

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

Paper for Consideration by HSSC1

Comments on the Draft ToR / RoP for Regional Charting Groups

Submitted by:	Denmark and Finland
Executive Summary:	This paper provides comments and proposed amendments to the draft ToRs and RoPs submitted under HSSC1-06.5B
Related Documents:	<ol style="list-style-type: none"> 1. HSSC1-06.5B 2. CHRIS20 Minutes, IHO CL 89/2008 3. BSHC14 Documents: <ul style="list-style-type: none"> - Status of implementation of ENC Harmonisation recommendations - Presentation at BSHC14
Related Projects:	-

Introduction / Background

1. Draft ToR / RoP for Regional Charting Groups have been submitted in Annex A of the document HSSC1-06.5B for consideration by the HSSC. The Baltic Sea Hydrographic Commission (BSHC) at its 14th Conference on 15-17 September 2009 reviewed and discussed this draft document. The BSHC Conference agreed that on behalf of the BSHC Denmark and Finland would provide the following comments and proposals to this draft.

Analysis/Discussion

2. During discussions at the BSHC 14th Conference it was noted that the BSHC has an active INT Charting Committee (BSICC). The BSICC Chair holds the role of Regional Coordinator, as specified in Part A of S-11. The BSICC does not have any formal TORs or ROPs. It has dealt almost exclusively with issues related to INT chart coordination.

3. It was noted that the joint coordination of INT chart and ENC production and harmonisation is an important issue. The meeting supported in principle the aim of the proposed draft generic TORs and ROPs. The BSHC has been active in promoting ENC harmonisation on a regional basis and supports such activity being included in the generic TORs. However some issues were identified that require clarification.

4. Clause 1.1 of the draft TORs would change the status of the BSICC from a Committee into an International Charting Coordination Working Group (Baltic Sea ICCWG). This is acceptable and reflects the current BSICC work more appropriately.

5. Clause 1.2 defines that the ICWWG should work according to the TORs and ROPs. However this raises some concerns and uncertainties over the inclusion of ENC coordination in the TORs. ENC coordination can involve different kinds of tasks than INT chart coordination. Also these may differ significantly between regions depending on such things as the nature of the regions and the services of the RENCs operating in the regions. Thus it is proposed to add some flexibility for the RHCs to define the actual tasks needed for each region by adding a new sentence in Clause 1.2.

6. Clauses 2.1, 2.4, 2.6 and 2.10 indicate the coordination of the production and harmonisation of ENC's (in accordance with WEND11 and IHO CL89/2008 recommendations) as a new task for the BSICC. In principle the joint coordination of INT charts and ENC's is supported. However the specific tasks involved in ENC coordination are not clear and the consequences of adding this coordination role should be analysed thoroughly. The coordination of the production of ENC's is quite different from the coordination of the production of INT charts. This may mean a significant extra workload for the Coordinator and the BSICC. The RHCs should have the freedom to specify these tasks as appropriate for their region. Thus a new sentence is proposed to be added into Clause 1.2 as follows (highlighted in red and bold font):

- 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. **The Regional Hydrographic Commission may clarify or amend these generic TORs and ROPs for the ICCWG in order for these to be made specifically relevant and applicable to its region.** Its work is subject to the Hydrographic Commission's approval.

7. Clause 2.7 covers the maintenance of an ENC Catalogue of the relevant region and Clause 3.11 requests also the reporting of the status of ENC production to the RHC. It is unclear what this means in practice. Perhaps, by using the existing ENC catalogues this will be quite an easy task with a limited workload. For the Baltic Sea there already exists operational catalogues in both RENCs (IC-ENC and Primar) which also have links to the IHO Chart Catalogues. So in the BSHC case there is no need for these tasks for the BSHC Coordinator. Clause 2.7 should be modified as:

- 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. **However, the ENC catalogues may be maintained by RENCs subject to RHCs approval.**

Consequently the second bullet point of the Clause 3.10 is proposed to be modified as:

- An update of the ENC Catalogue relevant to the Region **(if not undertaken by RENCs);**

8. Moreover, the BSHC has been active in coordinating and promoting actions for harmonisation of Baltic Sea ENC's. At its 13th Conference in 2008 the BSHC approved altogether 17 ENC harmonisation recommendations as proposed by the Baltic Sea ENC Harmonisation WG. These recommendations were presented to WEND-11 and CHRIS-20 meetings and also distributed by IHB CL 89/2008.

9. At its 14th Conference in September 2009 the BSHC reviewed the status of implementation of these recommendations. Many of the recommendations have a status "Done" for most of the HOs. This includes the recommendations dealing with use of Overview usage band (#1), exceptions (#4), use of contours (#6a, #6b), special circumstances (#13), promotion, training and reporting (#14, #15, #16, #17). Some of the recommendations are "Ongoing", such as: use of Harbour and Berthing usage bands (#2), compilation scale (#3), SCAMIN (#5), features on border areas (#7, #8, #9), use of objects (#12). Some of recommendations are not yet relevant; for example, new versions of standards or new object classes (#10, #11). For more details see the referenced BSHC14 documents [ref. 3].

10. Clause 3.5 allows a Vice-Coordinator to be appointed. Based on the BSHC experiences, it may be more appropriate to have separate Working Groups for coordinating INT charts and coordinating production and harmonisation of ENC's. These Working Groups may be coordinated by two Coordinators, who may even be from different countries. Tasks may be allocated among the Coordinator and the Vice-Coordinator. The tasks of

the Coordinator and Vice-Coordinator may be decided also by the appointing RHC. The third bullet point of the Clause 3.5 is proposed to be modified as

- The Coordinator and Vice-Coordinator will decide between them the organization of the work entailed in these posts, **or these may be defined by the appointing RHC.**

11. Following up the approval of these generic TORs and ROPs there may be a need for CSPCWG to review the specifications in Part A of S-11 in order to harmonise these to be inline with these TORs and ROPs.

Conclusions

12. These proposed amendments are intended to be minor clarifications in order to allow more flexibility in the implementation by all RHCs of the generic ToRs and RoPs. In our view, they are in line with the first bullet point of the Paragraph 9 of HSSC1-6.5B.

Recommendations

13. The draft ToRs and RoPs are recommended to be amended as indicated in Annex A.

Justification and Impacts

14. The proposed modifications are deemed justified to allow a more fluent implementation of the proposed ToRs and RoPs by all RHCs.

Action Requested of HSSC

15. The HSSC is invited to:
- a. take **note** of the information provided in this document,
 - b. **amend** the draft TORs and ROPs as proposed above, and
 - c. **instruct** the CSPCWG to review the relevant specifications in Part A of S-11.
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Proposed Amended ToR / RoP for Regional Charting Groups

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. The Regional Hydrographic Commission may clarify or amend these generic TORs and ROPs for the ICCWG in order for these to be made specifically relevant and applicable to its region. 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 routing 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. However, the ENC catalogues may be maintained by RENCs subject to RHCs approval.

- 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, or these may be defined by the appointing RHC.

- 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 [\(if not undertaken by RENCs\)](#);
 - 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 ENC's;
- S-57: 'IHO Transfer Standard for Digital Hydrographic Data';
- 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)