



**THIS CIRCULAR LETTER REQUIRES YOU TO VOTE**

IHO File No. SPRWG

**CIRCULAR LETTER 66/2017**  
**23 November 2017**

**CALL FOR APPROVAL OF THE TERMS OF REFERENCE AND RULES OF  
PROCEDURE OF THE STRATEGIC PLAN REVIEW WORKING GROUP AS ENDORSED  
BY THE FIRST MEETING OF THE COUNCIL AND INVITATION TO PARTICIPATE IN  
THE WORK OF THIS WORKING GROUP**

References:

- A. 1<sup>st</sup> Session of the IHO Assembly P-6 – *Proceedings including List of Decisions*
- B. 1<sup>st</sup> Meeting of the IHO Council IHO C-1 – *Summary Report (Version dated 31 October 2017)*
- C. General Regulations of the IHO

Dear Hydrographer,

1. The IHO Council, as directed by the 1<sup>st</sup> session by the IHO Assembly (Reference A, Decision A1/03), discussed how to conduct a comprehensive review of the Strategic Plan in order to provide a draft revised Plan, as appropriate, in time for the consideration of the 2<sup>nd</sup> Session of the Assembly (A-2).
2. Empowered by the Assembly, the Council decided to establish the Strategic Plan Review Working Group (SPRWG) and endorsed the draft Terms of Reference and Rules of Procedure (TORs and ROPs) developed by the Council drafting group (Annex A). The Council also proposed the future SPRWG to include communication strategies as part of the way and means of their anticipated results.
3. At the first meeting of the Council, Australia, Brazil, Canada, China, Denmark, France, Italy, Japan, Netherlands, Norway, Republic of Korea, Spain, United Kingdom and USA indicated their intention to join the SPRWG as members. The Council also endorsed the nomination of the office bearers of the SPRWG, namely Bruno Frachon (France) for the position of Chair, Shigeru Nakabayashi (Japan) for the position of Vice-Chair and Douglas Brunt (Canada) for the position of Secretary.
4. In accordance with Art. 6. (b) and Art. 6. (g) (i) of the General Regulations of the IHO (Reference C) and following the instructions of the Council (Reference B, Action C1/41 refers), the approval of Member States on the draft TORs and ROPs of the SPRWG is requested. Member States are also invited to indicate their intention to participate in the activities of the Council's Strategic Plan Review Working Group. A Voting Form is provided in Annex B and should be returned to the IHO Secretariat **as soon as possible and no later than 31 January 2018**.

Yours sincerely,

Dr Mathias JONAS  
Secretary-General

- Annex A:** Strategic Plan Review Working Group Terms of Reference and Rules of Procedure (draft)
- Annex B:** Voting Form
- Copies:** RAdm Shephard Smith (Chair of the Council) – Adm (Ret.) Luiz Fernando Palmer  
Fonseca (Vice-Chair of the Council) – Ing. General Bruno Frachon (Chair of the  
SPRWG)

IHO File No SPRWG

## **STRATEGIC PLAN REVIEW WORKING GROUP (SPRWG)**

### **Terms of Reference and Rules of Procedure**

(draft version 17 Oct 2017)

#### **1. Terms of Reference**

- 1.1 Conduct a comprehensive review of the Strategic Plan in two successive phases: scoping and drafting.
- 1.2 In the scoping phase (T0<sup>1</sup> + 6 months):
  - 1.2.1 review and restate the current and future strategic context in which the IHO operates;
  - 1.2.2 propose the definition of success for the IHO in 2026;
  - 1.2.3 identify the deficiencies in terms of content, shape and interrelation to the implementation instruments in the existing Plan;
  - 1.2.4 consider appropriate goals, ways and means that could address any identified deficiencies;
  - 1.2.5 establish the management plan and timetable for developing and drafting any proposed revisions to the existing Plan;
  - 1.2.6 submit a proposal at C-2 for the draft framework of the revised strategic plan.
- 1.3 In the drafting phase (T0 + 18 months):
  - 1.3.1 define the criteria for measuring success and propose priorities for the IHO;
  - 1.3.2 consider the interrelation to other management elements such as budget, work plan and performance indicators (Ref. d/);
  - 1.3.3 prepare the draft revised plan in accordance with the management plan and the timetable;
  - 1.3.4 prepare the supporting documents for submission to A-2.
- 1.4 Provide an intermediate report at C-2 ( - two months)
- 1.5 Provide a draft final report at C-3 ( - two months) for endorsement and recommendations to be submitted to A-2.
- 1.6 These Terms of Reference can be amended in accordance with Article 6 of the General Regulations.

#### **2. Rules of Procedure**

- 2.1 The Working Group is open to all Member States. It shall be composed of representatives of Member States. The Chairs of the HSSC, IRCC, FC, or their nominated representatives, should participate in the work of the Working Group.
- 2.2 A Member State shall act as Secretary to the Working Group. The Secretary shall prepare the

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<sup>1</sup> T0 is the effective date of the establishment of the Working Group.

reports required for submission to each meeting of the Council and to sessions of the Assembly as directed by the Council.

- 2.3 The Chair and Vice-Chair shall be a representative of a Member State having a seat at the Council. The Chair and Vice-Chair shall be nominated at the end of the 1<sup>st</sup> meeting of the Council and the nominations shall be determined by vote of the Council Members present and voting. If the Chair is unable to carry out the duties of the office, the Vice-Chair shall act as the Chair with the same powers and duties.
- 2.4 The Working Group should normally work by correspondence, but if decided by the Working Group, meetings can be scheduled in conjunction with any IHO meetings. The Chair or any member of the Working Group, with the agreement of the simple majority of all members of the Working Group, can call extraordinary meetings. In case of meetings, all intending participants shall inform the Chair and Secretary ideally at least one month in advance of their intention to attend meetings of the Working Group.
- 2.5 Decisions shall generally be made by consensus. If votes are required on issues or to endorse proposals presented to the Working Group, decisions shall be taken by a simple majority of Working Group Members present and voting. When dealing with matters by correspondence, a simple majority of all Working Group Members shall be required.
- 2.6 The draft record of meetings shall be distributed by the Secretary within ten working days of the end of meetings and participants' comments should be returned within ten working days of the date of despatch. Final minutes of meetings should be distributed to all IHO Member States and posted on the IHO website within thirty days after a meeting.
- 2.7 The working language of the Working Group shall be English.
- 2.8 Recommendations of the Working Group shall be submitted to the Council for endorsement.
- 2.9 The Working Group will be disbanded after A-2.
- 2.10 These Rules of Procedure can be amended in accordance with Article 6 of the General Regulations

**VOTING FORM***(to be returned to the IHO Secretariat by **31 January 2018**)**E-mail: info@iho.int - Fax: +377 93 10 81 40)*

Member State:	
Point of Contact:	
Contact e-mail:	

**APPROVAL OF THE TORs and ROPs OF THE STRATEGIC PLAN REVIEW  
WORKING GROUP (SPRWG) AS ENDORSED BY THE FIRST MEETING OF  
THE COUNCIL – PARTICIPATION IN THE ACTIVITIES OF THE SPRWG**

1. Do you approve the proposed TORs and ROPs of the Strategic Plan Review Working Group?

YES	NO
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2. Do you have any comments, inputs or reservations?

YES	NO
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If YES, please provide your comments below:

Comment by Member State

3. Do you want to be an active member of the SPRWG?

YES	NO
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If YES, please provide the name and contact details of your representative below, and inform the SPRWG Chair/Vice-Chair and Secretary<sup>2</sup> as soon as possible:

Name:
Email:

Name/Signature: .....

Date: .....

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<sup>2</sup> SPRWG Chair/Vice-Chair/Secretary contact details : [bruno.frachon@shom.fr](mailto:bruno.frachon@shom.fr), [ico@jodc.go.jp](mailto:ico@jodc.go.jp), [Douglas.Brunton@dfm-mpo.gc.ca](mailto:Douglas.Brunton@dfm-mpo.gc.ca)