



THIS CIRCULAR LETTER REQUIRES YOU TO VOTE

IHO File N° S3/8151-S3/0104

CIRCULAR LETTER 53/2018
08 November 2018

**REVISION OF THE TERMS OF REFERENCE AND RULES OF PROCEDURE
OF
THE HYDROGRAPHIC SERVICES AND STANDARDS COMMITTEE (HSSC)
AND
THE INTER-REGIONAL COORDINATION COMMITTEE (IRCC)**

References:

- A. IHO CL 55/2017 dated 31 October 2017 - *Outcome 1st Meeting of the IHO Council.*
- B. IHO CL 51/2018 dated 29 October - *Outcome of the 2nd Meeting of the IHO Council.*
- C. Summary Report of the 2nd Meeting of the IHO Council.
- D. Terms of Reference and Rules of Procedure of the HSSC.
- E. Terms of Reference and Rules of Procedure of the IRCC.

Dear Hydrographer,

1. In accordance with Decision C1/05 of the 1st Meeting of the IHO Council (Reference A) and considering the IHO Resolution 2/2007 as amended, the Hydrographic Services and Standards Committee (HSSC) and the Inter-Regional Coordination Committee (IRCC) reviewed, amended and endorsed their respective Terms of Reference (ToR) and Rules of Procedures (RoP) at the 10th meetings of the HSSC and the IRCC held in May and June 2018. The endorsed amendments to the current HSSC and IRCC ToR and RoP mainly reflect:

- The existence and the role of the Council;
- The option for the HSSC and the IRCC to decide on the need of Council endorsement for recommendations on standards and publications before submission to Member States for approval.

2. Reference B informed Member States on the outcome of the 2nd Meeting of the IHO Council. The summary report of the meeting (Reference C) indicate that the Council reviewed and endorsed the proposed Terms of Reference and Rules of Procedures of the HSSC (Decision C2/14) and the IRCC (Decision C2/18) with full alignment of the relevant paragraphs.

3. The resulting proposed revised ToR and RoP of the HSSC and the IRCC are provided in Annex A and Annex B respectively.

4. Member States are requested to take into account the endorsement of the HSSC, the IRCC and the IHO Council and consider adopting the revised Terms of Reference and Rules of Procedure of the HSSC and IRCC and to indicate their decision by returning the Voting Form, provided in Annex C, **no later than 07 January 2019.**

On behalf of the Secretary-General

Yours sincerely,

Mustafa IPTES
Director

Annex A: Revised Terms of Reference and Rules of Procedure of the HSSC
Annex B: Revised Terms of Reference and Rules of Procedure of the IRCC
Annex-C: Voting Form

HYDROGRAPHIC SERVICES AND STANDARDS COMMITTEE (HSSC)**Proposed Amendments to the Terms of Reference and Rules of Procedure
(RED-LINE VERSION as endorsed at C-2)**

- Ref: a/ Decision 4 of the XVIIIth IHC (editorial corrections made in July 2013).
 b/ IHO CL 23/2015 and CL 41/2015 (amendment to the Rules of Procedure).
 c/ Entry into force of the Protocol of Amendments to the Convention on the IHO.
 d/ Decision 6 of the 1st Session of the IHO Assembly (amendment to Art. 2.8, see paragraph 12 of Doc. A.1/WP2/01).
 e/ IHO Circular Letter N° xx/2019 dated xx January 2019

Considering the need to promote and coordinate the development of standards, specifications and guidelines for official products and services to meet the requirements of mariners and other users of hydrographic information, the International Hydrographic Organization establishes a Hydrographic Services and Standards Committee (HSSC) with the following Terms of Reference and Rules of Procedure. The HSSC shall be the IHO Technical Steering Group acting on behalf of all Member States and shall report to each ordinary session of the Assembly through the Council.

1. Terms of Reference

- 1.1 Monitor the requirements of mariners and other users of hydrographic information concerning the use of hydrographic products and information systems that may require data and information provided by national hydrographic authorities, and to identify those technical matters that may affect the activities and products of those authorities.
- 1.2 Monitor the work of specified IHO Inter-Organizational Bodies engaged in hydrographic services, standards and related technical activities as directed by the Assembly and provide advice and guidance to the IHO representatives as required.
- 1.3 Study and propose methods and standards for the acquisition, assessment and provision of official hydrographic data, nautical products and other related services.
- 1.4 Maintain technical liaison with other relevant stakeholders, such as type-approval authorities, navigation equipment manufacturers, and the hydrographic data user-community.
- 1.5 Prepare and maintain publications related to the objectives of the Committee.
- 1.6 Prepare a Committee Work Programme **in support of the IHO Work Programme 2 (Hydrographic Services and Standards)** and propose it to each ordinary session of the Assembly through the Council. ~~Consider and decide upon proposals for new work items under the Committee Work Programme, taking into account the financial, administrative and wider stakeholder consequences and the IHO Strategic Plan and Work Programme.~~
- 1.7 Monitor the execution of the Committee Work Programme and report to each meeting of the Council, including an evaluation of the performance achieved.
- 1.8 **Consider and decide upon proposals for new work items under the Committee Work Programme, taking into account the financial, administrative and wider stakeholder consequences and the IHO Strategic Plan and Work Programme and report to each meeting of the Council.**
- 1.9 Propose to the Assembly through the Council, the establishment of new Sub-Committees, when needed, supported by a comprehensive cost-benefit analysis.
- 1.10 As required, establish Working Groups to fulfil the Committee Work Programme, in conformance Article 6 of the General Regulations and approve their Terms of Reference and Rules of Procedure.
- 1.11 Monitor the work of its Sub-committees, Working Groups and other bodies directly subordinate to the Committee.

- 1.12 Review annually the continuing need for each Working Group previously established by the Committee.
- 1.13 Liaise and maintain contact with relevant IHO and other bodies to ensure that IHO work activities are coordinated.
- 1.14 Liaise with other relevant international organizations and Non-Government International Organizations (NGIOs).
- 1.15 These Terms of Reference can be amended in accordance with Article 6 of the General Regulations.

2. Rules of Procedure

- 2.1 The Committee shall be composed of representatives of Member States. The Chairs of the relevant subordinate bodies of the Committee, or their nominated representatives, shall attend and report at all Committee Meetings. International Organizations and accredited Non-Government International Organizations (NGIOs) may attend Committee Meetings.
- 2.2 A Director of the Secretariat shall act as Secretary to the Committee. The Secretary shall prepare the 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. The election of the Chair and Vice-Chair shall be decided at the first meeting after each ordinary session of the Assembly and shall be determined by vote of the Member States 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 Committee shall meet once a year, unless decided otherwise by the Committee, whenever possible in conjunction with another relevant conference or meeting. The venue and date of the meeting shall be decided at the previous meeting, in order to facilitate participants' travel arrangements. Meetings should normally be scheduled to precede a session of the Council or Assembly by approximately four months. The Chair or any member of the committee, with the agreement of the simple majority of all members of the Committee, can call extraordinary meetings. Confirmation of the venue and date shall normally be announced at least six months in advance. All intending participants shall inform the Chair and Secretary ideally at least one month in advance of their intention to attend meetings of the Committee.
- 2.5 Decisions shall generally be made by consensus. If votes are required on issues or to endorse proposals presented to the Committee, decisions shall be taken by a simple majority of Committee Members present and voting. When dealing with inter-sessional matters by correspondence, a simple majority of all Committee Members shall be required.
- 2.6 The draft record of meetings shall be distributed by the Secretary within six weeks of the end of meetings and participants' comments should be returned within three weeks of the date of despatch. Final minutes of meetings should be distributed to all IHO Member States and posted on the IHO website within three months after a meeting.
- 2.7 The working language of the Committee shall be English.
- 2.8 The Committee shall progress its work primarily through Working Groups, each of which shall address specific tasks. Working Groups shall operate by correspondence to the maximum extent practicable.
- 2.9 Recommendations of **possible strategic importance made by** the Committee shall be submitted to IHO Member States for adoption through the Council to the Assembly. **The Committee should appreciate and determine the need to go through the Council for recommendations. If prior endorsement of the Council is not deemed necessary by the Committee, the recommendations on standards and publications can be submitted directly to the IHO Member States for approval, once endorsed by the Committee.**
- 2.10 These Rules of Procedure can be amended in accordance with Article 6 of the General Regulations.

HYDROGRAPHIC SERVICES AND STANDARDS COMMITTEE (HSSC)

Terms of Reference and Rules of Procedure

(CLEAN VERSION as endorsed at C-2)

- Ref: a/ Decision 4 of the XVIIIth IHC (editorial corrections made in July 2013).
b/ IHO CL 23/2015 and CL 41/2015 (amendment to the Rules of Procedure).
c/ Entry into force of the Protocol of Amendments to the Convention on the IHO.
d/ Decision 6 of the 1st Session of the IHO Assembly (amendment to Art. 2.8, see paragraph 12 of Doc. A.1/WP2/01).
e/ IHO Circular Letter N° xx/2019 dated xx January 2019

Considering the need to promote and coordinate the development of standards, specifications and guidelines for official products and services to meet the requirements of mariners and other users of hydrographic information, the International Hydrographic Organization establishes a Hydrographic Services and Standards Committee (HSSC) with the following Terms of Reference and Rules of Procedure. The HSSC shall be the IHO Technical Steering Group acting on behalf of all Member States and shall report to each ordinary session of the Assembly through the Council.

1. Terms of Reference

- 1.1 Monitor the requirements of mariners and other users of hydrographic information concerning the use of hydrographic products and information systems that may require data and information provided by national hydrographic authorities, and to identify those technical matters that may affect the activities and products of those authorities.
- 1.2 Monitor the work of specified IHO Inter-Organizational Bodies engaged in hydrographic services, standards and related technical activities as directed by the Assembly and provide advice and guidance to the IHO representatives as required.
- 1.3 Study and propose methods and standards for the acquisition, assessment and provision of official hydrographic data, nautical products and other related services.
- 1.4 Maintain technical liaison with other relevant stakeholders, such as type-approval authorities, navigation equipment manufacturers, and the hydrographic data user-community.
- 1.5 Prepare and maintain publications related to the objectives of the Committee.
- 1.6 Prepare a Committee Work Programme in support of the IHO Work Programme 2 (Hydrographic Services and Standards) and propose it to each ordinary session of the Assembly through the Council.
- 1.7 Monitor the execution of the Committee Work Programme and report to each meeting of the Council, including an evaluation of the performance achieved.
- 1.8 Consider and decide upon proposals for new work items under the Committee Work Programme, taking into account the financial, administrative and wider stakeholder consequences and the IHO Strategic Plan and Work Programme and report to each meeting of the Council.
- 1.9 Propose to the Assembly through the Council, the establishment of new Sub-Committees, when needed, supported by a comprehensive cost-benefit analysis.
- 1.10 As required, establish Working Groups to fulfil the Committee Work Programme, in conformance Article 6 of the General Regulations and approve their Terms of Reference and Rules of Procedure.
- 1.11 Monitor the work of its Sub-committees, Working Groups and other bodies directly subordinate to the Committee.
- 1.12 Review annually the continuing need for each Working Group previously established by the Committee.
- 1.13 Liaise and maintain contact with relevant IHO and other bodies to ensure that IHO work activities are

coordinated.

- 1.14 Liaise with other relevant international organizations and Non-Government International Organizations (NGIOs).
- 1.15 These Terms of Reference can be amended in accordance with Article 6 of the General Regulations.

2. Rules of Procedure

- 2.1 The Committee shall be composed of representatives of Member States. The Chairs of the relevant subordinate bodies of the Committee, or their nominated representatives, shall attend and report at all Committee Meetings. International Organizations and accredited Non-Government International Organizations (NGIOs) may attend Committee Meetings.
- 2.2 A Director of the Secretariat shall act as Secretary to the Committee. The Secretary shall prepare the 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. The election of the Chair and Vice-Chair shall be decided at the first meeting after each ordinary session of the Assembly and shall be determined by vote of the Member States 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 Committee shall meet once a year, unless decided otherwise by the Committee, whenever possible in conjunction with another relevant conference or meeting. The venue and date of the meeting shall be decided at the previous meeting, in order to facilitate participants' travel arrangements. Meetings should normally be scheduled to precede a session of the Council or Assembly by approximately four months. The Chair or any member of the committee, with the agreement of the simple majority of all members of the Committee, can call extraordinary meetings. Confirmation of the venue and date shall normally be announced at least six months in advance. All intending participants shall inform the Chair and Secretary ideally at least one month in advance of their intention to attend meetings of the Committee.
- 2.5 Decisions shall generally be made by consensus. If votes are required on issues or to endorse proposals presented to the Committee, decisions shall be taken by a simple majority of Committee Members present and voting. When dealing with inter-sessional matters by correspondence, a simple majority of all Committee Members shall be required.
- 2.6 The draft record of meetings shall be distributed by the Secretary within six weeks of the end of meetings and participants' comments should be returned within three weeks of the date of despatch. Final minutes of meetings should be distributed to all IHO Member States and posted on the IHO website within three months after a meeting.
- 2.7 The working language of the Committee shall be English.
- 2.8 The Committee shall progress its work primarily through Working Groups, each of which shall address specific tasks. Working Groups shall operate by correspondence to the maximum extent practicable.
- 2.9 Recommendations of possible strategic importance made by the Committee shall be submitted to IHO Member States for adoption through the Council to the Assembly. The Committee should appreciate and determine the need to go through the Council for recommendations. If prior endorsement of the Council is not deemed necessary by the Committee, the recommendations on standards and publications can be submitted directly to the IHO Member States for approval, once endorsed by the Committee.
- 2.10 These Rules of Procedure can be amended in accordance with Article 6 of the General Regulations.

INTER-REGIONAL COORDINATION COMMITTEE (IRCC)
Proposed Amendments to the Terms of Reference and Rules of Procedure
(RED-LINE VERSION as endorsed at C-2)

References:

- a) IHO Circular Letter N° 115/2007, dated 10 December 2007
- b) IHO Circular Letter N° 46/2009, dated 03 July 2009
- c) IHO Circular Letter N° 54/2009, dated 03 August 2009
- d) IHO Circular Letter N° 28/2010, dated 30 March 2010
- e) IHO Circular Letter N° 71/2014, dated 24 October 2014
- f) IHO Circular Letter N° 86/2015, dated 10 December 2015
- g) IHO Circular Letter N° 64/2016, dated 07 December 2016
- h) IHO Circular Letter N° xx/2019 dated xx January 2019

Considering the need to promote and coordinate those activities that might benefit from a regional approach, and considering further that Capacity Building and wider use of marine data gathering have been identified as strategic objectives, the International Hydrographic Organization establishes an Inter-Regional Coordination Committee (IRCC) with the following Terms of Reference and Rules of Procedure. The IRCC shall report to each ordinary session of the Assembly through the Council ~~(when the Council is established).~~

Note: The IRCC shall ~~assume~~ **retain** the responsibility of the policy matters related to the Worldwide Electronic Navigational Chart Database (WEND) ~~until~~ **unless otherwise instructed by the Council** ~~is established.~~

TERMS OF REFERENCE

1. Establish, coordinate and enhance cooperation in hydrographic activities amongst States on a regional basis, and between regions, especially on matters associated with Capacity Building; the World-Wide Navigational Warning System; General Bathymetry and Ocean Mapping, Marine Spatial Data Infrastructures, Education and Training and the implementation of the WEND suitable for the needs of international shipping.

Establish co-operation and partnership with stakeholders to enhance the delivery of Capacity Building programmes and to ensure long-term sustainability.
2. Monitor the work of specified IHO Inter-Organizational Bodies engaged in activities that require inter-regional cooperation and coordination as directed by the Assembly and provide advice and guidance to the IHO representatives as required.
3. Promote co-operation between regional organizations concerned with the use of hydrographic and bathymetric data, information and products as well as Maritime Safety Information (MSI) for navigation safety and all other marine purposes, including economic development, environmental protection and coastal resource management, particularly within Marine Spatial Data Infrastructures.
4. Review and implement the IHO Capacity Building Strategy and promote the Capacity Building and Training initiatives identified by the relevant subsidiary bodies of the Organization, facilitating interaction between RHCs and potential donors at both international and regional levels.
5. ~~Prepare and maintain~~ **Coordinate and endorse the work of subordinate bodies in the preparation and maintenance of** publications related to the objectives of the Committee.
6. Prepare a Committee Work Programme **in support of the IHO Work Programme 3 (Inter Regional Coordination and Support)** and propose it to each ordinary session of the Assembly through the Council ~~(when the Council is established). Consider and decide upon proposals for n~~ **New work items under the Committee Work Programme should take** ~~ing~~ **into account the financial, administrative and wider stakeholder consequences and the IHO Strategic Plan and Work Programme.**
7. Monitor the execution of the Committee Work Programme and report to each meeting of the Council ~~(when the Council is established)~~, including an evaluation of the performance achieved.
8. Propose to the Assembly through the Council ~~(when the Council is established)~~, the establishment of

new Sub-Committees, when needed, supported by a comprehensive cost-benefit analysis, **in accordance with Article 6 of the General Regulations**.

9. As required, establish Working Groups to fulfill the Committee Work Programme, in conformance with Article 6 of the General Regulations and approve their Terms of Reference and Rules of Procedure.
10. Monitor the work of its Sub-Committees, Working Groups and other bodies directly subordinate to the Committee.
11. Review annually the continuing need for each Working Group previously established by the Committee.
12. Liaise and maintain contact with relevant IHO and other bodies to ensure that IHO work activities are coordinated.
13. Liaise with other relevant Intergovernmental Organizations (IGOs) and Non-Governmental International Organizations (NGIOs).
14. These Terms of Reference can be amended in accordance with Article 6 of the General Regulations.

RULES OF PROCEDURE

1. The Committee shall be composed of the Chairs of the Regional Hydrographic Commissions; the Chairs of the Hydrographic Commission on Antarctica (HCA), the Capacity Building Sub-Committee (CBSC), the World-Wide Navigational Warning Service Sub-Committee (WWNWS-SC), the International Board on Standards of Competence for Hydrographic Surveyors and Nautical Cartographers (IBSC), the Worldwide ENC Database (WEND) Working Group, the IHO-European Union (EU) Network Working Group (IENWG), the Marine Spatial Data Infrastructures (MSDI) Working Group (MSDIWG), the Crowd-Sourced Bathymetry Working Group (CSBWG) and the General Bathymetric Chart of the Oceans (GEBCO) Guiding Committee (GGC). Committee Meetings shall be open to all Member States of the IHO. Intergovernmental Organizations and Non-Governmental International Organizations (NGIOs) accredited as Observers to the IHO may attend Committee Meetings.
2. A Director of the Secretariat shall act as Secretary to the Committee. The Secretary shall prepare the reports required for submission to each ordinary session of the Assembly and Council ~~(when the Council is established)~~.
3. The Chair and Vice-Chair shall be a representative of a Member State. The election of the Chair and Vice-Chair shall be decided at the first meeting after each ordinary session of the Assembly and shall be determined by vote of the Committee Members present and voting. If the Chair is unable to carry out the duties of the office, the Vice-Chair shall assume as the Chair with the same powers and duties.
4. The Committee shall meet once a year, by mid-June, and whenever possible in conjunction with another relevant conference or meeting. The venue and date of the meeting shall be decided at the previous meeting, in order to facilitate participants' travel arrangements. The Chair or any member of the Committee, with the agreement of the simple majority of all members of the Committee, can call extraordinary meetings. Confirmation of the venue and the date shall normally be announced at least six months in advance. All intending participants shall inform the Chair and Secretary ideally at least one month in advance of their intention to attend meetings of the Committee.
5. Decisions shall generally be made by consensus. If votes are required on issues or to endorse proposals presented to the Committee, decisions shall be taken by a simple majority of Committee Members present and voting. When dealing with inter-sessional matters by correspondence, a simple majority of all Committee Members shall be required.
6. The draft record of meetings shall be distributed by the Secretary within six weeks of the end of meetings and participants' comments should be returned within three weeks of the date of dispatch. Final minutes of meetings should be distributed to all IHO Member States and posted on the IHO website within three months after a meeting.
7. The working language of the Committee shall be English.
8. When established, Working Groups shall operate by correspondence to the maximum extent practicable.
9. Recommendations of **possible strategic importance made by** the Committee shall be submitted to IHO Member States for adoption through the Council to the Assembly ~~(when the Council is established)~~. **The Committee should appreciate and determine the need to go through the Council for recommendations. If prior endorsement of the Council is not deemed necessary by the Committee, the**

recommendations on standards and publications can be submitted directly to the IHO Member States for approval, once endorsed by the Committee.

10. These Rules of Procedure can be amended in accordance with Article 6 of the General Regulations.

INTER-REGIONAL COORDINATION COMMITTEE (IRCC)
Proposed Amendments to the Terms of Reference and Rules of Procedure
(CLEAN VERSION as endorsed at C-2)

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The IRCC shall retain the responsibility of the policy matters related to the Worldwide Electronic Navigational Chart Database (WEND) unless otherwise instructed by the Council.

TERMS OF REFERENCE

1. Establish, coordinate and enhance cooperation in hydrographic activities amongst States on a regional basis, and between regions, especially on matters associated with Capacity Building; the World-Wide Navigational Warning System; General Bathymetry and Ocean Mapping, Marine Spatial Data Infrastructures, Education and Training and the implementation of the WEND suitable for the needs of international shipping.

Establish co-operation and partnership with stakeholders to enhance the delivery of Capacity Building programmes and to ensure long-term sustainability.
2. Monitor the work of specified IHO Inter-Organizational Bodies engaged in activities that require inter-regional cooperation and coordination as directed by the Assembly and provide advice and guidance to the IHO representatives as required.
3. Promote co-operation between regional organizations concerned with the use of hydrographic and bathymetric data, information and products as well as Maritime Safety Information (MSI) for navigation safety and all other marine purposes, including economic development, environmental protection and coastal resource management, particularly within Marine Spatial Data Infrastructures.
4. Review and implement the IHO Capacity Building Strategy and promote the Capacity Building and Training initiatives identified by the relevant subsidiary bodies of the Organization, facilitating interaction between RHCs and potential donors at both international and regional levels.
5. Coordinate and endorse the work of subordinate bodies in the preparation and maintenance of publications related to the objectives of the Committee.
6. Prepare a Committee Work Programme in support of the IHO Work Programme 3 (Inter Regional Coordination and Support) and propose it to each ordinary session of the Assembly through the Council. New work items under the Committee Work Programme should take into account the financial, administrative and wider stakeholder consequences and the IHO Strategic Plan and Work Programme.
7. Monitor the execution of the Committee Work Programme and report to each meeting of the Council including an evaluation of the performance achieved.
8. Propose to the Assembly through the Council the establishment of new Sub-Committees, when needed, supported by a comprehensive cost-benefit analysis, in accordance with Article 6 of the General Regulations.
9. As required, establish Working Groups to fulfill the Committee Work Programme, in conformance with Article 6 of the General Regulations and approve their Terms of Reference and Rules of Procedure.

10. Monitor the work of its Sub-Committees, Working Groups and other bodies directly subordinate to the Committee.
11. Review annually the continuing need for each Working Group previously established by the Committee.
12. Liaise and maintain contact with relevant IHO and other bodies to ensure that IHO work activities are coordinated.
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7. The working language of the Committee shall be English.
8. When established, Working Groups shall operate by correspondence to the maximum extent practicable.
9. Recommendations of possible strategic importance made by the Committee shall be submitted to IHO Member States for adoption through the Council to the Assembly. The Committee should appreciate and determine the need to go through the Council for recommendations. If prior endorsement of the Council is not deemed necessary by the Committee, the recommendations on standards and publications can be submitted directly to the IHO Member States for approval, once endorsed by the Committee.
10. These Rules of Procedure can be amended in accordance with Article 6 of the General Regulations.

**APPROVAL OF THE REVISED
TERMS OF REFERENCE AND RULES OF PROCEDURE OF
THE HSSC and THE IRCC**

VOTING FORM

(to be returned to the IHO Secretariat **no later than 07 January 2019**)

E-mail: cl-lc@iho.int - Fax: +377 93 10 81 40)

**Member
State:**

Contact:

E-mail:

1. Do you approve the revised Terms of Reference and Rules of Procedure of the HSSC?

Please tick the appropriate box:

YES

NO

2. Do you approve the revised Terms of Reference and Rules of Procedure of the IRCC?

Please tick the appropriate box:

YES

NO

If you answer 'NO', please explain in the comment section below.

Comments (if required)

Name / Signature : Date :