



IHB File No. S1/6000/2017

ASSEMBLY CIRCULAR LETTER N° 8
23 August 2016

1st SESSION OF THE IHO ASSEMBLY

Monaco, 24-28 April 2017

**REVISION OF THE TIMELINE FOR THE PREPARATION OF
THE 1st SESSION OF THE IHO ASSEMBLY (A-1)**

References:

- A. IHO CL 41/2016 dated 23 August - *Date of Entry Into Force of the Amendments to the Convention on the IHO and Its Supporting Basic Documents*
- B. Rules of Procedure of the IHO Assembly
- C. Conference Circular Letter No. 1 dated 21 April 2016 - *Announcement and General Arrangements*
- D. Conference Circular Letter No. 2 dated 22 April 2016 - *Submission of Proposals to the Conference / Assembly*

Dear Hydrographer,

1. Reference A announced that the Government of Monaco had informed the Directing Committee that the Protocol of Amendments to the Convention on the IHO was formally ratified by the IHO Member States on 8 August 2016. In accordance with the terms of the Protocol, this means that the Amended Convention on the IHO and its supporting Basic Documents will enter into force three months later, this being on 8 November 2016.
2. The Directing Committee is now pleased to confirm that the next ordinary meeting of the Organization will take place as the First Session of the IHO Assembly (A-1) and will be held in Monaco from Monday 24 April to Friday 28 April 2017.
3. Taking into account the new rules and regulations that will be in force from 8 November 2016 and in particular the Rules of Procedure of the Assembly (see Reference B), and as anticipated in Reference C, this Assembly Circular Letter informs the Member States and observer organizations of the consequential revision of the timeline for the preparations for A-1 and the adjustments to the planned schedule for Assembly Circular Letters. Annex A contains a revised list of the Assembly Circular Letters that are planned to be issued together with the relevant target dates for action. Member States are requested to observe the deadlines for replies so that the Assembly preparations can proceed as smoothly as possible.
4. The revised timeline takes into account the provisions of the new Basic Documents which are summarized in Annex B for ease of reference. The main changes relate to the establishment of the Council, in accordance with the new General Regulations of the IHO, and to the deadlines for submission of proposals to be considered by the Assembly.
5. Reference B allows for proposals to be submitted up to four months before the opening of the session of the Assembly, the closing date being 15 December 2016 for the next Assembly. In response to Reference C, the IHO Secretariat has already received eight proposals from Member States. The IHO Secretariat has also prepared one proposal. These are listed in Annex C to this letter for information.

6. The Directing Committee notes that Reference B does not contain any specific provision for inviting and circulating comments on proposals submitted to the Secretariat, as has been the case for all previous Conferences. In order to ensure that any comments to proposals raised by Member States can be circulated in advance of the Assembly, the Directing Committee will shortly circulate the Proposals received so far and invite comments on those proposals. The Directing Committee will also invite additional proposals to be submitted, if any, up until 15 December. Any additional proposals received will be circulated as soon as they are received so as to allow for the submission and subsequent circulation of any comments on those proposals from Member States, as indicated in Annex A.

7. The Directing Committee takes this opportunity to remind Member States and observer organizations that the on-line registration for the Assembly will be available online via the IHO website (www.iho.int) at:

(Home > IHO Assembly > Registration for Assembly)

from 1 September 2016 to 1 March 2017 (see Reference C).

8. The Directing Committee stands ready to provide any additional information or assistance that may help Member States in implementing the new arrangements.

On behalf of the Directing Committee,
Yours sincerely,



Robert WARD
President

Distribution:

- IHO Member States
- Pending Applicants: Bulgaria, Congo, Haiti, Malta, Mauritania, Sierra Leone, Solomon Islands, Vanuatu
- IHO Committee Chairs: IRCC, HSSC, FC
- Observer Organizations

Annexes:

- A. Planned Assembly Circular Letters (Revised)
- B. Provisions Applicable to the Preparation of an Ordinary Session of the IHO Assembly
- C. List of Current Proposals Submitted by Member States and the IHO Secretariat (as of 23 August 2016)

PLANNED ASSEMBLY CIRCULAR LETTERS (ACL)
1st SESSION OF THE IHO ASSEMBLY
 Monaco, 24-28 April 2017
 (Revised)

Target date for Issue	CCL / ACL	TITLE	Target date for replies from MS
21 April 2016 (DONE)	CCL 1	Announcement and General Arrangements	01 March 2017
22 April 2016 (DONE)	CCL 2	Invitation to Member States (MS) to submit Proposals to the Conference / Assembly	15 August 2016
29 April 2016 (DONE as of 25 April 2016)	CCL 3	Observers at the XIX th International Hydrographic Conference / 1 st Session of the IHO Assembly	15 August 2016
10 May 2016 (DONE as of 3 May 2016)	CCL 4	Ships' Visits and Receptions	01 November 2016
20 May 2016 (DONE as of 14 June 2016)	CCL 5	Invite Nomination of Candidates for Secretary-General and Directors of the IHO	13 April 2017
As replies arrive (on-going)	CCL 5bis- nn	Nominations of Candidates for Secretary-General and Directors of the IHO	New eligibility requirements are in force
20 June 2016 (DONE as of 16 June 2016)	CCL 6	Invitation to the Member States Exhibition held on 24-28 April 2017. Deadlines for MS are: - intention to participate: - input form: - provision of display materials at the IHB:	01 October 2016 01 February 2017 20 March 2017
30 June 2016 (DONE as of 1 July 2016)	CCL 7	Call for Tonnage Figures	30 October 2016
23 August 2016	ACL 8	Revision of the Timeline for the Preparation of the 1st Session of the IHO Assembly (A-1)	
25 August 2016	ACL 9	Responses to CCL 3 - Proposed Observers for MS approval (Voting)	21 October 2016
2 September 2016	ACL 10	Responses to CCL 2 - Proposals submitted by MS and by the IHB. Call for comments and additional proposals	15 December 2016

Target date for Issue	CCL / ACL	TITLE	Target date for replies from MS
As additional proposals arrive	ACL 10bis- nn	Call for comments on additional proposals submitted by MS (if any)	30 January 2017
23 October 2016	ACL 11	Invite Candidates for Chair of the 1 st Session of the IHO Assembly	30 December 2016
25 October 2016	ACL 12	Responses to CCL 6 - "Member States' Exhibition"	
28 October 2016	ACL-13	Response to ACL 8 – Observers. (Result of Voting process)	
2 December 2016	ACL 14	Announcement of the number of seats on the Council allocated to each RHC and of the list of MS that are eligible for selection by each RHC Invitation to the Chairs of RHC to report on the allocation of the seat(s) allocated to each RHC	3 February 2017
15 January 2017	ACL 15	Response to ACL 11 - Election of the Chair of the 1 st Session of the IHO Assembly (Voting)	24 February 2017
01 February 2017	ACL 16	Distribution of Assembly Document: - draft revised IHO Strategic Plan - draft 3-year Work Programme & Budget of the IHO 2018-2020 - Finance Report 2012-2017 - provisional list of candidates for Secretary-General and Directors of the IHO	
10 February 2017	ACL 17	Distribution of Assembly Documents: - provisional Agenda and Programme - consolidated list of proposals and comments from MS (<i>Red Book</i>) - Committee Reports and - provisional List of Assembly Documents	
15 February 2017	ACL 18	Participations at the Industry Exhibition (24-28 April 2017)	
20 February 2017	ACL 19	Distribution of Assembly Documents: - Table of Tonnages, Shares and Votes - 2018 Work Programme and Budget (detailed) - Provisional List of Participants	
28 February 2017	ACL 20	Response to ACL 15 – Election of the Chair of the 1 st Session of the IHO Assembly (Result of Voting process)	
01 March 2017	ACL 21	Distribution of Assembly Documents: - revised provisional Agenda and Programme (if required) - Catalogues for the Industry and Member States' Exhibitions	
24 March 2017	ACL 22	Provisional List of members of the Council	
14 April 2017	ACL 23	Final List of candidates for Secretary-General and Directors of the IHO	

**PROVISIONS APPLICABLE TO THE PREPARATION OF AN
ORDINARY SESSION OF THE IHO ASSEMBLY**

Notes:

- T: date of opening of the ordinary session of the Assembly
- FR: Financial Regulations of the IHO
- GR: General Regulations of the IHO
- RoP: Rules of Procedure

Provision	Source
T-7 months: the Secretary-General shall ask Member States (MS) to supply their tonnage figures as of 1 July of the year preceding that of the session	FR - Article 6
T-6 months (at least): the Secretary-General convenes the session with a provisional agenda	RoP Assembly Rule 4
T-6 months: deadline for transmitting to the Secretary-General proposals of amendments to the Convention	IHO Convention Article XXI
T-6 months (at least): MS apply to the appropriate Regional Hydrographic Commission (RHC) for the purpose of allocating Council seats	GR - Article 16
T-6 months (at least): the Secretary-General invites MS to submit candidates for election as Chair of the Assembly	RoP Assembly Rule 14
6 months before the meeting of the Finance Committee (FC): the Secretary-General convenes the regular meeting of the FC with a provisional agenda	RoP FC Rule 3
T-4 months: deadline for proposals to be discussed at the Assembly	RoP Assembly Rule 9
T-4 months: the Secretary-General asks MS to provide the details of the heads of delegations and names of alternative delegates	RoP Assembly Rule 6
4 months before the meeting of the FC: the Secretary-General ask MS to provide the details of the heads of delegations and names of alternative delegates	RoP FC Rule 5
T-3 months: the Secretary-General inform all MS of the number of Council seats allocated to each RHC and those MS eligible for selection by each RHC	GR - Article 16
T-3 months (at least): the Secretary-General shall circulate a list of nominated candidates (for election as Chair of the Assembly) and, if necessary, request MS to vote by correspondence	RoP Assembly Rule 14
T-3 months (at least – if possible): nominations of candidates for Secretary-General and Directors should reach the Secretary-General	GR - Article 19
3 months before the meeting of the FC: deadline for proposals to be discussed	RoP FC

by the FC	Rule 6
T-2 months: the Secretary-General notifies to Member States a table of current national flag tonnages	FR - Article 6
T-2 months: the Secretary-General submit to Members the revised provisional agenda with supporting documents	RoP Assembly Rule 9
2 months before the meeting of the FC: the Secretary-General submit the financial statements and the estimated 3-year budget	FR - Article 8
2 months before the meeting of the FC: the Secretary-General submit to Members the revised provisional agenda with supporting documents	RoP FC Rule 6
T-10 days: closing date for the list of candidates for Secretary-General and Directors	GR - Article 19

**PROPOSALS SUBMITTED FOR CONSIDERATION BY
THE 1st SESSION OF THE IHO ASSEMBLY (AS OF 23 AUGUST 2016)**

LIST OF CURRENT PROPOSALS

Proposal No.	Object of the Proposal	Submitted by
1	Discuss a way forward for the publication of a 4 th Edition of IHO Publication S-23 and include it in the next “5-Year Work Programme” (“3-Year Work Programme”, in case that the amended IHO Convention will come into force)	Democratic People’s Republic of Korea
2	Development of IHO E-Learning Capacity	France
3	Revision of the Resolution on Response to Disasters	Japan
4	Rewrite of the IHO Strategic Plan	UK
5	Development of an IHO Satellite-Derived Bathymetry Assessment and Charting Programme for as yet Uncharted or Poorly Charted Areas	Canada, France, USA
6	Proposed Amendment to the IHO Resolution 2/2007 for Improving the Validation Procedure of Making Changes to Specifications Based on S-100	Republic of Korea
7	National Hydrographic Office implications regarding the United Nations Committee of Experts on Global Geospatial Information Management (UN-GGIM) Shared Guiding Principles for Geospatial Information Management	USA
8	Revise the Standards of Competence for Hydrographic Surveyors	Italy
9	Revise IHO Publication M-3 – Repertory of IHO Resolutions	IHO Secretariat