**STRATEGIC PLAN REVIEW WORKING GROUP (SPRWG)** (to be submitted to all IHO MS for approval iaw General Regulations Art. 6 (g) (i)[[1]](#footnote-1)

**Terms of Reference and Rules of Procedure** (draft version 17 Oct 2017)

Ref: a/ Decision A1/03 – (April 2017).
 b/ Decision C1/xx – *Establishment of the SPRWG* (October 2017)
 c/ Decision A1/01 – Planning Cycle of the Revision of the Strategic Plan
 d/ 1st Meeting of the Council – Doc. C1-5.2 - *Proposal to Evaluate Status, Requirements and Options to Integrate the IHO Strategic Plan/Performance Indicators, Budget and Work Program Activities* -

Following Decision A1/03 – “*The Assembly tasked the Council to conduct a comprehensive review of the Strategic Plan and to provide a draft revised Plan, as appropriate, in time for the consideration of the 2nd ordinary session of the Assembly (A-2). The Council is empowered to establish a working group for this discrete purpose”* –, the Council decided at its 1st meeting, to establish the Strategic Planning Review Working Group (SPRWG)

**1. Terms of Reference**

* 1. Conduct a comprehensive review of the Strategic Plan in two successive phases: scoping and drafting.
	2. In the scoping phase (T0[[2]](#footnote-2) + 6 months):
		1. review and restate the current and future strategic context in which the IHO operates;
		2. propose the definition of success for the IHO in 2026;
		3. identify the deficiencies in terms of content, shape and interrelation to the implementation instruments in the existing Plan;
		4. consider appropriate goals, ways and means that could address any identified deficiencies;
		5. establish the management plan and timetable for developing and drafting any proposed revisions to the existing Plan;
		6. submit a proposal at C-2 for the draft framework of the revised strategic plan.
	3. In the drafting phase (T0 + 18 months):
		1. define the criteria for measuring success and propose priorities for the IHO;
		2. consider the interrelation to other management elements such as budget, work plan and performance indicators (Ref. d/);
		3. prepare the draft revised plan in accordance with the management plan and the timetable;
		4. prepare the supporting documents for submission to A-2.
	4. Provide an intermediate report at C-2 ( - two months)
	5. Provide a draft final report at C-3 ( - two months) for endorsement and recommendations to be submitted to A-2.
	6. These Terms of Reference can be amended in accordance with Article 6 of the General Regulations.

**2. Rules of Procedure**

* 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 in the work of the Working Group.
	2. A Member State shall act as Secretary to the Working Group. The Secretary shall prepare the reports required for submission to each meeting of the Council and to sessions of the Assembly as directed by the Council.
	3. 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 nominated at the end of the 1st meeting of the Council and the nominations shall be determined by vote of the Council Members present and voting. 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.
	4. The Working Group should normally work by correspondence, but if decided by the Working Group, meetings can be scheduled in conjunction with any IHO meetings. 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. In case of meetings, all intending participants shall inform the Chair and Secretary ideally at least one month in advance of their intention to attend meetings of the Working Group.
	5. Decisions shall generally be made by consensus. If votes are required on issues or to endorse proposals presented to the Working Group, decisions shall be taken by a simple majority of Working Group Members present and voting. When dealing with matters by correspondence, a simple majority of all Working Group Members shall be required.
	6. The draft record of meetings shall be distributed by the Secretary within ten working days of the end of meetings and 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.
	7. The working language of the Working Group shall be English.
	8. Recommendations of the Working Group shall be submitted to the Council for endorsement.
	9. The Working Group will be disbanded after A-2.
	10. These Rules of Procedure can be amended in accordance with Article 6 of the General Regulations.
1. General Regulations Art 6 (g) (i) : *« …Where the Council itself prepares draft Terms of Reference and Rules of Procedure, or where the Council receives submissions in accordance with paragraph (f) above), it shall either:*

*(i) submit them to Member States for approval by correspondence, in accordance with Articles VI(g)(vii) and IX (f) of the Convention…*” [↑](#footnote-ref-1)
2. T0 is the effective date of the establishment of the Working Group. [↑](#footnote-ref-2)