

IHO File No S3/8151/HSSC

CIRCULAR LETTER 02/2025
13 January 2025

17th MEETING OF THE HYDROGRAPHIC SERVICES AND STANDARDS COMMITTEE
(HSSC-17)

5 – 9 May 2025, Stavanger, Norway

References:

- A. HSSC Report to the 8th Meeting of the Council (Doc. C8-04.1A).
- B. List of Decisions and Actions from HSSC-16, as of 16 September 2024
- C. IHO Circular Letter 44/2024 dated 13 November 2024 – Announcement of the new IHO Portal.

Dear Hydrographer,

1. This Circular Letter is to inform you that the 17th meeting of the Hydrographic Services and Standards Committee (HSSC-17) is planned to be hosted in Stavanger, Norway from 5 to 9 May 2025, thanks to the kind invitation of the Norwegian Hydrographic Service. 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 still under consideration and will be confirmed in due time.

2. HSSC-17 is planned to be conducted from 5 to 9 May 2025, as follows:

Session	Date(s)	Timing (UTC+1, CEST ¹)
Special Meeting between Host/Chair/Secretariat	5 May	10:00 – 12:00
HSSC Chair Group	5 May	14:00 – 16:00
HSSC-17 Plenary Sessions 1 and 2	6 May	09:00 – 12:00 13:30 – 17:00
HSSC-17 Plenary Session 3 and 4	7 May	09:00 – 12:00 13:30 – 17:00
HSSC-17 Plenary Session 5 and 6	8 May	09:00 – 12:00 13:30 – 17:00
HSSC Chair Group	9 May	09:00 – 11:00

Participants are advised to plan their travel arrangements accordingly.

¹ Central Europe Standard Time.

New IHO Portal

3. As announced by IHO circular letter (Reference C), The new IHO Portal will become fully operational from 6 January 2025. From now on, all information related to HSSC17 (logistic, information, documents, registration) will only be made available through the IHO Portal. All delegates are reminded that an individual IHO Portal account will be necessary to access the HSSC section of the IHO portal.

4. To facilitate the transition from the IHO website to this new portal, the current HSSC webpages (basic documents, past meetings) will be maintained as is during the transition period, until end of March 2025. From 31 March 2025 onwards, HSSC Chair Team will exclusively use the new IHO Portal.

Registration – Logistic Information

5. All delegates intending to participate in HSSC-17 are invited to register through [the IHO Portal](#) **no later than 21 March 2025**.

6. Ad-hoc logistic information from our meeting host is provided in Annex (**Annex A**). In the meantime, those delegates who need invitation letters to facilitate their visa requirements are kindly invited to contact the HSSC Secretariat (adcs@iho.int). 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.

HSSC Chair Group meetings

7. As indicated in paragraph 2, the plenary meeting sessions will be preceded by a HSSC Chair Group meeting on Monday 5 May. A follow-up meeting of the Chair Group is also planned on Friday 9 May. These meetings will have a special focus on proposals to be submitted to the 9th meeting of the Council.

8. In addition to the HSSC Chair and Vice-Chair, these Chair Group meetings will comprise of the Chairs of HSSC Working Groups (WGs), the Chairs of the Project Teams and the HSSC Secretary and Assistant Secretary. If an HSSC WG/PT Chair 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-16

9. The current status of actions arising from HSSC-16 (Reference B), is available on the [HSSC-17 document section on the IHO Portal](#).

HSSC-17 Draft Agenda and Timetable

10. A draft provisional HSSC-17 agenda and timetable is provided in Annex (**Annex B**). Reports and proposals from the working groups and project teams will need to be focused on top priority items related to the execution of the S-100 implementation Roadmap. Objectives and Actions for meeting

the various deadlines will need to be highlighted in the reports and accompanied by a (low/medium/high) risk assessment².

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 21 March 2025**. A revised draft agenda and timetable will be prepared and posted on the IHO Portal ([HSSC-17 section](#)) subsequently.

HSSC-17 Deadlines

12. Documents intended for consideration at HSSC-17 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 ad-hoc template available on the IHO Portal and additional comprehensive documents if appropriate (proposals to be endorsed for instance).

	Submission Deadline
<p><u>Papers in support of Agenda items</u></p> <p>(including reports/presentations from WG Chairs and new work programme items proposals)</p>	<p>No later than 21 March 2025 (7 weeks before commencement of the meeting)</p>
<p><u>Papers providing comments or proposed amendments to proposals contained in meeting papers</u></p> <p><u>Reports from IGO/NGOs³</u></p>	<p>No later than 11 April 2025 (3 weeks before commencement of the meeting)</p>

13. To ensure that all Member States and Observers are able to consider the issues/items in advance, the Chair and Secretary will strictly enforce the above deadlines. Only in the most exceptional circumstances will late papers/reports be considered for adoption in the agenda. Otherwise, late submissions will be handled by correspondence or postponed to the following HSSC meeting.

14. The consolidated⁴ HSSC Work Plan for 2024-25 (dated 30 July 2024) 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 in the frame of the HSSC 2025-26 Work Plan for endorsement or approval at HSSC-17.

15. All documents will be posted on the HSSC-17 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.

² As presented by the S-100WG Chair at HSSC-16 in 2024.

³ Proposals for new work items must be submitted 7 weeks in advance. Ordinary reports 3 weeks.

Miscellaneous

16. The current list of HSSC Members and Expert Contributors is kept up-to-date on the IHO Portal. Any changes to the current list of HSSC contacts should be forwarded to the HSSC Secretariat (adcs@iho.int) at the earliest opportunity.

17. According to previous discussions (Reference C, HSSC16/121 refers), HSSC-18 is planned to be hosted in Poland (Gdansk) in 2026⁵. Poland is kindly invited to confirm their generous offers for hosting these meetings, as well as the dates and venues, **at HSSC-17**. Besides, proposals for hosting subsequent HSSC meetings are welcomed at any time, preferably **no later than 21 March 2025**.

On behalf of the Secretary-General

Yours sincerely,



Dr John NYBERG
Director

Annex:

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

- A. HSSC-17 Logistic information (courtesy of the Norwegian Hydrographic Service),
- B. Draft Agenda and Timetable.

Distribution:

IHO Member States

HSSC Chair and Vice-Chair, IRCC Chair

HSSC Working Groups and Project Teams Chairs and Vice-Chairs

Other HSSC Contacts

⁵ Tentative dates for A-4 : 20 – 24 April 2026.

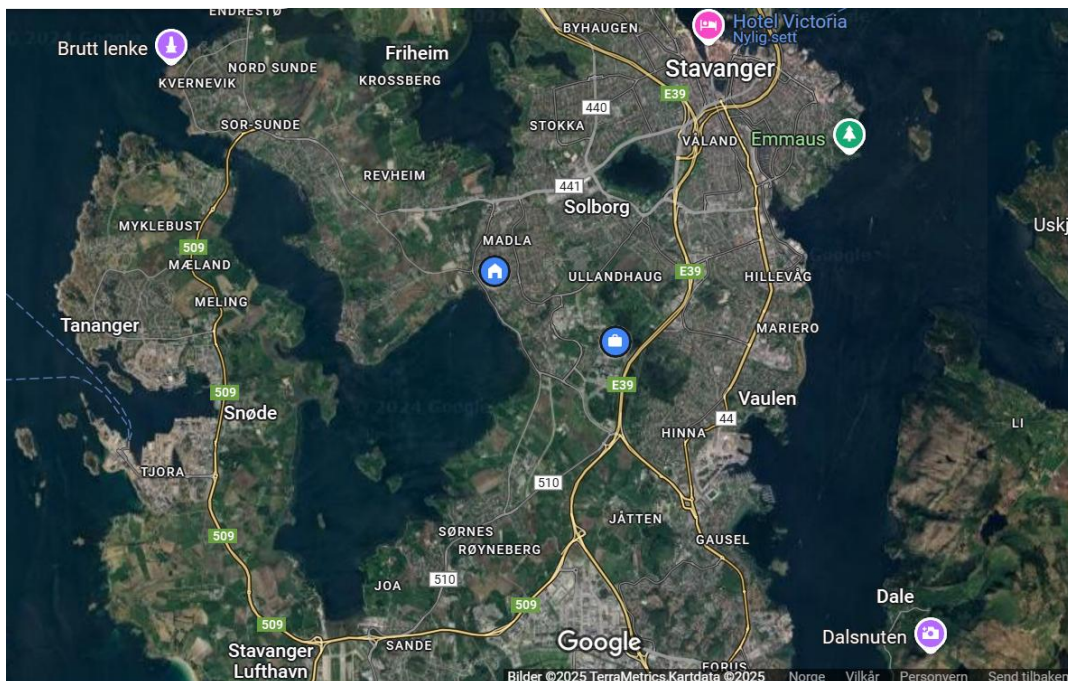
17th HSSC Meeting

5 - 9 May 2025, Stavanger, Norway

LOGISTICS INFORMATION

Venue

The HSSC17 meeting will take place at the historic Victoria Hotel, Skansegata 1, Stavanger, Norway from 5 to 9 May 2025 (<https://www.hotel-victoria.no/>).



Accommodation

Participants are expected to make their own reservations directly to the hotel of choice. Next to the Victoria hotel, there are many other hotels within walking distance.

Transportation

Stavanger has an international airport with several direct flights to Europe. With 4-5 flights a day, transfers via Amsterdam (KLM), Copenhagen (SAS) or Frankfurt (Lufthansa) are popular, in addition to transfer via Oslo.

List of all direct flights available here: <https://avinor.no/en/airport/stavanger-airport/>

To and From Stavanger Airport

<https://avinor.no/en/airport/stavanger-airport/to-and-from-the-airport/bus-and-taxi/bus>

Bus: There is a bus service ("flybussen") from Stavanger Airport to Stavanger city center (25-30 minutes). The bus leaves every 15 minutes with two alternating routes, both ending up in the city center: <https://www.flybussen.no/en/airports/stavanger-airport>

Buying your tickets on the website is cheaper than buying them on the bus.

Taxi: Taxis are available at the airport. Typical fares at day time are 600 NOK to Stavanger city center.

The best way to buy regular bus tickets is to download the app for your smart phone and pay by credit card. See more information and other options here:

<https://www.kolumbus.no/en/travel/apps/ticket-app-kolumbus-billett/>

<https://www.kolumbus.no/en/>

Ticket valid for 7 days: 310 NOK. (Also valid on the trains and express ferries in the area)

<https://www.kolumbus.no/en/tickets/-prices-and-products/7-day-ticket/>

One-way tickets are currently 45 NOK, and tickets valid for 24 hours cost from 120 NOK.

Weather

In early May, weather conditions may vary substantially with average temperatures around 8-10°C. Stavanger has a maritime climate and is geographically located at 59 degrees Northern latitude. You must be prepared for wind and rain, but hopefully the weather will be nice.

Weather forecasts are available here:

<https://www.yr.no/en/forecast/daily-table/1-15183/Norway/Rogaland/Stavanger/Stavanger>

Official Language

The official language is Norwegian. Most Norwegians understand and speak English. At the airport bus information is normally given in English as well. Everyone working in hotels, bars and restaurants speaks English, and most places will have menus in English.

Tourist Information

The first traces of settlement in the Stavanger region come from the days when the ice retreated after the last ice age c. 10,000 years ago. A number of historians have argued convincingly that North-Jæren (Stavanger area) was an economic and military centre as far back as the 9th and 10th centuries with the consolidation of the nation by Harald Fair Hair at the Battle of Hafsfjord around 872. Stavanger grew into a center of church administration and an important south-west coast market town around 1100–1300. Today, Stavanger is the fourth city, the third metropolitan area of Norway, the oil and gas / energy capital of Scandinavia and celebrates its 900 year anniversary in 2025.

In the city centre of Stavanger, you find museums reflecting both the modern Stavanger at the Norwegian Petroleum Museum and its history at the Norwegian Canning Museum, the Archaeological Museum and the Maritime Museum. A walk through Old Stavanger which is Europe's best preserved wooden house settlement with more than 170 white wooden houses, is recommended. An iconic street is "the street of colours", Øvre Holmegate, with cafes and bars. Walking in and around the city, make sure to look around for some of the street art that pops up every year.

Just outside of Stavanger centre you can explore scenic landmarks such as Sola beach (close to the airport) and Hafrsfjord with the monument Swords in Rock (commemorating the Battle of Hafrsfjord from 872). If you stay for longer, you may enjoy a cruise to the Lysefjord or climb the famous cliff Preikestolen (The Pulpit Rock). Please note that the weather conditions in the mountains can change quickly. You should bring suitable clothes and shoes if you plan to go hiking.

For more information see also:

<https://www.visitnorway.com/places-to-go/fjord-norway/the-stavanger-region/>

Travel Documents & Visa

You can check the required travel documents by country here:

<https://www.udi.no/en/want-to-apply/visit-and-holiday/>

Electrical Power

The Norwegian standard is 220 volts. We use the continental European standard socket.



Currency

The currency in Norway is Norwegian kroner (NOK). The Norwegian Krone has lost quite a bit of its value against Euro and Dollar, therefore Norway is (relatively) less expensive than it used to be.

Norwegians use debit or credit cards for almost all transactions and use less and less cash. Cash machines ("minibank") are still found everywhere. Visa and Mastercards are accepted almost everywhere. Some grocery shops or supermarkets do not accept foreign credit cards but will take debit cards.

Point of Contact (Norwegian Hydrographic Service)

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17th HSSC Meeting**5 - 9 May 2025, Stavanger, Norway****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-17 List of Documents to check the latest version of the documents. **HSSC17-XX Rev n** means that a new version of document **HSSC17-XX** has been made available but that it does not affect the draft agenda and timetable.

Monday 5 May (UTC+1, CEST)	HSSC-17 PREPARATION and HSSC-17 CHAIR GROUP MEETINGS
1000 - 1200	<i>Special Preparation Meeting (NHS, 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 May (UTC+1, CEST)	HSSC-17 – PLENARY SESSION 1
0900	Opening Ceremony and Welcome Address
0915	1. Opening and Administrative Arrangements (Chair/IHO Director/Host) <i>Docs: HSSC17-01A List of Documents (IHO Sec.)</i> <i>HSSC17-01B List of Participants (IHO Sec.)</i> <i>HSSC17-01C HSSC Contact List (IHO Sec.)</i> <i>HSSC17-01D TORs for HSSC and related Working Groups and PTs (IHO Sec.)</i> <i>Objectives of the meeting</i>
0920	2. Approval of Agenda <i>Doc: HSSC17-02A Agenda and Timetable (IHO Sec.)</i>

0930	<p>3. Matters arising from the 15th HSSC Meeting</p> <p><i>Docs: HSSC17-03A HSSC-16 Action List Status Update (IHO Sec.)</i></p> <p><i>Pending actions to be considered under relevant agenda items in general.</i></p>
0945	<p>4. HSSC Administration</p> <p><i>Docs: HSSC17-04.1A General overview of the outcome of C-8 affecting HSSC (HSSC Chair/Secretary)</i></p>
1000	<p>4. HSSC Administration (cont.)</p> <p><i>Docs: HSSC17-04.2A IHO Strategic Plan 2021-2026, Strategic Performance Indicators allocated to HSSC. Report (HSSC Vice-Chair)</i></p> <p><i>HSSC17-04.3A Draft IHO Strategic Plan 2027-2032 to be submitted to C-9 and adopted at A-4. HSSC inputs. (HSSC Chair/Secretary)</i></p>
1030 - 1100	<p>Group Photo - Coffee Break</p>
1100	<p>4. HSSC Administration (cont.)</p> <p><i>Docs: HSSC17-04.3A 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>HSSC17-04.4A Report and Recommendations of the S-100 Infrastructure Centre Establishment Project Team (PT Chair/HSSC Chair/Secretary)</i></p>

1200 - 1330	Lunch Break HSSC-17 – PLENARY SESSION 2
1330	4. HSSC Administration (cont.) <i>HSSC17-04.5A Report and Recommendations of the S-100 Security Scheme Project Team (S-100 SS PT Chair)</i>
	5. Reports by HSSC Working Groups
1400	5.1 S-100 (S-100WG) <i>Docs: HSSC17-05.1A Report and Recommendations of S-100WG (S-100WG Chair)</i> <i>HSSC17-05.1B Report on S-100 Registry Management (S-100WG Chair/IHO Sec.)</i> <i>HSSC17-05.1C Report of the S-101 Project Team (S-101PT Chair)</i> <i>HSSC17-05.5B Report of ISO 9001 Cell Report (DQWG)</i> <i>Docs: HSSC17-05.1D Report of the S-102 Bathymetric Surface Project Team (S-102PT Rep.)</i> <i>HSSC17-05.1E Report of S-121 and S-129</i> <i>HSSC17-05.1F Update of the Dual-Fuel Concept for S-100 ECDIS, Annex 4 of the S-100 Roadmap (S-100WG Chair)</i>
1500 - 1530	Coffee Break
1530	5.2 ENC Standards Maintenance (ENCWG) <i>Doc: HSSC17-05.2A Report and Recommendations of ENCWG (ENCWG Chair)</i>
1600	5.2 ENC Standards Maintenance (ENCWG) (cont.) <i>Doc: HSSC17-05.2B Report and Recommendations of the ECS Project Team (ECS Chair)</i>
1630	5.3 Hydrographic Surveys Working Group (HSWG) <i>Doc: HSSC17-05.3A Report and Recommendations of the HSWG (HSWG Chair)</i>
1700	END OF HSSC-17 PLENARY SESSIONS 1 & 2
TBD	RECEPTION

Wednesday 7 May (UTC+1, CEST)	HSSC-17 – PLENARY SESSION 3
0900	5.4 Tides, Water Level and Currents (TWCWG) <i>Doc: HSSC17-05.4A Report and Recommendations of TWCWG (TWCWG Chair)</i>
0940	5.5 Nautical Information Provision (NIPWG) <i>Doc: HSSC17-05.5A Report and Recommendations of NIPWG (NIPWG Chair)</i>
1030 - 1100	Coffee Break
1100	5.6 Nautical Cartography (NCWG) <i>Docs: HSSC17-05.6A Report and Recommendations of NCWG (NCWG Chair)</i>
1140	5.7 Hydrographic Dictionary (HDCG) <i>Doc: HSSC17-05.7A Report and Recommendations of HDCG (HDCG Chair)</i>
1200 - 1330	END OF HSSC-17 PLENARY SESSION 3 Lunch Break HSSC-17 PLENARY SESSION 4
1330	5.8 Data Quality (DQWG) <i>Docs: HSSC17-05.8A Report and Recommendations of DQWG (DQWG Chair)</i>
1400	5.9 Maritime Autonomous Surface Ships (MASS) Navigation (MASS PT) <i>Doc: HSSC17-05.9A Report and Recommendations of the MASS PT (MASS PT Chair)</i>

1430	<p>5.10 Polygonal Demarcation of Global Sea Areas (S-130 PT)</p> <p><i>Doc: HSSC17-05.10A Report and Recommendations of the S-130 PT (S-130 PT Chair)</i></p>
1500 - 1530	Coffee Break
1530	<p>6. Inter-Organizational Bodies</p> <p>6.1 IHO-IAG Advisory Board on the Law Of the Sea (ABLOS)</p> <p><i>Doc: HSSC17-06.1A Report and Recommendations of ABLOS (ABLOS Chair)</i></p>
1600	<p>7. Decisions of other bodies affecting HSSC</p> <p>7.1 IRCC (incl. MSDIWG)</p> <p><i>Docs: HSSC17-07.1A IRCC activities affecting HSSC (including MSDI, WEND-100 Principles) (IRCC Chair)</i></p>
1630	<p>7.2 IMO</p> <p><i>Doc: HSSC17-07.2A Report on IMO activities affecting HSSC (including engagement for the S-100 implementation roadmap) – (IHO Sec.)</i></p> <p><i>HSSC17-07.2B Report an views from the IMO on IHO matters, S-100 implementation in particular (IMO Rep.)</i></p>
1700	END OF HSSC-17 PLENARY SESSION 4

Thursday 8 May (UTC+1, CEST)	HSSC-17 PLENARY SESSION 5
0900	<p>7. Decisions of other bodies affecting HSSC (cont.)</p> <p>7.3 IALA</p> <p><i>Doc: HSSC17-07.3A IALA activities affecting HSSC – Joint IALA-IHO Seminar (IALA)</i></p>
0930	<p>7.4 IEC</p> <p><i>Doc: HSSC17-07.4A IEC activities affecting HSSC (IEC)</i></p>
1000	<p>7.5 CIRM</p> <p><i>Doc: HSSC17-07.5A CIRM activities affecting HSSC (CIRM)</i></p>
1030	<p>7.6 ISO</p> <p><i>Doc: HSSC17-07.6A ISO activities affecting HSSC (CIRM)</i></p>
1030 - 1100	<p>Coffee Break</p>
1100	<p>7.7 OGC</p> <p><i>Doc: HSSC17-07.7A OGC activities affecting HSSC (IHO Sec.)</i></p>
1130	<p>7.8 DGIWG and NATO</p> <p><i>Doc: HSSC17-07.8Aa Report from DGIWG on activities affecting HSSC</i> <i>HSSC17-07.8Ab Report NATO GMWG Technical Panel</i></p>

1200 - 1330	END OF HSSC-17 PLENARY SESSION 5 Lunch Break HSSC-17 PLENARY SESSION 6
1330	7.10 ICPC <i>Doc: HSSC17-07.10A Report on ICPC activities affecting HSSC (ICPC).</i>
1400	7.11 RENCs <i>Underlying topic: what could the RENC's role be in the coming S-100 distribution chain?</i> <i>Doc: HSSC17-07.11A IC-ENC activities in support of the S-100 Implementation Roadmap, concerns and recommendations</i> <i>HSSC17-07.11B PRIMAR activities in support of the S-100 Implementation Roadmap, concerns and recommendations</i>
1500 - 1530	Coffee Break
1530	8. Review and Endorsement of HSSC Work Plan 2024-25 and List of Decisions and Actions from HSSC-16 <i>Doc: HSSC17-08A HSSC Work Plan 2023-24 (IHO Sec.)</i>
1630	9. Any Other Business
1640	10. Date & Location of the next meetings HSSC-18: May 2026 – Gdansk, Poland (<i>to be confirmed</i>) HSSC-19: <i>TBD</i>
1645	11. Conclusions - Closure of the Meeting
1700	END OF HSSC-17 PLENARY SESSION 6

Friday 9 May (UTC+1, CEST)	HSSC-17 CHAIR GROUP MEETING
0900 - 1130	HSSC Chair Group Meeting <i>Debriefing, Consolidation of Decisions & Actions, Conclusions, Way forward.</i>
1130	END OF HSSC-17