CAPACITY BUILDING SUB-COMMITTEE

PROCEDURE 9

GUIDELINES TO CONDUCT TECHNICAL VISITS

PROCEDURE 9 provides guidelines for the preparation and execution of Technical Visits. It also applies to the High-level Visits whenever applicable.

Explanation:

Part 1 of this document contains the **standard procedure** and **guidance** for the preparation and execution of Technical Visits by the Team Leader. The other aspects like the submission and finance management should follow the appropriate Capacity Building Procedure.

Part 2 of this document provides the **template for the report of the Technical Visit**. One report should be provided for each coastal State visited. It also includes the **template for the Terms of Reference** for the Visit Team.

Part 3 provides the template for the **questionnaire** to be submitted to the coastal State to be visited.

PART 1

STANDARD PROCEDURE

INTRODUCTION

The Convention on the International Hydrographic Organization (IHO) specifies among its objectives "To give authoritative and timely guidance on all hydrographic matters to States and international organizations". The Vth EIHC in 2014 approved the revised IHO CB Strategy in which the "Technical visits provide a powerful means of working with local administrators and experts to determine the arrangements for delivering SOLAS V obligations which are appropriate and sustainable for their country". This technical visit, is normally organized by the respective Regional Hydrographic Commission Chair in liaison with the IHO Secretariat. This Procedure provides guidance for RHC Technical Visit Teams on the conduct of a visit to a coastal State and the presentation of the resultant report. High-level Visits will follow this procedure whenever appropriate.

THE VISIT TEAM CONCEPT

A visit team drawn from more than one country and operating under the auspices of an intergovernmental technical organization can facilitate skill transfer, raising awareness and assessing the national capacity. It can also provide a mechanism for discussion with, and between, developing States which may otherwise be alienated. An organization such as the IHO can ensure that small States are given a full picture of the range of options which are available in developed countries for education, training and hydrographic governance. By drawing a technical visit team from the member States of a RHC, it is also easier to ensure respect for local knowledge, and sympathy for local difficulties such as inadequate support from parent departments for project management and infrastructure maintenance.

The deployment of an RHC Technical Visit Team requires most careful prior liaison and planning to ensure best results. It will only succeed where the IHO, supported by the hydrographic services of member governments, has achieved clear consensus on the sphere of competence of the IHO within the complex web of intergovernmental technical organizations. The proposal for a technical visit, with supporting rationale, should be tabled during a Regional Hydrographic Conference, enabling the Chair, with the assistance of the CB Coordinator to pick up any political sensitivities.

COMPOSITION OF THE VISIT TEAM

Ideally the Visit Team leader should be of a government service grade and seniority which will facilitate access to appropriate decision-making levels in the States which are to be visited. The Leader need not be from the RHC Chair's own hydrographic service, and indeed it may promote a message of impartiality if this is not so. With the trend in many countries to quasi-commercial operation of their national hydrographic services there may be merit in selecting a specialist who is currently serving outside such an organization. This may require teamwork by the RHC Chair and national hydrographers to secure a short-term loan and to reduce costs.

The composition of the rest of the team will be dictated by the specific technical areas which are to be addressed, but at least one professional mariner or hydrographic surveyor should be included.

Costs will be reduced if some experts working in the region can be co-opted. This may also provide the team with knowledge of the official language(s) of the countries to be visited. Where there are distinct communities within a region, consideration should be given to spreading representation in the team. However, practicality, not politics, must be the guiding factor. The optimum size for a Visit Team is 2 and should only be larger under exceptional circumstances, motivated to and approved by the Capacity Building Sub-Committee (CBSC). If it is assessed that there are dangers that the partiality of the subsequent report may be challenged because of the composition of the team, then this should be addressed by the RHC Chair in his letter of invitation. In cases where the Visit Team comprises representatives of developed countries, particularly those which hold, or have held, regional charting responsibilities, this will require especially sensitive handling.

FINANCING THE TEAM VISIT

The normal route for funding support for technical visits is through a submission from the RHC to the IHO Capacity Building Sub-Committee for an allocation from the IHO CB Fund in accordance with the CB Procedures. However, RHCs should also consider other sources for funding support from such sources as the World Bank, the European Community, regional organizations such as ASEAN, SADC or SPC, and national governments which favour maritime development projects. More details will be found in IHO Publication M-2 – *The Need for National Hydrographic Services*.

PREPARATION FOR THE TECHNICAL VISIT

The success of the Technical Team will depend greatly on the quality of the preparatory work by the staff of the RHC Chair and of key Hydrographic Services, in liaison with the IHO Secretariat. This is particularly important when team members can only be made available shortly before departure for the visit. The preparatory work can be shared between participating Hydrographic Services.

The clarity in the definition of the Terms of Reference is very important and should be agreed between the participating Hydrographic Services and the RHC Chair. Basic Terms of Reference is provided in part 2 of this procedure. A proper framework will produce the best results. The awareness of the importance of timely information in all maritime activities is a key message to pass to the stakeholders during the visit, together with the assessment of the national capabilities and the status of hydrographic surveys and nautical charting.

It is essential requirement to establish a firm timetable of meetings with key stakeholders in the nation to be visited. This will require one Hydrographic Service, preferably that in which the team will be drawn together, to devote considerable, sustained administrative effort over a lead-in period of time. The Team Leader will invariably have to use some initiative and diplomacy once in country, and this is a further argument for selection of a figure of sufficient clout and presence. However, without compromising the international status of the team, participating national hydrographers should seek the advice and influence of their countries' diplomatic representatives in the region. It is not sufficient to rely purely on meetings with local Hydrographic or Port Authority contacts, particularly where it is evident that they cannot secure access to government decision-makers.

In the case of smaller States where hydrographic capability is provided from within the national land survey and mapping authority, the government ministry with oversight may have no maritime competence e.g. Housing and Settlements. Here it will be especially important for the Team Leader to seek access to officials at Prime Ministerial level, and to promote inter-departmental liaison. Experience has shown that it is important to specify in the letter proposing the visit that the programme should commence with a round-table meeting of all national maritime stakeholders. It is

usually wise to give some indication of the authorities who should be invited to participate. The main important local contacts are suggested in part 2 of this procedure and in Publication M-2. The early identification of an effective local facilitator will greatly enhance the degree of success of the team visit.

When several nations are to be visited, it is vital to compile the individual country reports as the programme proceeds. The success of the visit will also depend on members of the team conducting prior research and liaison in the hydrographic service with primary charting responsibility in the region. Only with benefit of this work will the Technical Visit Team be able to achieve an adequate description of maritime activities and an outline analysis, in the format of IHO Publication C-55, on which to base proposals for coordination, capacity building, and outside assistance.

CONDUCT OF THE TECHNICAL VISIT

The "tone" of the Technical Visit Team is of vital importance, and should be the constant care of the Team Leader. At the start of each country visit he should draw attention to his Terms of Reference, and to his accountability to the Chair of the RHC, who in turn derives his competency from the IHO. In most instances a Team will have been formed to provide top quality technical advice based on a wide range of previous experience. However, the leader must ensure that the team members come across not as high-handed visiting experts, but as fellow professionals who have come to listen to and to encourage the local experts, and to help them to seek workable solutions. This same spirit must govern the team's Report. The leader must avoid forming superficial conclusions from a brief experience of local situations, and should invite correction of factual errors in the Country Reports.

Publication M-2 provides a good framework for discussions, and the team should carry copies to pass to key officials in the country visited. When visiting small States and micro-States it is important to stress the logical and successive development of capability through the three Capacity Building phases: most urgently, organization for the collection and circulation of nautical information; secondly, the creation of surveying capability or the competence to specify the terms of a contract for survey; thirdly, the ability to produce charts and publications, directly or under agreement. The team should stress that national arrangements are essential for the first phase, whilst regional burden-sharing agreements, or historical bilateral arrangements with a primary charting authority are adequate for the second and third. In dealing with smaller States it is important to note the particular challenges which they face because of the limited staff from which they can develop skilled cadres, and the limited opportunities and rewards with which they can seek to retain them. Solutions based on large hydrographic services have rarely succeeded in smaller States. Conversely, if a small State is advised to adopt a project-based approach using contract resources, it must be warned of the main issues associated with the international commercial sector.

In all cases the Team should be concerned to point nations towards viable, affordable and sustainable capability. This is particularly important in the case of survey equipment, where a safe course must be steered between recommendation of options which are unnecessarily sophisticated, and loan or transfer of redundant kit which will lead to problems with maintenance and availability of spare parts. The CBSC and its Secretariat can provide advice in this area. Before departure, the Team Leader should arrange for the preparation of a list of equipment packages with representative costs, preferably reflecting optimum availability in the region to be visited.

The Team should also acknowledge that overseas travel costs are a significant barrier to training, and the leader should aim to identify and promote options for provision within the region. Both the equipment and training areas offer particular scope for an RHC visit team to promote a regional

burden-sharing approach. By the end of the visit the Team will almost certainly have a unique overview of local capabilities and potential that needs to be reflected in the report.

MAKING THE REPORT

Once in the field, time will be at a premium. It is imperative that the Team Leader lays down guidelines during the preparation period on the responsibility of each member for collection and collation of information, and for drafting of sections of the Report. Compilation of the individual Country Report whilst the visit is in progress will be facilitated by adoption of a standard framework such as that in this procedure. It is imperative that at least the Team Leader be equipped with a notebook. In many cases individual team members may wish to carry notebooks to facilitate presentation of technical advice.

The conduct of calls on Ministers, and discussions and meetings with individual officials or groups, will be eased if team members have prepared a single side summary of key information and questions. For example, the Team Leader will wish to have a summary of his C-55 analysis of the State of surveys in the country, the information in the IHO Yearbook and a list of headings, based on his research, to ensure that he misses no questions related to maritime activity and routes and ports. This format will greatly assist the thoroughness of the technical visit, and will also facilitate the extraction of information into the Country Report.

Regular team discussion is vital, to review progress, compare impressions, and ensure that no areas have been neglected. This process will also assist the Team Leader to pick up overall themes which can be reflected in the main report at the end of the visit period.

The Team Leader should aim to complete the drafting of the complete Report within a working week of return to office. Wherever possible the Report should be read in full by all team members before it is finalised and submitted.

THE HUMAN FACTOR

Whatever technical, managerial or diplomatic skills the individual members possess, the success of the technical visit and the resultant report will ultimately depend on the harmony of the full team. This may be tested, particularly if members are constrained by interests of their parent organizations, or have inflexible opinions on technical options. Hence it is vital that the Team Leader presents himself throughout as an international public servant whose aim is to achieve optimum solutions for the States which are being visited. This will enable him to be firm but impartial in his chairmanship of the team.

A productive and cost-effective technical visit programme will impose considerable demands on the Technical Visit Team. The members, and particularly the leader, must keep a close eye on their companions' morale, stamina and health. However, the task will invariably prove professionally fascinating, often challenging, and, above all else, intensely rewarding.

CONCLUSION

RHC Technical Visit Teams constitute an economical and effective means of building up international liaison and resource-sharing. Team membership can enable countries with advanced capabilities to develop a more sensitive and sophisticated approach to skill transfer and exchange of data. The Reports produced by the team enable developing countries to benefit from an impartial

overview of their plans and problems. The multinational format is more effective than bilateral mechanisms in enabling developing organizations to assess optimum solutions for provision of national capability. Conduct of the technical visit under the aegis of the IHO and RHC facilitates encouragement of regional coordination rather than rivalry.

PART 2

TEMPLATE FOR THE
TECHNICAL VISIT REPORT

The template is comprised of the following parts:

Report template

Annex A – Terms of Reference Template

Annex B – Summary of Events Template

IHO Capacity Building Programme

TECHNICAL VISIT REPORT

The State of Hydrography and Nautical Charting in [Country]

[COUNTRY]
[HYDROGRAPHIC SERVICE]
[LOGO]

[Date: format dd-dd mmmm yyyy]

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TABLE OF CONTENTS

ABBREVIATIONS

AtoN	Aids to Navigation
CBSC	IHO Capacity Building Sub-Committee
DGPS	Differential Global Positioning System
ECDIS	Electronic Chart Display and Information System
EEZ	Exclusive Economic Zone
ENC	Electronic Navigational Chart
FIG	Fédération Internationale des Géomètres (International Federation of Surveyors)
GIS	Geographic Information System
GMDSS	Global Maritime Distress and Safety System
GNSS	Global Navigation Satellite System
GPS	Global Positioning System
HSSC	IHO Hydrographic Services and Standards Committee
IALA	International Association of Marine Aids to Navigation and Lighthouse Authorities
IBSC	International Board on Standards of Competence for Hydrographic Surveyors and Nautical Cartographers
ICA	International Cartographic Association
IHO	International Hydrographic Organization
IOC	Intergovernmental Oceanographic Commission
IMO	International Maritime Organization
IMSAS	IMO Member State Audit Scheme
INT	International
IRRC	IHO Inter-Regional Coordination Committee
LORAN	Long Range Navigation System
MS	Member State
MSDI	Maritime Spatial Data Infrastructure
MSI	Maritime Safety Information
NC	Nautical Charts
NHS	National Hydrographic Service
NHC	National Hydrographic Committee
NHCC	National Hydrographic Coordination Committee
NtMs	Notice to Mariners
PCA	Primary Charting Authority
RENC	Regional ENC Coordinating Centre
RHC	Regional Hydrographic Commission
RNC	Raster Navigational Chart
SOLAS	[United Nations] Convention for the Safety of Life at Sea
TTW	Territorial Waters
UN	United Nations
UNCLOS	United Nations Convention on Law of the Sea
WMO	World Meteorological Organization
UNGGIM	United Nations Global Geospatial Information Management
WWNWS	World Wide Navigation Warning Service

EXECUTIVE SUMMARY [PREAMBLE]

Add a short abstract to highlight the main issues to decisions-makers [RHC's/CBSC/IHO/IMO/IALA].

TECHNICAL VISITS
Give general information on the Technical Visit approval, the composition definition and founding by CB Program. Give information on the previous visits. (Who, What, Where, When, Why and How)

GENERAL AWARENESS IN THE COASTAL STATE
Give general information on the IMO/IHO membership and Country awareness on SOLAS and relevant to hydrography, charting and MSI obligations.

IHO/RHC MEMBERSHIP OF [COASTAL STATE]
Give general and relevant information of the Country position on IHO/RHC (No Member, Observer, Associate Member, Member).

INTERNATIONAL OBLIGATION OF [COASTAL STATE]
Give general information on main responsibility assumption and dependence.

CERTIFIED PERSONNEL
Give general information on certified personnel (hydrographic surveyors, marine cartographers, marine GIS and MSI specialists).

HYDROGRAPHIC SURVEY & NAUTICAL CARTOGRAPHY CAPABILITY
Give general information on hydrographic surveying and nautical documentation production and updating capability.

MSI RESPONSIBILITY
Give general information on MSI responsibility.

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REPORT OF TECHNICAL VISIT TO [*Coastal State*]
[*Date: format dd-dd mmmm yyyy*]

Reference(s):

A. [Regional Hydrographic Commission (RHC) Chair's Invitation to National Representatives to meet with the Technical Visit Team.]
B. [IHO Publication M-2 *The Need of National Hydrographic Services* - Version n.n.n]
C. [IHO CB Procedure 9: *Guidelines to Conduct Technical Visits*]
D. [IHO CB previous Technical Visit Report]
E. [IHO CB last Technical Visit Report]
F. [National Report from coastal State to last RHC meeting]

[Introduction]

Give a general introduction on IHO activities and the main TV purpose.

1. Background

Refer to RHC Conference proceedings or other regional meetings which have led to the formation of the Technical Visit Team and the shaping of its Terms of Reference. Draw attention to the RHC Chair's invitation to nations in the region to meet with the Technical Visit Team and discuss national plans (Reference A). Note the target date for feedback from the Technical Visit Team. Draw attention to Terms of Reference of the Technical Visit Team at Annex A.

2. Composition of the Team

Note that the RHC Technical Visit Team is comprised by:

Name	Role
[*Title/Rank – Name Surname – Organization – Position*]	Team Leader
[*Title/Rank – Name Surname – Organization – Position*]	Assistant
[*Title/Rank – Name Surname – Organization – Position*]	Assistant

Administrative and Logistic information on accommodation, flight timetable/schedule, transportation, social events and any other business.

PART A - OVERALL ASSESSMENT OF THE SITUATION IN REGION

3. Efficacy of the Technical Visit.

State whether the visit represented a worthwhile investment by the RHC countries which contributed resources and make recommendations for any adjustments of terms of reference or work practice for any follow up efforts. Assess the extent to which the visits improved inter visibility between local agencies and brought awareness of the issues, and of the efforts of local coordinators, to Ministerial or Permanent Secretary level. Comment on interest in follow up advice.

4. Cooperative Arrangements and Potential.

Report the Team's views on the potential for regional cooperation, noting those regional organizations to which the nations visited belong.

a. [*Regional Organization*].

Note any calls made by the Team on Secretariats of regional organizations, assess the influence and interest of the organizations in the sphere of work of the Technical Visit Team, and recommend IHO Secretariat or RHC liaison where appropriate. Report any forthcoming

meetings of the organizations, particularly at ministerial level, at which the IHO should seek visibility and influence. Report any local institutions, particularly training facilities, which are sponsored by the organizations and which might be utilized by RHC members.

b. Regional Organization.
Some Regional Organizations have appointed Regional Maritime Safety Advisers to lobby and advise member States. RHCs should be working closely with them. Where there is no information on such posts in advance of a Study Team Visit, the Leader should make every effort to establish contact and report it.

c. Defense and Security Arrangements.
In many regions there is strong liaison between Navies and Defense Force Coast Guards because of the need for cooperation to combat drug trafficking and other threats. These disciplined forces may have key roles in coordination, especially of Maritime Safety Information (MSI) broadcast and Search and Rescue (SAR) components of GMDSS.

PART B – [*COUNTRY*] ASSESSMENT

5. RHC Involvement.
Note whether the country is an IHO member, and/or a member of the RHC. Note whether it was represented at the most recent Regional Conference, and whether a National Report was available to the RHC Technical Visit Team. Where none of these apply, note whether there is any routine liaison with the Hydrographic Office (HO) of an RHC or IHO member nation.

6. Preliminary Liaison.
Record any local assistance with coordination of the visit.

7. Points of Contact.
Confirm the accuracy of details in the IHO Yearbook of the local first point of contact for hydrographic and MSI matters. Include changes as an Appendix/Annex. Note any local difficulties in line accountability, and loss of top-level awareness and support for the national hydrographic capability, which will be discussed later in the report. Report any changes in local legislation or organization which will result in changes to information published by the IHO.

DESCRIPTION OF MARITIME ACTIVITIES

8. National Maritime Affairs.
Provide a thumb nail sketch of the significance and salient features of the maritime sphere in the country visited. Note any individuals who have been especially helpful in building up this picture.

9. Trade and Maritime Traffic.
Where possible provide statistics on shipping transit and port calls. Describe the main components of sea borne traffic, and the patterns of activity in national waters, under the following headings:

a. Through Routes.
Note any regional through routes which pass through the country's waters.

b. Trans-shipment.
Comment on the existence of any hub ports.

c. Bulk Trades.
   Comment on the significance of this element of international shipping and any impact on port development plans. Note the existence of refineries and of bulk loading facilities.

d. Feeder, Coasting and Local Trade.
   Comment on volume and patterns, and list significant ports, including ferry ports.

e. Offshore Supply and Support.
   Comment on significance and on any particular influence on MSI and GMDSS requirements.

f. Tourism Cruise Liners.
   List all local ports of call and anchorages.

g. Tourism Small Craft.
   Comment on the significance of leisure cruising and note major cruising areas and concentrations of marina developments. In some smaller island States this may be the most significant maritime segment of the economy. Establish whether mega-yachts are visiting.

h. Fisheries.
   Note the volume and type of fishing in national and adjacent waters. Include both local artisanal and pelagic fisheries, and the presence of foreign vessels.

i. Other information;
   Note any other information useful in national and adjacent waters.

10. Responsibility for Safety of Navigation.
Record the authority which is responsible for:
- the maintenance of channels,
- removal of wrecks,
- provision and maintenance of Aids to Navigation (AtoN), and
- promulgation of Notices to Mariners.

Note any difficulties in conducting these tasks e.g. defective buoy tenders.

11. Defense Force Responsibilities.
Note the roles of the Navy/Defense Force Coast Guard (CG). e.g. SAR, fishery protection, and operations to counter traffic in drugs or illegal immigrants. Comment on any specific defense requirement for improved hydrographic data.

12. Coastal Zone Management and Environmental Protection.
Note the existence of any marine National Parks or other management zones, and the existence of any climate monitoring stations.

OUTLINE C 55 ANALYSIS

13. Status of surveys within the National Maritime Zone.
Summarize the status of surveys within the territorial sea and EEZ, and comment on any areas of particular concern in the light of the foregoing description of maritime activities. Make particular note of any coastal areas which are charted purely from lead line surveys. Note any

offshore banks or other shoal areas which require side scan sonar coverage to bring the area to full modern standards. Note the need to obtain coordinates for offshore oil and gas fields.

14. Collection and Circulation of Nautical Information.
Assess the effectiveness of this crucial process, based on information from the HO with charting responsibility as well as the national coordination point. Note any advice which has been given to local authorities and detail any assistance which is required from the HO with charting responsibility.

15. Survey Capability.
Comment on the state of any local hydrographic service/unit and draw attention to any supporting documentation in accompanying Attachments, e.g. Mission and Output Plan documentation. Summarize the future plans of the unit and assess the sufficiency of manpower and equipment resources.

16. Independent Chart Production Capability.
Note any charts which are being produced locally, and comment on their standard. Summarize discussion of implementation of the INT chart scheme in the region, noting. local comment on proposals for coverage. Report clearly any local proposals for modification or extension of coverage of INT small scale, large scale and port schemes. Report proposals for local surveys within the area of coverage of proposed new charts.

PROPOSALS FOR COORDINATION AND CAPABILITY BUILDING

17. National Hydrographic Committee.
Note the existence of any high-level coordinating bodies and assess their awareness of the contribution of hydrography to national policy making. State whether the Team has advised creation of a more focused committee and note any proposals for reporting route and frequency. Note whether the local hydrographic service/unit is making a technical contribution to delimitation, offshore resource exploitation, environmental management, maritime traffic control, or any other areas of National Maritime Policy.

18. Phase 1 Hydrographic Capability: MSI Organization and GMDSS.
Summarize any proposals for improvement of liaison and effective passage of information between national and regional charting agencies. Comment on the requirement for liaison with Transport Ministries or Port Authorities.

a. MSI (Navigational Warnings).
   Note the existence of local navigational warnings and Notices to Mariners and other publications, e.g. Lists of Major AtoN, Tide Tables. Comment on their reliability. Comment on discussions with local authorities, and summarize proposals offered for improvement of MSI in national waters.

b. Information on Ports and Harbors.
   Comment on discussions with government representatives concerning the legal requirement and economic importance of timely supply of plans and coordinates of new development to responsible charting agencies. Note where the local hydrographic service/unit or port authorities need better top-level support in collation and dissemination of this information. Where there is no hydrographic unit comment on the capacity of the Land Survey Department to advise port authorities and other agencies.

c. GMDSS Status.
Summarize the status of GMDSS in local waters, and any advice offered to local authorities (Table 1).

Table 1: Status of GMDSS in local waters.

Master Plan	A1 Area	A2 Area	A3 Area	NAVTEX	SafetyNET	Notes
Yes/No	Yes/No (VHF)	Yes/No (MF)	Yes/No	Yes/No	Yes/No	1 to 8

Notes:
1. Specify any geographic limitations to Area coverage.
2. Note NAVTEX Station location, especially when designed for optimum overlap.
3. Note where proposals are subject to financial appraisal by the national government.
4. Note where choice of MSI medium is to be subjected to cost analysis, and comment on optimum solution and interim arrangements.
5. Note Team recommendations of negotiation for facility sharing.
6. Specify any firm commitments or local proposals for coordination.
7. Note where SafetyNET is available and could be used for Coastal Warnings but the State wishes to assess comparative costs of implementing their own NAVTEX Station before adopting this solution.
8. Note where the Team could not establish status of National Plan.

d. Other Services.
Note any other information useful in national and adjacent waters.

19. Phase 2 Hydrographic Capability: Survey.
Comment on the adequacy of top-level support and resourcing for the local hydrographic service/unit. Summarize any proposals which the Team has made for revision of line accountability of the unit. Where there is no local hydrographic unit, comment on the requirement for independent capability.

a. Provision of Survey Data.
Clarify accountability for this task. Note any commitment to pass data to other HOs with INT or primary charting responsibility in the area. List any data which has been passed to the Team for onward transmission.

b. Survey Capability.
Summarize the Team's judgment of current and potential capability. Comment on advice given by the Team. Identify areas where RHC members could assist by loan of experts or equipment. Note opportunities for regional collaboration.

c. Potential for Regional Activity.
Comment on volume of work in local waters and remaining capacity to assist other States in the region. Make recommendations on the ability of the hydrographic service/unit to provide technical hydrographic advice to neighboring States. Note any potential for regional burden sharing e.g. DGPS provision.

20. Phase 3 Hydrographic Capability: Chart Production.
Summarize the Team's judgment on current and potential capability, and on viability of local chart production. Comment on advice given by the Team. Assess quality of routine data management, paying particular attention to such measures as assessment of density of sounding coverage and development of capability in plotting bottom contact detail from side scan sonar. Comment on the balance of effort devoted to data collection compared to local production of publications.

21. Summary of the Assessment of the National Hydrographic Capability
Table 2 summarizes the assessment of the national hydrographic capability.

Table 2: Assessment of National Hydrographic Capability.

IHO Member	RHC	NHC	Phase 1 Capacity	Phase 2 Capacity	Phase 3 Capacity	Notes
Yes/No	Member/ Associate Member/ Observer	Yes/No	Self/ Partial/ No	Self/ Partial/ No	Self/ Partial/ No	1 to 6

Notes:
1. Inform how the Maritime and Port organizations in the country relate with the national hydrographic authority and or the charting authority.
2. Inform whether the Maritime and Port organizations have some survey equipment, and some surveyors trained to IHO standards.
3. Note whether it may be possible to generate/regenerate limited field survey capability.
4. Note any charts which are produced, together with limitations e.g. suitable for government planning, but not for navigation, particularly in view of lack of correction arrangements.
5. Note where RHC advice on equipment management and maintenance is merited.
6. Note any assessment of potential to provide field survey services to other States in the region and recommend scope for RHC consultative support.

PROPOSALS FOR ASSISTANCE

22. Training
Identify training priorities, and comment on advice given by the Team. Note the status of any National Indicative Plan. Comment on response to any assistance offered by the IHO Secretariat. Summarize proposals for training available from other RHC or IHO member States.

23. Equipment.
Summarize any advice given for equipment procurement options, or for technical advice. Note where any special conditions (e.g. local topography and disruptive masking of GPS) need to be taken into account.

24. Funding.
Confirm that local authorities are aware of the information in Publication M-2. Note any specific proposals for advice or lobbying by RHC or IHO Secretariat. Brief on the role of the IHO CBSC, and the importance of submission of proposals in accordance with the CB Procedures 1 and 4.

FOLLOW-UP ACTIONS

25. Encouragement of Formation of an NHC, Development of a National Hydrographic Strategy, and RHC Membership.
Summarize recommendations for contacts, or supply of documentation. Action: **IHO Secretariat and RHC Chair**.

26. Encouragement of Effective and Timely Collection and Promulgation of Hydrographic Information.

a. Note any commitment by the Team to forward Hydrographic Notes with urgent MSI. Note where copies are to be supplied to Hydrographic Unit and Maritime Services/Port Authorities to give them a format for subsequent routine communication of updates. Action: **Technical Visit Team**.

b. Note any requirement for MSI/SAR liaison with local authorities. Action: **NAVAREA Coordinator**.

27. Encouragement of Development of Hydrographic Capability.
Note areas where the Hydrographic Unit merits assistance:

a. Options for provision of consultative support including temporary secondments. Action: **RHC Members**.

b. Options for transfer or loan of equipment. Action: **RHC Member States**.

c. Assessment of the case for regional investment in equipment purchase e.g. DGPS. Action: **RHC**.

d. Recommendations for follow up technical assistance in development of a National Indicative Plan for training funding. Action: **RHC and IHO Secretariat**.

CONCLUSIONS

28. Cooperative Opportunities.
Summarize opportunities for RHC and IHO Secretariat to build on any openings which have emerged from the visit, as indicated at paragraph 5. It is particularly important to identify where the RHC can represent the implications of IHO work for higher level regional policy. Draw attention to any specific commitments made by the Technical Visit Team to supply copies of this report or other IHO material.

29. National Hydrographic Committees (NHCs).
Note the incidence of consultative high-level committees for maritime affairs in the States visited by the Team and note any issues which dominate their agendas e.g. environmental monitoring and response to disaster. Report on responsiveness to the concept of a National Hydrographic Committee or equivalent arrangement.

Recommendations

30. Urgent Actions.
Highlight urgent actions emerging from the Summary Tables and identify the Agencies which have important roles to play in advising on specific recommendations in the individual Country Reports.

31. RHC Follow up Actions

List under appropriate headings, noting that details can be found in each individual Country Report e.g.:

a. Encouragement of NHCs through a Regional Plan. Specify Team recommendations for regional initiatives (e.g. in maximization of equipment resources) and for RHC and IHO Secretariat follow up with local contacts.
b. Funding. Note requirements for RHC advice in the preparation of National Indicative Plans for funding applications. Specify proposals for bilateral support which merit RHC championship.
c. Regional and Bilateral Training. Report the potential of training establishments in the region to offer MSI and hydrographic courses and make proposals for co-ordination and championship by RHC and IHO Secretariat.

32. Follow up Opportunities.

Draw attention to forthcoming openings for follow up actions e.g. TACC meetings.

33. Preparations for Next RHC Conference.

Note specific recommendations for liaison action by the RHC Chair.

a. Last Technical Visit Assessment
b. Technical Visit Recommended Actions

DATE	**dd mmmm yyyy**
RHC Technical Visit Team Leader	**Title/Rank Name Surname**
SIGNATURE	_____

Annex List:

A. Terms of Reference of the RHC Technical Visit Team.
B. Summary of Events
C. Preliminary Agenda
D. List of Contacts
E. P-5 IHO Yearbook Template update
F. NHS Organization Template
G. Hydrographic Surveys Coverage
H. PCA Chart and ENC Coverage
I. Coastal State Trade and Maritime Traffic
J. Coastal State report to last RHC meeting

DISTRIBUTION: Chair RHC
INFORMATION: IHO Secretariat / visited coastal State

Annex A

TERMS OF REFERENCE OF THE RHC TECHNICAL VISIT TEAM

1. The Technical Visit Team, comprising members of the staffs of the Hydrographers of [*country1, country 2*], led by [*Team leader*], are to carry out a visit to the countries which have indicated a willingness to discuss issues of mutual interest in the fields of [*describe the main areas of interest*].

Preparation

2. The members of the Team, under the guidance of the leader and with the assistance of the staffs of the Hydrographers of [*country1, country 2*], are to plan the Team visit having obtained access to material available from each Hydrographic Office, the IHO Secretariat), [*other appropriate International Technical Consultative Organizations*], and the information supplied by each country which is to be visited.

Work Objectives

Note: If the Technical Visit Team has more than one area of activity e.g. MSI and hydrography, separate headings should be used. The following example covers hydrographic work.

3. The Team is to:

    a. obtain access to decision making levels of government in each country visited and liaise with senior officials, emphasizing the importance of hydrography to coastal States and, hence, the need to include hydrographic and associated charting activities within National Plans;

    b. assess the National capacities to plan and execute the collection and rendering of hydrographic data to enable the production of charts and publications both locally and through the supply of data to Hydrographic Offices with international chart folios;

    c. consider and advise on measures which can be taken to improve the capacity of nations to carry out the above;

    d. emphasize the basic importance of a national system for the collection of data, such as engineering drawings and local Notices to Mariners, which have an effect on the interests of mariners;

    e. advise on the assistance to be gained from close liaison with the IHO Secretariat, IMO and funding agencies to enable viable and sustainable capability to be maintained.

Report

4. A Report on the activities and recommendations of the Team is to be submitted to the Chair of the RHC by [*dd mmmm yyyy*].

ANNEX B

SUMMARY OF EVENTS FOR THE VISIT TO [*country*]

Date **Event**

[*dd/mm/yyyy*] RHC Technical Visit Team convened for planning meeting at [*venue*]

[*dd/mm/yyyy*] Team arrived at [*venue*]

[*dd/mm/yyyy*] Calls on [*name*], Minister of Transport;

[*dd/mm/yyyy*] Meeting at Ministry of Transport with government and non-government agencies concerned with MSI [*other topics*].

Discussions with (examples):

[*dd/mm/yyyy*] [*name*], Port Controller;

[*dd/mm/yyyy*] [*name*], Director, Department of Lands and Surveys;

[*dd/mm/yyyy*] [*name*], Commander ... Defense Force;

[*dd/mm/yyyy*] [*name*], Ambassador/High Commissioner/Consul, and staff.

[*dd/mm/yyyy*] Team departed from [*country*]

Note:

The Summary of Events should list all calls and meetings with significant local contacts. Full details of their titles, addresses, telephone/FAX numbers and E-mail addresses should be supplied to the RHC Chair, and to the IHO Secretariat if appropriate.

PART 3

TEMPLATE FOR THE QUESTIONNAIRE

The template is comprised of the following parts:

Report template

Annex A – Terms of Reference Template

Annex B – Summary of Events Template

PRELIMINARY INFORMATION / QUESTIONNAIRE

Technical Visit to: [*coastal State*]

INTRODUCTION

The purpose of an IHO assessment visit is to consider the status of hydrographic services in the country and advise on how the situation can best be improved so the State can meet its international obligations for hydrography and at the same time contribute to safety of life at sea and protection of the marine environment as well as providing long-term improvements in national infrastructure and economic wealth.

The International Convention on the Safety of Life at Sea (SOLAS) places an obligation under international treaty law for all signatory nations, which includes [*Coastal State*], to ensure that appropriate hydrographic services are provided. This means that the government of [*Coastal State*] is responsible for ensuring that:

- Maritime Safety Information (MSI) is promulgated,
- Hydrographic Surveys are carried out.
- Nautical Charts and other Nautical Publications are prepared and available,
- Nautical Charts and other Nautical Publications are kept up to date,

The United Nations Convention on the Law of the Sea (UNCLOS) and various Resolutions of the UN General Assembly also recognize the importance of hydrography and commit Member States of the UN to recognize their responsibilities for hydrography.

For further information, consult IHO Publication M-2 - *The need for national hydrographic services*, freely available from the Download section of the IHO website (www.iho.int).

Technical Visit to: [*coastal State*]

QUESTIONNAIRE

To assist in making the technical assessment visit successful, please return the following information to:
[*Names and emails of the Technical Team*]

Head of Delegation: *[Rank … Name … Surname – Organization / Position]*
Email: *[Email address]*
Telephone: *[Telephone number]*
Mobile: *[Mobile number]*

Assistant of Delegation: *[Rank … Name … Surname – Organization / Position]*
Email: *[Email address]*
Telephone: *[Telephone number]*
Mobile: *[Mobile number]*

If an answer is not known please insert "NK"
If the question is not applicable, please insert "NA"

1. Details of the Respondent

- Title or rank: *[Title or rank of the Respondent]*
- Name: *[Name of the Respondent]*
- Organization: *[Name of the Organization]*
- Geographical Address: Latitude *[dd mm.d']*, Longitude: *[dd mm.d']*
- Postal Address: *[Postal address]*
- Email: *[Email address]*
- Other contact information (Email, fax, etc.): *[Enter information]*

2. Existing Capability

Are the following hydrographic services provided for your country at present (YES/NO/NK)?
If YES, indicate which organization (or third country) is responsible for the service. If the service is provided through a third country, indicate if the responsibilities are defined in a formal agreement and provide the relevant references if possible.

- Maritime Safety Information (MSI)?
- Nautical paper charts?
- Electronic Navigational Charts (ENC)?
- Tide Tables?
- Tides / water level measurement?
- Hydrographic Surveys?
- Topography Mapping / Cadastral
- Topographic Surveys
- Inland Waterways

What do you suggest improving the situation (will then be discussed during the visit)?

3. **Which (if any) departments in your country have personnel with competencies in:**
   - hydrographic surveying
   - nautical charting
   - geospatial data management
   - tides /water level measurement
   - topographic surveying and mapping
   - digital elevation modeling
   - aerial and/or satellite image processing and mapping

4. **For each category available in your country, what is the general level of skill of the staff, including qualifications and training history?**

What do you suggest improving the situation?

5. **Is there any equipment / platform (such as ship or aircraft) available in your country for:**
   - promulgation of Maritime Safety Information (MSI)?
   - hydrographic surveying?
   - nautical cartography?
   - tidal observations?

What do you suggest improving the situation?

If applicable and possible, provide details of equipment and software, for example. ships or vessels, echo-sounders; DGPS stations; tide gauges; data acquisition, processing and management software; cartographic / topographic workstations; GIS tools; etc.

6. **Existing Programmes**

Is there any awareness at the national level of the status of hydrographic surveys and nautical charting as assessed in IHO Publication C-55? (http://www.iho.int/iho_pubs/CB/C-55/index.html)

Are there any national plans in place for developing hydrography and/or management of the coastal zone?

What do you suggest improving the situation?

7. **International Cooperation**

Are there any bilateral or regional arrangements in place to assist in the provision of national hydrographic services?

What do you suggest improving the situation?

8. **Institutional Framework**

Who are the mapping and research agencies that you think should be involved in the establishment or improvement of hydrographic capacity in your country (provide addresses, points of contact, phone, fax, e-mail)?

9. **In your country, what are the organizational and administrative structures that look after:**
   - maritime transport?
   - inland waterborne transport?
   - mapping?
   - national development and infrastructure?
   - prevention of marine disasters (storms, coastal floods, etc.)?
   - representation at the International Maritime Organization (IMO)?
   - representation at the Intergovernmental Oceanographic Commission (IOC)?
   - representation at the International Association of Marine Aids to Navigation and Lighthouse Authorities (IALA)

10. **In your country, what are the ministries and other national authorities / administrations / institutions potentially concerned with the provision and use of hydrographic services (provide designation, address, phone, fax, e-mail)?**

11. **What do you think is the level of awareness and priority in government and at the higher levels of the administration regarding the importance and value of hydrography to the country?**

What do you suggest improving the situation?

12. **Please describe the nature of any interagency cooperation with regard to hydrography, as you understand it.**

What do you suggest improving the situation?

13. **In your opinion, who should be, or is, designated by the government as responsible for the proper provision of hydrographic service in your country (position, address, phone, fax, e-mail)?**