

IHO WORKING GROUP ON THE HYDROGRAPHIC DICTIONARY (HDWG)

Terms of Reference

Ref: 1st HSSC Meeting (Singapore, October 2009)
9th HSSC Meeting (Ottawa, November 2017)

1. Objectives

- To provide to all users a unique definition of hydrographic terms with a unique identifier validated by the IHO.
- To review and update systematically the hydrographic definitions which fall within the IHO technical and scientific domain.
- To incorporate all unambiguous terms contained in the IHO Geographical Information Items (GII) registry for the digital use.
- To facilitate the use of the Hydrographic Dictionary by allowing the creation of additional languages versions connected by the unique identifiers (ID).
- To offer the dictionary users additional definitions of technical terms that do not fall within the IHO technical and scientific domain, but are nonetheless relevant to hydrographic sciences and activities.

2. Authority

The HDWG is a subsidiary of the Hydrographic Services and Standards Committee (HSSC) and its work is subject to HSSC approval.

3. Operating principles

- Each hydrographic definition should be unique and maintained as the IHO reference from which other language versions will be derived.
- Unambiguous definitions used in digital cartography are provided under the responsibility of the custodians of the IHO GII registry.
- Additional non-hydrographic definitions are provided as a convenience without guaranteeing exhaustivity either of the definition or of the sources.
- Each hydrographic term will be associated with a unique identifier to facilitate further multilingual cross-comparisons.
- Whilst the format of individual language versions of the HD dictionary is defined by the HDWG, the content and details of translations, either complete or simplified, shall remain under the responsibility of the Member States wishing to develop their national.
- HD national versions will comprise a database structure format generated by the HDWG, which should contain as a minimum the unique identifier and the IHO reference term.

4. Procedures

a. The WG should work by correspondence, teleconferences and group meetings. The WG should meet about once a year. 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.

b. The HDWG should liaise with other IHO bodies developing publications containing glossaries to ensure consistency. 'Terms and Definitions' should be a standing agenda item for meetings of all HSSC subordinate bodies.

c. The WG should liaise as appropriate with other organisations developing dictionaries and/or glossaries.

d. The WG should develop a work programme for each year that includes target completion and dates where appropriate.

5. Composition and Chairmanship

a. Membership of the HDWG is open to all Member States wishing to participate actively. The IHO Secretariat will maintain a list of nominated members. Ideally the HDWG should have one representative from each relevant HSSC subordinate body.

b. The HDWG may invite expert contributors to participate in its deliberations during and between meetings. Accredited Non-Governmental International Organizations (NGIO) may also participate as observers in the work and meetings of the HDWG.

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 representatives of Member States and be independent of any HSSC subordinate body. The election of the Chair and vice-Chair should normally be decided at the first meeting following each ordinary session of the Assembly and, in such case, shall be determined by vote of the Member States present and voting. If no qualified candidates are members of the HDWG, the IHO Secretariat will call for suitable volunteers from Member States and submit the list to HDWG members for election.

e. Decisions should generally be made by consensus. If a vote is required, only Member States may cast a vote. Votes shall be on the basis of one vote per Member State represented.

f. If a secretary is required it should normally be drawn from a Member State representative of the HDWG.

g. 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.

h. Expert Contributors shall seek approval of membership from the Chairman.

i. 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.

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

k. 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.