



IHO File No S3/8151/HSSC

CIRCULAR LETTER 02/2023**18 January 2023****15th MEETING OF THE HYDROGRAPHIC SERVICES AND STANDARDS COMMITTEE
(HSSC-15)****5 – 9 June 2023, Helsinki, Finland**

References:

- A. HSSC Report to the 6th Meeting of the Council (Doc. C6-04.1A).
- B. 3rd Session of the Assembly (Council Report, A-3 PRO 1.1, PRO 2.1, PRO 2.2, PRO 2.3).
- C. List of Decisions and Actions from HSSC-14.

Dear Hydrographer,

1. This Circular Letter is to inform you that the 15th meeting of the Hydrographic Services and Standards Committee (HSSC-15) is planned to be hosted in Helsinki, Finland from 5 to 9 June 2023, thanks to the kind invitation of the Finnish Transport and Communications Agency (Traficom). Unless the situation changes drastically, this meeting will be managed as an in-person event only.

2. HSSC-15, including two Stakeholders' Open Sessions, is planned to be conducted from 5 to 9 June, as follows:

Session	Date(s)	Timing (UTC+2, CEST ¹)
Special Meeting between Host/Chair/Secretariat	5 June	10:00 – 12:00
HSSC Chair Group	5 June	14:00 – 16:00
HSSC-15 Plenary Sessions 1 and 2	6 June	09:00 – 12:30 14:00 – 17:00
HSSC-15 Plenary Session 3	7 June	09:00 – 12:30
Stakeholders' Open Session 1	7 June	14:00 – 17:30
Stakeholders' Open Session 2	8 June	09:00 – 12:30
HSSC-15 Plenary Session 4	8 June	14:00 – 17:00
HSSC Chair Group	9 June	09:00 – 11:00

Participants are advised to plan their travel arrangements accordingly.

¹ CEST – Central European Summer Time.

Registration – Logistic Information

3. All delegates intending to participate in HSSC-15 are invited to register through the IHO online registration system ([link](#)) **no later than 5 May 2023**.

4. A first version of the logistic information for HSSC-15, kindly provided by Traficom, is already available on the HSSC-15 webpage ([link](#)). Those delegates who need invitation letters to facilitate their visa requirements are kindly invited to contact Mr Mikko Hovi (mikko.hovi@traficom.fi). It is highly recommended not to wait for the approval of your travel requests at national level for requesting these invitation letters: letters can be provided by anticipation.

HSSC Chair Group meetings

5. As indicated in paragraph 2, the plenary meeting sessions will be preceded by a HSSC Chair Group meeting on Monday 5 June. A follow-up meeting of the Chair Group is also planned on Friday 9 June with a special focus on proposals to be submitted to the 7th meeting of the Council. 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/PT 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/PT to be represented and to inform the HSSC Secretariat accordingly.

Actions arising from HSSC-14

6. The current status of actions arising from HSSC-14 (Reference C), is available on the HSSC-15 webpage (Doc. HSSC15-03A refers).

Draft Agenda and Timetable for HSSC-15

7. A draft provisional agenda/timetable for HSSC-15 is provided in **Annex A**. It takes into account the need for HSSC to consider the outcome of the 3rd Session of the Assembly (A-3), which will be held only four weeks before HSSC-15, and identify the best options for the implementation of the decisions made at A-3. The agenda/timetable is based on the existing documents available for A-3 (Reference B). Due to the time lapse between A-3 and HSSC-15, some flexibility will be required for the adoption of the agenda. It is therefore acknowledged that the reports and proposals from the working groups and project teams will need to be limited this year to top priority items (endorsement/approval of new editions of standards supporting the S-100 Roadmap in particular, structural issues, etc.).

8. As requested at previous HSSC meetings, two Stakeholders' Open Session for industry participants and subject matter experts, will be included in HSSC-15. The proposed theme is: "S-100 - *Industry perspective*". This theme aims to identify the challenges and possible solutions to be considered by the Member States, RENCs, OEMs², etc. in order to meet the intended timeline for S-100 ECDIS and the requirements induced by the approval by the IMO of the revision of the ECDIS Guidance for Good Practice and the new ECDIS Performance Standard as well as the associated IHO commitments made towards the IEC. Stakeholders willing to make a presentation are requested to inform the HSSC Secretariat by email to

² Original Equipment Manufacturer.

dtech@iho.int, with the title/abstract of their presentation as soon as possible and **no later than 31 March 2023**. Those attending the IHO Stakeholders' Open Session are also welcome to observe the whole HSSC meeting if they wish to do so.

9. 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 2023**. A revised draft agenda and timetable will be prepared and posted on the HSSC-15 webpage ([link](#)) after A-3 only.

Deadlines for HSSC-15

10. Documents intended for consideration at HSSC-15 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 April 2023 (7 weeks before commencement of the meeting)
Papers providing comments or proposed amendments to proposals contained in meeting papers	No later than 15 May 2023 (3 weeks before commencement of the meeting)

11. The consolidated HSSC Work Plan for 2022-23 (dated 1 August 2022) is available on the HSSC webpage > Miscellaneous ([link](#)) and must be used by the WGs as the reference from which amendments to work items can be submitted for endorsement or approval at HSSC-15.

12. All documents will be posted on the HSSC-15 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.

HSSC Chair and Vice-Chair

13. Mr Magnus Wallhagen (Sweden), Chair of the HSSC since October 2020 (HSSC-12), is planned to chair the HSSC-15 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-15, to take effect at the end of the meeting. 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.guillam@iho.int and **no later than 15 April 2023**. A short biography and motivation note will be appreciated.

14. In order to facilitate the process of the elections, the IHO Secretariat is pleased to inform Member States that Mr Magnus Wallhagen (Sweden) and Ms Nathalie Leidinger

(France) have already confirmed their availability as candidates for the HSSC Chair and Vice-Chair positions, respectively.

Miscellaneous

15. 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.

16. According to previous discussions (Reference C, HSSC14/102 refers), HSSC-16 is planned to be hosted in Japan in May 2024. Proposals for hosting HSSC-17 in May 2025 are welcome at any time and preferably **prior to HSSC-15**.

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

Annex:

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

A. Draft Agenda and Timetable

15th HSSC Meeting

5 – 9 June 2023, Helsinki, Finland (in-person 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 items covering each WG in turn and then, finally approved under agenda item 8.
 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-15 List of Documents to check the latest version of the documents. HSSC15-XX Rev *n* means that a new version of document HSSC15-XX has been made available but that it does not affect the draft agenda and timetable.

Monday 5 June (UTC+2, CEST)	HSSC-15 PREPARATION and HSSC-15 CHAIR GROUP MEETINGS
1000 - 1200	<i>Special Preparation Meeting (Traficom, HSSC Chair/Secretariat)</i>
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 6 June (UTC+2, CEST)	HSSC-15– PLENARY SESSION 1
0900	Opening Ceremony and Welcome Address by Mr Rainer Mustaniemi (to be confirmed by Traficom)
0910	<p style="background-color: #ffff00;">1. Opening and Administrative Arrangements</p> <p><i>Docs: HSSC15-01A List of Documents (IHO Sec.)</i> <i>HSSC15-01B List of Participants (IHO Sec.)</i> <i>HSSC15-01C HSSC – List of Contacts (IHO Sec.)</i> <i>HSSC15-01D TORs for HSSC and related Working Groups and PTs (IHO Sec.)</i></p> <p><i>Possible actions for amendments on TORs to be considered following up on A-3 PRO 1.3 – Gender-inclusive language.</i></p>
0915	<p style="background-color: #ffff00;">2. Approval of Agenda</p> <p><i>Doc: HSSC15-02A Agenda and Timetable (IHO Sec.)</i></p>

0925	<p>3. Matters arising from the 14th HSSC Meeting</p> <p><i>Docs: HSSC15-03A Status of Actions List from HSSC-14 (IHO Sec.)</i></p> <p><i>Pending actions to be considered under relevant agenda items in general.</i></p>
0930	<p>4. HSSC Administration</p> <p><i>Docs: HSSC15-04.1A General overview of the outcome of A-3 affecting HSSC (HSSC Chair/Secretary)</i></p> <p><i>HSSC15-04.2A Initial discussion on the implementation of all A-3 decisions affecting HSSC (HSSC Chair/Secretary)</i></p> <p><i>Follow-up on A-3 PROposals 1.1, 2.1, 2.2, 2.3, etc. and Council Report</i></p>
0945	<p>4. HSSC Administration (cont.)</p> <p><i>Docs: HSSC15-04.3A Discussion on the implementation of the SPIs of the IHO Strategic Plan allocated to HSSC – Way forward – Report and Proposals to C-7 SPIs (HSSC Chair/WG Chairs/Secretary)</i></p> <p><i>HSSC15-04.4A Update on the management and projects carried out by the joint IHO-Singapore Innovation and Technology Laboratory and impact on HSSC activities (HSSC Chair/Singapore/Secretary)</i></p>
1030 - 1100	Group Photo - Coffee Break
	5. Reports by HSSC Working Groups
1100	<p>5.1 S-100 (S-100WG)</p> <p><i>Docs: HSSC15-05.1A Report and Recommendations of S-100WG (S-100WG Chair)</i></p> <p><i>HSSC15-05.1B Report on S-100 Registry Management (S-100WG Chair/IHO Sec.)</i></p> <p><i>HSSC15-05.1C Report of the S-101 Project Team (S-101PT Chair)</i></p> <p><i>Suggestion: to take together 05.1C and 05.5B (ISO 9001 Cell Report, DQWG)</i></p>
1230 - 1400	<p>Lunch Break</p> <p>HSSC-15– PLENARY SESSION 2</p>
1400	<p>5.1 S-100 (S-100WG) (continued)</p> <p><i>Docs: HSSC15-05.1D Report of the S-102 Bathymetric Surface Project Team (S-102PT Rep.)</i></p> <p><i>HSSC15-05.1E Report of S-121 and S-129</i></p> <p><i>HSSC15-05.1F The Dual-Fuel Concept for S-100 ECDIS (S-100WG Chair)</i></p>

1430	<p>5.2 ENC Standards Maintenance (ENCWG)</p> <p><i>Doc: HSSC15-05.2A Report and Recommendations of ENCWG (ENCWG Chair)</i></p> <p><i>HSSC15-05.2B Proposal to amend ENCWG TORs (ENCWG Chair)</i></p> <p><i>HSSC15-05.2C</i></p> <p><i>Proposals to amend S-58, S-61, S-67, S-64, etc. if ready</i></p>
1530 - 1550	Coffee Break
1550	<p>5.6 Hydrographic Surveys Working Group (HSWG)</p> <p><i>Doc: HSSC15-05.6A Report and Recommendations of the HSWG (HSWG Chair)</i></p>
1610	<p>5.7 Tides, Water Level and Currents (TWCWG)</p> <p><i>Doc: HSSC15-05.7A Report and Recommendations of TWCWG (TWCWG Chair)</i></p>
1630	<p>5.8 Hydrographic Dictionary (HDWG)</p> <p><i>Doc: HSSC15-05.8A Report and Recommendations of HDWG (HDWG Chair)</i></p>
1645	<p>5.9 Maritime Autonomous Surface Ships (MASS) Navigation (MASS PT)</p> <p><i>Doc: HSSC15-05.9A Report and Recommendations of the MASS PT (MASS PT Chair)</i></p>
	<p>5.10 Polygonal Demarcation of Global Sea Areas (S-130 PT)</p> <p><i>Doc: HSSC15-05.10A Report and Recommendations of the S-130 PT (S-130 PT Chair) – Suggestion: to be considered only in the case of a Decision made at A-3 on PROposal 1.6. Otherwise, to be skipped.</i></p>
1700	END OF HSSC-15 PLENARY SESSIONS 1 & 2
	WELCOME HSSC-15 DINNER³

³ Time and place to be provided at a later stage

Wednesday 7 June (UTC+2, CEST)	HSSC-15– PLENARY SESSION 3
0900	<p>5.3 Nautical Information Provision (NIPWG)</p> <p><i>Doc: HSSC15-05.3A Report and Recommendations of NIPWG (NIPWG Chair)</i> <i>HSSC15-07.1B Status Report on the development of S-124 – Navigational Warnings - (S-124NW PT Chair)</i></p>
0930	<p>5.4 Nautical Cartography (NCWG)</p> <p><i>Docs: HSSC15-05.4A Report and Recommendations of NCWG (NCWG Chair)</i> <i>HSSC15-05.4B Report on the Implementation of the recommendations on the Future of the Nautical Paper Chart (NCWG Chair)</i></p> <p><i>Follow-up on A-3 PROposals and Decisions related to nautical charting.</i></p>
1030 - 1050	Coffee Break
1050	<p>5.5 Data Quality (DQWG)</p> <p><i>Docs: HSSC15-05.5A Report and Recommendations of DQWG (DQWG Chair)</i> <i>HSSC15-05.5B Report on the application of some ISO 9001 Principles in the development of S-101 PS (HSSC Vice-Chair)</i></p>
1110	<p>6. Inter-Organizational Bodies</p> <p>6.1 IHO-IAG Advisory Board on the Law Of the Sea (ABLOS)</p> <p><i>Doc: HSSC15-06.1A Report and Recommendations of ABLOS (ABLOS Chair)</i></p>
1130	<p>7. Decisions of other bodies affecting HSSC</p> <p>7.1 IRCC (incl. MSDIWG)</p> <p><i>Docs: HSSC15-07.1A IRCC activities affecting HSSC (including MSDI, WEND-100 Principles) (IRCC Chair)</i> <i>HSSC15-07.1B Status Report on the development of S-124 – Navigational Warnings - (S-124NW PT Chair) (to be considered under NIPWG agenda item) – taken under 5.3 (NIPWG)</i></p>
1200	<p>7.2 IMO</p> <p><i>Doc: HSSC15-07.2A Report on IMO activities affecting HSSC (including engagement for the S-100 implementation roadmap) (IMO/IHO Sec.)</i> <i>HSSC15-07.2B Update on the consequences of the approval of amendments to ECDIS performance standards (Resolution MSC.232(82) and MSC.1 – Circ. 1503 – ECDIS – Guidance for Good Practice)</i></p>

1230 - 1400	END OF HSSC-15 PLENARY SESSION 3 Lunch Break HSSC-15 STAKEHOLDERS' SESSION 1
1400	PS1 xxxx (xxxx) <i>To be defined</i> Doc: HSSC15-PS1 ...
1430	PS2 xxxx (xxxx) <i>To be defined</i> Doc: HSSC15-PS2 ...
1500	PS3 xxxx (xxxx) <i>To be defined</i> Doc: HSSC15-PS3 ...
1530 - 1600	Coffee Break
1600	PS4 xxxx (xxxx) <i>To be defined</i> Doc: HSSC15-PS4 ...
1630	PS5 xxxx (xxxx) <i>To be defined</i> Doc: HSSC15-PS5 ...
1700	PS6 xxxx (xxxx) <i>To be defined</i> Doc: HSSC15-PS6 ...
1700	PS7 xxxx (xxxx) <i>To be defined</i> Doc: HSSC15-PS7 ...
1730	END OF HSSC-15 STAKEHOLDERS' SESSION 1

Thursday 8 June (UTC+2, CEST)	HSSC-15 STAKEHOLDERS' SESSION 2
0900	<p>PS8 xxxx (xxxx) <i>To be defined</i></p> <p>Doc: HSSC15-PS8 ...</p>
0930	<p>PS9 xxxx (xxxx) <i>To be defined</i></p> <p>Doc: HSSC15-PS9 ...</p>
1000	<p>PS10 xxxx (xxxx) <i>To be defined</i></p> <p>Doc: HSSC15-PS10 ...</p>
1030 - 1100	Coffee Break
1100	<p>PS11 xxxx (xxxx) <i>To be defined</i></p> <p>Doc: HSSC15-PS11 ...</p>
1130	<p>PS12 xxxx (xxxx) <i>To be defined</i></p> <p>Doc: HSSC15-PS12 ...</p>
1200	<p>PS13 xxxx (xxxx) <i>To be defined</i></p> <p>Doc: HSSC15-PS13 ...</p>
1230 - 1400	END OF HSSC-15 STAKEHOLDERS' SESSION 2 Lunch Break HSSC-15 PLENARY SESSION 4
	<p>7. Decisions of other bodies affecting HSSC (cont.)</p>
	<p>7.3 IALA</p> <p>Doc: HSSC15-07.3A <i>IALA activities affecting HSSC (IALA) – Skipped as such in the plenary, as included in the Stakeholders' Sessions (to be confirmed)</i></p>
	<p>7.4 IEC</p> <p>Doc: HSSC15-07.4A <i>IEC activities affecting HSSC (IEC) – Skipped as such in the plenary, as included in the Stakeholders' Sessions (to be confirmed)</i></p>
	<p>7.5 CIRM</p> <p>Doc: HSSC15-07.5A <i>CIRM activities affecting HSSC (CIRM) – Skipped as such in the plenary, as included in the Stakeholders' Sessions (to be confirmed)</i></p>
	<p>7.7 OGC</p> <p>Doc: HSSC15-07.7A <i>OGC activities affecting HSSC (OGC) – Skipped as such in the plenary, as included in the Stakeholders' Sessions (to be confirmed)</i></p>

1400	7.6 ISO <i>Doc: HSSC15-07.6A ISO activities affecting HSSC (IHO Sec.)</i>
1420	7.8 DGIWG and NATO GMWG Technical Panel <i>Doc: HSSC15-07.8Aa Defence Geospatial Information WG activities affecting HSSC (USA)</i> <i>HSSC15-07.8Ab NATO Geospatial Maritime Working Group Technical Panel affecting HSSC (USA)</i>
1450	7.9 Oceanographic Standards and Services <i>Doc: HSSC15-07.9A Open Discussion on S-100 Standards for Underpinning the Digital Twin of the Ocean (S-3xx..., IOC, Mercator International...).</i> <i>Reference to the World Hydrography Day 2023 Theme (IHO CL 01/2023) and Decisions and Actions C6/01, C6/46 and C6/70</i>
1500-1520	Coffee Break
1520	4. HSSC Administration <i>Docs: HSSC15-04.6A Report and proposals from HSSC to C-7 (HSSC Chair/Secretary/All) and summary conclusions to 04.xA topics</i>
1550	8. Review and Endorsement of HSSC Work Plan 2023-24 and List of Decisions and Actions from HSSC-15 <i>Doc: HSSC15-10A HSSC Work Plan 2022-23 (IHO Sec.)</i>
1620	9. HSSC Chair and Vice-Chair Elections <i>Doc: HSSC15-09A Nomination of ...</i> <i>HSSC15-09B Nomination of ...</i>
1640	10. Date & Location of the next meetings <i>HSSC-16: May 2024 – Japan (venue, format and dates of HSSC-16 to be decided).</i> <i>HSSC-17: May 2025 – To be defined</i>
1650	11. Closure of the Meeting
1700	END OF HSSC-15 PLENARY SESSION 4⁴

⁴ See next page.

Friday 9 June (UTC+2, CEST)	HSSC-15 CHAIR GROUP MEETING
0900 - 1100	HSSC Chair Group Meeting <i>Debriefing, Preparation of the outline of the HSSC Report and Proposals to C-7. Conclusions, way forward.</i>
1100	END OF HSSC-15