

**10th Meeting of the Standardisation of Nautical Publications Working Group (SNPWG)
23– 27 February 2009, NOAA, Norfolk, Virginia**

ANNEX A TO SNPWG 10 PORTRAYAL PAER DATED 30 JANUARY 2009

M-3 TR K2.34

STANDARDISATION OF NAUTICAL PUBLICATIONS W.G. (SNPWG) –

Terms of Reference

1. Objective

To develop guidelines for the preparation of nautical publications, in a digital format compatible with ECDIS.

2. Definition

A Nautical Publication is a special-purpose book, or a specially compiled database, that is issued officially by or on the authority of a Government, authorized Hydrographic Office or other relevant government institution and is designed to meet the requirements of marine navigation. Nautical publications include but are not limited to:

Distance Tables,
List of Buoys and Beacons,
List of Lights,
List of Radio Signals,
List of Symbols,
Abbreviations and Terms used on Charts,
Mariners' Handbooks,
Notices to Mariners,
Routeing Guides,
Sailing Directions,
Tidal Stream Atlases,
Tide Tables.

Nautical publications can be made available in a paper or a digital format.

3. Authority

This WG is a subsidiary of the Hydrographic Services and Standards Committee (HSSC). Its work is subject to HSSC approval.

4. Procedures

a) The WG should:

(i) Investigate the data format specifications and content of digital nautical information intended for use in ECDIS.

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(ii) Draft guidance document(s) and/or revised technical resolutions, as appropriate.

(iii) Liaise with relevant IHO Technical WG's, [and in particular the DIPWG](#), to ensure, technical feasibility and compatibility of any developed proposals.

b) The WG should liaise with other HSSC WG's and other IHO and international bodies as appropriate and as instructed by HSSC.

c) The WG should work primarily by correspondence. The WG should attempt to meet at least once every two years, normally in connection with another convenient IHO forum.

d) The WG should identify a work programme for each year, including expected time frame.

4. Composition and Chairmanship

a) The WG shall comprise representatives of IHO Member States (M/S), Expert Contributors and Accredited NGO Observers.

b) Decisions should generally be made by consensus. If votes are required on issues or to endorse proposals presented to the WG, only M/S may cast a vote. Votes shall be on the basis of one vote per M/S represented.

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 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.

e) 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.

f) Expert Contributors shall seek approval of membership from the Chairman.

g) Expert Contributor membership may be withdrawn in the event that a majority of the M/S represented in the WG agree that an Expert Contributor's continued participation is irrelevant or unconstructive to the work of the WG.

h) All members shall inform the Chairman in advance of their intention to attend meetings of the WG.

i) In the event that a large number of Expert Contributor members seek to attend a meeting, the Chairman may restrict attendance by inviting Expert Contributors to act through one or more collective representatives.