

IHO File No S3/8151/HSSC

CIRCULAR LETTER 06/2021
10 February 2021

**13th MEETING OF THE HYDROGRAPHIC SERVICES AND STANDARDS COMMITTEE
(HSSC-13)**

3 – 7 May 2021, Video teleconference (VTC) Event

References:

- A. Report on the Outcome of HSSC-12 to the 2nd Session of the Assembly (Doc. A2_2020_G_05.A_EN).
- B. HSSC Presentation at the 4th Meeting of the Council (Doc. C4-04.1A).
- C. Summary Report of the 4th Meeting of the IHO Council (dated 26 November 2020).
- D. List of Decisions and Actions from HSSC-12.
- E. Advanced Notice on HSSC-13 (IHO Secretariat's email dated 25 January 2021).

Dear Hydrographer,

1. The 13th meeting of the Hydrographic Services and Standards Committee (HSSC-13) was initially planned from 24 to 28 May in Den Pasar, Bali, Indonesia, hosted by the Hydrography and Oceanography Centre of the Indonesian Navy (Pushidrosal). After careful consideration and in liaison with the host country as indicated in Reference E, the option to conduct a face-to-face meeting in 2021 does not seem realistic while the intention to keep the phasing with the Council meeting countdown and the working groups meetings remains important.

2. As a consequence, it has been decided that HSSC-13 will be held as a video teleconference (VTC) meeting only, using the gotomeeting platform operated by the IHO Secretariat. HSSC-13 will be held from 3 to 7 May, as follows:

Session	Date(s)	Timing (UTC+2, CET)
HSSC Chair Group	3 May	14:00 – 16:00
HSSC-13 Plenary	4 May	12:00 – 13:50/14:10 - 16:00
HSSC13 Stakeholders	5 May	08:30 – 10:00/10:30 – 12:00
HSSC-13 Plenary	5 May	14:00 – 15:50/16:10 - 18:00
HSSC-13 Plenary	6 May	08:00 – 09:50/10:10 - 12:00
HSSC-13 Plenary Back-Up (if needed)	6 May	14:00 – 16:00
HSSC Chair Group	7 May	14:00 – 16:00

3. Due to the VTC option, the Stakeholders' open session during HSSC-13 will be limited to six presentations maximum. An HSSC-13 plenary back-up session is planned on Thursday

afternoon if needed. If not, this session will be superseded by the final HSSC Chair Group meeting currently planned for Friday afternoon.

Registration

4. All delegates intending to participate in HSSC-13 are invited to register through the IHO online registration system (HSSC-13) **no later than 30 April 2021**. In addition, Stakeholders willing to make a presentation are requested to inform the HSSC Secretariat by email to dtech@iho.int, with the title/abstract of their presentation as soon as possible and **no later than 31 March 2021**.

Draft Agenda and Timetable for HSSC-13

5. A draft agenda and timetable for HSSC-13 is provided in **Annex A** which takes into account some topics and issues raised at the 2nd Session of the Assembly and at the 4th meeting of the Council (References A, B and C) as well as the most important actions and decisions from HSSC-12 (Reference D). 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 31 March 2020**. If necessary, a revised draft agenda and timetable will be prepared and posted on the IHO website > ... > HSSC-13.

Deadlines for HSSC-13

6. Documents intended for consideration at HSSC-13 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 15 March 2021 (7 weeks before commencement of the meeting)
Papers providing comments or proposed amendments to proposals contained in meeting papers	No later than 15 April 2021 (3 weeks before commencement of the meeting)

7. HSSC-13 will give consideration to the preparation of the 5th meeting of the IHO Council (C-5) with a view to support the preparation of the IHO Work Programme for 2022 and the maintenance of version 1.0 of the Roadmap for the S-100 Implementation Decade (2020 – 2030)¹. The consolidated HSSC Work Plan for 2020-22 (dated 14 November 2020) is available on the HSSC webpage > Miscellaneous and must be used by the WGs as the reference from which amendments to work items can be submitted for endorsement or approval by HSSC. It is also planned to consider the possible inputs to the programme of work of the joint IHO-Singapore Innovation and Technology Laboratory (Decision A2/08 and C4/ 06 refer) and the relationship with HSSC. Finally, HSSC will prepare recommendations to the Council on the

¹ See : <https://iho.int/en/s-100-implementation-strategy>.

implementation of some ISO 9001 Principles (Action C4/40 refers) planned to be applied to the development of the S-101 Product Specification and will prepare a report on the implementation of the new Strategic Performance Indicators allocated to HSSC (Decision/action C4/39 refers).

8. Some other decisions and actions from A-2, C-4 and HSSC-12 need a specific focus. This is reflected in the proposed agenda in Annex A as appropriate. This is in particular the case for the establishment of a new S-130 Project Team under HSSC (S-130 - *Polygonal demarcations of global sea areas*) and for Action HSSC12/18 (Dual-Fuel Concept Principles) for which a summary report on the various options offered to Hydrographic Offices for preparatory steps be taken towards production of S-101 ENC's (in conjunction with S-57 maintenance/production) is expected.

9. All documents will be posted on the IHO website > ... > HSSC-13 webpage 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

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

11. According to the discussions the IHO Secretariat had with Pushidrosal so far, investigations are currently in progress to plan HSSC-14 in Indonesia in May 2022 with a back-up plan in Finland as initially planned last year. Proposals for hosting HSSC-15/-16 in May 2023/24 are welcome at any time and preferably **prior to HSSC-13**.

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

13th HSSC Meeting

3 – 6 May 2021, Video teleconference (VTC) Event

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-13 List of Documents to check the latest version of the documents. HSSC13-XX Rev *n* means that a new version of document HSSC13-XX has been made available but that it does not affect the draft agenda and timetable.

Monday 3 May (UTC+2, CET)	HSSC CHAIR GROUP
1400 - 1600	<i>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)</i>
Tuesday 4 May (UTC+2, CET)	HSSC-13 PLENARY – DAY 1
1200	Welcome Address <i>(to be decided)</i>
1205	1. Opening and Administrative Arrangements <i>Docs: HSSC13-01A List of Documents (IHO Sec.)</i> <i>HSSC13-01B List of Participants (IHO Sec.)</i> <i>HSSC13-01C HSSC – List of Contacts (IHO Sec.)</i> <i>HSSC13-01D TORs for HSSC and related Working Groups (IHO Sec.)</i>
1210	2. Approval of Agenda <i>Doc: HSSC13-02A Agenda and Timetable (IHO Sec.)</i>
1215	3. Matters arising from the 12th HSSC Meeting <i>Docs: HSSC13-03A Status of Actions List from HSSC-12 (IHO Sec.)</i>

1220	<p>4. HSSC Administration</p> <p><i>Docs: HSSC13-04.1A Outcome of A-2 and C-4 affecting HSSC (HSSC Chair/Secretary)</i></p> <p><i>HSSC13-04.2A Initial Discussion on the maintenance of the Roadmap for the S-100 Implementation Decade (2020-2030) – Objectives, Expectations, Proposed Amendments to v1.0 Rev1 (HSSC Chair/Secretary/S-100WG) – Proposals to be captured during the review of WGs reports later on. Discussion on the proposed S-1xx Gantt diagram.</i></p>
1245	<p>4. HSSC Administration (cont.)</p> <p><i>Docs: HSSC13-04.3A Discussion on the implementation of the SPIs of the IHO Strategic Plan allocated to HSSC – Way forward – Report and Proposals to C-5 SPIs (HSSC Chair/Secretary)</i></p> <p><i>HSSC13-04.4A Update on the establishment of the joint IHO-Singapore Innovation and Technology Laboratory and impact on HSSC activities (HSSC Chair/Singapore/Secretary)</i></p>
	<p>5. Reports by HSSC Working Groups</p>
1315	<p>5.1 S-100 (S-100WG)</p> <p><i>Docs: HSSC13-05.1A Report and Recommendations of S-100WG (S-100WG Chair)</i></p>
1350 - 1410	<p>Coffee Break</p>
1410	<p>5.1 S-100 (S-100WG) (continued)</p> <p><i>Docs: HSSC13-05.1B Report on S-100 Registry Management (S-100WG Chair/IHO Sec.)</i></p> <p><i>HSSC13-05.1C Report of the S-101 Project Team (S-101PT Chair) incl. report on the various options offered to HOs for future production of S-101 ENCs in conjunction with S-57 maintenance/production (Action C4/11 refers)</i></p> <p><i>HSSC13-05.1D Report of the S-102 Bathymetric Surface Project Team (S-102PT Rep.)</i></p> <p><i>HSSC13-05.1E Report of the Under Keel Clearance Management Project Team (UKCM PT Chair)</i></p> <p><i>HSSC13-05.1F Report of the S-121 Project Team (S-121PT Chair)</i></p>
1500	<p>5.2 ENC Standards Maintenance (ENCWG)</p> <p><i>Doc: HSSC13-05.2A Report and Recommendations of ENCWG (ENCWG Chair)</i></p>

1545	5.6 Hydrographic Surveys Working Group (HSWG) <i>Doc: HSSC13-05.6A Report on the establishment of the HSWG (HSSC Secretary/All) – IHO CL 36/2020 refers</i>
1600	END OF DAY 1 – PLENARY SESSION

Wednesday 5 May (UTC+2, CET)	HSSC-13 STAKEHOLDERS' SESSION – DAY 2
0830	Stakeholders' Presentations <i>Doc: HSSC13-PS1 Presentation 1 (20 min max) and questions (10 min)</i>
0900	Stakeholders' Presentations (cont.) <i>Doc: HSSC13-PS2 Presentation 2 (20 min max) and questions (10 min)</i>
0930	Stakeholders' Presentations (cont.) <i>Doc: HSSC13-PS3 Presentation 3 (20 min max) and questions (10 min)</i>
1000 - 1030	Coffee Break
1030	Stakeholders' Presentations (cont.) <i>Doc: HSSC13-PS4 Presentation 4 (20 min max) and questions (10 min)</i>
1100	Stakeholders' Presentations (cont.) <i>Doc: HSSC13-PS5 Presentation 5 (20 min max) and questions (10 min)</i>
1130	Stakeholders' Presentations (cont.) <i>Doc: HSSC13-PS6 Presentation 6 (20 min max) and questions (10 min)</i>
Wednesday 5 May (UTC+2, CET)	HSSC-13 END OF STAKEHOLDERS' SESSION – DAY 2
Wednesday 5 May (UTC+2, CET)	HSSC-13 PLENARY (continued) – DAY 2
1400	5.3 Nautical Information Provision (NIPWG) <i>Doc: HSSC13-05.3A Report and Recommendations of NIPWG (NIPWG Chair)</i>
1455	5.4 Nautical Cartography (NCWG) <i>Docs: HSSC13-05.4A Report and Recommendations of NCWG (NCWG Chair)</i> <i>HSSC13-05.4B Report on the Implementation of the recommendations on the Future of the Nautical Paper Chart (NCWG Chair) – Decisions A2/28 and C4/10 refer.</i>
1550	Coffee Break
1610	5.5 Data Quality (DQWG) <i>Docs: HSSC13-05.5A Report and Recommendations of DQWG (DQWG Chair)</i> <i>HSSC13-05.5B Report on the application of some ISO 9001 Principles in the development of S-101 PS (HSSC Vice-Chair)</i>

1650	<p>5.7 Tides, Water Level and Currents (TWCWG)</p> <p><i>Doc: HSSC13-05.7A Report and Recommendations of TWCWG (TWCWG Chair)</i></p>
1725	<p>5.8 Hydrographic Dictionary (HDWG)</p> <p><i>Doc: HSSC13-05.8A Report and Recommendations of HDWG (HDWG Chair)</i></p>
1740	<p>6. Inter-Organizational Bodies</p> <p>6.1 IHO-IAG Advisory Board on the Law Of the Sea (ABLOS)</p> <p><i>Doc: HSSC13-06.1A Report and Recommendations of ABLOS (ABLOS Chair)</i></p>
1800	END OF DAY 2 – PLENARY SESSION

Thursday 6 May (UTC+2, CET)	HSSC-13 PLENARY (continued) – DAY 3
0800	<p>7. Decisions of other bodies affecting HSSC</p> <p>7.1 IRCC (incl. MSDIWG)</p> <p><i>Docs: HSSC13-07.1A IRCC activities affecting HSSC (including MSDI, WEND-100 Principles) (IRCC Chair)</i></p> <p><i>HSSC13-07.1B Status Report on the development of S-124 – Navigational Warnings - (S-124NW PT Chair)</i></p>
0830	<p>7.2 IMO</p> <p><i>Doc: HSSC13-07.2A Report on IMO activities affecting HSSC (including engagement for the S-100 implementation roadmap) (IMO/IHO Sec.)</i></p>
0850	<p>7.3 IALA</p> <p><i>Doc: HSSC9-07.3A IALA activities affecting HSSC (IALA)</i></p>
0910	<p>7.4 IEC</p> <p><i>Doc: HSSC13-07.4A IEC activities affecting HSSC (IEC)</i></p>
0940	<p>7.6 ISO</p> <p><i>Doc: HSSC13-07.6A ISO activities affecting HSSC (IHO Sec.)</i></p>
0950	Coffee Break
1010	<p>7.5 CIRM</p> <p><i>Doc: HSSC13-07.5A CIRM activities affecting HSSC (CIRM)</i></p>
1040	<p>7.7 OGC</p> <p><i>Doc: HSSC13-07.7A OGC activities affecting HSSC (OGC)</i></p>
1100	<p>4. HSSC Administration</p> <p><i>Docs: HSSC13-04.5A Proposal for the establishment of the S-130 Project Team (Polygonal demarcations of global sea areas) (IHO Secretariat tbd)</i></p> <p><i>HSSC13-04.6A Report and proposals from HSSC to C-5 (HSSC Chair/Secretary/All) and summary conclusions to 04.xA topics</i></p>
1130	<p>8. Review and Endorsement of HSSC Work Plan 2021-22 and List of Decisions and Actions</p> <p><i>Docs: HSSC13-10A Draft HSSC Work Plan 2021-22 (IHO Sec.)</i></p>

1145	9. Date & Location of the next meetings HSSC-14: May 2022 – <i>Indonesia (back-up Finland), venue and dates to be discussed</i> HSSC-15: May 2023 – <i>Finland, to be confirmed</i>
1150	11. Closure of the Meeting
1200	END OF DAY 3 – PLENARY SESSION – END OF HSSC-13²

² See next page.

Thursday 6 May (UTC+2, CET)	HSSC-13 PLENARY BACKUP SESSION (if needed)
1400 - 1600	HSSC-13 Plenary Backup Session (if needed) <i>To be defined.</i>

Friday 7 May (UTC+2, CET)	HSSC CHAIR GROUP
1400 - 1600	Chair Group Meeting <i>Debriefing, Preparation of the outline of the HSSC Report and Proposals to C-5. Conclusions, way forward.</i>