

## **TIDAL AND WATER LEVEL WORKING GROUP (TWLWG) - Terms of Reference**

### **1. Objective**

To provide technical advice and coordination on tidal, water level 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 and water level information;
  - (ii) advise on the use of vertical datums;
  - (iii) advise on tidal and water level observation, analysis and prediction;
  - (iv) advise on matters concerning the exchange, distribution and use of tidal and water level related data;
  - (v) propose relevant amendments and improvements to IHO Technical Resolutions (M-3) relating to tidal, water level and vertical datums;
  - (vi) propose new tidal, water level and vertical datum topics and other applications for consideration by HSSC; and
  - (vii) study principles and methods for conveying tidal and water level information to mariners.
- 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 WG's; 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 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.