



IHO File No. S1/1006

CIRCULAR LETTER 44/2024

13 November 2024

ANNOUNCEMENT OF THE NEW IHO PORTAL

Reference: 8th meeting of the IHO Council – List of Decisions and Actions – Decision C8/65 and 66.

Dear Hydrographer,

1. In reference, the IHO Council invited the IHO Secretariat to issue a Circular Letter announcing the commissioning of the new IHO Portal accessible via the IHO homepage. This new working platform will centralize meeting registration and the management of working documents supporting and resulting from the activities of the various IHO organs and subordinate bodies through individual accounts.
2. The IHO Portal will become **fully operational from January 6th 2025**. To facilitate a smooth transition from the existing arrangements covering the same functionality, a dual use period has been agreed, allowing both the current system and the new IHO Portal to be used for the registration on IHO events from October 2024 to the end of March 2025. Detailed arrangements to set preferences on which one of the two to be used during the transition phase, will be coordinated with the Chairs of the IHO Working Groups and Project teams as well as the Regional Hydrographic Commissions. After 31 March 2025, all event preparations should exclusively use the new IHO Portal.
3. The new IHO Portal can be accessed through a link under the “[Document Archive](#)” and a “[Quick links](#)” on the IHO homepage. All users must have an individual IHO Portal account to access this platform. A guidance document on creating an account and registering for meetings is provided via [this link](#).

IHO Portal Access - [https:// portal.iho.int](https://portal.iho.int)

4. The existing IHO webpages presenting working documents for Committees, Working Groups and Project Teams for download will remain as-is during the dual use period, with the exception of meeting pages, which will display basic meeting information and a link to the IHO Portal. Any further changes will be communicated to each group in consultation with the Chair of the respective body.
5. To ensure efficient document management within the new IHO Portal, particularly for Working Groups and Project teams as well as the Regional Hydrographic Commissions secretaries, a training session will be held on 10 December 2024 as a remote event. Registration for this session will be available through the IHO Portal at the following link: <https://portal.iho.int/page/meetings/783>.

6. The IHO Secretariat extends its appreciation to the Korea Hydrographic and Oceanographic Agency (KHOA), Republic of Korea, for its invaluable support in developing and maintaining the current online registration system since 2016.

Yours sincerely,
On behalf of the Secretary-General

A handwritten signature in black ink, appearing to read 'J. Nyberg', with a stylized flourish at the end.

John Nyberg
Director