**HSSC13-05.3B**

**Paper for Consideration by HSSC13**

**Provision of Acknowledgments in IHO publications**

***Submitted by:*** NIPWG

***Executive Summary:*** HSSC update on NIPWG findings on the appropriateness of acknowledgment provision in IHO publications

***Related Documents:*** IHO Publications

***Related Projects:***

**Introduction / Background**

TWCWG requested HSSC to allow an acknowledgment page for a recently deceased member. Taking into account that no formal rules in this regard exist, NIPWG objected to the request as inappropriate. Consequently, HSSC granted permission with the caveat a process be developed to apply to all WGs to allow placement of acknowledgmentsin all product specifications/standards.

NIPWG was tasked with developing a common approach to provide acknowledgments in IHO publications and to provide a submission to HSSC 13 in May 2021.

Acknowledgements in IHO publications already exist. Some examples are:

* C-13 (1st Edition) (Preface—Page ii)

A list thanking the 13 principal authors of this publication.

* S-67 (Preface—Page 1)

“The IHO acknowledges the valuable contribution to the development of this document by various stakeholders, in particular Intertanko and CSmart/Carnival.”

* S-44 (Edition 6.0.0) (End of document)

An alphabetical list thanking 37 individuals for their efforts and contributions.

* B-11 (2019 edition)

(Contributors) Recognized 19 governmental/academia organizations for their contributions.

(Preface) Recognized the Chief Editor for the preparation of the initial text.

**Analysis/Discussion**

Aiming to define guidance on the acknowledgment placement, NIPWG discussed different considerable aspects: Those are:

* Criteria for Inclusion (Who):
  + Significant long-term input in developing the Standards/Product Specifications in the WG.
  + Significant long-term active participation in the work developments of the WG.
  + Completed a significant amount of use-cases, testing, and implementation of the Standard.
* Significant Event (What):
  + Death of a WG member.
  + Departure from the WG after a significant term of service.
  + Retirement from the Member State HO or the Expert Contributors’ employment.
* Placement of Acknowledgment (Where):
  + S-1xx Product Specification—In Section 1 (Overview) as a new Section 1.2 (Acknowledgment) or in the Forward/Preface (new or existing).
  + Only in S-100 (ProdSpec template section) and S-97 (Guidelines for ProdSpec Development).
* Time of Placement (When):
  + Next New Edition (Edition n.0.0).
  + Next Revision (Edition n.n.0).
  + Next Clarification (Edition n.n.n).
* Duration of Placement (How long):
  + Until next New Edition.
  + Until next Revision.
  + Until next Clarification.
  + For a specified time limit.
  + Permanent placement.
  + Indefinitely (WG decision to remove).
* Dissemination of Acknowledgement Process (How to):
  + As a new IHO Resolution.
  + As an HSSC Circular Letter.

Furthermore, NIPWG other key aspects, as follows:

* the estimated time needed to develop commonly agreed criteria among all affected IHO bodies,
* the negligible impact on IHO publications, and
* the necessity that other work on IHO publications is more important.

The discussion concluded with the decision to propose to HSSC that the provision of acknowledgments should be under the responsibility of the affected IHO bodies/WGs. No formal rules need to be developed and provided.

**Action required of HSSC**

The HSSC is invited to:

1. note the paper
2. confirm that the provision of acknowledgments is on editing IHO bodies’ discretion.