



IHO File S1/0906, S3/1001

CIRCULAR LETTER 20/2019
28 March 2019

**THE IHO ONLINE FORM SYSTEM FOR RESPONSES TO CIRCULAR LETTERS
AND INPUT TO IHO PUBLICATIONS (P-5 AND C-55)**

Dear Hydrographer,

1. The IHO Secretariat has launched an online form system to receive fully digital responses to Circular Letters and to update information on two IHO Publications (C-55 “Status of Hydrographic Surveying and Charting Worldwide” and P-5 “Yearbook”). The online form system will enable better data collection and information management through direct ingestion into data bases and thereby reduce errors and improve efficiency.
2. The input from Member States will be collected using the online forms as indicated below:
 - For C-55: https://iho.formstack.com/forms/web_form_c55
 - For P-5: https://iho.formstack.com/forms/web_form_p5
 - For each Circular Letter that requires responses from Member States (including votes), a link will be created and promulgated in the Circular Letter.
3. The online form system will work with any of the following browsers: Firefox, Chrome, Safari, Opera and Internet Explorer 9.0.
4. In order to maintain integrity and avoid any malicious attack or spam messages, a password is necessary to access the online form system. The password will be supplied to Member States by separate correspondence. A confirmation message will be sent to Member States after acceptance of the input data for each individual response activity listed under paragraph 2. It is important to note that the use of an official email address as listed in the Yearbook is required to make submissions and to receive the confirmation messages.
5. Commencing from 18 April 2019, all responses to IHO Circular Letters can be made by the use of the online forms. Member States that have difficulty to use the online forms may continue with submissions via email and fax, but it is recommended that all efforts should be made to change to the online system as soon as possible.
6. Updates to IHO Publications C-55 and P-5 can commence at any time as the system is already functional.

On behalf of the Secretary-General
Yours sincerely,

Abri KAMPFER
IHO Director