

IHO Colours & Symbols Maintenance Working Group (C&SMWG)
15th Meeting, BSH, Rostock, Germany, 2-4 May 2005

**GUIDELINES FOR THE SUBMISSION OF
REPORTS AND PROPOSALS FOR CONSIDERATION BY CHRIS
AND CHRIS SUBSIDIARY BODIES**

Introduction

1. In the past, guidance on the submission of reports and proposals to CHRIS has been lacking. This sometimes resulted in inefficiencies and greater difficulty in reaching informed decisions. To address this, the following guidelines are based on the principles agreed at CHRIS/15. They should be followed for all submissions to CHRIS and its subsidiary bodies.

Format for Papers

2. The formats referred to in 3.1 below should be used as the basis for reports, proposals and submissions intended for consideration by CHRIS or its subsidiary bodies. Inapplicable sections may be omitted or modified as appropriate.

Submission Dates

3. Papers for consideration at CHRIS meetings must be received by the Chairman and Secretary of CHRIS as follows:

.1 **New Items:**

Proposals for new work items, reports from subsidiary bodies and any submissions requiring consideration and a decision by the CHRIS should be forwarded to the Secretary and Chairman not later than **seven** weeks before the commencement of a meeting.

.2 **Subsequent Comments and Contributions :**

Subsequent papers (which should be no more than 4 pages), commenting on submissions or proposals submitted under 3.1 above may be forwarded to the Secretary and Chairman not later than **three** weeks before the commencement of a meeting. Such submissions may:

- .1 raise alternative proposals for consideration,
- .2 propose substantial amendments to proposals, or
- .3 provide comments in absentia for those CHRIS members unable to attend a meeting.

4. In order that all participants as well as MS not represented at a meeting may consider the issues in advance, the Chairman and Secretary will strictly enforce the deadlines in paragraph 3 above. Only in the most exceptional circumstances will new items be introduced after the deadlines.

5. To facilitate the processing of papers, digital versions, preferably in Microsoft Word, should be sent via the Internet to the e-mail addresses of the Secretary and Chairman.

6. The IHB will place papers on the IHO website as soon as possible.

7. **Information Documents.** Information papers should also be submitted to the Secretary and Chairman at least **three** weeks before the commencement of a meeting.

Paper for Consideration by [CHRIS] [CHRIS WG]

[Short descriptive title]

Submitted by:	MS or Organisation
Executive Summary:	Brief summary outlining the intention of the paper.
Related Documents:	Any relevant documents and references to the extent that they are known to the originator.
Related Projects:	Any related projects that may impact up on considerations

Introduction / Background

An introduction and any relevant background.

Analysis/Discussion

An analysis and/or discussion of the issues involved.

In analysing the issues, the following should be considered and addressed as appropriate:

- is the subject addressed by the paper within the scope of IHO objectives?
- is the subject of the paper within the scope of an item of the current IHO work programme?
- do adequate industry standards exist?
- do the benefits justify the proposed action?
- are there any potential cost impacts on the maritime industry, Member States or other involved parties?

Conclusions

Any conclusions that may be drawn from the analysis/discussion.

Recommendations

Any resultant recommendations.

Justification and Impacts

Justification for any proposed action or recommendations. This should include:

- identifying the benefits which would accrue from any proposed action;
- identifying any resource implications resulting from the recommendations, such as the number of working group sessions, expertise, need for expert consultants, funding, et cetera;
- identifying which CHRIS working group(s) are essential to completing any proposed new work items; and
- the date when any proposed new work item is expected to be completed;

the proposed priority (high, medium, low);
any related activities that may impact on a proposed work item or decision.

Action Required of [CHRIS] [Relevant CHRIS WG]

The [CHRIS] [Relevant CHRIS WG] is invited to:

- a. endorse
 - b. agree
 - c. note
- et cetera.

Report of the [title of WG or relevant body])

Submitted by:	Chairman, [relevant WG or other reporting body]
Related Documents:	Any relevant documents and references to the extent that they are known to the originator.
Related Projects:	Any related projects that may impact upon considerations

Chair:	[Name], [Country]
Vice-Chair:	[Name], [Country]
Secretary:	[Name], [Country]
Member States:	[Countries]
Expert Contributor Organisations:	[Organisations]
<i>see Annex A for full details</i>	

Meetings Held During Reporting Period

Provide dates and venues of meetings held during the reporting period.

Provide dates and venue for next meeting (if known).

Work Program

Highlight the important issues and activities during the reporting period.

(For lengthy or complex reports, the use of supporting annexes may be appropriate.)

Progress on CHRIS Action Items

Summarise progress made during the reporting period.

Problems Encountered

Highlight any issues with resources, funding, participation, et cetera.

Any Other Items of Note

Include any other relevant information not covered elsewhere.

Conclusions and Recommended Actions

Identify any conclusions drawn from the report.

Identify any actions recommended by the WG / reporting body.

Refer to the revised Work Plans submitted as Annex B.

Justification and Impacts

Justification for any proposed actions or recommendations. This should include:

- Identifying the benefits which would accrue from any proposed action.
- Identifying any resource implications resulting from the recommendations, such as the number of working group sessions, expertise, need for expert consultants, funding, et cetera.
- Identifying which CHRIS working group(s) are essential to completing any proposed new work items.
- Identifying proposed priorities for new work items.
- The date when any proposed new work item is expected to be completed.
- Any related activities that may impact on a proposed work item or decision.

Action Required of CHRIS

The CHRIS is invited to:

- a. endorse
 - b. agree
 - c. note
- et cetera.

Membership of [WG]

Member State	Name of Delegate	email

Observer Organisation	Name of Delegate	email

