

M-3 K2.47

ENC UPDATING WORKING GROUP (EUWG)

Terms of Reference

Ref: 1st HSSC Meeting (Singapore, October 2009)

1. Objective

To review and update Appendix 1 to S-52 for subsequent inclusion in S-65.

2. Authority

The ENC Updating Working Group (EUWG) is a subsidiary of the Hydrographic Services and Standards Committee (HSSC) and its work is subject to HSSC approval.

3. Procedures

- a. The EUWG shall:
 - i. review and update Appendix 1 to S-52 for incorporation in S-65.
 - ii. submit a report, any recommendations, and a final draft of the revised text to the HSSC in 2010 for its consideration.
- b. The WG should work by correspondence unless a meeting is considered necessary to complete the assigned tasks. When meetings are scheduled, and in order to allow any WG submissions and reports to be submitted to HSSC on time, WG meetings should not normally occur later than nine weeks before a meeting of the HSSC.
- c. The WG should liaise with the RENC Joint Technical Experts Working Group (JTEWG) and CSPCWG.

4. Composition and Chairmanship

- a. The WG shall comprise representatives of IHO Member States (MS), Expert Contributors and Accredited NGO Observers, all of whom have expressed their willingness to participate.
- b. Member States, Expert Contributors and Accredited NGO Observers may indicate their willingness to participate at any time. A membership list shall be maintained.
- 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 of the WG shall be a representative from France. The vice-Chair shall be a representative from UK.
- 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 a Chair or 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 be a member of the WG.
- g. If the Chair is unable to carry out the duties of the office, a 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- i. Expert Contributor membership may be withdrawn in the event that a majority of the MS represented in the WG agree that an Expert Contributor's continued participation is irrelevant or unconstructive to the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 any 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.