101 Project Team (S-101PT Chair)</i>
1445	5.1 S-100 (S-100WG) (continued) <i>Docs: HSSC12-05.1D Report of the Under Keel Clearance Management Project Team (UKCM PT Chair)</i> <i>HSSC12-05.1E Report of the S-121 Project Team (S-121PT Chair)</i>
1530	END OF DAY 1 – PLENARY SESSION
~1545-2000	Transfer to UKHO, Taunton – Ice-breaker (Please refer to Logistics Information) and return
~2030	Back to Bristol

Wednesday 13 May	HSSC-12 PLENARY (continued) – DAY 2
0900	5.2 ENC Standards Maintenance (ENCWG) <i>Doc: HSSC12-05.2A Report and Recommendations of ENCWG (ENCWG Chair)</i>
0930	5.3 Nautical Information Provision (NIPWG) <i>Doc: HSSC12-05.3A Report and Recommendations of NIPWG (NIPWG Chair)</i>
1010	5.4 Nautical Cartography (NCWG) <i>Doc: HSSC12-05.4A Report and Recommendations of NCWG (NCWG Chair)</i>
1030	Coffee Break
1050	5.4 Nautical Cartography (NCWG) (cont.) <i>Doc: HSSC12-05.4B Report on the Future of the Nautical Paper Chart (NCWG Chair)</i>
1150	5.5 Data Quality (DQWG) <i>Docs: HSSC12-05.5A Report and Recommendations of DQWG (DQWG Chair)</i>
1230	END OF DAY 2 – PLENARY SESSION
1230 - 1345	Lunch
	STAKEHOLDERS' OPEN SESSION
1400	Introduction – Theme – Objectives (HSSC Chair)
1410 - 1430	Presentation 1 – <i>to be defined</i>
1440 - 1500	Presentation 2 – <i>to be defined</i>
1500 - 1520	Presentation 3 – <i>to be defined</i>
1530	Coffee Break
1550 - 1610	Presentation 4 – <i>to be defined</i>
1620 - 1640	Presentation 5 – <i>to be defined</i>
1650 - 1710	Presentation 6 – <i>to be defined</i>
1720	Conclusion – Recommendations (HSSC Chair)
1730	END OF STAKEHOLDERS' OPEN SESSION

Thursday 14 May	HSSC-12 PLENARY (continued) – DAY 3
	5. Reports by HSSC Working Groups (continued)
0900	<p style="background-color: #add8e6;">5.6 Project Team on Standards for Hydrographic Surveys (HSPT)</p> <p><i>Docs: HSSC12-05.6A Report of the IHO Project Team on Standards for Hydrographic Surveys (HSPT Chair)</i></p>
0945	<p style="background-color: #add8e6;">5.7 Tides, Water Level and Currents (TWCWG)</p> <p><i>Docs: HSSC12-05.7A Report and Recommendations of TWCWG (TWCWG Chair)</i></p>
1030	Coffee Break
1050	<p style="background-color: #add8e6;">5.8 Hydrographic Dictionary (HDWG)</p> <p><i>Docs: HSSC12-05.8A Report and Recommendations of HDWG (HDWG Chair)</i></p>
1115	6. Inter-Organizational Bodies
	<p style="background-color: #add8e6;">6.1 IHO-IAG Advisory Board on the Law Of the Sea (ABLOS)</p> <p><i>Doc: HSSC12-06.1A Report and Recommendations of ABLOS (ABLOS Chair)</i></p>
1145	7. Decisions of other bodies affecting HSSC
	<p style="background-color: #add8e6;">7.1 IRCC (incl. MSDIWG)</p> <p><i>Docs: HSSC12-07.1A IRCC activities affecting HSSC (including MSDI) (IRCC Chair)</i></p> <p style="padding-left: 40px;"><i>HSSC12-07.1B Status Report on the development of S-124 – Navigational Warnings - (S-124CG representative)</i></p>
1230-1345	Lunch
	7. Decisions of other bodies affecting HSSC (continued)
1400	<p style="background-color: #add8e6;">7.2 IMO</p> <p><i>Doc: HSSC12-07.2A Report on IMO activities affecting HSSC (including engagement for the S-100 implementation roadmap) (IMO/IHO Sec.) – Useful Reference: IHO CL 54/2019</i></p>
1430	<p style="background-color: #add8e6;">7.3 IALA</p> <p><i>Doc: HSSC9-07.3A IALA activities affecting HSSC (IALA)</i></p>
1450	<p style="background-color: #add8e6;">7.4 IEC</p> <p><i>Doc: HSSC12-07.4A IEC activities affecting HSSC (IEC)</i></p>
1530	Coffee Break
1550	<p style="background-color: #add8e6;">7.5 CIRM</p> <p><i>Doc: HSSC12-07.5A CIRM activities affecting HSSC (CIRM)</i></p>

1610	<p>7.6 ISO</p> <p><i>Doc: HSSC12-07.6A ISO activities affecting HSSC (IHO Sec.)</i></p>
1620	<p>7.7 OGC</p> <p><i>Docs: HSSC12-07.7A OGC activities affecting HSSC (OGC)</i></p>
	<p>7. Decisions of other bodies affecting HSSC (continued)</p>
1640	<p>7.9 Other bodies if appropriate (Inland ENC, ICPC, IOGP, JCOMM, RTCM, DGIWG, NATO GMWG...)</p> <p><i>Docs: HSSC12-07.9A xxx activities affecting HSSC (xxx)</i> <i>HSSC12-07.9B yyy activities affecting HSSC (yyy)</i></p>
1730	<p>END OF DAY 3 – PLENARY SESSION</p>

Friday 15 May	HSSC-12 PLENARY (continued) – DAY 4
0830	4. HSSC Administration <i>Docs: HSSC12-04.4A Report and proposals from HSSC to C-4 (HSSC Chair/Secretary/All) and summary conclusions to 04.2A and 04.3A</i>
0915	8. Review and Endorsement of HSSC Work Plan and List of Decisions and Actions <i>Docs: HSSC12-10A Draft HSSC Work Plan 2021-22 (IHO Sec.)</i>
0945	9. Date & Location of the next meetings HSSC-13: May 2021 – <i>Indonesia, venue and dates to be discussed</i> HSSC-14: May 2022 – <i>Finland, to be confirmed</i>
1000	10. Election of Chair and Vice-Chair <i>Docs: HSSC12-10A Election of Chair and Vice-Chair (IHO Sec.)</i>
1020	11. Closure of the Meeting
1030	END OF DAY 4 – PLENARY SESSION and END OF THE MEETING
1030-1050	Coffee break
	HSSC CHAIR GROUP
1050 - 1200	Chair Group Meeting <i>Debriefing, Preparation of the outline of the HSSC Report and Proposals to C-4. Conclusions, way forward.</i>
1200	END OF THE MEETING