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CIRCULAR LETTER 63/2026
30 October 2026

SECONDMENT OPPORTUNITY TO THE IHO -
IHO LIAISON OFFICER TO THE INTERNATIONAL MARITIME ORGANIZATION (IMO)

CALL FOR NOMINATIONS

References:
A. IHO Resolution 3/1987 as amended (T4.2) – Secondment of personnel from Member States to the IHO Secretariat
B. IHO Council Document C10-07.1.2A – Strengthening IHO Engagement at the IMO: Options for a Coordination Mechanism (submitted by Indonesia)
C. Decision C10/027 of the 10th Meeting of the IHO Council (C-10), Monaco, 13-15 October 2026

Dear Hydrographer,

1. The IHO holds observer status at the International Maritime Organization (IMO) and engages across several of its bodies, including the Maritime Safety Committee (MSC), the Sub-Committee on Navigation, Communications and Search and Rescue (NCSR) and the Facilitation Committee (FAL). The scope of IMO work relevant to the IHO has expanded substantially, notably with the implementation of S-100 based products and services under the SOLAS e-navigation framework. IHO engagement at the IMO is currently carried out by the IHO Secretariat alongside a range of other responsibilities, and there is no organizational mechanism to comprehensively monitor the full scope of relevant IMO activity or to develop coordinated positions for Member State use.

2. The 10th Meeting of the IHO Council (C-10), held in Monaco from 13 to 15 October 2026, considered a proposal from Indonesia setting out options for strengthening IHO engagement at the IMO (Reference B) and selected Option A: the secondment of a full-time IHO Liaison Officer to the IMO, provided by a Member State or a Regional ENC Coordination Centre (RENC), working under the direction of the Director of Technology (Reference C).

3. Member States and RENCs are therefore invited to nominate suitably qualified candidates for the position of IHO Liaison Officer to the IMO. The job description is provided in Annex A.

4. The main terms of the secondment are as follows:

a. **Basis**: the secondment will be arranged under the general terms of IHO Resolution 3/1987 as amended (Reference A). For a nomination by a RENC, an equivalent arrangement will be concluded on the same terms;
b. **Duty location**: the Liaison Officer may be based at the IHO Secretariat in Monaco or may work remotely;
c. **Travel**: the nominating organization will cover all travel costs. For a remotely based officer, this includes travel to Monaco for approximately one week every two months. In all cases, it should include frequent travel to London for IMO meetings and engagement, often at short notice;

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d. **Funding**: in accordance with paragraph 11 of Resolution 3/1987, the nominating organization will be responsible for the officer's salary, allowances, social security and other entitlements and, for an officer based in Monaco, relocation and visa arrangements. The secondment will be at no cost to the IHO budget;
e. **Duration**: an initial period of one year, renewable by agreement (Resolution 3/1987, paragraph 3). Given the IMO meeting cycle, a commitment of at least two years is strongly preferred;
f. **Status**: the Liaison Officer will be placed under the authority of the Secretary-General and the supervision of the Director of Technology, will act wholly in the interests of the Organization, and will not request or accept instructions from any government or authority outside the IHO Secretariat (Resolution 3/1987, paragraph 6);
g. **Start date**: the Liaison Officer should take up duties as early as possible in 2027, ideally in time to prepare for NCSR14.

5. Nominations should include: a letter from the nominating Member State or RENC confirming its support and its acceptance of the funding and travel obligations in paragraph 4; a detailed curriculum vitae; a letter of motivation from the candidate addressing the responsibilities and requirements in Annex A; and the proposed duty location (Monaco or remote) and earliest availability.

6. Nominations should be submitted to the IHO Secretariat (cl-lc@iho.int) **no later than 15 December 2026**. In accordance with paragraph 5 of Resolution 3/1987, the Secretary-General will determine the suitability of the nominees, in consultation with the Director of Technology, and will inform Member States of the outcome.

7. Option A also provides for a Correspondence Group of interested Member States, open to all, which will collaborate with the Liaison Officer'-, provide guidance and act as the channel through which coordinated positions are introduced at the IMO. Member States wishing to take part are invited to send the name and contact details of their point of contact to the IHO Secretariat (cl-lc@iho.int) by the same date. Member States with delegations active at the IMO are particularly encouraged to take part.

8. Enquiries about the position may be addressed to the Director of Technology (dtech@iho.int).

Yours sincerely,



Rear Admiral Luigi Sinapi
IHO Secretary-General

Annex: Job description – IHO Liaison Officer to the IMO

JOB DESCRIPTION

Position:	IHO Liaison Officer to the International Maritime Organization (seconded)
Reporting to:	Director of Technology (DTECH)
Duty station:	IHO Secretariat, Monaco, or remote, with regular presence in Monaco and London
Duration:	Initial period of one year, renewable; a commitment of at least two years is preferred

PURPOSE OF THE POSITION

The Liaison Officer strengthens the IHO's engagement at the IMO by monitoring IMO work relevant to the IHO, preparing IHO positions and supporting Member States in taking those positions forward. The Liaison Officer works under the direction of the Director of Technology and reports regularly to a Correspondence Group of interested Member States.

RESPONSIBILITIES

- Represent the IHO at sessions of IMO bodies, in particular MSC, NCSR and FAL and, as required, TC, PPR, LEG and their working and correspondence groups, within the IHO's area of competence and under the direction of the Director of Technology.
- Review documents submitted to IMO bodies, including NCSR, MSC, FAL and other relevant committees and sub-committees, identify matters affecting IHO interests and recommend IHO responses.
- Draft IHO position papers, submissions and information documents for the IMO, and briefing notes for the Director of Technology and the Correspondence Group.
- Prepare draft working papers that interested Member States can introduce or co-sponsor at the IMO.
- Keep up to date with current IHO technical work, including S-100 product specifications and implementation and the distribution of S-100 data and services, working with the HSSC, the IRCC and their working groups to ensure technical accuracy.
- Report regularly to the Correspondence Group of interested Member States and maintain a record of relevant IMO decisions and outstanding actions.
- Liaise with the IMO Secretariat and with partner organizations in the S-100 framework, including IALA, WMO and IEC, on matters before the IMO.
- Travel frequently to London, including at short notice, and, if working remotely, to Monaco for approximately one week every two months.

PROFESSIONAL REQUIREMENTS

Knowledge and experience

- Significant experience in a national hydrographic office, maritime administration or related government service.
- Sound knowledge of S-100 and its implementation, ENCs and ECDIS, and the SOLAS framework for nautical charts and e-navigation.
- Sound understanding of how S-100 products and services may be distributed from hydrographic offices to mariners and other users of S-100 information.
- Experience of IMO meetings and procedures, in particular NCSR or MSC, is desirable.

Skills

- Excellent drafting skills in English, including for formal submissions; a working knowledge of French or Spanish is an advantage.
- Ability to represent the Organization with diplomacy and sound judgement, and to work effectively with Member State delegations and partner organizations.
- Ability to work independently, including remotely, and to manage competing deadlines in the IMO meeting cycle.

Other

- Able to travel to London at short notice. The nominating organization is responsible for any travel documents and visas required.