**STRATEGIC PLAN REVIEW WORKING GROUP (SPRWG)**

**Terms of Reference and Rules of Procedure**

*Reference: IHO CL 20/2018 – Adoption of the ToRs and RoPs of the SPRWG and Membership*

**Preamble**

The IHO Council, as directed by the 1st session of the IHO Assembly (Reference A, Decision A1/03), discussed how to conduct a comprehensive review of the Strategic Plan in order to provide a draft revised Plan in time for the consideration of the 2nd Session of the Assembly in 2020. The Council, at its 3rd session, proposed to continue the SPRWG in order to support the Council in finalizing the methods of calculation of strategic performance indicators.

1. **Terms of Reference**
	1. Propose precise methods for calculation of the values of the SPIs, and eventual adjustment of their definition according to the Assembly’s guidance, in liaison with Secretary general, HSSC and IRCC.
	2. Provide a draft final report at C-4 (-two months) for approval or endorsement and recommendations to be submitted to the Member States.

These Terms of Reference can be amended in accordance with Article 6 of the General Regulations.

1. **Rules of Procedure**

2.1 The Working Group is open to all Member States. It shall be composed of representatives of Member States. The Chairs of the HSSC, IRCC, FC, or their nominated representatives, should participate in the work of the Working Group. The Secretary general of the IHO is member of the WG.

2.2 The Secretary shall prepare the reports required for submission to each meeting of the Council and to sessions of the Assembly as directed by the Council.

2.3 The Chair and Vice-Chair shall be a representative of a Member State having a seat at the Council.

The Chair, Vice-Chair and Secretary shall be nominated when the new Council is appointed and the nominations shall be determined by correspondence vote of the Council Members.

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.

2.4 The Working Group should normally work by correspondence, but if decided by the Working Group, meetings can be scheduled in conjunction with any IHO meetings. The Chair or any member of the Working Group, with the agreement of the simple majority of all members of the Working Group, can call extraordinary meetings. In case of meetings, all intending participants shall inform the Chair and Secretary ideally at least one month in advance of their intention to attend meetings of the Working Group.

2.5 Decisions shall generally be made by consensus. If votes are required on issues or to endorse proposals presented to the Working Group, decisions shall be taken by a simple majority of Working Group Members present and voting. When dealing with matters by correspondence, a simple majority of all responding Working Group Members shall be required.

2.6 The draft record of meetings shall be distributed by the Secretary within ten working days of the end of meetings and participants’ comments should be returned within ten working days of the date of despatch. Final minutes of meetings should be distributed to all IHO Member States and posted on the IHO website within thirty days after a meeting.

2.7 The working language of the Working Group shall be English.

2.8 Recommendations of the Working Group shall be submitted to the Council for endorsement, then for approval by Member States by IHO CL.

2.9 The Working Group will be disbanded after C-4.

2.10 These Rules of Procedure can be amended in accordance with Article 6 of the General Regulations.