



IHO File No. S1/0906, S3/1001

CIRCULAR LETTER 03 /2020
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**THE IHO ONLINE FORM SYSTEM FOR RESPONSES TO CIRCULAR LETTERS
AND INPUT TO IHO PUBLICATIONS (P-5 AND C-55)**

Reference: IHO CL 20/2019 dated 28 March - *The IHO Online Form System for Responses to Circular Letters and Input to IHO Publications (P-5 and C-55)*

Dear Hydrographer,

1. As announced in the Reference, 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 has proven to be efficient in enabling better data collection and information management through direct ingestion into databases and thereby reducing errors.

2. Member States have widely adopted the input through the online forms indicated below:

- for C-55: https://iho.formstack.com/forms/web_form_c55
- for P-5: https://iho.formstack.com/forms/web_form_p5

The errors and the delays in data ingestion observed before the adoption of the Online Form System have been reduced drastically.

3. The use of the online forms for Circular Letters represents now nearly 70% of the votes and responses. While some Member States have fully adopted the online form, some are using both the online system and email, while others are still to adopt the online system. Responses via email or fax unfortunately prevents the Secretariat to take full advantage of the potential gains that this technology brings.

4. Member States that have difficulty to use the online forms may continue with submissions via email and fax, but the IHO Secretariat encourages Member States to endeavour to adopt to the online system as soon as possible. The Secretariat is always available to help if difficulties arise and welcomes comments and suggestions to improve the system.

5. It is important to note that it is required to use an official email address as listed in the IHO Yearbook when submitting submissions and to receive the confirmation messages. The use of different email addresses can be accepted but it will require further verification in order to confirm the validity of submitted information. In addition, to access the system it is necessary to use a password, which has been already delivered to each Member State. Member State Staff that requires the password are most welcome to contact the Secretariat.

On behalf of the Secretary-General

Yours sincerely,

Abri KAMPFER
IHO Director

