THIS CIRCULAR LETTER REQUIRES YOU TO VOTE

IHO File No S3/8152/A-2

CIRCULAR LETTER 65/2026
30 October 2026

MEMORANDUM OF UNDERSTANDING BETWEEN THE INTERNATIONAL HYDROGRAPHIC ORGANIZATION (IHO) AND THE INTERNATIONAL CENTRE FOR ENCs (IC-ENC)

CALL FOR APPROVAL

References:
A. IHO Council Document C10-07.2.5A - IHO and IC-ENC proposed Memorandum of Understanding (submitted by the IHO Secretariat and IC-ENC)
B. Decision C10/083 of the 10th Meeting of the IHO Council (C-10), Monaco, 13-15 October 2026
C. Letter of Intent between the IHO and IC-ENC, signed 21 April 2026
D. IHO Resolution 5/1957 as amended (T1.2) – IHO relations with other organizations
E. Secretary-General's Finance Report to the 4th Session of the IHO Assembly (A-4)

Dear Hydrographer,

1. The International Centre for ENCs (IC-ENC) is a Regional ENC Coordination Centre (RENC) whose Members are national hydrographic offices of over 50 IHO Member States, operated on their behalf by the United Kingdom Hydrographic Office. In recent years the IHO Secretariat has drawn on IC-ENC support for a range of activities in line with the IHO Strategic Plan and Work Programme, funded principally through the IC-ENC Activity Fund, to which IC-ENC Members contribute a portion of their ENC revenue. Examples include:

a. Standards and product specifications: development, finalization and extension of S-98 (Interoperability), and updates to S-122, S-97, S-412 and the TWCWG S-104 and S-111 Product Specifications;
b. Test datasets and validation: S-164 test datasets for S-100 ECDIS, S-101 Edition 2.0.0 and S-158 test datasets, S-100 validation checks and S-58 critical error test datasets;
c. Legal and data protection: legal advice and contract drafting for the IHO S-100 Security Scheme, and API services for IHO Data Protection Participants;
d. Training and capacity development: regional ENC conversion training, ENC QA, conversion and S-101 validation workshops in the MBSHC region, S-104 tides and water levels training in the MACHC region, and S-101 ENC production training

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2. Both organizations have concluded that these arrangements now require a formal basis, as referenced in the Secretary-General's Finance Report to the 4th Session of the IHO Assembly (Reference E). On 21 April 2026, a Letter of Intent was signed by the IHO Secretary-General, the IC-ENC Vice Chair and the UK National Hydrographer as IC-ENC Operator (Reference C). A draft Memorandum of Understanding (MoU) was then developed jointly and was endorsed by IC-ENC Members at the IC-ENC Steering Committee in June 2026.

3. The 10th Meeting of the IHO Council (C-10), held in Monaco from 13 to 15 October 2026, considered the draft MoU (Reference A), endorsed it and, in accordance with Resolution 5/1957 as amended (Reference D), decided to seek the approval of IHO Member States by correspondence (Reference B). The draft MoU, as endorsed by the Council, is provided in Annex A. Minor editorial corrections have since been made to the text considered by the Council; these do not affect its substance.

4. The main provisions of the MoU are summarized below:

a. **Nature of the arrangement**: the MoU is a non-binding framework that expresses the intentions of the Participants and creates no legally binding rights or obligations for either Participant or their States. Projects undertaken under the MoU shall deliver benefits consistent with the strategic intent of both the IHO and IC-ENC;
b. **Scope**: standards development, validation checks, test datasets, training and capacity development, operational assistance, human resources/workforce, technical infrastructure, and hardware and software;
c. **Methodology**: Collaboration Project proposals originate from IHO Committees, Working Groups, Project Teams, Regional Hydrographic Commissions or the IHO Infrastructure Centre; are coordinated through the IHO Secretariat; are described jointly (rationale, activities, budget and expected benefits) using the agreed Collaboration Proposal Form; and must be approved by both Participants, in accordance with the financial approval tiers, before work begins;
d. **Financial arrangements**: resources are drawn from the IC-ENC Work Plan and Budget (typically for medium and long-term items) and the IC-ENC Activity Fund (typically for short, discrete items). The IHO Secretariat is responsible for any third-party procurement, contracting and acceptance. Intellectual property is determined project by project; the MoU itself transfers no intellectual property rights;
e. **Governance and reporting**: an annual joint report on financial and operational aspects, including return on investment and benefits realized, is provided to the IHO Council and to the IC-ENC Steering Committee. Collaboration activities fall within the financial audit processes of both organizations, and reciprocal observer participation is provided for, with IC-ENC participation in IHO bodies taking place in accordance with their Terms of Reference and Rules of Procedure. Disputes are resolved by consultation and, if unresolved after 30 days, referred to the IHO Secretary-General and the IC-ENC Chair;
f. **Duration**: the MoU enters into force on the date of last signature and remains in force until replaced or terminated and is subject to periodic review. Amendments require the written consent of both Participants; termination requires 90 days'

written notice, with ongoing projects reviewed jointly;

g. **Operational annexes and points of contact**: the IHO/IC-ENC Collaboration Proposal Form and the Collaboration Process document may be updated, and new Annexes developed, in the light of experience by agreement of both Participants, acting for the IHO through the Secretary-General; any such updates will be reported to the Council in the annual joint report. The points of contact are the IHO Director of Technology and the IC-ENC General Manager.

5. Upon approval by Member States, the MoU will be signed by the IHO Secretary-General, the IC-ENC Chair and the UK National Hydrographer as IC-ENC Operator. The results of the vote will be reported by Circular Letter. Once the MoU is in force, Collaboration Projects will be proposed, approved and tracked under its provisions, with joint annual reporting to the Council. As all Collaboration Projects originate from IHO bodies and require IHO approval, work under the MoU remains driven by the requirements of the Organization. Approval of the MoU by Member States will also constitute approval, for the purposes of Article XIV (b) of the Convention, of the receipt by the IHO of IC-ENC funds under its provisions.

6. Member States are invited to consider the endorsement of the IHO Council and to indicate whether they approve the MoU provided in Annex A **no later than 15 December 2026**. Votes should be submitted preferably using the IHO Online Form System at the following link: https://IHO.formstack.com/forms/cl_65_2026, or by e-mail to cl-lc@iho.int using the Voting Form in Annex B. In accordance with Article IX (f) of the Convention, the MoU will be approved if it receives a majority of the votes cast, with the number of affirmative votes being at least one-third of all Member States.

7. The IHO Secretariat would like to express its appreciation to the IC-ENC Members, the IC-ENC Steering Committee and the United Kingdom Hydrographic Office, as IC-ENC Operator, for their continued support of the IHO's role and objectives.

Yours sincerely,



Rear Admiral Luigi Sinapi
IHO Secretary-General

Annexes:

A. Draft IHO/IC-ENC Memorandum of Understanding (as endorsed by C-10)

B. Voting Form

IHO Online Form System link: https://IHO.formstack.com/forms/cl_65_2026>

DRAFT MEMORANDUM OF UNDERSTANDING BETWEEN THE INTERNATIONAL HYDROGRAPHIC ORGANIZATION AND THE INTERNATIONAL CENTRE FOR ENCs (IC-ENC)

between

THE INTERNATIONAL HYDROGRAPHIC ORGANIZATION

and

THE INTERNATIONAL CENTRE FOR ELECTRONIC NAVIGATIONAL CHARTS

each a “Participant” and together “the Participants”

1. INTRODUCTION

The International Hydrographic Organization

1.1. The International Hydrographic Organization is an intergovernmental consultative and technical organization that was established in 1921 to support safety of navigation and the protection of the marine environment.

1.2. The object of the Organization, as set out in Article II of the Convention on the International Hydrographic Organization, is:

1.2.1. To promote the use of hydrography for the safety of navigation and all other marine purposes and to raise global awareness of the importance of hydrography;

1.2.2. To improve global coverage, availability and quality of hydrographic data, information, products and services and to facilitate access to such data, information, products and services;

1.2.3. To improve global hydrographic capability, capacity, training, science and techniques;

1.2.4. To establish and enhance the development of international standards for hydrographic data, information, products, services and techniques and to achieve the greatest possible uniformity in the use of these standards;

1.2.5. To give authoritative and timely guidance on all hydrographic matters to States and international organizations;

1.2.6. To facilitate coordination of hydrographic activities among the Member States; and

1.2.7. To enhance cooperation on hydrographic activities among States on a regional basis.

The International Centre for Electronic Navigational Charts

1.3. The International Centre for Electronic Navigational Charts is a Regional ENC Coordination Centre (RENC), as envisaged under the IHO’s Worldwide Electronic Navigational Chart Database (WEND) Principles. It is operated by the United Kingdom Hydrographic Office, with a Headquarters in the United Kingdom and a network of regional offices across the globe. IC-ENC works multilaterally with Hydrographic Offices (its Members) to provide ENC and S-100 support services.

1.4. This MOU has been entered into in the spirit of collaboration recognising the benefits of coordinated working between the Participants to support the development and implementation of hydrographic and e-navigation standards, strengthen capacity development, and improve the effectiveness and consistency of services delivered to Member States and stakeholders.

1.5. IC-ENC Members have endorsed IC-ENC Policy “IC-ENC & IHO (including RHCs) collaboration”. This policy provides the authority on which to base IHO/IC-ENC collaboration activities, and to allocate financial and operational resources administered by IC-ENC.

2. DEFINITIONS

2.1. In this MOU, the following expressions have the meanings set out below:

“Annex/Annexes” means the annexes to the MOU;

“Collaboration Project” means a specific activity or work package agreed by the Participants under this MOU (including any work delivered by a Third Party supplier), with defined scope, outputs/deliverables, timetable, governance and budget/funding arrangements;

“Collaboration Project Documents” means the documents agreed for a Collaboration Project, which may include (without limitation) the Collaboration Proposal, any statement of work/specification, acceptance criteria, project plan, progress reports, meeting minutes/decision logs, and any final report or deliverables handover notes;

“Collaboration Proposal” means the written project proposal submitted and agreed using the Collaboration Proposal form/template in the Annexes, describing (as applicable) the rationale, scope, tasks, deliverables, roles/responsibilities, timetable, budget/funding route, and any agreed arrangements for intellectual property and liabilities;

“IC-ENC” means the International Centre for Electronic Navigational Charts;

“IHO” means the International Hydrographic Organization;

“MOU” means this Memorandum of Understanding; and

“Third Party” means any organisation or person that is not a Participant (including suppliers/contractors) engaged to support or deliver a Collaboration Project.

3. SCOPE AND PURPOSE

3.1. This MOU provides a framework for collaboration and joint activities to advance hydrography, ensure safe navigation, and support sustainable marine management. It expresses the intentions of the Participants, does not represent a legally binding commitment under international or national law and creates no legally binding rights or obligations for the Participants or any participating State of either Participant.

3.2. IHO and IC-ENC agree to co-operate on projects of common and mutual interest, within the scope of both Participants’ Strategic Objectives. The extant IHO Strategic Plan and the extant IC-ENC Strategic Plan will be used to guide and prioritise project proposals.

3.3. Collaboration and support activities include (but are not limited to) initiatives such as standards development, validation checks, test datasets, training and capacity development, operational assistance, human resources/workforce, technical infrastructure and hardware and software.

3.4. The Annexes to this MOU detail the operational implementation aspects. The Annexes are:

- IHO/IC-ENC Collaboration Proposal Form; and
- IHO/IC-ENC Collaboration Process document.

3.5. The Annexes to this MOU may iterate from time to time, and/or new Annexes to this MOU may be developed, as agreed between the Participants which, once agreed, will form part of this MOU.

4. METHODOLOGY FOR IMPLEMENTING JOINT PROJECTS

4.1. The Participants commit jointly to the following:

4.1.1. Specific Collaboration Projects will be jointly decided upon between the Participants (which, for the IHO, includes the IHO Infrastructure Centre), through mutually defined project descriptions outlining the rationale, the activities, budget, and expected benefits. This will be achieved between the IC-ENC management team and the IHO Secretariat, and approval by both Participants (noting the financial approval tier levels as defined within the latest version of the IC-ENC Policy "IC-ENC & IHO (including RHCs) collaboration") must be in place prior to commencing work.

4.1.2. To promote alignment, proposals from IHO Committees/Working Groups/Project Teams and from Regional Hydrographic Commissions will be co-ordinated via the IHO Secretariat. IHO Director level approval will be in place before any proposal is submitted to IC-ENC.

4.1.3. The IHO Secretariat and IC-ENC Management will use agreed templates for a standardized Collaboration Proposal, the tracking of the Collaboration Project process and reporting to stakeholders (as set out in the Annexes to this MOU).

5. INTELLECTUAL PROPERTY

5.1.1. Intellectual Property Rights and use of outputs by the Participants and any Third Parties will be decided for each Collaboration Proposal and any associated statement of work or deliverables acceptance documentation for the relevant Collaboration Project. This MOU does not itself transfer any intellectual property rights between the Participants.

6. FINANCIAL ARRANGEMENTS

6.1.1. Financial and operational resources administered by IC-ENC are in scope of this MOU. Currently, this is the IC-ENC Work Plan & Budget (typically for items which are medium/long term in nature) and the IC-ENC Activity Fund (typically short, discrete items). Future financial resources administered by IC-ENC may also be in scope subject to approval from the IC-ENC Steering Committee.

6.1.2. The IHO Secretariat will assist the coordination and financial management of projects once jointly approved by the Participants.

6.1.3. IC-ENC will establish and maintain a system to achieve timely transfer of funds to IHO. Transfers of funds from IC-ENC to IHO will be via an invoice. Transactions between IC-ENC and IHO will be in US Dollars (IC-ENC operating currency).

6.1.4. Whilst it is understood that organisational positions may change in the future, once an activity is approved IC-ENC agrees to honour all financial commitments to IHO that have been made, and IHO agrees to honour all delivery requirements.

7. THIRD PARTY PROCUREMENT

7.1.1. If a Third Party supplier contribution is approved, the IHO Secretariat will be responsible for the procurement process, contract, and supplier management and assessing/accepting deliverables.

7.1.2. Therefore, IHO will accept responsibility and liability for deliverables achieved through this method and IC-ENC will have no liability in respect of such deliverables.

8. OBSERVER STATUS

8.1. IHO Secretariat may participate as an Observer at IC-ENC Steering Committee meetings, and at other IC-ENC meetings and events as appropriate. IC-ENC, likewise, may participate as an Observer at relevant IHO fora (Committees, Working Groups, Project Teams, etc.) as appropriate. Participation will be in accordance with the relevant terms of reference.

9. RESOURCING

9.1. IHO Secretariat and IC-ENC will allocate sufficient resource to achieve the purpose of this MOU.

10. REPORTING & AUDIT

10.1. The IHO Council and the IC-ENC Steering Committee will receive transparent and auditable reports on financial and operational aspects of this collaboration at least once per year, prepared jointly by IHO Secretariat and IC-ENC management. Return on investment / benefits realization will be tracked and reported to the IHO Council and the IC-ENC Steering Committee as appropriate (as a minimum at the annual meeting of the IHO Council and the IC-ENC Steering Committee).

10.2. The IHO Council will provide direction, guidance and opinion as required to the IHO Secretariat. The IC-ENC Steering Committee will provide direction, guidance and opinion as required to IC-ENC. The purpose of this is to continue to enhance and develop the spirit of collaboration, and the practical implementation of collaboration activities, as described by this MOU.

10.3. The Participants' collaboration activities will be included within the scope of IC-ENC's and IHO's financial audit process as appropriate.

11. AMENDMENTS

11.1. Amendments to this MOU may be initiated by either Participant at any time and must be confirmed by written consent of both Participants.

12. DURATION, REVIEW & TERMINATION

12.1. This MOU will be in force from the date of last signature until replaced by a subsequent version or terminated.

12.2. This MOU, and the practical implementation of collaboration activities, will be subject to periodic review and improvement based on experience and IC-ENC Steering Committee & IHO Council guidance.

12.3. This MOU may be terminated on 90 days written notice by a Participant. In the event this MOU is terminated the Collaboration Projects which have already commenced will be reviewed by the Participants and will continue in accordance with paragraph 6.1.4 unless otherwise decided by the Participants.

13. CLAIMS AND LIABILITIES

13.1. Subject to paragraph 7, the Participants' respective responsibilities and liabilities arising from claims in connection with a Collaboration Project will be set out in the Collaboration Proposal and any associated project documentation for the relevant Collaboration Project.

14. DISPUTE RESOLUTION

14.1. In the event of a dispute, the Participants will attempt to resolve it swiftly and in good faith.

14.2. The Participants will resolve all disputes, differences, and questions by means of co-

operation and consultation only, without referral to national or international courts/tribunals.

14.3. The points of contact set out in paragraph 15 for each Participant will meet in person or by video conference to resolve any dispute of which it has been notified.

14.4. If there is failure to resolve any dispute or difference within 30 days of the dispute being raised (or such longer period as is decided by the Participants), the matter will be considered referred to the Secretary-General of the IHO and the Chair of IC-ENC.

15. POINTS OF CONTACT

15.1. The points of contact for each Participant are:

For IHO: IHO Director of Technology Technical

For IC-ENC: IC-ENC General Manager

16. SIGNATORIES

16.1. This MOU is signed on behalf of the Participants by their respective authorised representatives as set out in the IC-ENC Co-operation Arrangement and in the IHO Convention.

For the IHO	**For IC-ENC**	**IC-ENC Operator**
Secretary-General	Chair	UK National Hydrographer
Date:	Date:	Date:

Annex 1 – IHO/IC-ENC Collaboration Proposal Form

IHO Standard Project Proposal Form

Use this form to request and secure funding for an IHO project from PRIMAR, IC-ENC, IHO's own budget, or another funding source. This includes both discrete technical projects and ongoing funded positions (e.g. a fixed-term Project Officer) — for a position, describe the role and term under Summary of Activity and select "Enduring" below. See the IHO Procurement Process document for full guidance.

Reference No.	*[YYYY-IHO-PROP-NN]*	**Date Submitted**	*[dd Month yyyy]*

Section 1 — Proposal Details

Project Title	
Submitted By (Name, Role)	
Technical Point of Contact (manages the work of the project)	*Name, title, email, phone*
Proposed Funding Source(s)	*☐ PRIMAR ☐ IC-ENC ☐ IHO ☐ Other: _____*
Funding Source Consulted	*☐ Yes ☐ No*
Currency	*☐ EUR ☐ USD ☐ KRW (IHOIC account — pre-funded only, see IHO Procurement Process Section 8)*
Payment Structure	*☐ Lump sum on completion ☐ Milestone payments ☐ Periodic instalments — frequency: _____*
Activity Type	*☐ One-off deliverable(s) ☐ Enduring activity / funded position — through [date]*
IHO Portfolio	*☐ Technical Programme and Infrastructure (Director of Technology) ☐ Capacity Development / Coordination (Director of Coordination) ☐ Other: _____*

Summary of Activity

Brief description of the activity and its scope.

Justification and Expected Benefits

Why this activity is needed and what benefits it delivers, and how they will be measured.

Link to IHO Strategic Plan

Which IHO Strategic Plan goal(s) this activity contributes to.

Deliverables and Schedule

Deliverable	Due Date

Estimated Budget

Cost Category	Description	Amount
TOTAL		

Risks to Successful Delivery and Mitigations

Section 2 — Outside Approval (if required). See Appendix 2.

Complete this section if the funding office's own governance requires approval beyond the funding office signature in Section 3 (for example a steering committee, chair, or fund committee).

Outside approval required?	☐ *Yes* ☐ *No*
Approving body	
Reference / decision	
Date approved	

Section 3 — Funding Commitment

To be completed by the authorized representative of the funding office named in Section 1. Signing this section commits that the amount below will be paid to IHO upon satisfactory completion of the project and IHO's invoice — not in advance.

I confirm on behalf of the funding organization named above that funding in the amount and currency specified in Section 1 (_____) is committed to this project and will be paid to the IHO upon satisfactory completion of the project and receipt of invoice, in accordance with the Payment Structure specified in Section 1.

Name		**Title**	
Organization		**Date**	
Signature			

Section 4 — Internal Approval

To be completed by the Portfolio Director (the Director whose portfolio the project falls within, as selected in Section 1), in consultation with the Directing Committee, before the proposal is submitted to the funding office.

Decision	☐ *Approved* ☐ *Approved with conditions* ☐ *Not approved*	**Date**	
Name	[Name] (Portfolio Director)	**Signature**	

Comments

IC-ENC Assessment stage

IC-ENC Assessment	Name:	
	Role:	
	Date:	
Subject assessment	Cross reference between IHO and IC-ENC Strategic Plans	Complete the matrix below
Budget assessment	Forecast amount:	
	Which Tier (see Policy document)?	Up to USD25k: IC-ENC General Manager Up to USD50k: IC-ENC Chair Up to USD150k IC-ENC Chair Team Over USD150k IC-ENC Steering Committee
	Approved? Comments?	
	Work Plan or Activity Fund?	
Benefits	Agreed method to track benefits realisation	
Conclusion	Agreed way ahead:	
	Timing	

IC-ENC & IHO Strategic Plans – alignment

		IHO Strategic Goals		
		1 Evolve and sustain hydrography to ensure safety and efficiency of modern maritime navigation	*2 Enhance and promote hydrography to advance science, benefit society, and support sustainable marine management*	*3 Strengthen the foundation of the global hydrographic community through the implementation of a robust and dynamic technical infrastructure along with a highly qualified workforce.*
IC-ENC Strategic Goals	*1 Support IC-ENC Members to achieve safe and compliant navigation*	Yes (comments) / No	Yes (comments) / No	Yes (comments) / No
	2 Support IC-ENC Members to achieve the initial benefits of S100	Yes (comments) / No	Yes (comments) / No	Yes (comments) / No
	3 Increase both the number and type of users of IC-ENC Members MDPs and ensure an appropriate financial return	Yes (comments) / No	Yes (comments) / No	Yes (comments) / No
	4 Support the IC-ENC community to operate in the most efficient way	Yes (comments) / No	Yes (comments) / No	Yes (comments) / No
	5 Enhance IC-ENC operating, governance and business models	Yes (comments) / No	Yes (comments) / No	Yes (comments) / No

Annex 2 – IHO/IC-ENC Collaboration Process document

Summary

This Process document describes the methodology to achieve robust, transparent and auditable specific collaboration between IHO and IC-ENC.

This process document describes how IC-ENC will achieve transfers of funds to IHO in respect of (prior approved) activities.

Chronological process steps

IHO	IC-ENC	Auditable records
Proposal Form drafted (eg by IHO WG, by RHC etc)		
Proposal Form assessed/agreed by IHO-S, supported by Director level		**IHO:** Evidence of IHO-S Director level approval
Proposal Form submitted to IC-ENC by IHO-S		
	Review Form / seek clarifications	
	Assess Form: IC-ENC GM if up to USD25k and uncontentious Inclusion of Chair Team if contentious, or if over USD25k	**IC-ENC:** Evidence of assessment process
	General support: Proceed to next step Not Supported: Inform IHO. Stop.	
IHO & IC-ENC Agree: deliverables, procurement route (if required), benefits to be gained, timescale (including milestones if required), initial budget estimate. Output: Completed Proposal Form		
	Initiate assessment & approval process – of the work and the budget (following tiered financial approval levels in IC-ENC Policy)	**IC-ENC:** Archived evidence of approval; GM / Chair / Chair Team = email trail IC-ENC Steering Committee = Circular Letter and vote result, or SC Meeting Report.
	Output: Agreed Proposal Form	**IC-ENC:** Archived IHO & IC-ENC Agreed Proposal Form
	Inform IHO-S of result (Proceed or Stop)	
IHO leads Statement of Requirement, supplier engagement, procurement process including quotes, selects supplier Note, if final budget is +20% above approved forecast, seek revised approval		**IHO:** Records retained by IHO under procurement structure.
	(If necessary) Review Refined budget, timeline and deliverables and	**IC-ENC:** (If necessary) Archived IHO & IC-ENC Agreed Section 2 of

	benefits/tracking	Proposal Form, Purchase Order
Place contract (between IHO and supplier)		**IHO:** Records retained by IHO under procurement structure.
Monitor progress/performance, informing IC-ENC periodically (periods to be agreed subject to length of work) Note, if in-project budget revision indicates +20% above approved forecast, seek revised approval		**IC-ENC:** Record of progress reports. Evidence for any Adjustment Requests made/approved eg for in-project budget overrun.
Review deliverables		
Accept deliverables (or challenge) and pay supplier		**IHO:** Records retained by IHO under procurement structure.
Report successful conclusion to IC-ENC	Review Report, accept Report	**IC-ENC:** Archived IHO Report
Conduct benefits realisation tracking as defined in Section 2 of Proposal Form		

Transfer of funds (IC-ENC to IHO)

IC-ENC and IHO will prepare a quarterly financial report. This will be used to declare the forecast costs for the quarter ahead (itemised per project). This agreed report will then be used as the basis on which IC-ENC will transfer funds to IHO on a quarterly cycle. This will mean that IHO has funds in place for the next quarter, before the quarter starts.

The actual costs from the previous quarter will be taken into account for the forthcoming quarter. For example:

Item	**USD**	**Comments**
Q1 cost forecast	-100k	100k transferred at start of Q1
Q1 cost actual	-75k	
Q1 delta	25k	There is a 25k underspend in Q1 compared to forecast
Q2 cost forecast	-150k	125k transferred at start of Q2. New cost forecast and delta from previous quarter

VOTING FORM

MEMORANDUM OF UNDERSTANDING BETWEEN THE IHO AND IC-ENC

(to be returned to the IHO Secretariat no later than **15 December 2026**)
E-mail: cl-ic@iho.int
IHO Online Form System: https://IHO.formstack.com/forms/cl_65_2026>

1. Member State	
Member State:	
Contact:	
E-mail:	
2. Vote	
Do you approve the Memorandum of Understanding between the International Hydrographic Organization and the International Centre for ENCs (IC-ENC), as endorsed by the 10th Meeting of the IHO Council and provided in Annex A to this Circular Letter?	
YES	
NO	
3. Comments (optional; if you answered NO, please explain your reasons)	

Date:	National Authority (Position):
Name and Signature:	