

Registration process for adding Organizations into the IHO External Stakeholders List

- Version 1.1 -

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This guide provides a step-by-step process for applicants to register organizations on the IHO External Stakeholders List (ESL). The ESL is a tool used by the IHO to facilitate communication with external stakeholders, allowing them to contribute valuable input to the IHO's work.

External stakeholders include mariners, ship owners and operators, companies supporting Hydrographic Offices, maritime administrations, navigation equipment manufacturers, the oceanographic scientific community and product distributors.

The IHO regularly announces its latest publications and shares news with external stakeholders, keeping them informed of important developments.

Steps to Add your organization:

1. Verify Eligibility:

Check whether your organization or entity is already listed at <https://portal.iho.int/share/organization/stakeholder>. If not, proceed to the next step.

2. Complete the Online Application:

Fill out the application by accessing the online registration form at <https://portal.iho.int/share/template/organization/add>.

Note: You **must have an IHO Portal credential**. If you do not have an IHO Portal account, simply follow the instruction provided at the [link here](#).

Note: This Application is accessible only during the Portal login. Please log in to the Portal first, then access the URL.

A. Mandatory Fields (* Required):

- I. Full name: *Enter the official full title of your organization.*
- II. Short name: *Provide an acronym or a shortened name for use within the system. If you do not have a short name, please copy the full name instead.*

III. Classification: **Select the Stakeholder** on the list:

- External Liaison
- IHO MS (Member States)
- IHO Secretariat
- Other observers
- Other state
- **Stakeholder**

IV. Category: *Select the category that best describes your organization's primary area of business:*

- Data Distributors
- Mariners
- Maritime Administrations
- Navigation Equipment Manufacturers
- Oceanographic Scientific Community
- Ship Owners and Operators

V. Contact info: two emails (main and backup).

Note: The main email address will receive the verification process.

B. Optional field:

- I. Description: *A brief explanation of your organization's key features.*
- II. Domain (**Recommended**): *Main areas of the organization's business or mission. This information aids in user feedback, impact study, and survey etc.*
- III. Contact info: *Fill in further contact details as necessary.*

3. Accepted by IHO: *The application will be reviewed by the IHO secretariat for completeness of the application and involvement in the IHO activity.*

Annex A: Registration Form

Registration Form

Information



Add Image

Full name *

Typing ...

Short name *

Typing ...

Description

Category of Organization

Classification *

none

Category *

none

Domain

-- Select --

Contact info

Address *

Street No

City

State / Province

Zip code

none

Website

Typing ...

Phone

None

Typing ...

Fax

None

Typing ...

E-mail (Main) *

Typing ...

E-mail (Other) *

Typing ...

E-mail (Option)

Typing ...

Remark

Cancel

Verify via email