

MARINE SPATIAL DATA INFRASTRUCTURES WORKING GROUP (MSDIWG)
Terms of Reference and Rules of Procedure

References:

- a) HSSC1 Meeting, Singapore, October 2009
- b) HSSC5 Meeting, Shanghai, China, November 2013
- c) HSSC6 Meeting, Valparaiso, Chile, November 2014
- d) IRCC7 Meeting, Mexico City, Mexico, June 2015
- e) IRCC11 Meeting, Genoa, Italy, June 2019

TERMS OF REFERENCE

1. Objective: support the activities of the IHO related to Spatial Data Infrastructures (SDI) and/or Marine Spatial Data Infrastructures (MSDI) and/or Marine Spatial Planning (MSP), as far as marine data is involved.
2. Authority: this Working Group (WG) is a subsidiary body of the Inter-Regional Coordination Committee (IRCC). Its work is subject to IRCC approval.
3. The WG should:
 - 3.1 Monitor national, regional and international SDI activities and trends, and present information on those activities to IRCC members by correspondence and at the annual meeting.
 - 3.2 Promote the use of IHO standards and member state marine data in SDI activities.
 - 3.3 Liaise, as appropriate, with other relevant bodies to increase the visibility of marine spatial data.
 - 3.4 Identify actions, procedures and resolutions that the IHO might take to contribute to the development of SDI and/or MSDI in support of Member States.
 - 3.5 Determine any actions that the IHO and individual Member State might take to forge links with other bodies (e.g. OGC, ISO TC211, IOC) to ensure Member States are best placed to meet the developing challenges associated with data management and governance.
 - 3.6 Identify and recommend possible solutions to any significant technical issues related to interoperability between maritime and land-based inputs to SDI, and in particular:
 - a) Datum issues.
 - b) S-100 interoperability with SDI.
 - c) S-100 interoperability with oceanographic, marine biological, geological and geophysical data structures.
 - 3.7 Identify any IHO capacity building requirements related to MSDI.
 - 3.8 Develop a syllabus for MSDI familiarization.
 - 3.9 Follow the development in MSP implementation worldwide.
 - 3.10 Establish a list of relevant MS National MSP Data Contact Points and contact persons.
 - 3.11 Establish a list of additional relevant institutions, contact person/data experts.
 - 3.12 Study the most relevant MSP issues in a cross-border / trans-boundary context in relation to data and information seen from a MS perspective.
 - 3.13 Compile minimum requirements for Hydrographic data for Maritime Spatial Plan Data and recommendations of distribution/sharing of this data.
 - 3.14 Provide an overview on (national / regional) MSP best practice.

RULES OF PROCEDURE

1. WG shall comprise representatives of Member States, Expert Contributors and Accredited NGO Observers, all of whom have expressed their willingness to participate. Membership is open to all Member States of the IHO.
2. Member States, Expert Contributors and Accredited NGO Observers may indicate their willingness to participate at any time. A membership list shall be maintained and confirmed annually.
3. 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 after each ordinary session of the Assembly and, in such case, shall be determined by vote of the Member States present and voting. If the Chair is unable to carry out the duties of the office, the Vice-Chair shall assume the Chair with the same powers and duties.
4. The Chair shall have a seat in the IRCC and shall report on the activities of the WG to the IRCC meetings and to the IRCC Chair for further report to each ordinary session of the Assembly through the Council.
5. The WG should work by correspondence, and use group meetings, workshops or symposia only if required. When meetings are scheduled, and in order to allow any WG submissions and reports to be submitted to IRCC on time, WG meetings should not normally occur later than nine weeks before a meeting of the IRCC.
6. Decisions should generally be made by consensus. If votes are required on issues or to endorse proposals presented to the WG, only Member States may cast a vote. Votes shall be on the basis of one vote per Member States 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 Member States on the current membership list.
7. If a secretary is required it should normally be drawn from a member of the WG. The draft minutes of meetings shall normally be distributed by the Secretary within six weeks of the end of meetings and member comments should be returned within three weeks. Final minutes should be distributed and posted on the IHO website within three months after a meeting.
8. Expert Contributor membership is open to entities and organizations that can provide a relevant and constructive contribution to the work of the WG. Expert Contributors shall seek approval of membership from the Chair. Expert Contributor membership may be withdrawn in the event that a majority of the Member States represented in the WG agrees that an Expert Contributor's continued participation is irrelevant or unconstructive to the work of the WG.
9. All members shall inform the Chair in advance of their intention to attend any meetings of the WG. 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.
10. The working language of the WG shall be English.