

20<sup>th</sup> CHRIS MEETING

Niterói, RJ, Brazil, 3-7 November 2008

**Paper for Consideration by CHRIS**  
**TRANSITION TO HSSC**

<b>Submitted by:</b>	IHB
<b>Executive Summary:</b>	The Hydrographic Services and Standards Committee (HSSC) will be established on 1 January 2009, based on the existing structure of the CHRIS. This paper provides the ToRs and RoPs of the HSSC agreed by Member States together with the ToRs for the new WGs joining HSSC.
<b>Related Documents:</b>	Decision 9 of the XVII <sup>th</sup> IHC – <i>Advanced entry into force of the re-structuring of the IHO Committees and other Groups</i> WEND11-03F - <i>ToRs and RoPs for WEND</i> IHO Circular Letter 115/2007 – <i>Restructuring of IHO Committees and Other Groups</i>
<b>Related Projects:</b>	None

**Introduction / Background**

1. Decision 9 of the 17<sup>th</sup> IHC agreed the formation of the HSSC on 1 January 2009. ToRs and RoPs for the HSSC were agreed by Member States in 2008 and are included as Annex A to this paper.
2. CHRIS/19 (Agenda item 10) agreed that in the interests of efficiency and to avoid additional meetings, in the first instance there was no requirement to establish subordinate Sub Committees to the HSSC. The established working groups (WGs) would therefore report directly to the HSSC as is currently the case with the CHRIS.

**Discussion**

3. **Subordinate Structure.** In general, the functions and the work of the WGs previously overseen by CHRIS will continue under the HSSC with minimal or no disruption. The ongoing obligations of the former IHO Tides Committee – renamed Tides WG (TWG), the dormant S-44 WG, and the Hydrographic Dictionary WG (HDWG) will come under the jurisdiction of the HSSC. Furthermore, the HSSC will take on an overview role for the joint IHO-IAG Advisory Board on the Law of the Sea (ABLLOS).
4. **ToRs and RoPs.** ToRs and RoPs for existing CHRIS WG's have already been aligned and approved in anticipation of the formation of HSSC. There is no specific action required other than editorial changes to reflect the existence of the HSSC.
5. **Tidal WG.** The existing IHO Committee on Tides reviewed and revised its ToRs and RoPs in anticipation of joining HSSC at its 8<sup>th</sup> meeting. Under the HSSC it will be known as the IHO Tides WG (TWG). A work programme for the TWG should be formulated at its next meeting in March 2009 and be considered at the first meeting of the HSSC. In the meantime, the HWG will continue to work on items as reflected in its former Terms of Reference.

6. **Hydrographic Dictionary WG.** The existing WG on the Hydrographic Dictionary which works primarily by correspondence has not yet reviewed its ToR and RoP but will be requested to do so by the IHB. In the interim it is proposed that the WG should continue to function in accordance with its existing ToR tasks, as set out in M-3 - K2.32, and which are reproduced in Annex C to this paper.

Further the Chair of the CHD should be invited to submit the draft version ToR, RoP and Work Programme for consideration at HSSC1.

7. **Chairmanship** Decision 9 of the XVII International Hydrographic Conference agreed that the Chair of CHRIS would assume the chair of HSSC when it stands on 1 January 2009. The IHB will continue to provide the role of Secretary, formerly through Director 2 (Captain Ward) with the assistance of the current CHRIS Secretary, Ing en Chef M. Huet).

8. The various WG that form subordinate bodies to the HSSC are all in existence. There is no reason or requirement to re-elect or confirm the current office bearers.

9. **ABLOS.** Under the revised IHO committee structure agreed by the XVII<sup>th</sup> IHC, the IHO-IAG Advisory Board on the Law of the Sea (ABLOS) will report to the IHO through the HSSC. ABLOS is an inter-organisational body governed by ToRs and RoPs mutually agreed by IHO MS and IAG. It can be expected that ABLOS will provide an annual report to HSSC together with a comprehensive summary for presentation at IHCs. ABLOS may make relevant proposals or observations for consideration by the HSSC. Amendments to the ABLOS ToRs and RoPs are being developed to reflect the relationship with the HSSC and are shown at Annex D. Because ABLOS is an Inter-Organizational body, rather than an HSSC WG, the ABLOS ToRs and RoPs must be agreed by both its parent organizations (IHO and IAG). For IHO, this will therefore be done by CL inviting all MS to vote.

#### **Action Required of CHRIS**

10. The CHRIS is invited to:

- a. **Note** this report.
- b. **Agree** the Terms of Reference, and Rules of Procedure for the HSSC Tides Working Group (TWG) contained in Annex B.
- c. **Agree** the Terms of Reference and Rules of Procedure for the Hydrographic Dictionary Working Group (HDWG) contained in Annex C.
- d. **Note** that the IHO-IAG Advisory Board on the Law of the Sea (ABLOS) will operate under its Terms of Reference and Rules of Procedure as agreed by the IHO and the IAG.
- e. **Direct** the TWG and the HDWG to propose terms of Reference, Rules of Procedure and Work Programmes for consideration and endorsement by the HSSC at its first meeting.
- f. **Invite** the Chair of ABLOS to provide a report of activity to the first meeting of the HSSC together with any relevant proposals.

## HYDROGRAPHIC SERVICES AND STANDARDS COMMITTEE (HSSC)

Considering the need to promote and coordinate the development of standards, specifications and guidelines for official products and services to meet the requirements of mariners and other users of hydrographic information, the International Hydrographic Organization establishes a Hydrographic Services and Standards Committee (HSSC) with the following Terms of Reference and Rules of Procedure. The HSSC shall be the IHO Technical Steering Group acting on behalf of all Member States and shall report to each ordinary session of the International Hydrographic Conference (“*each ordinary session of the International Hydrographic Conference*” to be replaced by “*each ordinary session of the Assembly through the Council*” when the Council and Assembly are established).

### Terms of Reference

1. Monitor the requirements of mariners and other users of hydrographic information concerning the use of hydrographic products and information systems that may require data and information provided by national hydrographic authorities, and to identify those technical matters that may affect the activities and products of those authorities.

2. Monitor the work of specified IHO Inter-Organizational Bodies engaged in hydrographic services, standards and related technical activities as directed by the International Hydrographic Conference (“*International Hydrographic Conference*” to be replaced by “*the Assembly*” when the Assembly is established) and provide advice and guidance to the IHO representatives as required.

3. Study and propose methods and standards for the acquisition, assessment and provision of official hydrographic data, nautical products and other related services.

4. Maintain technical liaison with other relevant stakeholders, such as type-approval authorities, navigation equipment manufacturers, and the hydrographic data user-community.

5. Prepare and maintain publications related to the objectives of the Committee.

6. Prepare a Committee Work Program and propose it to each ordinary session of the International Hydrographic Conference (“*each ordinary session of the International Hydrographic Conference*” to be replaced by “*the Assembly*” via the Council when the Assembly and the Council are established). Consider and decide upon proposals for new work items under the Committee Work Program, taking into account the financial, administrative and wider stakeholder consequences and the IHO Strategic Plan and Work Program.

7. Monitor the execution of the Committee Work Program and report to each ordinary session of the International Hydrographic Conference (“*ordinary session of the International Hydrographic Conference*” to be replaced by “*meeting of the Council*” when the Council and Assembly are established), including an evaluation of the performance achieved.

8. Propose to the International Hydrographic Conference (“*the International Hydrographic Conference*” to be replaced by “*the Assembly through the Council*” when the Council and Assembly are established), the establishment of new Sub-Committees, when needed, supported by a comprehensive cost-benefit analysis.

9. As required, establish Working Groups to fulfil the Committee Work Program, in conformance with IHO Technical Resolution T1.1 (*IHO Technical Resolution T1.1* to be

replaced by *Article 6 of the General Regulations* when the revised IHO Convention enters force) and approve their Terms of Reference and Rules of Procedure.

10. Monitor the work of its Sub-committees, Working Groups and other bodies directly subordinate to the Committee.

11. Review annually the continuing need for each Working Group previously established by the Committee.

12. Liaise and maintain contact with relevant IHO and other bodies to ensure that IHO work activities are coordinated.

13. Liaise with other relevant international organizations and Non-Government International Organizations (NGIOs).

14. These Terms of Reference can be amended in accordance with Technical Resolution T1.1 (to be replaced by Article 6 of the General Regulations when the revised text of the IHO Convention enters into force)

### **Rules of Procedure**

1. The Committee shall be composed of representatives of Member States. The Chairs of the relevant subordinate bodies of the Committee shall attend and report at all Committee Meetings. International Organizations and accredited Non-Government International Organizations (NGIOs) may attend Committee Meetings.

2. A Director of the International Hydrographic Bureau (*“the International Hydrographic Bureau”* to be replaced by *“the Secretariat”* when the Secretariat is established) shall act as Secretary to the Committee. The Secretary shall prepare the reports required for submission to each ordinary session of the Conference (*the Conference* to be replaced by *Assembly* and *Council* when the Council and Assembly are established).

3. 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 Council and Assembly are established) and shall be determined by vote of the Member States 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 Committee shall meet once a year, unless decided otherwise by the Committee, whenever possible in conjunction with another relevant conference or meeting. The venue and date of the meeting shall be decided at the previous meeting, in order to facilitate participants’ travel arrangements. Meetings should normally be scheduled to precede a session of the International Hydrographic Conference (*“International Hydrographic Conference”* to be replaced by *“Council or Assembly”* when the Council and Assembly are established) by approximately four months. The Chair or any member of the committee, with the agreement of the simple majority of all members of the Committee, can call extraordinary meetings. Confirmation of the venue and date shall normally be announced at least six months in advance. All intending participants shall inform the Chair and Secretary ideally at least one month in advance of their intention to attend meetings of the Committee.

5. Decisions shall generally be made by consensus. If votes are required on issues or to endorse proposals presented to the Committee, decisions shall be taken by a simple majority of Committee Members present and voting. When dealing with inter-sessional matters by correspondence, a simple majority of all Committee Members shall be

required.

6. The draft record of meetings shall be distributed by 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 distributed to all IHO Member States and posted on the IHO website within three months after a meeting.

7. The working language of the Committee shall be English.

8. The Committee shall progress its work primarily through Working Groups, each of which shall address specific tasks. If required, a coordinating Sub-committee on Data Acquisition & Transfer Standards and a coordinating Sub-committee on Symbology & Data Presentation Standards shall coordinate the work of those working groups dealing with data and presentation standards respectively. Sub-committees and Working Groups shall operate by correspondence to the maximum extent practicable.

9. Recommendations of the Committee shall be submitted to IHO Member States for adoption through the IHB or International Hydrographic Conference as appropriate. (*"IHB or International Hydrographic Conference"* to be replaced by *"through the Council to the Assembly"* when the Council and Assembly are established).

10. These Rules of Procedure can be amended in accordance with Technical Resolution T1.1 (to be replaced by Article 6 of the General Regulations when the revised text of the IHO Convention enters into force)

**TIDAL WORKING GROUP (TWG) – Draft Terms of Reference**

**1. Objective**

To provide technical advice and coordination on tidal and vertical datum matters.

**2. Authority**

The Working Group (WG) is a subsidiary of the Hydrographic Services and Standards Committee (HSSC) and its work is subject to HSSC approval.

**3. Procedures**

a. The WG should:

- (i) monitor and develop the use of tidal data
- (ii) advise on the use of vertical datums
- (iii) advise on tidal observation, analysis and prediction;
- (iv) advise on matters concerning the exchange, distribution and use of tidal and related data;
- (v) propose relevant amendments and improvements to IHO Technical Resolutions (M-3) relating to tidal and vertical datum.
- (vi) propose new tidal and vertical datum topics and other applications for consideration by HSSC.

b. The WG should work primarily by correspondence.

c. The WG should attempt to meet annually, normally in connection with another convenient IHO forum

d. The WG should liaise with other WGs; other IHO and international bodies as appropriate; and as instructed by HSSC.

**4. Composition and Chairmanship**

a. The WG shall comprise representatives of IHO Member States (MS), Expert Contributors and Accredited NGIO Observers, all of whom have expressed their willingness to participate, and a representative of the IHB.

b. Member States, Expert Contributors and Accredited NGIO Observers may indicate their willingness to participate at any time. A membership list shall be maintained and confirmed annually.

c. Expert Contributor membership is open to entities and organisations that can provide a relevant and constructive contribution to the work of the WG.

d. The Chair and Vice Chair shall be a representative of a Member State. The election of the Chair and Vice-Chair should normally be decided at the first meeting following each ordinary session of the Conference (Conference to be replaced by Assembly when the revised IHO Convention enters into force) and, in such case, shall be determined by vote of the Member States present and voting.

e. 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 shall be on the basis of one vote per MS represented. In the event that votes are required between meetings or in the absence of meetings, including for elections of the Chair and Vice-Chair, this shall be achieved through a postal ballot of those MS on the current membership list.

f. If a secretary is required it should normally be drawn from a member of the WG

- g. 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.
- h. Expert Contributors shall seek approval of membership from the Chair.
- i. Expert Contributor membership may be withdrawn in the event that a majority of the MS represented in the WG agree that an Expert Contributor's continued participation is irrelevant or unconstructive to the work of the WG.
- j. All members shall inform the Chair in advance of their intention to attend meetings of the WG.
- k. In the event that a large number of Expert Contributor members seek to attend a meeting, the Chair may restrict attendance by inviting Expert Contributors to act through one or more collective representatives.

## **K2.32 IHO COMMITTEE ON THE HYDROGRAPHIC DICTIONARY**

### **Terms of Reference**

#### **Membership**

Membership of the IHO Committee on the Hydrographic Dictionary is open to all Member States wishing to participate.

Representatives are nominated by IHO Member States.

The Committee may invite observers to participate in its deliberations during and between meetings.

#### **Organization**

The Committee consists of a Chairperson who will conduct the business of the Committee, and the representatives nominated by IHO Member States.

The Committee will conduct its business mainly by correspondence. Meetings will be held, if necessary, at intervals of about 2-3 years.

The functioning of the Committee will be regulated by an internal document, the "Terms of Procedure".

The language of the sub-groups for English, French and Spanish should work by correspondence only. Their activities are coordinated by the Committee representative for the respective language.

#### **Objectives**

1. Review and update the different volumes (English, French and Spanish) of the Hydrographic Dictionary on a continuous basis.
2. Liaise with other IHO bodies developing publications containing glossaries to ensure consistency.
3. Liaise with bodies of other organisations developing dictionaries and/or glossaries.





**TERMS OF REFERENCE**  
**For the Advisory Board on the Law of the Sea (ABLOS)**  
**of the**  
**International Hydrographic Organization (IHO) and**  
**the International Association of Geodesy (IAG)**  
**(as amended ~~11 December 2006~~[\(new date required\)](#))**

**OBJECTIVE:**

To provide advice on technical aspects of the Law of the Sea.

**1. Terms of Reference**

- 1.1. To provide advice, guidance and, where applicable, offer expert interpretation of the technical aspects of the Law of the Sea to the parent Organizations, their Member States or to other organizations on request.
- 1.2. To review State practice and jurisprudence on Law of the Sea matters which are relevant to the work of ABLOS so as to be in a position to provide expert advice when needed.
- 1.3. To study, promote and encourage the development of appropriate techniques in the application of the technical provisions contained within the UN Convention on the Law of the Sea.
- 1.4. To review and update IHO Special Publication S-51 "A Manual on Technical Aspects of the United Nations' Convention on the Law of the Sea - 1982" (TALOS Manual).
- 1.5. To prepare, review and update other ABLOS publications as required by the parent organizations.

**2. Rules of Procedure**

- 2.1. ABLOS shall be composed of eight full members, preferably chosen with wide geographic representation. Each parent Organization shall appoint four members. The Division for Ocean Affairs and the Law of the Sea of the UN Office of Legal Affairs (DOALOS), and the [International Hydrographic Bureau \(IHB\)](#) (~~"the International Hydrographic Bureau (IHB)"~~ to be replaced by ~~"the IHO Secretariat"~~ when the Secretariat is established) ~~as the Secretariat~~ shall have representatives in an ex-officio capacity without voting rights.
- 2.2. ABLOS should normally take decisions by consensus. Should a vote be necessary then a simple majority of those present and voting is required, subject to a minimum of 4 voting members being present. In the case of a tied vote the Chairman shall have a casting vote.
- 2.3. The Member States of the IHO, the IAG and ABLOS through its Chairman may nominate additional observers to ABLOS. Observers may participate in correspondence and attend meetings but may not vote.

- 2.4. The term of office of a full member is four years, after which he/she may be re-appointed or replaced by his/her parent organization. Members are expected to attend every meeting of ABLOS. Where a member fails to attend two consecutive meetings the Chairman should raise the matter with the Parent Organization with a view to rectifying the situation.
- 2.5. Whilst members of ABLOS are appointed by their parent Organizations, to whom they are accountable, members are expected to serve as individual experts in their own right. No statements or publications may be issued in the name of ABLOS without ABLOS's prior approval.
- 2.6. The Chairman and Vice-Chairman shall be elected by ABLOS and should normally come from different parent Organizations on a rotational basis. They will serve for a two-year period, after which the Vice-Chairman becomes Chairman and a new Vice-Chairman is elected. If the Chairman is not present or available, the Vice-Chairman shall act in this capacity until the next meeting. Should the Vice-Chairman not be available to take office as Chairman when required, a new Chairman and Vice-Chairman should be elected.
- 2.7. ABLOS may establish Working Groups to carry out specific tasks.
- 2.8. ABLOS will have its permanent Secretariat at the ~~IHB International Hydrographic Bureau~~ ("the IHB" to be replaced by "the IHO Secretariat" when the Secretariat is established), Monaco. The Secretariat will publish the documents and publications produced by the Board as required.
- 2.9. Members of ABLOS are expected to be supported by their own organizations for travel expenses and work.
- 2.10. ABLOS will normally meet once a year at a venue and time that minimize cost and conduct business by correspondence between meetings.
- 2.11. ABLOS may organise conferences and seminars. A biennial technical conference will normally be held in Monaco in conjunction with an ABLOS Meeting. ABLOS may operate a fund to cover the receipts and expenses of running such a conference. Guidelines for the operation of this fund are appended to these terms of reference.
- 2.12. The Chair shall report on the activities of the Board to the annual meeting of the IHO Hydrographic Services and Standards Committee (HSSC) for further report to each ordinary session of the International Hydrographic Conference ("each ordinary session of the International Hydrographic Conference" to be replaced by "each ordinary session of the Assembly through the Council" when the Council and Assembly are established). The Chairman shall also provide an annual report on ABLOS's activities to the ~~IHO and~~ IAG and a report covering the inter-sessional period to the ~~Conferences/~~General Assemblyies of ~~the parent Organizations~~ IAG.
- 2.13. These TOR should be reviewed by ABLOS as required and not less frequently than every 4 years. Amendments, recommended by ABLOS, are to be submitted to the parent Organizations for approval.

## ABLOS CONFERENCE FUND GUIDELINES

(As amended 15 October 2008)

### 1. Introduction

1.1 The Advisory Board on the Law of the Sea (ABLOS) is formed by four representatives from each of the following bodies: The International Hydrographic Organization (IHO) and the International Association of Geodesy (IAG). Secretarial support for ABLOS is provided by the International Hydrographic Bureau (IHB) (*"the International Hydrographic Bureau (IHB)"* to be replaced by *"the IHO Secretariat"* when the Secretariat is established). The parent organizations approve the Terms of Reference (TOR) for ABLOS. The UN Division of Ocean Affairs and Law of the Sea (DOALOS) and the IHB (*"the IHB"* to be replaced by *"the IHO Secretariat"* when the Secretariat is established) attend ABLOS meetings in an ex-Officio capacity.

### 2. Biennial Conference

2.1 The TOR invite ABLOS to organise seminars and technical conferences and permit the operation of a fund to support such activities.

### 3. Income

3.1 The primary source of income for the fund will be from the registration fees of delegates attending such seminars / conferences. ABLOS should set the level of registrations fees in order to provide a modest excess of income over expenditure given an estimated attendance.

### 4. Expenditure

4.1 The primary expenditure for the fund will be to cover the costs of running the seminars / conferences. Expenditure may include but is not limited to: assistance to speakers / tutorial leaders, conference equipment, documentation, proceedings, staff overtime, reception and tea breaks.

4.2 ABLOS may use any funds in excess of 3000 Euros remaining after all expenses for a seminar / conference have been settled, to fund other activities conducted by ABLOS. Support for travel / subsistence in connection with production of a new edition of S-51 'A Manual on Technical Aspects of the Law of the Sea' might be considered such an activity. Such expenditure must be approved by a simple majority of the ABLOS Membership.

4.3 Routine expenditure in support of a seminar / conference may be transacted by the IHB (*"the IHB"* to be replaced by *"the IHO Secretariat"* when the Secretariat is established) and reported in the fund accounts.

### 5. Operation

5.1 The fund will be operated by the IHB (*"the IHB"* to be replaced by *"the IHO Secretariat"* when the Secretariat is established) on behalf of ABLOS. A copy of the fund accounts will be provided to the Annual Business Meeting of ABLOS and immediately after finalising the accounts following a seminar / conference.

### 6. Review

6.1 This guidance should be reviewed, and amended as necessary, by ABLOS at intervals not exceeding 4 years.