

10th CSPWG MEETING
Wellington, New Zealand, 21-24 January, 2014

Paper for Consideration by CSPCWG

CSPCWG Terms of Reference

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| Submitted by: | Chairman |
| Executive Summary: | Review of CSPCWG Terms of Reference |
| Related Documents: | HSSC Terms of Reference, IHO Resolution 2/2007 (as updated) CSPCWG10-04.1B – including proposed restructure of WGs |
| Related Projects: | Revision of S-4. |

Introduction / Background.

It is a standing agenda item to review our Terms of Reference (TOR). A copy of the existing TOR is at Annex.

Analysis / Discussion.

It is likely that the proposed reorganization of HSSC WGs will result in revised TOR. These will be reviewed by correspondence in 2014.

Until then, there are no proposals to change the existing TOR except that the highlighted section must be removed when the current cycle of the revision of S-4 is completed (ie when the revised section B-500 is published, estimated to be April 2014).

On publication of revised S-4 B-500, the terms of Resolution 2/2007 (as amended 2012) will apply. Detailed guidance is provided in the Resolution. In practice, it means that:

- ‘revisions’ (ie substantive changes such as new or changed specifications which will affect charting practice) and ‘new editions’ of S-4 must be approved by HSSC (usually at the annual meeting) before submission to Member States.
- ‘clarifications’ (ie non-substantive changes such as removal of ambiguity, improvement to graphics, correction of errors, changes to cross references) can be approved by the WG and included in S-4 immediately (or more usually at next revision or new edition). Note, however, that a revision must not be classified as a clarification in order to bypass the appropriate consultation processes.

Conclusions.

No changes required at present.

Recommendations.

No actions until B-500 published (in S-4 Edition 4.5.0).

Justification and Impacts.

None.

Action required of CSPCWG.

None.

Annex to CSPCWG10-05A

CHART STANDARDIZATION AND PAPER CHART W.G. (CSPCWG)

Terms of Reference

- References:
- 1) 1st HSSC Meeting (Singapore, October 2009)
 - 2) 4th HSSC Meeting (Taunton, United Kingdom, September 2012)

1. Objectives

- a. To provide a core of expertise on the concepts of charting, noting that whatever physical form the chart may take the fundamental concepts and elements of marine cartography remain the same.
- b. To develop and maintain the IHO publications for which it is responsible.

2. Authority

This WG is a subsidiary of the Hydrographic Services and Standards Committee (HSSC). Its work is subject to HSSC approval. In respect of the current cycle of revision of S-4 and in the interests of procedural efficiency, the WG has authority to reach decisions on the maintenance and updating of this document and to seek direct endorsement of its proposals by IHO Member States via the IHB. This does not include matters that may have a strategic or financial implication for Member States or other interested stakeholders.

3. Procedures

- a. The WG's main tasks are to:

- i. Keep under continuous review the IHO publication S-4 'Regulations of the IHO for International (INT) Charts and Chart Specifications of the IHO', in order to advise the IHO on their updating, design and format and the portrayal of symbols.

Note: S-4 is supplemented by:

- INT 1 'Symbols, Abbreviations and Terms used on Charts'
- INT 2 'Borders, Graduation, Grids and Linear Scales'
- INT 3 'Use of Symbols and Abbreviations, as recommended by the IHO'

- ii. Advise the IHO on suggestions put forward by Member States to update S-4, in accordance with IHO Specification B-160, with the goal of achieving the maximum possible adherence by Member States to the Regulations and Specifications.

- iii. Keep under continuous review the following IHO publications in order to advise the IHO on their updating:

- S-11 Part A 'Guidance for the Preparation and Maintenance of International Chart Schemes'
- S-49 'Recommendations concerning Mariners' Routeing Guides'

- iv. Advise the IHB and Regional Hydrographic Commissions, as appropriate, on the work of International Charting Coordination Working Groups (ICCWG) or Regional Charting Groups (RCG) in order to promote the production of international (INT) charts. The role of the WG is purely consultative.

- v. Offer advice based on its experience to ICCWG/RCG and individual Member States, on chart schemes and cartographic work, in order to strongly encourage adherence to IHO charting specifications. The role of the WG is purely consultative.
- b. The WG conducts its business mainly by correspondence. It will also plan to hold meetings at least once every two years, dependant on membership support and business needs. 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.
- c. All members shall inform the Chairman in advance of their intention to attend meetings of the WG.
- d. Decisions shall generally be made by consensus. If votes are required on issues or to endorse proposals presented to the WG, votes shall be taken by a simple majority of the Member States present and voting. When dealing with inter-sessional matters by correspondence, a simple majority of responding WG members shall be required.
- e. The WG should identify a work programme for each year, including expected time frame for progressing tasks.
- f. The WG will maintain close liaison with other HSSC WGs, particularly DIPWG and TSMAD, and other international and IHO bodies, as appropriate and as instructed by HSSC.
- g. The WG will report progress to meetings of HSSC and to Member States through the HSSC report in the Annual Report of the IHB

4. Composition and Chairmanship

- a. Membership of the CSPCWG is open to all Member States wishing to be represented. Normally there should be not more than one representative from each Member State.
- b. Accredited Non-Governmental International Organizations observers may participate in CSPCWG activities.
- c. The Chair and Vice-Chair shall be a representative of a Member State. 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 force) and shall be determined by vote of the Member States present and voting.
- d. 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.
- e. The Chairman and Vice-Chairman will decide between themselves the organization of the work entailed in these posts.
- f. The Chairman will monitor membership to ensure that each regional hydrographic commission is invited to be represented on the WG.
- g. A Secretary will be appointed, normally from within the organization of the Chairman of the WG, to ensure the smooth running of business, and to administer consultation and collation of members' views. The Secretary is a member of the WG.

5. Guiding principles

- a. S-4 Part B provides an internationally-agreed product specification for both national and international (INT) charts at medium- and large-scale. The role of S-4 Part B is twofold, in that it provides:
 - i. an explanation of the general concepts and rationale behind the portrayal of features on charts, much of which is relevant to both electronic and paper charts.
 - ii. specific guidance for paper charts, including their content and the use of text and symbology.