**SNPWG xx-xx**

## Paper for Consideration by SNPWG

## [Short descriptive title]

|  |  |
| --- | --- |
| ***Submitted by:*** | MS or Organization |
| ***Executive Summary:*** | Brief summary outlining the intention of the paper. |
| ***Related Documents:*** | Any relevant documents and references to the extent that they are known to the originator. |
| ***Related Projects:*** | Any related projects that may impact upon considerations |

## Introduction / Background

An introduction and any relevant background.

## Analysis/Discussion

An analysis and/or discussion of the issues involved.

In analysing the issues, the following should be considered and addressed as appropriate:

is the subject addressed by the paper within the scope of IHO objectives?

is the subject of the paper within the scope of an item of the current IHO work programme?

do adequate industry standards exist?

do the benefits justify the proposed action?

are there any potential cost impacts on the maritime industry, Member States or other involved parties?

## Conclusions

Any conclusions that may be drawn from the analysis/discussion.

## Recommendations

Any resultant recommendations.

## Justification and Impacts

Justification for any proposed action or recommendations. This should include:

identifying the benefits which would accrue from any proposed action;

identifying any resource implications resulting from the recommendations, such as the number of working group sessions, expertise, need for expert consultants, funding, et cetera;

identifying which HSSC working group(s) are essential to completing any proposed new work items; and

the date when any proposed new work item is expected to be completed;

the proposed priority (high, medium, low);

any related activities that may impact on a proposed work item or decision.

## Action Required of SNPWG

The SNPWG is invited to:

a. endorse ……….

b. agree ………….

c. note …………...

et cetera.