

**STRATEGIC PLAN REVIEW WORKING GROUP (SPRWG)****Terms of Reference and Rules of Procedure****Preamble**

The IHO Council, as directed by the 3<sup>rd</sup> Session of the IHO Assembly (Decision A3/08), discussed how to conduct a review of the Strategic Plan in order to provide a draft revised Plan in time for the consideration of the 4<sup>th</sup> Session of the Assembly (A-4) in 2026. A Correspondence Group was tasked to work on the ways and means to prepare the next IHO Strategic Plan 2027-2032 (Decision C7/38). As proposed by the Correspondence Group, the IHO Council established, at its 8th Meeting (Decision C8/57), a Strategic Plan Review Working Group (SPRWG) to be officially activated from 5th<sup>1</sup> November 2024 (set out as effective starting date, or T0).

This document provides the Terms of Reference and Rules of Procedures of that Working Group, as endorsed by the IHO Council at its 8<sup>th</sup> Meeting.

**1. Terms of Reference**

- 1.1 Conduct the review of the Strategic Plan in two successive phases: scoping and drafting.
- 1.2 During the scoping phase (T0<sup>1</sup> + 1 month):
  - 1.2.1 review the current IHO Strategic Plan and the results of the brainstorming at HSSC16 and IRCC16;
  - 1.2.2 propose the definition of success for the IHO in 2032;
  - 1.2.3 identify the deficiencies in terms of content, shape and interrelation to the implementation instruments in the existing Plan;
  - 1.2.4 consider appropriate goals, targets, ways and means that could address any identified deficiencies;
  - 1.2.5 establish the timetable for developing and drafting any proposed revisions to the existing Plan;
  - 1.2.6 note guidance from the IHO Council and the limited timeline for completion of the development of an IHO SP for the 2027-2032 period
- 1.3 During the drafting phase (T0 + 9 months):
  - 1.3.1 revise the existing strategic goals and targets if needed to synchronize better with the existing Work Programme items.
  - 1.3.2 define the criteria for measuring success including a review of the current Strategic Performance Indicator (SPI), and propose priorities for the IHO;
  - 1.3.3 consider the interrelation of the revised Strategic Plan to other management elements such as budget and Work Programme;
  - 1.3.4 prepare and provide a draft Strategic Plan to HSSC and IRCC for comments (HSSC17, IRCC17 -2 months);

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<sup>1</sup> T0: effective starting date of the Working Group (1<sup>st</sup> November 2024).

- 1.3.5 revise the draft Strategic Plan to reflect comments received from HSSC and IRCC and provide the final draft Strategic Plan to the 9<sup>th</sup> IHO Council meeting (i.e. C9 - 3 months);
- 1.3.6 anticipating endorsement by the IHO Council at C9, facilitate Council's submission of the final revised Strategic Plan by preparing the supporting documents for submission to the 4<sup>th</sup> Session of the Assembly.
- 1.4 Provide a draft final report at 9<sup>th</sup> IHO Council meeting for endorsement and recommendations to be submitted to A-4 (C9 + 3 months).
- 1.5 These Terms of Reference can be amended in accordance with Article 6 of the General Regulations.

## **2. Rules of Procedure**

- 2.1 The Working Group is open to all Member States. It shall be composed of representatives of Member States. The Chairs of the HSSC, IRCC, FC, or their nominated representatives, should participate. The IHO Secretariat is invited to contribute to the activities of the Working Group, as Observer. Subject matter experts in relevant areas should also be involved to the activity of the Working group, on case-by-case basis and if deemed necessary by the Chair.
- 2.2 The Working Group will deliver a draft Strategic Plan to HSSC and IRCC. The Working Group will also reflect the results of the brainstorming session on the next IHO Strategic Plan at Regional Hydrographic Commissions.
- 2.3 The Secretary shall be confirmed at the first (kick-off) meeting of the Working Group. The Secretary shall prepare the documents required for submission to C-9 and to A-4 as directed by the Council.
- 2.4 The Chair and Vice-Chair shall be a representative of a Member State having a seat at the Council. The Chair and Vice-Chair shall be confirmed at the first (kick-off) meeting of the Working Group. 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.
- 2.5 The Working Group should normally work by correspondence, with the possibility to hold meetings if decided by the Working Group. The Chair or any member of the Working Group, with the agreement of the simple majority of all members of the Working Group, can call extraordinary meetings. Meetings of this Working Group should essentially be held as an online (VTC) event. Should an in person meeting be necessary, the schedule of such event should be done in conjunction with any other IHO meetings. Besides, all participants to a meeting of the Working Group shall ideally inform the Chair and Secretary in advance of their intention to attend.
- 2.6 Recommendations of the Working Group shall generally be made by consensus.
- 2.7 The draft record of meetings shall be distributed by the SPRWG Secretary within

ten working days of the end of meetings. Participants' comments should be returned within ten working days of the date of despatch. Final minutes of meetings should be distributed to all IHO Member States and posted on the IHO website within thirty days after a meeting. The IHO Secretariat will provide its support to the SPRWG Secretary.

- 2.8 The working language of the Working Group shall be English.
- 2.9 Recommendations of the Working Group shall be submitted to the 9th IHO Council meeting for endorsement.
- 2.10 Being officially activated from 1st November 2024, the Working Group will be disbanded after A-4 and the inputs from Assembly will be implemented into the proposed draft Strategic Plan, if appropriate.
- 2.11 These Rules of Procedure can be amended in accordance with Article 6 of the General Regulations.