##### TERMS OF REFERENCE FOR NEW HSSC WGs - Rev1

 *(December 2014)*

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1. **S-100 WORKING GROUP (S-100WG)**

*Ref: 6th HSSC Meeting (Viña del Mar, Chile, November 2014)*

**1. Objective**

1. To maintain, develop and extend
2. S-100 - Universal Hydrographic Data Model;
3. S-99 - Operational Procedures for the Organization and Management of the S-100 Geospatial Information Registry;
4. To supervise the management and development of the S-100 Geospatial Information Registry;
5. To advise and support the development and maintenance of S-100-based product specifications in liaison with the relevant IHO bodies and non-IHO entities;
6. To monitor the development of other relevant international standards.

**2. Authority**

This WG is a subsidiary of the Hydrographic Services and Standards Committee (HSSC)**.** Its work is subject to HSSC approval.

**3. Composition and Chairmanship**

1. The WG shall comprise representatives of IHO Member States (MS), Expert Contributors (EC), observers from accredited international organizations, and a representative of the IHB (“IHB” to be replaced by “IHO Secretariat” when the IHO Secretariat is established). A membership list shall be maintained and posted on the IHO website.
2. EC membership is open to entities and organizations that can provide a relevant and constructive contribution to the work of the WG.
3. The Chair and Vice-Chair shall be a representative of a MS. The election of the Chair and Vice-Chair shall be decided at the first meeting after each ordinary session of the Conference (Conference to be replaced by Assembly when the revised IHO Convention enters into force) and shall be determined by vote of the MS present and voting.
4. If a secretary is required it should normally be drawn from a member of the WG.
5. 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.
6. ECs shall seek approval of membership from the Chair.
7. EC membership may be withdrawn in the event that a majority of the MS represented in the WG agrees that an EC’s continued participation is irrelevant or unconstructive to the work of the WG.
8. All members shall inform the Chair in advance of their intention to attend meetings of the WG.
9. In the event that a large number of EC members seek to attend a meeting, the Chair may restrict attendance by inviting ECs to act through one or more collective representatives.

**4. Procedures**

1. The WG should:
2. maintain S-100 as directed in Part 12 (S-100 Maintenance Procedures) and in accordance with IHO Resolution 2/2007 as amended;
3. maintain S-99 in accordance with IHO Resolution 2/2007 as amended;
4. draft new editions of S-99 and S-100 as instructed by HSSC;
5. keep under review relevant international standards and specifications and advise HSSC accordingly; and
6. consider new topics as instructed by HSSC and advise HSSC accordingly.
7. The WG should work by correspondence, teleconferences, group meetings, workshops or symposia. The WG should meet about once a year. When meetings are scheduled, and in order to allow any WG submissions and reports to be submitted to HSSC on time, WG meetings should not normally occur later than nine weeks before a meeting of the HSSC.
8. Decisions should generally be made by consensus. If votes are required on issues or to endorse proposals presented to the WG, only MS may cast a vote. Votes at meetings shall be on the basis of one vote per MS represented at the meeting. Votes by correspondence shall be on the basis of one vote per MS represented in the WG.
9. The date and venue of group meetings shall normally be announced by the Chair at least six months in advance.
10. The draft record of meetings shall be distributed by the Chair (or the secretary) within six weeks of the end of meetings and participants’ comments should be returned within three weeks of the date of despatch. Final minutes of meetings should be posted on the IHO website within three months after a meeting.
11. Sub-working groups and project teams may be created by the WG or proposed to HSSC to undertake detailed work on specific topics. The terms of reference and rules of procedure of the sub-working groups and project teams are determined or proposed by the WG as appropriate.
12. The WG should liaise with other IHO bodies, international organizations and industry to educate on and encourage the application of S-100 to the work of those entities.
13. The WG should prepare annually a report on its activities and a rolling two-year work plan, including expected time frame.

**II. ENC StandARDS MAINTENANCE WORKING GROUP (ENCWG)**

*Ref: 6th HSSC Meeting (Viña del Mar, Chile, November 2014)*

**1. Objective**

To maintain IHO standards which apply to ENC production and display:

1. S-52 - Specifications for Chart Content and Display Aspects of ECDIS (including its components);
2. S-57 - IHO Transfer Standard for Digital Hydrographic Data (including is components);
3. S-58 - Recommended ENC Validation Checks;
4. S-62 - List of Data Producer Codes
5. S-64 - IHO Test Data Sets for ECDIS.
6. S-65 - ENCs: Production, Maintenance and Distribution Guidance

**2. Authority**

This WG is a subsidiary of the Hydrographic Services and Standards Committee (HSSC)**.** Its work is subject to HSSC approval.

**3. Composition and Chairmanship**

1. The WG shall comprise representatives of IHO Member States (MS), Expert Contributors (EC), observers from accredited NGIO, and a representative of the IHB (“IHB” to be replaced by “IHO Secretariat” when the IHO Secretariat is established). A membership list shall be maintained and posted on the IHO website.
2. EC membership is open to entities and organizations that can provide a relevant and constructive contribution to the work of the WG.
3. The Chair and Vice-Chair shall be a representative of a MS. The election of the Chair and Vice-Chair shall be decided at the first meeting after each ordinary session of the Conference (Conference to be replaced by Assembly when the revised IHO Convention enters into force) and shall be determined by vote of the MS present and voting.
4. If a secretary is required it should normally be drawn from a member of the WG.
5. 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.
6. ECs shall seek approval of membership from the Chair.
7. EC membership may be withdrawn in the event that a majority of the MS represented in the WG agrees that an EC’s continued participation is irrelevant or unconstructive to the work of the WG.
8. All members shall inform the Chair in advance of their intention to attend meetings of the WG.
9. In the event that a large number of EC members seek to attend a meeting, the Chair may restrict attendance by inviting ECs to act through one or more collective representatives.

**4. Procedures**

1. The WG should:
2. maintain S-57 by preparing and promulgating maintenance documents containing clarifications, corrections and extensions when required. In the case of issues reported which may be data related, the procedure described in Annex 1 must be adhered to;
3. maintain S-52 and its accompanying Presentation Library by preparing and promulgating maintenance documents or new editions when required. In the case of issues which may be related to the portrayal of objects according to S-52, the procedure described in Annex 2 must be adhered to;
4. maintain S-58, S-62, S-64 and S-65 to ensure consistency with the evolution of S-52 and S-57;
5. coordinate technical exchange with type-approval authorities, ECDIS manufacturers and ECDIS user community and offer guidance and advice as appropriate; and
6. keep under review the relevant IHO publications and resolutions in order to advise HSSC on their updating.
7. The WG should work by correspondence, teleconferences, group meetings, workshops or symposia. The WG should meet about once a year. When meetings are scheduled, and in order to allow any WG submissions and reports to be submitted to HSSC on time, WG meetings should not normally occur later than nine weeks before a meeting of the HSSC.
8. Decisions should generally be made by consensus. If votes are required on issues or to endorse proposals presented to the WG, only MS may cast a vote. Votes at meetings shall be on the basis of one vote per MS represented at the meeting. Votes by correspondence shall be on the basis of one vote per MS represented in the WG.
9. The date and venue of group meetings shall normally be announced by the Chair at least six months in advance.
10. The draft record of meetings shall be distributed by the Chair (or the secretary) within six weeks of the end of meetings and participants’ comments should be returned within three weeks of the date of despatch. Final minutes of meetings should be posted on the IHO website within three months after a meeting.
11. Sub-working groups and project teams may be created by the WG or proposed to HSSC to undertake detailed work on specific topics. The terms of reference and rules of procedure of the sub-working groups and project teams are determined or proposed by the WG as appropriate.
12. The WG should liaise with other IHO bodies, international organizations and industry to ensure the relevance of its work and timely notice of changes to the standards.
13. The WG should prepare annually a report on its activities and a rolling two-year work plan, including expected time frame.

**Annex 1**



**Description of the procedure for addressing S-57 data related issues**

1. New issues which are potentially related to S-57 are submitted to the ENCWG chair group (chair and vice-chair of ENCWG) for review.

2. The ENCWG chair group considers whether the issue impacts S-57.

2.a If it considers that the issue does not impact S-57, it reports to the IHB which decides on any follow-up action(s).

2.b If it considers that the issue impacts S-57, it invites ENCWG to prepare of a temporary encoding bulletin (EB) and a draft change for S-57 Appendix B.1, Annex A - Use of the Object Catalogue for ENC (UOC).

3. In parallel the ENCWG chair group considers whether the issue has any other impact, i.e. on other IHO publication or on other stakeholders. The ENCWG chair group reports other impact(s), if any, to the IHB which decides on any follow-up action(s).

4. In parallel, the ENCWG chair group considers whether the issue is related to safety of navigation.

4.a If it considers that the issue is safety-related, it reports to the IHB with proposed actions. See item 5.

4.b If it considers that the issue is not safety-related, it authorizes the posting of the relevant temporary EB and draft UOC change. See note (i) and item 8.

5. The IHB reviews the report from the ENCWG chair group.

5.a If the IHB agrees that the issue is safety-related, it informs Member States (MS) and stakeholders on the issue and the impact on safety, proposes the appropriate actions and invites comments. It also authorizes the posting of the relevant temporary EB and the draft UOC change. See note (i) and item 6.

5.b If the IHB decides that the issue is not safety-related, it informs the ENCWG chair group and authorizes the posting of the relevant temporary EB and draft UOC change. See note (i) and item 8.

6. The IHB analyses the comments from MS and stakeholders. It establishes a synthesis to be considered by the ENCWG chair group and takes any follow-up actions which it considers appropriate.

7. The ENCWG chair group reviews the issue and invites ENCWG to amend the temporary EB and the draft UOC change if required.

8. ENCWG prepares/reviews and issues the draft UOC change and reports to HSSC at its next meeting. When appropriate, and as instructed by HSSC, ENCWG prepares a draft new edition of the UOC. ENCWG submits its proposal to HSSC.

9. HSSC reviews the draft new edition of the UOC submitted by ENCWG.

9.a If HSSC accepts the draft new edition of the UOC, it invites the IHB to submit the draft to the approval of MS (in accordance with IHO Resolution 2/2007 as amended). See item 10.

9.b If HSSC does not accept the draft new edition of the UOC, the proposal is sent back to the ENCWG chair group. See item 7.

10. The IHB submit the draft new edition of the UOC to the approval of MS.

11. MS reviews the draft new edition of the UOC

11.a If the draft new edition is approved by the simple majority of MS, then the IHB publishes the new edition (taking into account comments if appropriate) and the temporary EB is cancelled. END.

11.b If the draft new edition is not approved by the MS, see item 6.

Notes:

(i) The IHB informs MS and stakeholders of the posting of every EB by circular letter. Active EB are reviewed by ENCWG at its next meeting. ENCWG reports on the situation at the next HSSC meeting.

(ii) ENCWG may decide to postpone the update of the UOC until a number of EB have been promulgated or until a period of time has elapsed since the previous revision/edition of the UOC.

(iii) The flow diagram does not reflect the timeline. Potential safety issues are processed as expeditiously as possible.

**Annex 2**



**Description of the procedure for addressing S-52 portrayal issues**

1. New issues which are potentially related to S-52 are submitted to the ENCWG chair group (chair and vice-chair of ENCWG) for review.

2. The ENCWG chair group considers whether the issue impacts S-52.

2.a If it considers that the issue does not impact S-52, it reports to the IHB which decides on any follow-up action(s).

2.b If it considers that the issue impacts S-52, it invites ENCWG to prepare an amendment to the relevant component(s) of S-52 and a temporary chart presentation bulletin (PB).

3. In parallel the ENCWG chair group considers whether the issue has any other impact, i.e. on other IHO publication or on other stakeholders. The ENCWG chair group reports other impact(s), if any, to the IHB which decides on any follow-up action(s).

4. In parallel, the ENCWG chair group considers whether the issue is related to safety of navigation.

4.a If it considers that the issue is safety-related, it reports to the IHB with proposed actions. See item 5.

4.b If it considers that the issue is not safety-related, it authorizes the posting of the relevant temporary PB and issue a deferred amendment to the relevant publication. See note (i) and item 8.

5. The IHB reviews the report from the ENCWG chair group.

5.a If the IHB agrees that the issue is safety-related, it informs Member States (MS) and stakeholders on the issue and the impact on safety, proposes the appropriate actions and invites comments. It also tasks ENCWG to issue an immediate amendment. See note (i) and item 6.

5.b If the IHB decides that the issue is not safety-related, it informs the ENCWG chair group and authorizes the posting of the relevant temporary PB and the issuance of a deferred amendment. See note (i) and item 8.

6. The IHB analyses the comments from MS and stakeholders. It establishes a synthesis to be considered by the ENCWG chair group and takes any follow-up actions which it considers appropriate.

7. The ENCWG chair group reviews the issue and invites ENCWG to amend the relevant amendment and temporary PB if required.

8. ENCWG prepares/reviews and issues a S-52 maintenance document and reports to HSSC at its next meeting. When appropriate, and as instructed by HSSC, ENCWG prepares a draft new edition of the relevant component of S-52. ENCWG submits its proposal to HSSC.

9. HSSC reviews the draft new edition submitted by ENCWG.

9.a If HSSC accepts the draft new edition, it invites the IHB to submit the draft to the approval of MS (in accordance with IHO Resolution 2/2007 as amended). See item 10.

9.b If HSSC does not accept the draft new edition, the proposal is sent back to ENCWG. See item 8.

10. The IHB submits the draft new edition to the approval of MS.

11. MS review the draft new edition.

11.a If the draft new edition is approved by the simple majority of MS, then the IHB publishes the new edition (taking into account comments if appropriate) and the temporary PB is cancelled. END.

11.b If the draft new edition is not approved by the MS, see item 6.

Notes:

(i) The IHB informs MS and stakeholders of the posting of every PB and the issuance of every amendment by circular letter.

(ii) The flow diagram does not reflect the timeline. Potential safety issues are processed as expeditiously as possible.

**III. NauticAL INFORMATION PROVISION WORKING GROUP (NIPWG)**

*Ref: 6th HSSC Meeting (Viña del Mar, Chile, November 2014)*

**1. Objective**

1. To develop and maintain guidance, resolutions and specifications in order to provide shipboard users the necessary and up-to-date information in a timely manner to allow for the planning of a safe route for the intended voyage and the safeguarding of the ship’s navigation throughout the voyage;
2. To support the development and maintenance of related specifications in liaison with the relevant IHO bodies and non-IHO entities;
3. To monitor the evolution of the requirements and regulations of marine navigation.
4. To develop and maintain the relevant IHO publications for which the WG is responsible.

**2. Authority**

This WG is a subsidiary of the Hydrographic Services and Standards Committee (HSSC)**.** Its work is subject to HSSC approval.

**3. Composition and Chairmanship**

1. The WG shall comprise representatives of IHO Member States (MS), Expert Contributors (EC), observers from accredited NGIO, and a representative of the IHB (“IHB” to be replaced by “IHO Secretariat” when the IHO Secretariat is established). A membership list shall be maintained and posted on the IHO website.
2. EC membership is open to entities and organizations that can provide a relevant and constructive contribution to the work of the WG.
3. The Chair and Vice-Chair shall be a representative of a MS. The election of the Chair and Vice-Chair shall be decided at the first meeting after each ordinary session of the Conference (Conference to be replaced by Assembly when the revised IHO Convention enters into force) and shall be determined by vote of the MS present and voting.
4. If a secretary is required it should normally be drawn from a member of the WG.
5. 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.
6. ECs shall seek approval of membership from the Chair.
7. EC membership may be withdrawn in the event that a majority of the MS represented in the WG agrees that an EC’s continued participation is irrelevant or unconstructive to the work of the WG.
8. All members shall inform the Chair in advance of their intention to attend meetings of the WG.
9. In the event that a large number of EC members seek to attend a meeting, the Chair may restrict attendance by inviting ECs to act through one or more collective representatives.

**4. Procedures**

1. The WG should:
2. keep under review the relevant IHO publications and resolutions in order to advise HSSC on their updating;
3. draft or revise guidance documents, resolutions and specifications as appropriate and as instructed by HSSC;
4. keep under review relevant requirements and regulations of marine navigation and advise HSSC accordingly;
5. monitor the operational performance of IHO specifications, the progress in relevant technologies and navigational equipment , and the feedback from users; and
6. consider new relevant topics as instructed by HSSC and advise HSSC accordingly.
7. The WG should work by correspondence, teleconferences, group meetings, workshops or symposia. The WG should meet about once a year. When meetings are scheduled, and in order to allow any WG submissions and reports to be submitted to HSSC on time, WG meetings should not normally occur later than nine weeks before a meeting of the HSSC.
8. Decisions should generally be made by consensus. If votes are required on issues or to endorse proposals presented to the WG, only MS may cast a vote. Votes at meetings shall be on the basis of one vote per MS represented at the meeting. Votes by correspondence shall be on the basis of one vote per MS represented in the WG.
9. The date and venue of group meetings shall normally be announced by the Chair at least six months in advance.
10. The draft record of meetings shall be distributed by the Chair (or the secretary) within six weeks of the end of meetings and participants’ comments should be returned within three weeks of the date of despatch. Final minutes of meetings should be posted on the IHO website within three months after a meeting.
11. Sub-working groups and project teams may be created by the WG or proposed to HSSC to undertake detailed work on specific topics. The terms of reference and rules of procedure of the sub-working groups and project teams are determined or proposed by the WG as appropriate.
12. The WG should liaise with other IHO bodies, international organizations and industry to ensure the relevance of its work.
13. The WG should prepare annually a report on its activities and a rolling two-year work plan, including expected time frame.

**IV. TIDES, WATER LEVEL and CURRENTS WORKING GROUP (TWCWG)**

*Ref: 6th HSSC Meeting (Viña del Mar, Chile, November 2014)*

**1. Objective**

1. To provide technical advice and coordination on matters related to tides, water levels, currents and vertical datum, including integrated water level/current data models.
2. To support the development and maintenance of related specifications in liaison with the relevant IHO bodies and non-IHO entities;
3. To develop and maintain the IHO publications for which the WG is responsible.

**2. Authority**

This WG is a subsidiary of the Hydrographic Services and Standards Committee (HSSC)**.** Its work is subject to HSSC approval.

**3. Composition and Chairmanship**

1. The WG shall comprise representatives of IHO Member States (MS), Expert Contributors (EC), observers from accredited NGIO, and a representative of the IHB (“IHB” to be replaced by “IHO Secretariat” when the IHO Secretariat is established). A membership list shall be maintained and posted on the IHO website.
2. EC membership is open to entities and organizations that can provide a relevant and constructive contribution to the work of the WG.
3. The Chair and Vice-Chair shall be a representative of a MS. The election of the Chair and Vice-Chair shall be decided at the first meeting after each ordinary session of the Conference (Conference to be replaced by Assembly when the revised IHO Convention enters into force) and shall be determined by vote of the MS present and voting.
4. If a secretary is required it should normally be drawn from a member of the WG.
5. 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.
6. ECs shall seek approval of membership from the Chair.
7. EC membership may be withdrawn in the event that a majority of the MS represented in the WG agrees that an EC’s continued participation is irrelevant or unconstructive to the work of the WG.
8. All members shall inform the Chair in advance of their intention to attend meetings of the WG.
9. In the event that a large number of EC members seek to attend a meeting, the Chair may restrict attendance by inviting ECs to act through one or more collective representatives.

**4. Procedures**

1. The WG should:
2. monitor and develop the use of tidal, water level and current information including integrated water level/current data models;
3. advise on the use of vertical datums;
4. advise on tidal, water level and current observation, analysis and prediction;
5. advise on matters concerning exchange, distribution and use of tidal, water level and current related data/information;
6. study principles and contribute to the development of improved methods for conveying tidal, water level and current information to mariners and other users;
7. keep under review the relevant IHO publications and resolutions in order to advise HSSC on their updating;
8. draft or revise guidance document(s), resolutions and specifications as appropriate and as instructed by HSSC; and
9. consider new related topics as instructed by HSSC and advise HSSC accordingly.
10. The WG should work by correspondence, teleconferences, group meetings, workshops or symposia. The WG should meet about once a year. When meetings are scheduled, and in order to allow any WG submissions and reports to be submitted to HSSC on time, WG meetings should not normally occur later than nine weeks before a meeting of the HSSC.
11. Decisions should generally be made by consensus. If votes are required on issues or to endorse proposals presented to the WG, only MS may cast a vote. Votes at meetings shall be on the basis of one vote per MS represented at the meeting. Votes by correspondence shall be on the basis of one vote per MS represented in the WG.
12. The date and venue of group meetings shall normally be announced by the Chair at least six months in advance.
13. The draft record of meetings shall be distributed by the Chair (or the secretary) within six weeks of the end of meetings and participants’ comments should be returned within three weeks of the date of despatch. Final minutes of meetings should be posted on the IHO website within three months after a meeting.
14. Sub-working groups and project teams may be created by the WG or proposed to HSSC to undertake detailed work on specific topics. The terms of reference and rules of procedure of the sub-working groups and project teams are determined or proposed by the WG as appropriate.
15. The WG should liaise with other IHO bodies, international organizations and industry to ensure the relevance of its work.
16. The WG should prepare annually a report on its activities and a rolling two-year work plan, including expected time frame.

**V. Generic terms of reference and rules of procedure for HSSC Project Teams**

Reference: [x]th [WG name/HSSC] Meeting [location, date]

**1. Objective**

To [develop / revise / extend / …] … (*name of standards, publication, or product specification*).

**2. Authority**

This Project Team is a subsidiary of the … (*name of WG or Committee*)**.** Its work is guided by the work plan established by … (*acronym of the WG or Committee*) and subject to its approval.

**3. Composition and Chairmanship**

1. The Project Team shall comprise representatives of IHO Member States (MS), Expert Contributors (EC) and observers from accredited international organizations. The IHB may be represented (“IHB” to be replaced by “IHO Secretariat” when the IHO Secretariat is established). A membership list shall be maintained and posted on the IHO website.
2. EC membership is open to entities and organizations that can provide a relevant and constructive contribution to the work of the Project Team.
3. The Chair is designated by the parent body.
4. If a secretary is required it should normally be drawn from a member of the Project Team.
5. ECs shall seek approval of membership from the Chair.
6. EC membership may be withdrawn in the event that a majority of the members in the Project Team agrees that an EC’s continued participation is irrelevant or unconstructive to the work of the Project Team.

**4. Procedures**

1. The Project Team should work primarily by correspondence and teleconferences, although face to face meetings at the project start, and at other significant milestones, may be convenient when held in conjunction with another convenient IHO forum.
2. Decisions should be made by consensus. Dissenting opinions if any should be reflected in the Project Team report.
3. The Project Team should liaise with other IHO bodies, international organizations and industry to ensure the relevance of its work.
4. The Project Team should report in accordance with its work plan.