

HSSC1-06.5B

1st IHO-HSSC Meeting
The Regent Hotel, Singapore, 22-24 October 2009

Paper for Consideration by HSSC1

Draft ToR / RoP for Regional Charting Groups

Submitted by:	Chairman CSPCWG
Executive Summary:	Action CHRIS20/23 requested CSPCWG to develop Terms of Reference (TOR) and Rules of Procedure (ROP) suitable for application to all IHO Regional Charting Groups (RCG). The draft document is presented to HSSC1 for consideration and approval.
Related Documents:	Action CHRIS20/23
Related Projects:	None

Introduction / Background

1. The Committee on Hydrographic Requirements for Information Systems (CHRIS) at its 20th meeting placed an action (CHRIS20/23) on CSPCWG to develop Terms of Reference (TOR) and Rules of Procedure (ROP) suitable for application to all Regional Charting Groups (RCG). Accordingly, this work item was adopted into CSPCWG's Work Plan (item B2). Whilst the task does not directly impact the core work of CSPCWG, as RCGs operate under RHCs, CSPCWG guidance was sought by IHB in order to take this matter forward.
2. Some RCGs may have developed their own TOR, whilst others have operated harmoniously and successfully for many years but without any formal TOR. This action provides an opportunity to standardise around a common template.

Analysis/Discussion

3. Chairman CSPCWG developed a draft TOR / ROP initially based on that of the NW European Charting Group (Region D); a RCG which acts as a working group reporting to the North Sea Hydrographic Commission. As this RCG had quite recently reviewed and updated its TOR (April 2008), as a starting point it was reasonably up to date.
4. The draft also acknowledges Action 12 of WEND11 (September 2008), which required '*RHCs and INT Chart coordinators to coordinate the development of small/medium scale ENC schemes*', as notified by IHO CL89/2008.
5. The first draft was distributed to current RCG Coordinators for consideration. Comments were received from Australia, France, South Africa and the IHB. As a result, a revised draft has been developed and is at Annex A for consideration. Substantive comments included in this re-draft are detailed at Annex B, for information.
6. In their respective replies, it was indicated that the draft will be tabled for discussion:
 - France: at the MBSHC meeting, Odessa September 2009.
 - South Africa: at the SAIHC7 meeting, La Reunion September 2009.

Conclusions

7. There is a general agreement that the subject document will be useful in unifying the objectives and working practices of RCGs (International Charting Coordination Working Groups – ICCWG), standardising practice and supporting Coordinators.
8. The outcomes of discussions at MBSHC and SAIHC (6 above refers) should inform HSSC1's review of the Annexed draft.

Recommendations / Action

9. Chairman CSPCWG recommends:
 - HSSC1 endorses the document for adoption by RHCs / ICCWGs, who will modify it only to include their own particular titles.
 - IHB make available and distribute the document, as appropriate.

Annexes:

- A. [Generic] Terms of Reference and Rules of Procedure for regional International Charting Coordination Working Groups (ICCWG)
- B. Substantive amendments made following review of first draft by RCG Coordinators and IHB

ANNEX A TO HSSC1-06.5B

[DRAFT FOR HSSC1]

**TERMS OF REFERENCE AND RULES OF PROCEDURE
for the
[insert REGION name] INTERNATIONAL CHARTING COORDINATION
WORKING GROUP ([REGION name] ICCWG)**

1. Background

- 1.1 The [Region name] Hydrographic Commission recognizes the need to actively develop and maintain official nautical charts, in both paper and digital formats, that support ships engaged on international voyages in its region. Accordingly, it appoints and directs a working group to undertake this task. The working group shall be named the [Region] International Charting Coordination Working Group (ICCWG).

[The Working Group's name is to appropriately reflect the designated area of responsibility and region, as described in S-11.]

- 1.2 The ICCWG is a subsidiary body of the [Region name] Hydrographic Commission. It shall conduct its work in accordance with these Terms of Reference and Rules of Procedure. Its work is subject to the Hydrographic Commission's approval.

2. Terms of Reference

- 2.1 To study issues related to nautical charting of the region, in particular to coordinate the allocation of production responsibilities for paper and electronic charts (INT charts and ENC), that support ships engaged on international voyages.
- 2.2 To develop and maintain an integrated international chart scheme for the region.
- 2.3 To reach decisions on the maintenance and updating of the documents for which it is responsible.
- 2.4 To provide advice on chart schemes to individual Member States, in order to encourage adherence to IHO charting regulations, specifications and standards, and to promote and coordinate the production of international (INT) charts and ENC.
- 2.5 To develop proposals for new or amended INT chart schemes to meet evolving user needs (for example, the introduction of new or amended routeing measures, the confirmed developments of international ports).
- 2.6 To coordinate the development and maintenance of small / medium scale ENC schemes, by regional agreement, to ensure consistent parameters are used in the compilation of ENC.
- 2.7 To act as the custodian and maintainer of official, version-controlled catalogues, depicting the status of published and planned charts, subject to formal review and approval by Member States of the Regional Hydrographic Commission.

- 2.8 To provide advice to IHB on any amendments required to maintain S-11 Part B: Catalogue of International Charts (for example, scale, limits, numbering) and, as appropriate, any corresponding ENC catalogue.
- 2.9 To provide advice to Chairman CSPCWG and IHB on any amendments required to maintain S-11 Part A 'Guidance for the Preparation and Maintenance of International Chart Schemes', in particular its Annexes (Annex A: Potential Printer Nations; Annex B: Use of A0 Paper).
- 2.10 To provide advice to Chairman CSPCWG and IHB on any amendments required to maintain the 'Guidelines for the Preparation and Maintenance of Small / Medium Scale ENC Schemes' (when published).
- 2.11 To undertake professional consideration of new information of interest to the ICCWG which may impact its business and responsibilities.

3. Rules of Procedure

- 3.1 Membership is open to all members and associate members (Member States) of the *[Region]* Hydrographic Commission wishing to be represented. Each Member State shall be represented through a single point of contact. Noting the technical nature of the Group's work, participation should be limited to representatives of Hydrographic Offices concerned with nautical charting.
- 3.2 The Coordinator will monitor membership to encourage active participation by all Member States within the Region.
- 3.3 Non-Governmental International Organizations recognized by the IHO may participate as observers in ICCWG activities, where matters of special interest to the NGIO concerned are being considered (IHO Resolution T1.2, rule 6.c refers).
- 3.4 The Coordinator role shall be held by a Member State participating in the ICCWG. The election of the Coordinator, or the reconfirmation of the existing Coordinator, shall be decided by the *[Region]* Hydrographic Commission at an ordinary meeting or, where a meeting is not convened, by correspondence. Election shall be determined by a simple majority of Member States present and voting (or responding, where determined by correspondence).
- 3.5 Normally, a Vice-Coordinator is not required to be appointed. However, if a Vice-Coordinator is appointed by the *[Region]* Hydrographic Commission:
 - Election to the post will be by the same method as for the Coordinator;
 - The Vice-Coordinator shall act as the Coordinator, with the same powers and duties, in the event that the Coordinator is unable to carry out the duties;
 - The Coordinator and Vice-Coordinator will decide between them the organization of the work entailed in these posts.
- 3.6 Conduct of business will be primarily by correspondence. If meetings are required, these should be planned with due regard to efficiency and obtaining the fullest membership support (for example, by holding meetings in association with meetings of the Regional Hydrographic Commission). All members shall inform the Coordinator in advance of their intention to attend meetings of the ICCWG. The working language shall be English.

- 3.7 Draft proposals will be circulated for review and comment to:
- All members of the ICCWG and, where appropriate, all members of the Regional Hydrographic Commission;
 - Coordinators of adjoining regional ICCWG, if the scheme impacts on those regions (for example, to ensure consistency and coherence of coverage across regional boundaries, for the allocation of chart numbers);
 - Hydrographic Offices producing or printing charts of the Region;
 - Chairman CSPCWG, if independent advice is required.
- 3.8 Decisions shall be made by consensus.
- 3.9 Where required, a Work Plan should be developed and maintained. This should include task priorities and the expected time frames for progressing tasks. The Regional Hydrographic Commission may delegate tasks to the ICCWG as it sees fit; it is also available to provide guidance on request (for example, in respect of priorities).
- 3.10 The Coordinator will report progress to meetings of the *[Region]* Hydrographic Commission and at other reasonable times, on request. Reports shall include but are not limited to:
- An updated Regional INT Chart Catalogue;
 - An update of the ENC Catalogue relevant to the Region;
 - Changes made to the scheme of INT Charts for the Region, approved by the ICCWG since the last report, together with a summary of reasons;
 - Changes made to the small / medium scale ENC scheme for the Region, approved by the ICCWG since the last report, together with a summary of reasons;
 - An updated Work Plan (if used).
- 3.11 All participants, including *[Region]* Hydrographic Commission members and associate members where not directly represented in the ICCWG, shall keep the Coordinator informed of any information relevant to the ICCWG. This may include:
- Submitting proposals for new INT Charts, or amendments (for example, to limits, scale of portrayal) to existing INT Charts, in the Region;
 - Requesting new INT Chart numbers for new charts that are planned;
 - Reporting the status of production of international charts (INT Charts and ENC).
- 3.12 ICCWG members shall respond in a timely manner to all reasonable requests for advice from the Coordinator (for example, requests for updating the Catalogue of the INT Charts of the Region, change in points of contact), abiding by all reasonable stated deadlines.
- 3.13 The work shall be done in accordance with:
- K2.19: 'Principles of the Worldwide Electronic Navigational Chart Database (WEND)', to ensure a world-wide consistent level of high-quality, updated ENCs;
 - S-57: 'IHO Transfer Standard for Digital Hydrographic Data';

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- S-?: 'Guidelines for the Preparation and Maintenance of Small / Medium Scale ENC Schemes' (when published);
- S-11 Part A: 'Guidance for the Preparation and Maintenance of International Chart Schemes';
- S-4: 'Chart Specifications of the IHO and Regulations for International (INT) Charts', which provides the internationally-agreed product specification for both national and international (INT) charts.

Reference: HSSC1 Meeting (Singapore, 22-24 October 2009)

ANNEX B TO HSSC1-06.5B

Draft ToR / RoP for Regional Charting Groups

Substantive amendments made following review of first draft by RCG Coordinators and IHB

General: Order and layout revised, on the advice of IHB.

Title: IHB propose '(region name) International Charting Coordination Working Group' (ICCWG) to replace 'Regional Charting Group (Region X)'. This has been adopted in the revised draft - but note 'International' may retain connotations due to its long usage in association with paper INT charts.

2.4: '*...to promote and coordinate the production of international (INT) charts and ENC.*' Additions at the suggestion of Australia

2.7: This sub-paragraph, referring to catalogue custodianship and maintenance, added at the suggestion of France (as Coordinator RCG Regions F & G). Such catalogues are required to avoid potential duplication of effort and / or discrepancies, and are the primary source documents used by IHB to maintain the IHO's consolidated catalogue in S-11 Part B and any corresponding ENC catalogue.

2.10: This sub-paragraph, referring to the prospective document 'Guidelines for the Preparation and Maintenance of Small / Medium Scale ENC Schemes', added at the suggestion of IHB

3.1: The final sentence: '*Noting the technical nature of the Group's work, participation should be limited to representatives of Hydrographic Offices concerned with nautical charting.*', added at the suggestion of France.

3.3: Re-drafted by IHB to mirror the wording in IHO Resolution T1.2

3.4: Title of 'Coordinator' used in preference to 'Chairman' (throughout), at the suggestion of Australia as neutral, commonly used and understood.

3.4: Re-drafted by IHB to indicate that the Coordinator does not need to change each time the RHC meets, to encourage the continuity enjoyed with INT Chart Coordinators

3.8: This paragraph has been simplified to mirror S-23 WG, on advice IHB

3.13 bullet 1: Added on the recommendation of Australia

3.13 bullet 2: Added at the suggestion of South Africa

3.13 bullet 3: Added at the suggestion of IHB, anticipating development & completion of document - CSPCWG Work Plan item B.3 refers: *Develop guidelines for preparation & maintenance of small / medium scale ENC schemes.* Reference to this document has also been included at 2.10