

**FIG/IHO/ICA INTERNATIONAL BOARD ON STANDARDS OF COMPETENCE FOR
HYDROGRAPHIC SURVEYORS AND NAUTICAL CARTOGRAPHERS (IBSC)**

TERMS OF REFERENCE

As approved by the IRCC at its 9th meeting (12-14 June 2017)

1. Review at appropriate intervals (not exceeding two years) the recommended minimum standards of competence for hydrographic surveyors and nautical cartographers, taking into account developments in science and technology, current practices and comments and recommendations received from National Focal Points (NFP) and other authorities.
2. Maintain and promulgate all publications and documents resulting from the tasks carried out by the Board.
3. Review the syllabi of programmes and individual recognition schemes submitted by Hydrographic Offices, institutions and learned bodies taking into account comments and recommendations received from NFP and other authorities.
4. Review such syllabi by comparison with the recommended minimum standards and award certificates of programme recognition to those institutions whose programmes meet the recommended standards.
5. Conduct where appropriate, site visits to submitting and recognized organizations.
6. Review the procedures of submission.
7. Communicate with IHO through the Inter Regional Co-ordination Committee (IRCC), with FIG through the Chair of Commission IV, and with ICA through the Commission on Marine Cartography.
8. Normally meet once each year.
9. The FIG/IHO/ICA International Board shall be composed of members of known competence in the civil, governmental or educational sectors of hydrographic surveying and nautical cartography, selected to provide as wide as possible a spectrum of knowledge and experience in educational practices, hydrography and nautical cartography, from different geographical areas, as far as reasonable.
10. The Board shall have up to ten members, four provided by FIG, four provided by IHO and two provided by ICA. The Chair shall have a seat in the IRCC and shall report on the activities of the Board to the IRCC Chair for further report to each ordinary session of the IHO Assembly through the IHO Council.
11. The Board shall have its permanent Secretariat at the IHO Secretariat. The Secretary shall be nominated by the IHO Secretariat. The Secretary shall provide the secretarial and administrative support needed to gather, hold and disseminate information on behalf of the Board, as required. The Secretary shall provide a summary of the Board's activities to be included in the IHO Annual Report.
12. The IHO shall finance the cost involved of the IHO Secretariat and Secretary. Members of the Board are expected to be supported by their own organizations for travel expenses and work.
13. The Board will set fees for submissions. IHO Secretariat will receive and hold in trust for the use of the Board monies received from fees levied by the Board.
14. Proposals from the Board to modify these Terms of Reference must be ratified by IHO, FIG and ICA following the procedures of these bodies.
15. The internal functioning of the Board shall be ruled by Rules of Procedure issued and approved by the Board Members, as deemed necessary.

**FIG/IHO/ICA INTERNATIONAL BOARD ON STANDARD OF COMPETENCE FOR
HYDROGRAPHIC SURVEYORS AND NAUTICAL CARTOGRAPHERS (IBSC)**

RULES OF PROCEDURE

As amended by the IBSC during its 42nd meeting (25 March - 5 April 2019)

1. The Board shall normally hold a meeting every year (usually in April) whenever possible in conjunction with another related conference or meeting. The venue and date of the meeting shall be decided at the previous meeting, in order to facilitate participants' travel arrangements. Extraordinary meetings can be called by the Chair or any appointed member, as considered necessary, with the agreement of the simple majority of all members of the Board.

2. The Board shall elect, from amongst its members, a Chair and two Vice-Chairs for a term of three years. Under agreement of all the Board's members, the Chair may be re-elected for a second period. FIG, IHO and ICA nominees on the Board shall hold these posts alternatively. On completion of the Chair's mandate (30 September of the 3rd year), the First Vice-Chair shall normally become the Chair. If this is not the case then a new Chair and new Vice-Chairs shall be elected. It is expected that members shall serve on the Board initially for a period of six years.

3. Members are expected to attend every meeting of the Board and to conduct business by correspondence between meetings. Appointed members who are absent from meetings over two consecutive years will normally be considered to have resigned and new nominations shall be sought. E-mail communication will be the normal method. Papers and information material will be posted on the IBSC section of the IHO website.

4. During the meetings, decisions shall be taken by simple majority vote of Members of the Board present. When dealing with matters by correspondence, a simple majority of all Members of the Board shall be required. Recommendations of the Board shall be submitted to the FIG, IHO and ICA for consideration and adoption.

5. The draft minutes of each meeting shall be distributed by the Chair to the members of the Board within one month of the meeting, and members' comments should be returned within two months of the meeting. A final report will be posted on the IHO website and sent to IHO, FIG and ICA, to institutions running currently recognized courses and other appropriate organizations.

6. The working language of the Board shall be English.

7. Fees and Funding:

7.1 Fees will be reviewed by the Board at appropriate intervals (not exceeding 2 years). Revenue from fees will be used only for the work of the Board. All expenditure will be approved by the Board as outlined in the Annex A "Course Recognition's Fee".

7.2 The fees levied by the Board shall be deposited in the IHO account (operated by the IHO Secretariat). The Board shall identify a funding group comprising three Board members (including the Chair) and the Secretary. The funding group will oversee the account and instruct any payments.

7.3 Requests for funds shall be submitted to the Funding Group in writing prior to any expenditure being accumulated.

8. The IBSC Rules of Procedure can be amended by simple majority of all its Members.

9. The Board Members and the Secretary will follow the Code of Conduct described in Annex B.

FIG/IHO/ICA
INTERNATIONAL BOARD ON STANDARDS OF COMPETENCE FOR
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ANNEX A TO THE RULES OF PROCEDURES

Course Recognition's Fees

1. Rationale

To achieve, with effectiveness and efficiency, the ongoing work entrusted to the IBSC, the IBSC requires holding annual meetings and to assess the training programmes before and after their programmes have been recognized as complying to the international standards set.

This document aims to outline the process for collecting, holding and disbursing the fees received in the process of recognizing courses. It helps the IBSC and the parent organizations to understand the process and ensures transparency and openness on the use of the funds.

2. Collection of fees

The fees are applied to each submission. An annual value of 450€ (net of bank charges) will be levied for each programme, while such a programme holds the recognition of the IBSC. The first fee is to be paid when submitting a programme for recognition. That fee will not be returned in the case of failure to gain recognition, but it will not be necessary to make a second payment when offering an amended submission. However for new or revised documentation submitted the following year for assessment then a fee would apply. Annual fees thereafter shall be paid before the end of the year.

To minimise bank fees associated with international funds transfers, an option is made available to pay the full fee at the time of submission (2 700€). Alternatively, the balance remaining for the full period of recognition may be paid after recognition is granted by a single payment covering the remaining period (450€ at time of submission plus 2 250€ for the remaining period).

Fees are paid to IHO who holds and operates a dedicated IBSC account in accordance with the IHO Resolution 1/2014. The details for transfer will be made available to the submitting organizations with the invoice.

All charges relative to the deposit/transfer of the fees will be paid by the submitting organization

IMPORTANT: a scanned copy of the bank transfer **MUST** be sent to the Secretary of the Board.

Fees can also be paid by credit card (please contact the Secretary for details).

3. Holding of fees

Upon receiving a payment IHO Secretariat will issue a certificate acknowledging the receipt of the fee, clearly identifying the source, year that it covers and any other identification felt to be useful. The IHO Secretariat will make resources available to the IBSC following the instructions of an IBSC Funding Group, details of which are provided below.

4. Disbursing the fees

The IBSC shall form a Funding Group (FG) comprising one representative from each organization (normally the Chair and Vice-Chairs). The IBSC Chair will be the FG Chair. The IBSC secretary shall keep minutes of the FG meetings and be the only liaison with submitting institutions.

The fund is intended to support IBSC members' expenses to attend meetings of the Board and to make site visits to the venues of training programmes under the purview of the Board and to assist in meeting the travel expenses of the IBSC Chair, or designated representative, when participating in relevant meetings. Logistics, travel expenses and a per diem allowance for members of the IBSC to attend meetings and site visits related to the activities of the Board can be covered by the IBSC fees.

The FG shall receive the requests of support from each incumbent IBSC member and approve the provision of funds. Approval may be granted intersessionally. The FG may not necessarily fund 100% of any request made. The funds may only be used to support IBSC members' expenses such as travel, accommodation and meals. The FG shall report on the status of the fees at each IBSC annual meeting and submit for consideration of the IBSC the documentation detailing the income, outgoings and the standing balance.

The IBSC Chair shall keep the parent organizations informed on the status and management of the fees and therefore shall include a section on this matter in its reports at the end of each IBSC meeting.

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(IBSC)**

ANNEX B TO THE RULES OF PROCEDURES

**Code of Conduct for the FIG-IHO-ICA International Board on Standards of
Competence for Hydrographic Surveyors and Nautical Cartographers (IBSC)**

All IBSC Board members and Secretary commit to the highest ethical and professional conduct and agree:

1. To accept responsibility in developing Standards of Competence consistent with the best practices of hydrographic surveying and nautical cartography;
2. To accept responsibility in making recognition decisions consistent with the Standards of Competence and the advancement of the hydrographic and nautical cartographic professions;
3. To act as faithful agents or trustees of the IBSC and its parent organizations, FIG, IHO, and ICA;
4. To keep confidential all matters relating to recognition decisions unless required to disclose information by law or IBSC Terms of Reference or Rules of Procedure;
5. To make or issue either public or internal statements only in an objective and truthful manner;
6. To conduct themselves honorably, responsibly, ethically, and lawfully so as to enhance the reputation and effectiveness of the IBSC and parent organizations;
7. To report concerns regarding accounting, internal accounting controls or auditing matters without fear of retaliation;
8. To treat all persons involved in recognition activities with fairness and justice;
9. To be willing to assist interested institutions in developing effective hydrographic and nautical cartographic education and training programs in a transparent and equitable way;
10. To declare interest and recuse themselves from Board deliberations and decisions where conflict of interest might arise.
11. To support a mechanism for the prompt and fair adjudication of alleged violations of this code.
12. Costs for visits related to the work of the Board shall not be covered by the visited institutions.