INTERNATIONAL HYDROGRAPHIC ORGANIZATION

ORGANISATION HYDROGRAPHIQUE INTERNATIONALE

IHO File No. S3/8151/HSSC

CIRCULAR LETTER 57/2018
14 November 2018

11th MEETING OF THE HYDROGRAPHIC SERVICES AND STANDARDS COMMITTEE (HSSC-11)

6-9 May 2019, Cape Town, South Africa

References:

A. IHO CL 35/2018 dated 14 June - *Outcome of the tenth Meeting of the Hydrographic Services and Standards Committee (HSSC).*

B. Report and Proposals from HSSC to the Council (Doc. C2-4.1A)

C. 2nd Meeting of the IHO Council -Summary Report (dated 19 October 2018)

Dear Hydrographer,

1. As announced in Reference A, the 11th meeting of the Hydrographic Services and Standards Committee (HSSC-11) will take place from 6 to 9 May 2019, in Cape Town, South Africa, kindly hosted by the South African Navy Hydrographic Office (SANHO).

2. This Circular Letter provides recommendations for the preparation of the meeting, general information and a draft agenda and timetable.

3. Participation in HSSC-11 is open to all IHO Member States, and up to two delegates for Observer States and International Organizations recognised as observer organizations by the IHO.

Venue and Accommodation

4. The plenary meeting will be held at the Hotel Park Inn by Radisson, Newlands, Cape Town. General and logistical information have been posted on the IHO website (www.iho.int > Home > IHO Council, Committees & WG > HSSC > Section "Next Meeting" > HSSC-11 - Documents). Delegates requiring any assistance for issues related to visa requirements are invited to liaise with SANHO (Ms Ruth Farre: ruth.farre@sanavy.co.za Cc: hydrosan@iafrica.com) at their **earliest convenience** and with the HSSC Secretariat at yves.guillam@iho.int for any other professional issues.

5. As indicated in the logistics information, a block reservation at the Hotel Park Inn has been made for a limited number of rooms so attendees are encouraged to book their hotel at their **earliest convenience**.

Registration

6. A Registration form is available on the HSSC-11 webpage. All delegates intending to participate in HSSC-11 should fill the form and send it as indicated **by 8 April 2019**.

HSSC Chair Group meetings

7. The plenary meeting will be preceded by a HSSC Chair Group meeting in the afternoon of Monday 6 May, from 1300 to 1700, at the Hotel Park Inn. A follow-up meeting of the Chair Group is also planned on Thursday 9 May in the afternoon from 1400 to 1700, at the same venue. In addition to the Chair and Vice-Chair of HSSC, these Chair Group meetings will comprise the Chairs of HSSC Working Groups (WGs), the Chairs of the Project Teams, the Secretary and the Assistant Secretary of HSSC. If the Chair of an HSSC WG cannot be present at the HSSC Chair Group Meeting and/or at the

HSSC Meeting, they are requested to make appropriate arrangements (through their Vice-Chair, Secretary or a representative of any IHO Member State) for the WG to be represented and to inform the HSSC Secretariat accordingly.

Actions arising from HSSC-10

8. The current status of actions arising from HSSC-10 (see reference A), is available on the IHO website (www.iho.int > IHO Council, Committees & WG > HSSC > HSSC10 > Documents > Post Meeting Documents [List of Decisions & Actions…] or directly as Document HSSC11-03B. Those nominated for actions are kindly requested to address them and report the status to the HSSC Secretariat at (yves.guillam@iho.int) when possible and before the beginning of the meeting.

Draft Agenda and Timetable for HSSC-11

9. A draft agenda and timetable for HSSC-11 is provided in **Annex A**, which takes into account some topics raised at the 2nd meeting of the Council. Associated documents, where known, have been listed. Member States and Observers are kindly requested to review the draft agenda and programme and provide any comments or proposals for new or amended subjects to the HSSC Secretariat **by 15 March 2019**. If necessary, a revised draft agenda and timetable will be prepared and posted on the IHO website.

10. Delegates are invited to note that the plenary meeting will start on Tuesday, 7 May at 0900, and is expected to end on Thursday, 9 May at 1300. Participants are advised to plan their travel arrangements accordingly.

Submission Deadline for HSSC-11 Documents

11. Documents intended for consideration at HSSC-11 should be submitted to the HSSC Secretariat in accordance with the **"***Instructions for the Submission of Reports and Proposals for Consideration by HSSC***".** With the exception for substantive submissions, it is agreed that the Chairs of the working groups (WGs) and stakeholders may provide summary reports only, using the HSSC PowerPoint® template and additional comprehensive documents if appropriate (proposals to be endorsed for instance).

	Submission Deadline
Papers in support of Agenda items (including reports/PowerPoint® presentations from WG Chairs and proposals for new work programme items)	**No later than 15 March 2019** (7 weeks before commencement of the meeting)
Papers providing comments or proposed amendments to proposals contained in meeting papers	**No later than 15 April 2019** (3 weeks before commencement of the meeting)

12. Documents received after 15 April 2019 will be considered as information papers only, unless decided otherwise by the Committee, in accordance with decision HSSC8/02.

13. Considering that HSSC-11 will comprise the preparation of the 3nd meeting of the IHO Council (C-3) with a view to support the preparation of the 2nd Session of the IHO Assembly, WGs are requested to provide, as a minimum:

a. a short status report on the progress made on the key priorities identified by C-2 in the Programme 2 of the IHO 2018 Work Programme (See Reference C, paragraph 4.1);

b. the top-3 work items of their proposed work plans for 2019-20, having the highest strategic priorities, that need to be brought to the attention of C-3 for consideration, endorsement and possible monitoring;

c. the annual list of prioritized work items of their proposed work plans for 2019-2020, the development of which needs to be supported by the Special Project fund (See Reference B, Action C1/22).

14. All documents will be posted on the IHO website (Home > IHO Council, Committees & WG > HSSC > Section "Next Meeting" > HSSC11 - Documents) as and when they are received. Delegates are kindly requested to circulate these documents amongst their relevant subject matter experts and consolidate any appropriate comments to allow effective decision making at the meeting of the HSSC and avoid, as far as possible, the need to defer decisions to allow further post-meeting technical consultations.

Miscellaneous

15. The current list of HSSC contacts is kept updated on the IHO HSSC webpage (Link). Any changes should be forwarded to the HSSC Secretariat (yves.guillam@iho.int) at the earliest opportunity.

16. According to the arrangements outlined at HSSC-10, HSSC-12 is planned to be held in Taunton, UK, in May 2020[1] and HSSC-13 in Indonesia, in May 2021. Proposals for hosting HSSC-14 in May 2022 and HSSC-15 to be held in 2023 are welcome at any time and preferably **at HSSC-11**.

On behalf of the Secretary-General,

Yours sincerely,

Abri KAMPFER
Director

Distribution:

IHO Member States

International Organizations accredited as Observers to the IHO

Chair and Vice-Chair of HSSC, Chair of IRCC

Chairs and Vice-Chairs of HSSC WGs and Project Team(s)

Other HSSC Contacts

Annex:

Note: all the meeting documents are provided in the working language of the HSSC (English only)

A. Draft Agenda and Timetable

[1] Please note that A-2 is planned in Monaco, from 21 to 24 April 2020.

11th HSSC Meeting

6-9 May 2019, Cape Town, South Africa

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Notes: a/ Potential presenters of papers shown in brackets ().

b/ Proposals for updating the Programme of Work will be initially reviewed under the relevant agenda item covering each WG in turn and then, finally approved under agenda item 10.

c) The original numbering of documents will be retained even if documents are subsequently tabled under new or adjusted agenda items.

d) Please refer to the HSSC-11 List of Documents to check the latest version of the documents. HSSC11-XX Rev *n* means that a new version of document HSSC11-XX has been made available but that it does not affect the draft agenda and timetable.

Monday 6 May	**HSSC CHAIR GROUP – Park Inn Hotel**
1300 - 1700	HSSC Chair Group Meeting (Chair/Vice-Chair of HSSC, Chairs of HSSC Working Groups (WGs) and Project Teams (PTs), Secretary and Assistant Secretary of HSSC)
Tuesday 7 May	**HSSC-11 PLENARY – Park Inn Hotel**
0900	**Welcome Address** *(National Hydrographer)*
0915	**1. Opening and Administrative Arrangements** *Docs: HSSC11-01A List of Documents (IHO Sec.)* *HSSC11-01B List of Participants (IHO Sec.)* *HSSC11-01C HSSC – List of Contacts (IHO Sec.)* *HSSC11-01D TORs for HSSC and related Working Groups (IHO Sec.)*
0920	**2. Approval of Agenda** *Docs: HSSC11-02A Agenda and Timetable (IHO Sec.)*
0930	**3. Matters arising from Minutes of 10th HSSC Meeting** *Docs: HSSC11-03A Minutes of HSSC-10 (IHO Sec.)* *HSSC11-03B Status of Actions List from HSSC-10 (IHO Sec.)*

0945	**4. HSSC Administration** *Docs:* *HSSC11-04.1A* *Status Report on the List of Actions from C-2 affecting HSSC (IHO Sec.)* *HSSC11-04.2A* *Initial Assessment of the possible implementation of the the draft Strategic Targets and Performance Indicators of the Revised IHO Strategic Plan (HSSC Chair/Secretary)*
1030	**Group Photo and Coffee Break**
1050	**4. HSSC Administration (cont.)** *Docs:* *HSSC11-04.3A* *Development of an implementation strategy aiming to the regular and harmonized production and dissemination of S-100 based products for further discussion at A-2 and for the preparation of the 2021-2023 IHO Work Programme (HSSC Chair/Secretary)* *HSSC11-04.4A* *Organization of a demonstration showcase of S-100 based products at C-3 (HSSC Chair/Secretary)* *HSSC11-04.5A* *Proposed IHO Resolution 2/2007 (HSSC Chair/Secretary)*
1230 - 1345	**Lunch**
	5. Reports by HSSC Working Groups
1400	5.1 S-100 (S-100WG) *Docs:* *HSSC11-05.1A* *Report and Recommendations of S-100WG (S-100WG Chair)* *HSSC11-05.1B* *Report on S-100 Registry Management (S-100WG Chair/IHO Sec.)* *HSSC11-05.1C* *Report of the S-101 Project Team (S-101PT Chair)*
1445	5.1 S-100 (S-100WG) (*continued*) *Docs:* *HSSC11-05.1D* *Report of the Under Keel Clearance Management Project Team (UKCM PT Chair)* *HSSC11-05.1E* *Report of the S-121 Project Team (S-121PT Chair)*
1530	**Coffee Break**
1550	5.2 ENC Standards Maintenance (ENCWG) *Doc:* *HSSC11-05.2A* *Report and Recommendations of ENCWG (ENCWG Chair)*
1615	5.3 Nautical Information Provision (NIPWG) *Doc:* *HSSC11-05.3A* *Report and Recommendations of NIPWG (NIPWG Chair)*
1700	5.4 Nautical Cartography (NCWG) *Doc:* *HSSC11-05.4A* *Report and Recommendations of NCWG (NCWG Chair)*
1730	END OF DAY ONE

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Wednesday 8 May	**HSSC-11 PLENARY (continued)**
	5. Reports by HSSC Working Groups (continued)
0900	5.5 Data Quality (DQWG) *Docs: HSSC11-05.5A Report and Recommendations of DQWG (DQWG Chair)*
1000	5.6 Project Team on Standards for Hydrographic Surveys (HSPT) *Docs: HSSC11-05.6A Report of the IHO Project Team on Standards for Hydrographic Surveys (HSPT Chair)*
1030	**Coffee Break**
1050	5.7 Tides, Water Level and Currents (TWCWG) *Docs: HSSC11-05.7A Report and Recommendations of TWCWG (TWCWG Chair)*
1130	5.8 Hydrographic Dictionary (HDWG) *Docs: HSSC11-05.8A Report and Recommendations of HDWG (HDWG Chair)*
1200	**6. Inter-Organizational Bodies** 6.1 IHO-IAG Advisory Board on the Law Of the Sea (ABLOS) *Doc: HSSC11-06.1A Report and Recommendations of ABLOS (ABLOS Chair)*
1230-1345	**Lunch**
1400	**7. Decisions of other bodies affecting HSSC** 7.1 IRCC (incl. MSDIWG) *Docs: HSSC11-07.1A IRCC activities affecting HSSC (including MSDI) (IRCC Chair)* *HSSC11-07.1B Status Report on the development of S-124 – Navigational Warnings - (S-124CG representative)*
	7. Decisions of other bodies affecting HSSC (continued)
1430	7.2 IMO *Doc: HSSC11-07.2A Report on IMO activities affecting HSSC (including e-navigation) (IMO/IHO Sec.)*
1500	7.3 IALA *Doc: HSSC9-07.3A IALA activities affecting HSSC (IALA)*
1530	**Coffee Break**
1550	7.4 IEC *Doc: HSSC11-07.4A IEC activities affecting HSSC (IEC)*
1615	7.5 CIRM *Doc: HSSC11-07.5A CIRM activities affecting HSSC (CIRM)*

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1640	7.6 ISO *Doc: HSSC11-07.6A ISO activities affecting HSSC (IHO Sec.)*
1700	7.7 OGC *Docs: HSSC11-07.7A OGC activities affecting HSSC (OGC)*
1715	7.8 ICPC *Docs: HSSC11-07.9A ICPC activities affecting HSSC (ICPC)*
1730	END OF DAY TWO
Thursday 9 May	**HSSC-11PLENARY (continued)**
	7. Decisions of other bodies affecting HSSC (continued)
0900	7.9 Other bodies if appropriate (Inland ENC, IOGP, JCOMM, RTCM, DGIWG, NATO GMWG…) *Docs: HSSC11-07.9A xxx activities affecting HSSC (xxx)* *HSSC11-07.9B yyy activities affecting HSSC (yyy)*
0945 (~ 15 min each)	**8. Review of new developments and other information papers**
1030	**Coffee Break**
1050	**9. Liaison with External Stakeholders** *Doc: HSSC11-09A …*
1100	**4. HSSC Administration** *Docs: HSSC11-04.6A Report and proposals from HSSC to C-3 (HSSC Chair/Secretary/All)*
1145	**10. Review and Endorsement of HSSC Work Plan and List of Decisions and Actions** *Docs: HSSC11-10A Draft HSSC Work Plan 2019-20 (IHO Sec.)* *HSSC11-10B Preparation of HSSC Inputs to the IHO Work Programme 2021-2023 to be submitted to C-3 (HSC Chair/Secretary)*
1215	**12. Date & Location of the next meetings** HSSC-12: May 2020 - *Taunton, UK – dates to be decided, noting that A-2 pencilled from 20-24 April 2020* HSSC-13: May 2021 – *Indonesia, venue and dates to be discussed* HSSC-14: May 2022 – *To be discussed*
	13. Closure of the Meeting
~1300	END OF THE MEETING

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1300-1400	**Lunch**
	HSSC CHAIR GROUP
1400 - 1700	**Chair Group Meeting** *Preparation of the draft HSSC Report and Proposals to C-3, showcase preparation, etc.*
~1700	END OF THE MEETING

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