



IHO File No S3/8151/HSSC

**CIRCULAR LETTER 04/2024****17 January 2024****16<sup>th</sup> MEETING OF THE HYDROGRAPHIC SERVICES AND STANDARDS COMMITTEE****(HSSC-16)****27 – 31 May 2024, Tokyo, Japan**

## References:

- A. HSSC Report to the 7<sup>th</sup> Meeting of the Council (Doc. C7-04.1A).
- B. HSSC Chair Letter dated 24 November 2023 - *Outcome of S-100WG#8 relevant for the HSSC Chair Group*.
- C. IHO CL 43/2023 dated 13 December 2023: *IHO Timelines for the approval phase of edition 2.0.0 of S-100 based product specifications (Phase 1 / Route Monitoring)*.
- D. List of Decisions and Actions from HSSC-15.

Dear Hydrographer,

1. This Circular Letter is to inform you that the 16<sup>th</sup> meeting of the Hydrographic Services and Standards Committee (HSSC-16) is planned to be hosted in Tokyo, Japan from 27 to 31 May 2024, thanks to the kind invitation of the Hydrographic and Oceanographic Department, of the Japan Coast Guard (JHOD). Unless meeting logistics change drastically, this meeting will be managed as an in-person event only. However, please note that the feasibility of setting passive live streaming is under consideration as JHOD makes the final determination regarding meeting logistics which will be made in March.

2. HSSC-16 is planned to be conducted from 27 to 31 May 2024, as follows:

Session	Date(s)	Timing (UTC+9, JST <sup>1</sup> )
Special Meeting between Host/Chair/Secretariat	27 May	10:00 – 12:00
HSSC Chair Group	27 May	14:00 – 16:00
HSSC-16 Plenary Sessions 1 and 2	28 May	09:30 – 12:30 14:00 – 17:00
HSSC-16 Plenary Session 3 and 4	29 May	09:30 – 12:30 14:00 – 17:00
HSSC-16 Plenary Session 5 and 6	30 May	09:30 – 12:30 14:00 – 17:00
HSSC Chair Group	31 May	09:00 – 11:00

Participants are advised to plan their travel arrangements accordingly.

<sup>1</sup> JST – Japan Standard Time.

## Registration – Logistic Information

3. All delegates intending to participate in HSSC-16 are invited to register through the IHO online registration system ([link](#)) **no later than 15 April 2024**.

4. A first version of the logistic information for HSSC-16 (as of 8 December 2023), kindly provided by JHOD, is available on the HSSC-16 webpage ([link](#)). Those delegates who need invitation letters to facilitate their visa requirements are kindly invited to contact the International Affairs Office of JHOD ([jao@jhod.go.jp](mailto:jao@jhod.go.jp)). 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 in advance of travel approvals.

5. In this December 2023 version of the logistic information, please note the warning provided in red by JHOD, by which the exact location of the meeting will be decided in March. Two options are in fact under consideration by the host country, both of them in Tokyo: JHOD building in Chiyoda-ku (first choice), or a Conference room in another district (Azabu-Juban). Public transportation is available from the hotels recommended by JHOD, so they can be booked for both options. However, these recommended hotels are certainly closer to JHOD than Azabu-Juban. Another option is to plan refundable reservations in the case the meeting is set in Azabu-Juban area.

## HSSC Chair Group meetings

6. As indicated in paragraph 2, the plenary meeting sessions will be preceded by a HSSC Chair Group meeting on Monday 27 May. A follow-up meeting of the Chair Group is also planned on Friday 31 May. These meetings will have a special focus on proposals to be submitted to the 8<sup>th</sup> meeting of the Council, in particular in relation to the S-100 timelines for the approval of Edition 2.0.0 of S-100 Product Specifications.

7. 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-15

8. The current status of actions arising from HSSC-15 (Reference D), is available on the HSSC-16 webpage (Doc. HSSC16-03A refers).

## Draft Agenda and Timetable for HSSC-16

9. A draft provisional agenda/timetable for HSSC-16 is provided in **Annex A**. It takes into account the need for HSSC to provide the Council, at their meeting in October, its initial views and inputs for the revision of the IHO Strategic Plan 2021-2026 in preparation of the next one (2027-2032) to be adopted at the 4<sup>th</sup> Session of the Assembly in 2026. In accordance with references B and C, the reports and proposals from the working groups and project teams will need to be focused on top priority items related to the endorsement/approval phase of new editions of standards supporting the S-100 Roadmap in particular. Objectives and Actions for

meeting the various deadlines will need to be highlighted in the reports and accompanied by a (low/medium/high) risk assessment<sup>2</sup>.

10. Due to these priorities, there is no specific Stakeholders’ Open Session for industry, planned this year, with the intention of giving more time for technical discussions, product by product identified in Phase 1 of the S-100 Implementation Roadmap. Thanks to the new version of the HSSC Terms of Reference and Rules of Procedure adopted by IHO CL 02/2024, this should not prevent the HSSC Chair, advised by Working Group Chairs, from inviting subject matter experts and expert contributors (OEMs<sup>3</sup>, ...) deeply involved in the development of tools, procedures, and software related to the production of S-100-based products and data services, to participate on case-by-case basis.

11. 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 2024**. A revised draft agenda and timetable will be prepared and posted on the HSSC-16 webpage subsequently.

**Deadlines for HSSC-16**

12. Documents intended for consideration at HSSC-16 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 only provide summary reports, 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)	<b>No later than 8 April 2024</b> (7 weeks before commencement of the meeting)
Papers providing comments or proposed amendments to proposals contained in meeting papers	<b>No later than 6 May 2024</b> (3 weeks before commencement of the meeting)

13. The consolidated<sup>4</sup> HSSC Work Plan for 2023-24 (dated 30 August 2023) is available on the HSSC webpage > Miscellaneous ([link](#)) and must be used by the WGs and PTs as the reference from which amendments to work items can be submitted for 2024-25 Work Plans for endorsement or approval at HSSC-16.

14. All documents will be posted on the HSSC-16 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

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<sup>2</sup> As presented by the Chair of the S-100WG at HSSC-15 in 2023.  
<sup>3</sup> Original Equipment Manufacturer.  
<sup>4</sup> No information available on their 2023-24 Work Plans for ENCWG, NCWG, MASS PT, S-100 ICE PT, and S-100 SS PT.

meeting of the HSSC and avoid, as far as possible, the need to defer decisions to allow further post-meeting technical consultations.

## Miscellaneous

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

16. According to previous discussions (Reference D, HSSC15/110 refers), HSSC-17 is planned to be hosted in Norway in May 2025 and HSSC-18 in Gdansk (Poland) in 2026<sup>5</sup>. Norway and Poland are kindly invited to confirm their generous offers for hosting these meetings, as well as the dates and venues, **at HSSC-16**.

On behalf of the Secretary-General  
Yours sincerely,



Dr John NYBERG  
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

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<sup>5</sup> Tentative dates for A-4 : 20 – 24 April 2026.

## 16th HSSC Meeting

27 – 31 May 2024, Tokyo, Japan (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-16 List of Documents to check the latest version of the documents. HSSC16-XX Rev *n* means that a new version of document HSSC16-XX has been made available but that it does not affect the draft agenda and timetable.

<b>Monday 27 May (UTC+9, JST)</b>	<b>HSSC-16 PREPARATION and HSSC-16 CHAIR GROUP MEETINGS</b>
1000 - 1200	<i>Special Preparation Meeting (JHOD, 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>
<b>Tuesday 28 May (UTC+9, JST)</b>	<b>HSSC-16– PLENARY SESSION 1</b>
0930	<b>Opening Ceremony and Welcome Address by Dr Masayuki Fujita (Chief Hydrographer, JHOD)med by JHOD)</b>
0940	<p style="background-color: #ffff00;"><b>1. Opening and Administrative Arrangements (Chair/IHO Director/Host)</b></p> <p><i>Docs: HSSC16-01A List of Documents (IHO Sec.)</i>  <i>HSSC16-01B List of Participants (IHO Sec.)</i>  <i>HSSC16-01C HSSC – List of Contacts (IHO Sec.)</i>  <i>HSSC16-01D TORs for HSSC and related Working Groups and PTs (IHO Sec.)</i></p> <p><i>Objectives of the meeting</i></p>
0945	<b>2. Approval of Agenda</b>
	<i>Doc: HSSC16-02A Agenda and Timetable (IHO Sec.)</i>

1000	<p><b>3. Matters arising from the 15th HSSC Meeting</b></p> <p><i>Docs: HSSC16-03A Status of Actions List from HSSC-15 (IHO Sec.)</i></p> <p><i>Pending actions to be considered under relevant agenda items in general.</i></p>
1010	<p><b>4. HSSC Administration</b></p> <p><i>Docs: HSSC16-04.1A General overview of the outcome of C-7 affecting HSSC (HSSC Chair/Secretary)</i></p> <p><i>HSSC16-04.2A Initial discussion and views in preparation of inputs for the revision of the Strategic Plan in preparation of the IHO Strategic Plan 2027-2032 to be adopted at A-4 (2026) (HSSC Chair/Secretary)</i></p> <p><i>Action C7/37 refers.</i></p>
1040	<p><b>4. HSSC Administration (cont.)</b></p> <p><i>Docs: HSSC16-04.3A Discussion on the implementation of the SPIs of the current IHO Strategic Plan 2021-2026 allocated to HSSC – Way forward – Report and Proposals to C-8 (HSSC Chair/WG Chairs/Secretary)</i></p>
1100 - 1130	<p><b>Group Photo - Coffee Break</b></p>
1130	<p><b>4. HSSC Administration (cont.)</b></p> <p><i>Docs: HSSC16-04.4A 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> <p><i>HSSC16-04.5A Report and Recommendations of the S-100 Infrastructure Centre Establishment Project Team (PT Chair/HSSC Chair/Secretary)</i></p> <p><i>Actions C7/09 and /10 refer.</i></p> <p><i>Item 4.7 (S-100 SS PT), to be kept in mind. See below in Sessions 3 and 6).</i></p> <p><i>Item 4.6 (Champion) planned in Session 6.</i></p>

1230 - 1400	<b>Lunch Break</b> <b>HSSC-16– PLENARY SESSION 2</b>
	<b>5. Reports by HSSC Working Groups</b>
1400	<p><b>5.1 S-100 (S-100WG)</b></p> <p><i>Docs: HSSC16-05.1A Report and Recommendations of S-100WG (S-100WG Chair)</i></p> <p><i>HSSC16-05.1B Report on S-100 Registry Management (S-100WG Chair/IHO Sec.)</i></p> <p><i>HSSC16-05.1C Report of the S-101 Project Team (S-101PT Chair)</i></p> <p><i>HSSC16-05.5B Report of ISO 9001 Cell Report (DQWG)</i></p>
1440	<p><b>5.1 S-100 (S-100WG) (continued)</b></p> <p><i>Docs: HSSC16-05.1D Report of the S-102 Bathymetric Surface Project Team (S-102PT Rep.)</i></p> <p><i>HSSC16-05.1E Report of S-121 and S-129</i></p> <p><i>HSSC16-05.1F Update of the Dual-Fuel Concept for S-100 ECDIS, Annex 4 of the S-100 Roadmap (S-100WG Chair)</i></p>
1500	<p><b>5.2 ENC Standards Maintenance (ENCWG)</b></p> <p><i>Doc: HSSC16-05.2A Report and Recommendations of ENCWG (ENCWG Chair)</i></p>
1530 - 1550	<b>Coffee Break</b>
1550	<p><b>5.2 ENC Standards Maintenance (ENCWG) (cont.)</b></p> <p><i>Doc: HSSC16-05.2B Report and Recommendations of the ECS Project Team (ECS Chair)</i></p>
1610	<p><b>5.6 Hydrographic Surveys Working Group (HSWG)</b></p> <p><i>Doc: HSSC16-05.6A Report and Recommendations of the HSWG (HSWG Chair)</i></p>
1635	<p><b>5.7 Tides, Water Level and Currents (TWCWG)</b></p> <p><i>Doc: HSSC16-05.7A Report and Recommendations of TWCWG (TWCWG Chair)</i></p>
1700	<b>END OF HSSC-16 PLENARY SESSIONS 1 &amp; 2</b>
TBD	<b>RECEPTION, Restaurant ALASKA</b>

<b>Wednesday 29 May (UTC+9, JST)</b>	<b>HSSC-16– PLENARY SESSION 3</b>
0930	<b>5.3 Nautical Information Provision (NIPWG)</b> <i>Doc: HSSC16-05.3A Report and Recommendations of NIPWG (NIPWG Chair)</i> <i>HSSC16-07.1B Status Report on the development of S-124 – Navigational Warnings - (S-124NW PT Chair)</i>
<b>TBD</b>	<b>4. HSSC Administration (cont.)</b> <i>Docs: HSSC16-04.7A Report and Recommendations of the S-100 Security Scheme Project Team (S-100 SS PT Chair)</i> <i>To be planned in Session 3 or 4, time permitting, or topic to be discussed in Session 6 (see below).</i>
1015	<b>5.4 Nautical Cartography (NCWG)</b> <i>Docs: HSSC16-05.4A Report and Recommendations of NCWG (NCWG Chair)</i> <i>HSSC16-05.4B ...</i>
1040	<b>5.8 Hydrographic Dictionary (HDWG)</b> <i>Doc: HSSC16-05.8A Report and Recommendations of HDWG (HDWG Chair)</i>
1100 - 1120	<b>Coffee Break</b>
1120	<b>5.8 Hydrographic Dictionary (HDWG) (Cont.)</b> <i>Doc: HSSC16-05.8A Report and Recommendations of HDWG (HDWG Chair)</i> <i>Action HSSC15/69 refers.</i>
1130	<b>5.5 Data Quality (DQWG)</b> <i>Docs: HSSC16-05.5A Report and Recommendations of DQWG (DQWG Chair)</i> <i>HSSC16-05.5B Report on the application of some ISO 9001 Principles in the development of S-101 PS, S-98 and S-164 (HSSC Vice-Chair) (Considered under 5.1)</i>
1200	<b>5.9 Maritime Autonomous Surface Ships (MASS) Navigation (MASS PT)</b> <i>Doc: HSSC16-05.9A Report and Recommendations of the MASS PT (MASS PT Chair)</i>



1230 - 1400	<b>END OF HSSC-16 PLENARY SESSION 3</b> <b>Lunch Break</b> <b>HSSC-16 PLENARY SESSION 4</b>
1400	<b>5.10 Polygonal Demarcation of Global Sea Areas (S-130 PT)</b> <i>Doc: HSSC16-05.10A Report and Recommendations of the S-130 PT (S-130 PT Chair)</i>
1430	<b>6. Inter-Organizational Bodies</b> <b>6.1 IHO-IAG Advisory Board on the Law Of the Sea (ABLOS)</b> <i>Doc: HSSC16-06.1A Report and Recommendations of ABLOS (ABLOS Chair)</i>
1450	<b>7. Decisions of other bodies affecting HSSC</b> <b>7.1 IRCC (incl. MSDIWG)</b> <i>Docs: HSSC16-07.1A IRCC activities affecting HSSC (including MSDI, WEND-100 Principles) (IRCC Chair)</i> <i>HSSC16-07.1B 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>
1520 - 1540	<b>Coffee Break</b>
1540	<b>7.2 IMO</b> <i>Doc: HSSC16-07.2A Report on IMO activities affecting HSSC (including engagement for the S-100 implementation roadmap) – (IHO Sec.)</i> <i>HSSC16-07.2B Report an views from the IMO on IHO matters, S-100 implementation in particular (IMO Rep.)</i>
1630	<b>7. Decisions of other bodies affecting HSSC (cont.)</b> <b>7.3 IALA</b> <i>Doc: HSSC16-07.3A IALA activities affecting HSSC – Joint IALA-IHO Seminar (IALA)</i>
1700	<b>END OF HSSC-16 PLENARY SESSION 4</b>

<b>Thursday 30 May (UTC+9, JST)</b>	<b>HSSC-16 PLENARY SESSION 5</b>
0930	<p><b>7.4 IEC</b></p> <p><i>Doc: HSSC16-07.4A IEC activities affecting HSSC (IEC)</i></p>
1010	<p><b>7.5 CIRM</b></p> <p><i>Doc: HSSC16-07.5A CIRM activities affecting HSSC (CIRM)</i></p>
1040	<p><b>7.6 ISO</b></p> <p><i>Doc: HSSC16-07.6A ISO activities affecting HSSC (CIRM)</i></p>
1100 - 1120	<b>Coffee Break</b>
1100	<p><b>7.7 OGC</b></p> <p><i>Doc: HSSC16-07.7A OGC activities affecting HSSC (IHO Sec.)</i></p>
1130	<p><b>7.8 DGIWG and NATO</b></p> <p><i>Doc: HSSC16-07.8Aa Report from DGIWG on activities affecting HSSC (xx)</i>  <i>HSSC16-07.8Ab Report NATO GMWG Technical Panel (xx)</i></p>
1200	<p><b>7.10 ICPC</b></p> <p><i>Doc: HSSC16-07.10A Report on ICPC activities affecting HSSC (ICPC).</i></p>

1230 - 1400	<b>END OF HSSC-16 PLENARY SESSION 5 Lunch Break HSSC-16 PLENARY SESSION 6</b>
1400	<p><b>7.11 RENCs</b></p> <p><i>Doc: HSSC16-07.11A IC-ENC activities in support of the S-100 Implementation Roadmap, concerns and recommendations</i></p> <p><i>HSSC16-07.11B PRIMAR activities in support of the S-100 Implementation Roadmap, concerns and recommendations</i></p>
1440	<p><b>7.12 Expert Contributors (EC) – by Chair’s invitation</b></p> <p><i>Doc: HSSC16-07.12A EC1 activities in support of the S-100 Implementation Roadmap, concerns and recommendations</i></p> <p><i>HSSC16-07.12B EC2 activities in support of the S-100 Implementation Roadmap, concerns and recommendations</i></p>
1520 - 1540	<b>Coffee Break</b>
1540	<p><b>4. HSSC Administration (cont.)</b></p> <p><i>Docs: HSSC16-04.6A Outcome of the IHO CL calling for the adoption of an IHO Resolution - Champion of Hydrography and way forward for the nomination HSSC’s Champion 2024 (HSSC Chair/IRCC Chair/Secretary) - Action C7/17 refers.</i></p> <p><i>HSSC16-04.7A Report and Recommendations of the S-100 Security Scheme Project Team (S-100 SS PT Chair)</i></p>
1600	<p><b>8. Review and Endorsement of HSSC Work Plan 2024-25 and List of Decisions and Actions from HSSC-16</b></p> <p><i>Doc: HSSC16-08A HSSC Work Plan 2023-24 (IHO Sec.)</i></p>
1630	<p><b>9. Any Other Business</b></p> <p><i>Doc: HSSC16-09.1A xx</i></p> <p><i>HSSC16-09.2A xx</i></p>
1640	<p><b>10. Date &amp; Location of the next meetings</b></p> <p><i>HSSC-17: 12 – 16 May 2025, Stavanger, Norway (venue, format and dates to be confirmed).</i></p> <p><i>HSSC-18: May 2026 – Gdansk, Poland (to be confirmed)</i></p>
1645	<b>11. Conclusions - Closure of the Meeting</b>
1700	<b>END OF HSSC-16 PLENARY SESSION 6</b>

<b>Friday 31 May (UTC+9, JST)</b>	<b>HSSC-16 CHAIR GROUP MEETING</b>
0930 - 1130	<b>HSSC Chair Group Meeting</b> <i>Debriefing, Consolidation of Decisions &amp; Actions, Conclusions, Way forward.</i>
1130	<b>END OF HSSC-16</b>