



IHB File No. S3/8151/HSSC

CIRCULAR LETTER 25/2016
25 May 2016

HYDROGRAPHIC SERVICES AND STANDARDS COMMITTEE (HSSC)

8th Meeting, 14-18 November 2016, IHB, Monaco

Reference: IHO CL 02/2016 dated 8 January - *Outcome of the seventh Meeting of the Hydrographic Services and Standards Committee (HSSC)*

Dear Hydrographer,

1. The 8th meeting of the Hydrographic Services and Standards Committee (HSSC-8) will take place from 14 to 18 November 2016 at the IHB, in Monaco.
2. This letter provides general information on the meeting and sets out a draft agenda and timetable.
3. Participation in HSSC-8 is open to all IHO Member States, and up to two delegates each representing Observer States and International Organizations recognised as observer organizations by the IHO.
4. **Venue and Accommodation.** The meeting will be held at the IHB, 4b Quai Antoine Ier, Monaco. General and logistical information, such as details of available hotels and visa requirements, have been posted on the IHO website (www.iho.int > Home > Committees & WG > HSSC > Section "Next Meeting" - [Documents](#)). Delegates requiring any assistance are invited to liaise with the HSSC Secretariat at adcs@iho.int.
5. Attendees should book their chosen hotel at their **earliest convenience**.
6. **Registration.** It is planned that registration will be available online via a link in the HSSC-8 section of the IHO website ((Home > Committees & WG > HSSC > Section "Next Meeting"). The link will be available **from 15 June 2016**. A registration form will be available at the above web address for those delegates that are not able to register on line. All delegates intending to participate in HSSC-8 should register **by 15 September 2016**.
7. **HSSC Chair Group meeting.** The plenary meeting will start on 15 November and will be preceded by a meeting of the HSSC Chair Group in the afternoon of Monday 14 November, from 1400 to 1700. In addition to the Chair of HSSC, this meeting will comprise the Chairs of HSSC Working Groups (WGs), the Vice-Chair, the Secretary and the Assistant Secretary of HSSC. If the Chair of an HSSC WG cannot be present at the HSSC Chair Group Meeting and/or at the HSSC Meeting, they are requested to make appropriate arrangements (through the Vice-Chair, Secretary or a representative of any IHO Member State) for the WG to be represented and to inform the HSSC Secretary accordingly.
8. **Actions arising from HSSC-7.** The current status of actions arising from HSSC-7 (Busan, Republic of Korea, 10- 13 November 2015 - see reference), is available on the IHO website (www.iho.int > Committees & WGs > HSSC > HSSC-7 > Post Meeting Documents [Actions...] ([Link](#))) or directly as Document HSSC8-03B ([Link](#)). Some actions are still pending. Those nominated for actions that remain outstanding are kindly requested to address them and report the status to the HSSC Secretariat at (adcs@iho.int) as soon as possible.

9. **Draft Agenda and Timetable for HSSC-8.** A draft agenda and timetable for HSSC-8 is provided in **Annex A**. Associated documents, where known, have been listed. Member States and Observers are kindly requested to review the draft agenda and programme and provide any comments or proposals for new or amended subjects to the HSSC Secretariat **by 31 August 2016**. If necessary, a revised draft agenda and timetable will be prepared and posted on the IHO website. Delegates are invited to note that the meeting is expected to continue until 1600 on Friday 18 November and are advised to plan their travel arrangements accordingly.

10. **Submission Deadline for HSSC-8 Documents.** Documents intended for consideration at HSSC-8 should be submitted to the HSSC Secretariat in accordance with the “[Instructions for the Submission of Reports and Proposals for Consideration by HSSC](#)”, as follows:

	Submission Deadline
Papers in support of Agenda items (including reports from WG Chairs and proposals for new work programme items)	No later than 23 September 2016 (7 weeks before commencement of the meeting)
Papers providing comments or proposed amendments to proposals contained in meeting papers <u>Such supplementary submissions should contain a maximum of 4 pages</u>	No later than 21 October 2016 (3 weeks before commencement of the meeting)

Documents received after 21 October 2016 will be considered as information papers only.

11. All documents will be posted on the IHO website (Home > Committees & WG > HSSC > Section “Next Meeting” - Link) as and when they are received. Delegates are kindly 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 is practicable, the need to defer decisions to allow further post-meeting technical consultations.

12. **Miscellaneous.** The current list of HSSC contacts is kept updated on the IHO HSSC webpage ([Link](#)). Any changes should be forwarded to the HSSC Secretariat (adcs@iho.int) at the earliest opportunity.

13. According to the arrangements outlined at HSSC-7, the 9th HSSC meeting is planned to be held in Ottawa, Canada from 6 to 10 November 2017 and the 10th HSSC meeting, in Rostock, Germany in 2018. Proposals for hosting subsequent meetings to be held in 2019 (HSSC-11) and 2020 (HSSC-12) are welcome at any time and preferably **not later than at HSSC-8**.

On behalf of the Directing Committee

Yours sincerely,



Gilles BESSERO
Director

Distribution:

IHO Member States

International Organizations accredited as Observers to the IHO

Chair and Vice-Chair of HSSC

Chairs and Vice-Chairs of HSSC WGs and Project Team(s)

Other HSSC Contacts

Annex:

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

A. Draft Agenda and Timetable

8th HSSC Meeting

IHB, Monaco, 14-18 November 2016

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 item covering each WG in turn and then, finally approved under agenda item 10.

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-8 [List of Documents](#) to check the latest version of the documents. HSSC8-XX Rev *n* means that a new version of document HSSC8-XX has been made available but that it does not affect the draft agenda and timetable.

Monday 14 Nov	HSSC CHAIR GROUP
1400 - 1700	HSSC Chair Group Meeting (Chair and Vice-Chair of HSSC, Chairs of HSSC Working Groups (WGs), Secretary and Assistant Secretary of HSSC)
Tuesday 15 Nov	HSSC-8 PLENARY
0900	Welcome Address (<i>Directing Committee</i>)
0915	<p>1. Opening and Administrative Arrangements</p> <p><i>Docs: HSSC8-01A List of Documents (IHB)</i> <i>HSSC8-01B List of Participants (IHB)</i> <i>HSSC8-01C HSSC – List of Contacts (IHB)</i> <i>HSSC8-01D TORs for HSSC and related Working Groups (IHB)</i></p>
0920	<p>2. Approval of Agenda</p> <p><i>Docs: HSSC8-02A Agenda and Timetable (IHB)</i></p>
0930	<p>3. Matters arising from Minutes of 7th HSSC Meeting</p> <p><i>Docs: HSSC8-03A Minutes of HSSC-7 (IHB)</i> <i>HSSC8-03B Status of Actions List from HSSC-7 (IHB)</i></p> <p>4. HSSC Administration</p> <p><i>Docs: HSSC8-04.1A Inputs from HSSC to the IHO Strategic Plan and 3/5-years Programme of Work (HSSC Chair/IHB)</i> <i>HSSC8-04.2A Preparation of the HSSC Report to the IHC/Assembly (HSSC Chair/IHB)</i></p>

1030	Group Photo and Coffee Break
	5. Reports by HSSC Working Groups
1100	<p>5.1 S-100 (S-100WG)</p> <p><i>Docs: HSSC8-05.1A Report and Recommendations of S-100WG (S-100WG Chair)</i></p> <p><i>HSSC8-05.1B Report on S-100 Registry Management and Way Forward (S-100WG Chair/IHB)</i></p> <p><i>HSSC8-05.1C Report of the S-101 Project Team (S-101PT Chair)</i></p>
1230 - 1345	Lunch
1400	<p>5.1 S-100 (S-100WG) (continued)</p> <p><i>Docs: HSSC8-05.1D Report of the Under Keel Clearance Management Project Team (UKCM PT Chair)</i></p> <p><i>HSSC8-05.1E Report of the S-121 Project Team (S-121PT Chair)</i></p>
1430	<p>5.2 Data Protection Scheme (DPSWG)</p> <p><i>Docs: HSSC8-05.2A Report and Recommendations of DPSWG (DPSWG Chair)</i></p>
1500	<p>5.3 ENC Standards Maintenance (ENCWG)</p> <p><i>Docs: HSSC8-05.3A Report and Recommendations of ENCWG (ENCWG Chair)</i></p> <p><i>HSSC8-05.3B Report of the S-66 Project Team (S-66 PT Chair)</i></p>
1530	Coffee Break
1600	5.3 ENC Standards Maintenance (ENCWG) (continued)
1630	<p>5.4 Nautical Information Provision (NIPWG)</p> <p><i>Docs: HSSC8-05.4A Report and Recommendations of NIPWG (NIPWG Chair)</i></p>
1730	END OF DAY ONE
1800 - 2000	Reception (Chartroom, IHB)
Wednesday 16 Nov	HSSC-8 (continues)
	5. Reports by HSSC Working Groups (continued)
0900	<p>5.5 Nautical Cartography (NCWG)</p> <p><i>Docs: HSSC8-05.5A Report and Recommendations of NCWG (NCWG Chair)</i></p>
1030	Coffee Break
1100	<p>5.6 Data Quality (DQWG)</p> <p><i>Docs: HSSC8-05.6A Report and Recommendations of DQWG (DQWG Chair)</i></p>

1200	5.7 Hydrographic Surveys Scoping Project Team (H2S PT) <i>Docs: HSSC8-05.7A Report of the HSSC Hydrographic Surveys Scoping Project Team (H2S PT Chair)</i>
1230-1345	Lunch
1400	5.8 Tides, Water Level and Currents (TWCWG) <i>Docs: HSSC8-05.8A Report and Recommendations of TWCWG (TWCWG Chair)</i>
1500	5.9 Hydrographic Dictionary (HDWG) <i>Docs: HSSC8-05.9A Report and Recommendations of HDWG (HDWG Chair)</i>
1530	Coffee Break
1600	6. Inter-Organizational Bodies 6.1 IHO-IAG Advisory Board on the Law Of the Sea (ABLOS) <i>Docs: HSSC8-06.1A Status Report on ABLOS activities (ABLOS Chair)</i>
1630	7. Decisions of other bodies affecting HSSC 7.1 IRCC (incl. MSDIWG) <i>Docs: HSSC8-07.1A IRCC activities affecting HSSC (including MSDI) (IRCC)</i>
1700	Break into drafting groups (if required)
1800	END OF DAY TWO
Thursday 17 Nov	HSSC-8 (continued)
0830	Consider work of drafting group(s) (if required)
	7. Decisions of other bodies affecting HSSC (continued)
0900	7.2 IMO <i>Docs: HSSC8-07.2A Report on IMO activities affecting HSSC (including e-navigation) (IMO/IHB)</i>
0945	7.3 IALA <i>Docs: HSSC8-07.3A IALA activities affecting HSSC (IALA)</i>
1030	Coffee Break
1100	7.4 IEC <i>Docs: HSSC8-07.4A IEC activities affecting HSSC (IEC)</i>
1145	7.5 CIRM <i>Docs: HSSC8-07.5A CIRM activities affecting HSSC (CIRM)</i>
1230-1345	Lunch

1400	7.6 Inland ENC Harmonization Group (IEHG) <i>Docs: HSSC8-07.6A Status Report on Inland ENC Development and Standardization (IEHG)</i>
1430	7.7 ISO <i>Docs: HSSC8-07.7A ISO activities affecting HSSC (ISO/IHB)</i>
1500	7.8 OGC <i>Docs: HSSC8-07.8A OGC activities affecting HSSC (OGC)</i>
1530	Coffee Break
1600	7.9 IOGP <i>Docs: HSSC8-07.9A IOGP activities affecting HSSC (IOGP)</i>
1645 - ~1830	Chair Group Meeting <i>Preparation of List of Actions and review of draft HSSC Work Plan</i>
Friday 18 Nov	HSSC-8 (continued)
0900	7.10 JCOMM <i>Docs: HSSC8-07.10A JCOMM activities affecting HSSC (JCOMM)</i>
0930	7.11 RTCM <i>Docs: HSSC8-07.11A RTCM activities affecting HSSC (RTCM)</i>
1000	7.12 ICPC <i>Docs: HSSC8-07.12A ICPC activities affecting HSSC (ICPC)</i>
1030	Coffee Break
1100	7.13 DGIWG and NATO GMWG <i>Docs: HSSC8-07.13A DGIWG activities affecting HSSC (UK Rep. tbc) HSSC8-07.13B NATO GMWG activities affecting HSSC (UK Rep. tbc)</i>
1130 (~ 15 min each)	8. Review of new developments and other information papers
1230-1345	Lunch
1400	9. Liaison with External Stakeholders <i>Docs: HSSC8-09A Status of potential Stakeholders' events in 2017 (IHB)</i>
1430	10. Review and Endorsement of HSSC Work Plan and List of Actions <i>Docs: HSSC8-10A Status report on IHO Publications on Standards and Specification (IHB) HSSC8-10B Draft HSSC Work Plan (IHB)</i>
1530	11. Any other business

	<p>12. Date & Location of the next meetings</p> <p>HSSC-9: 6 - 10 November 2017 - Ottawa, Canada</p> <p>HSSC-10: November 2018* - Rostock, Germany (subject to confirmation)</p> <p>HSSC-11: November 2019* - <i>Venue depending on proposals from Member States (IHB, Monaco as back up option)</i></p> <p>HSSC-12: November 2020* - <i>Venue depending on proposals from Member States (IHB, Monaco as back up option)</i></p>
	<p>13. Closure of the Meeting</p>
~1600	END OF THE MEETING

** If the first session of the Assembly takes place in 2017, then the subsequent establishment of the Council and implementation of the three-year planning cycle are likely to require that HSSC meets in the first semester in order for the Committee to meet the timeline for submitting proposals to the Council.*