



IHB File S1/6000/XVII

**CIRCULAR LETTER 115/2007
10 December 2007**

RESTRUCTURING OF IHO COMMITTEES AND OTHER GROUPS

References: a) Decisions 8, 9 and 11 of the 17th International Hydrographic Conference
b) IHB CL 84/2007 dated 24 September 2007.

Dear Hydrographer,

1. The IHB thanks the following Member States who replied to the CL in reference b): Canada, Denmark, Finland, France, Netherlands, Portugal, Spain, Sweden and UK, and in particular those who provided detailed comments or suggestions regarding the wording of the Terms of Reference and Rules of Procedure for the IHO "Hydrographic Services and Standards Committee (HSSC)" and the IHO "Inter Regional Coordination Committee (IRCC)" and its Sub-Committees. The comments received are provided in Annex A.

2. As directed by the I.H. Conference, Member States' comments have been considered by the Directing Committee and taken into account in harmonizing the texts. Certain proposals have not been incorporated. The reasons are as follows:

- a) Merging of Certain HSSC Working Groups. (see page 6 of Annex to CL84/2007)
The IHB has taken note of the proposal to merge the Paper Chart Presentation WG and the Digital Chart Presentation WG into one WG called the Navigational Chart WG. This proposal will be passed to the CHRIS for further consideration at its 20th meeting in November 2008, when the practical implementation of the HSSC will be discussed.
- b) Harmonize the Rules of Procedure of CBSC and PRNW (see page 11, para. 7 of Annex to CL84/2007):
 - Due to the different working system and nature of these Sub-Committees, the rules concerning arrangements in the case of absences are different.
 - Paragraph 7 of RoP for CBSC and PRNW do not apply to HSSC SCs because the CBSC and PRNW shall meet annually whereas the HSSC Sub-Committees shall operate by correspondence (RoP paragraph 8).
- c) Dates of annual meetings (Paragraph 4 RoP IRCC Page 3 and Paragraph 5 RoP CBSC and PRNW).

In the case of IRCC, dates have been identified and selected purposely to match with the meeting of the CBSC which in turn is the latest date that will allow timely input to the CBWP and Budget for the following year. In the case of PRNW, the meeting date has been selected to provide timely input to the calendar of relevant IMO meetings.

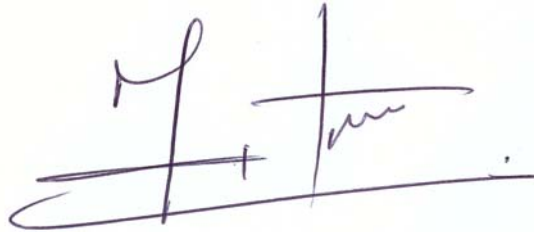
d) No need to establish DATS and SDPS.

The CHRIS at its 19th meeting in October 2007 has already agreed that the establishment of the DATS and SDPS Sub-Committees is not warranted at this stage. Although the DATS and SDPS continue to be reflected in the ToRs and RoPs, the CHRIS (to become the HSSC) will report to the 4th EIHC that these sub-committees are not required at the moment.

3. The final text is attached at Annex B. In the absence of any additional, substantive comments from Member States, this text will form the ToRs and RoPs for the HSSC and IRCC and their subordinate bodies, when they come into being on 1 January 2009. Further amendments and revisions can be made once these bodies are established and in the normal course based on further experience.

On behalf of the Directing Committee

Yours sincerely,

A handwritten signature in dark ink, appearing to be 'A. Maratos', written over a horizontal line. The signature is stylized with a large initial 'M' and a long horizontal stroke.

Vice Admiral Alexandros MARATOS
President

Annex A: Comments received from Member States.

Annex B: Harmonized texts (Version 03December 2007)

MEMBER STATES' COMMENTS RECEIVED IN RESPONSE TO CL 84/2007

CANADA

Terms of Reference of the Inter Regional Coordination Committee

Item 3: Suggest expanding the acronym MSI.

Item 4: Suggest expanding the acronyms CBSC, IAB and RHC.

Rules of Procedure of the Hydrographic Services and Standards Committee

Item 1: Should read "The Committee shall **be composed of** representatives ..."

Item 5: Should read "... majority of Committee Members present and voting."

Rules of Procedure of the Inter Regional Coordination Committee

Item 1: Should read "The Committee shall **be composed of** the Regional Hydrographic Commissions."

Item 4: Should read "The Committee shall meet once a year, by mid-June, **and** whenever possible in conjunction with"

Terms of Reference of HSSC Sub-Committees

Title: Delete the letter 't' from TRANSFERT

Item 6: "Coordinating Sub-committee" - Although there are specific ROP for the Coordinating Sub-Committee (on page 7) there are no Terms of Reference for this sub-committee.

Item 10: a majority of the Member States

Terms of Reference of the Capacity Building Sub-Committee

Item 4: undertaken by Study Teams or Action ~~Groups~~ Groups (delete ')

Terms of Reference of the PRNW Committee

Item 7: suggest expanding the acronyms WMO and IMSO

Rules of Procedure for the Capacity Building Sub-Committee

Item 4: use of the terms **secretariat**, **Secretariat** and **Secretary** should be clarified.

Item 7: Text re: *members expected to attend every meeting* was previously only in ROP of PRNW and IAB. If this is deemed necessary to state should it not be applied in all ROP?

DENMARK

Title: correct to read: **TERMS OF REFERENCE ~~OF~~ FOR THE HSSC AND IRCC**

Terms of Reference for HSSC

Correct to read: "guidelines for official hydrographic products and ..."

Terms of Reference for the IRCC

First sentence, correct to read from a regional approach, ~~and with regard to the coordination of the Regional Hydrographic Commissions, radio navigational warnings and ocean mapping matters~~, and considering further

6th line: "....."establishes **an** Inter Regional Coordination Committee ..."

Rules of Procedure for the HSSC and the IRCC

IRCC Item 1, correct to read "The Committee shall comprise the **Chairmen of the** Regional Hydrographic Commissions"

Item 6, correct last sentence to read: "... posted on the IHO website within three months after a meeting."

Terms of Reference of HSSC Sub-Committees

DATS: Delete the letter 't' from TRANSFERT in the Title

Item 1, correct to read: "... for which ~~the Working Groups~~ **they** are responsible.

Item 2, correct to read: "... with hydrographic data **acquisition and transfer** and ..."

SDPS: Item 2, correct to read "... concepts of presentation of ~~maritime~~ **hydrographic** geospatial information ..."

Item 6: Correct to read "... coordinating Sub-Committees activities are coordinated.

List of SDPS Subordinate Bodies

Add under **Associated IHO Publication(s)**: ecPILOT (INT1 - S-57)

Denmark's view is that the two above-mentioned subordinate bodies should be merged into one working group called **Navigational Chart WG**. The reason is that the two WGs are not just dealing with the *presentation* but also with the *content* of charts. If not merged into one WG, the two WGs should as a minimum be urged to work very closely together in order to harmonize and consequently avoid working in different directions.

Rules of Procedure for the HSSC Sub-Committees

Sub-committee should be written Sub-Committee throughout the text.

Item 3, correct to read: "... when the revised IHO Convention enters **into** force)

Item 10, 3rd line: correct "thee" to read "**the**"

Insert brackets in last word "representative(s)"

Item 13, correct to read: "... within three months ~~of~~ **after** a meeting.

Terms of Reference for the IRCC Sub-Committees

Co-operate should be written **Cooperate** throughout the text.

Capacity Building S-C, Item 1, correct to read " nautical charting and ~~nautical~~ **hydrographic** information ..."

PRNW, Item 1, correct to read "....."IMO) **regarding the** World Wide

Correct title: **Rules of Procedure ~~of~~ for the IRCC Sub-Committees**

PRNW, Item 1, correct "Co-ordinators" to read "**Coordinators**". Last sentence should read: The ~~Commission~~ **Sub-Committee** may invite observers of the ~~Commission~~ **Sub-Committee**."

Item 11, correct to read: "..... within three months ~~of~~ **after** a meeting."

FINLAND

The time limit for distributing draft Minutes is set as "six weeks" in all cases except in ROP for HSSC Sub-Committees as "five weeks". Is there any reason to have this different time limit? If not, Finland proposes that this be harmonized.

The length of tenure of the Chairman and Vice-Chairman is mentioned only in the ROP of IRCC Sub-Committees (by referencing to T.R. T1.1). Is this necessary? If yes, it should then be added for consistency also to other ROPs?

The ROPs of the CB and PRNW Sub-Committees (7) state that "Members are expected to attend every meeting". Is there a special reason only for these two sub-committees? Or should this be specified for all committees and sub-committees? Also the definitions if not able to attend differ between these two sub-committees: the PRNW mentions proxy but the CB does not. Propose this should be harmonized.

The ROPs of the CB and PRNW Sub-Committees (6) do not give any time limit for informing their participation in advance. The other ROPs give one month time limit. Finland proposes that this be harmonized.

General Comments

The abbreviations CBCS, PRNWSC, IAB, RHC, GEBCO, etc. may be useful to write out with full names when they appear the first time.

The term "Sub Committee" is in many cases written also as "Sub-Committee". These should be harmonized.

ROP IRCC 1

The IRCC should comprise the Chairmen of Regional Hydrographic Commissions.

TOR and ROP of HSSC and IRCC Sub-Committees

The references "(present system)" and "(future system)" may be harmonized like elsewhere in the texts like "when the amendments to the IHO Convention enter into force".

ROP of HSSC Sub-Committees 5

The reference "IHB" may be expanded with a note as "the IHB to be replaced by Secretariat when the Secretariat is established".

ROP of HSSC Sub-Committees 10

Replace "... of thee Member States ..." with "... of the Member States ...".

HSSC Sub-Committees

Finland agrees on the CHRIS/19 decision that the DATS and SPDS Sub-Committees will not be established on 1.1.2009. The HSCC Chairman should ensure e.g. by HSSC Chair Group meetings that there is sufficient coordination and harmonization between the work of the Working Groups. If later on found feasible, these Sub-Committees may be established.

FRANCE

Terms of Reference for the IRCC

First sentence, in order to avoid using the IHO acronym before having cited the title of the Organization in full, the following amendments are proposed:

Delete "IHO". Replace ..." that the IHO has identified Capacity Building as a strategic objective, .." by "... **that Capacity Building has been identified as a strategic objective ..**"

Item 4, so as not to fix the names of the subordinate bodies in advance, France suggests replacing "identified by the CBSC and IAB" by "**identified by the relevant subordinate bodies**"

Terms of Reference for HSCC and IRCC

Item 6: the wording concerning the new structure is incorrect; it should read: "each ordinary session of the International Hydrographic Conference" will be replaced by "each ordinary session of the Assembly through the Council".

Item 7: the wording proposed in the new regime (“meeting of the Assembly) implies the presentation of a report on the Committee Work Program at each ordinary or extraordinary session of the Assembly, which does not seem appropriate. The report to the ordinary session of the Assembly is supposed to be presented by the Council, and it is therefore proposed to replace “meeting of the Council and the Assembly” by “meeting of the Council”.

Item 9: specify that it concerns the Committee Work Program. (cf. Item 6).

Item 12: it is suggested not to restrict the contact with the other bodies of the IHO only to “committees” but rather to all the relevant “bodies” irrespective of their status.

Rules of Procedure of the Committees

Item 1 of the ROP of the IRCC: in the composition of the committee, it is suggested to replace “the Chairmen of the CBSC, PRNWSC, IAB and GEBSCO Guiding Committee” by “the Chairs of the Hydrographic Commission on Antarctica, the GEBSCO Guiding Committee, the IAB and the chairs of the subordinate bodies to the committee”;

The beginning of Item 1 should read “**1. The Committee shall comprise the Chairs of the Regional Hydrographic Commissions.....**”

Item 4: it is recommended to bring this item in line with the HSSC Rules of Procedure without fixing a priori a date for the annual meeting, which should preferably be aligned on the meeting calendar of the Council in order to allow the IRCC to be able to submit proposals and reports under its responsibility in a timely manner to Council.

Item 10 of the HSSC and IRCC ROP: simply for the sake of uniformity and simplification, it is suggested that the standard wording used for the Rules of procedure of the sub-committees be adopted (see for example Article 15 of the Rules of Procedure of the sub-committees of the HSSC).

HSSC Sub-Committees Terms of Reference:

Item 5: replace “Technical Work Program” by “Committee Work Program” (cf. item 6 of the terms of reference of the committees).

Item 6: the sub-committees have a coordinating role of the subordinate WGs (cf. item 1); on the other hand the coordinating role with the others (other) sub-committee(s) and their (its) working groups should depend on the committee itself and this item should be deleted. If however it is maintained, the word “coordinate” should be corrected to read “coordinated”.

Item 7: replace “Technical Work Program” by “Committee Work Program” (cf. item 6 of the TOR of committees).

Rules of Procedure

Insofar as Item 8 of the TOR of the HSSC does not provide for other sub-committees, other than the coordinating sub-committees, it is suggested to make the following adjustments: Item 1: replace “The sub-committees” by “The coordinating sub-committees”;

Item 2: replace “The coordinating sub-committee” by “Each coordinating sub-committee”.

Item 5: after “IHB” add : (“IHB” will be replaced by “Secretariat” when the Secretariat has been created).

Items 10 and 12: replace “Chairman” by “Chair”

Terms of Reference of the IRCC Sub-Committees

Item 4 of the CBSC TOR: delete the apostrophe after "Actions Groups".

Item 8 of the CBSC TOR: the coordinating role with the other IHO bodies should come under the committee itself and this item should be deleted.

Item 9 of the CBSC TOR: this provision also appears to apply to the other sub-committee.

Rule of Procedure of the IRCC Sub-Committees

Item 2: the reference to the length of tenure is not useful (it does not appear in the other rules of procedure) and can be deleted (if however it is maintained, it should be specified that it is Article 6 of the General Regulations which applies in the future system).

The provision related to the Secretariat of the sub-committees could be aligned with the wording used for the sub-committees of the HSSC (Article 5).

Replace "Chairman" and "Vice-Chairman" by "Chair" and "Vice-Chair".

Item 4: this article seems unnecessary insofar as the secretary is nominated elsewhere (article 2). Furthermore there is a risk of confusion between the secretariat of the sub-committee and the IHO secretariat in the future system.

Item 5: It is recommended not to impose a date of principle for the meetings in order to leave the sub-committees the freedom to adapt themselves to the calendars of the bodies to which they report.

Item 7: it is suggested to align article 7 with the provisions proposed for the PRNW (possibility to appoint a proxy in case of being unable to attend).

Item 10: the recommendations of the sub-committees should pass through the committee itself and not be submitted directly to the IHB (or to the Council in the future system). It is suggested to specify in the Terms of Reference of the sub-committees a reporting procedure to the parent committee identical to the one laid down in Item 8 of the TOR of the sub-committees of the HSSC.

PORTUGAL

The Portuguese Hydrographic Office (IHPT) agrees with the general ideas expressed in the document, and would like to make the following comments:

- 1 In the Terms of Reference of the HSSC and IRCC, paragraph 8, it is our view that including new Sub-Committees (DATS and SDPS) between HSSC and subordinate bodies has reduced benefit. It seems advisable that subordinate bodies can be considered as Sub-Committees under the direct dependence of HSSC, following the example of CHRIS and subsidiary Working Groups. Therefore, there is no need to establish the DATS and SDPS as subordinate bodies of HSSC.
- 2 In the Rules of Procedure for the HSSC, paragraph 8, IHPT proposes the amendment of the entire paragraph in order to be harmonized with the same paragraph of the IRCC, and may state "*The Committee may establish Working Groups to address specific tasks. Working Groups shall operate by correspondence to the maximum extent practicable*".
- 3 In the Rules of Procedure for the HSSC and IRCC, it is stated that all intending participants shall inform the Chairman and Secretary at least one month in advance of their intention to attend meetings of the Committee. We propose the following amendment "All intending participants shall inform the Chairman and Secretary in advance of their intention to attend meetings of the Committee." IHPT does not see any particular reason why that kind of information should be given one month in advance.
- 4 Terms of Reference for the HSSC Sub-Committees - there is no need to establish the DATS and SDPS, as mentioned in paragraph 1.

- 5 List of DATS and SDPS Subordinate Bodies – these DATS and SDPS subordinate bodies can be transferred to HSSC Sub-Committees or Working Groups, following the example of CHRIS and subsidiary Working Groups, c.f. paragraph 2.
- 6 Almost the document specifies that the draft records of meetings shall be distributed by the Secretariat within six weeks of the end of the meetings. The Rules of Procedure for HSSC Sub-Committees, paragraph 13, states five weeks instead of six. If there is no particular reason for that, we propose the uniformity of the document.
- 7 In general, IHPT agrees with the creation of the two IRCC Sub-Committees (Capacity Building Sub-Committee and PRNW).

Harmonized and Completed text by the Chairmen of the CHRIS and CBC Committees in cooperation with the IHB.
IHC DECISION N° 8 - RE-STRUCTURING OF IHO COMMITTEES AND OTHER GROUPS

Annex B to CL 115/2007

TERMS OF REFERENCE FOR THE HSSC AND IRCC

HYDROGRAPHIC SERVICES AND STANDARDS COMMITTEE (HSSC)	INTER REGIONAL COORDINATION COMMITTEE (IRCC)
<p>Considering the need to promote and coordinate the development of standards, specifications and guidelines for official products and services to meet the requirements of mariners and other users of hydrographic information, the International Hydrographic Organization establishes a Hydrographic Services and Standards Committee (HSSC) with the following Terms of Reference and Rules of Procedure. The HSSC shall be the IHO Technical Steering Group acting on behalf of all Member States and shall report to each ordinary session of the International Hydrographic Conference (“<i>each ordinary session of the International Hydrographic Conference</i>” to be replaced by “<i>each ordinary session of the Assembly through the Council</i>” when the Council and Assembly are established).</p>	<p>Considering the need to promote and coordinate those activities that might benefit from a regional approach, and considering further that Capacity Building has been identified as a strategic objective, the International Hydrographic Organization establishes a Inter Regional Coordination Committee (IRCC) with the following Terms of Reference and Rules of Procedure. The IRCC shall report to each ordinary session of the International Hydrographic Conference (“<i>each ordinary session of the International Hydrographic Conference</i>” to be replaced by “<i>each ordinary session of the Assembly through the Council</i>” when the Council and Assembly are established). Note: The IRCC shall assume the responsibility of the policy matters related to the World-wide Electronic Navigational Chart Database (WEND) until the Council is established.</p>
Terms of Reference	Terms of Reference
<p>1. Monitor the requirements of mariners and other users of hydrographic information concerning the use of hydrographic products and information systems that may require data and information provided by national hydrographic authorities, and to identify those technical matters that may affect the activities and products of those authorities.</p>	<p>1. Establish, coordinate and enhance cooperation in hydrographic activities amongst States on a regional basis, and between regions, especially on matters associated with Capacity Building; Promulgation of Radio Navigational Warnings; General Bathymetry and Ocean Mapping, Education and Training, and the implementation of the WEND suitable for the needs of international shipping; Establish co-operation and partnership with governments, organizations and industry to enhance the delivery of Capacity Building programs and to ensure long-term sustainability</p>
<p>2. Monitor the work of specified IHO Inter-Organizational Bodies engaged in hydrographic services, standards and related technical activities as directed by the International Hydrographic Conference (“<i>International Hydrographic Conference</i>” to be replaced by “<i>the Assembly</i>” when the Assembly is established) and provide advice and guidance to the IHO representatives as required.</p>	<p>2. Monitor the work of specified IHO Inter-Organizational Bodies engaged in activities that require inter-regional cooperation and coordination as directed by the International Hydrographic Conference (“<i>International Hydrographic Conference</i>” to be replaced by “<i>the Assembly</i>” when the Assembly is established) and provide advice and guidance to the IHO representatives as required;</p>

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IHC DECISION N° 8 - RE-STRUCTURING OF IHO COMMITTEES AND OTHER GROUPS

3 Study and propose methods and standards for the acquisition, assessment and provision of official hydrographic data, nautical products and other related services.	3. Promote co-operation between regional organizations concerned with the use of hydrographic and bathymetric data, information and products as well as Maritime Safety Information (MSI) for navigation safety and all other marine purposes, including economic development, environmental protection and coastal resource management.
4. Maintain technical liaison with other relevant stakeholders, such as type-approval authorities, navigation equipment manufacturers, and the hydrographic data user-community.	4. Review and implement the IHO Capacity Building Strategy and promote the Capacity Building and Training initiatives identified by the relevant subsidiary bodies of the Organization, facilitating interaction between RHCs and potential donors at both international and regional levels.
5. Prepare and maintain publications related to the objectives of the Committee.	
6. Prepare a Committee Work Program and propose it to each ordinary session of the International Hydrographic Conference (“ <i>each ordinary session of the International Hydrographic Conference</i> ” to be replaced by “ <i>the Assembly</i> ” via the Council when the Assembly and the Council are established). Consider and decide upon proposals for new work items under the Committee Work Program, taking into account the financial, administrative and wider stakeholder consequences and the IHO Strategic Plan and Work Program.	
7. Monitor the execution of the Committee Work Program and report to each ordinary session of the International Hydrographic Conference (“ <i>ordinary session of the International Hydrographic Conference</i> ” to be replaced by “ <i>meeting of the Council</i> ” when the Council and Assembly are established), including an evaluation of the performance achieved.	
8 Propose to the International Hydrographic Conference (“ <i>the International Hydrographic Conference</i> ” to be replaced by “ <i>the Assembly through the Council</i> ” when the Council and Assembly are established), the establishment of new Sub-Committees, when needed, supported by a comprehensive cost-benefit analysis.	
9. As required, establish Working Groups to fulfil the Committee Work Program, in conformance with IHO Technical Resolution T1.1 (<i>IHO Technical Resolution T1.1</i> to be replaced by <i>Article 6 of the General Regulations</i> when the revised IHO Convention enters force) and approve their Terms of Reference and Rules of Procedure.	
10. Monitor the work of its Sub-committees, Working Groups and other bodies directly subordinate to the Committee.	
11. Review annually the continuing need for each Working Group previously established by the Committee.	
12. Liaise and maintain contact with relevant IHO and other bodies to ensure that IHO work activities are coordinated.	
13. Liaise with other relevant international organizations and Non-Government International Organizations (NGIOs).	
14. These Terms of Reference can be amended in accordance with Technical Resolution T1.1 (to be replaced by Article 6 of the General Regulations when the revised text of the IHO Convention enters into force)	

RULES OF PROCEDURE FOR THE HSSC AND THE IRCC

HSSC	IRCC
<p>1. The Committee shall be composed of representatives of Member States. The Chairs of the relevant subordinate bodies of the Committee shall attend and report at all Committee Meetings. International Organizations and accredited Non-Government International Organizations (NGIOs) may attend Committee Meetings.</p>	<p>1. The Committee shall be composed of the Chairs of the Regional Hydrographic Commissions; the Chairs of the Hydrographic Commission on Antarctica (HCA), the Capacity Building Sub-Committee (CBSC), the Promulgation of Radio Navigational Warning Sub-Committee (PRNW), the International Advisory Board on Standards of Competence for Hydrographic Surveyors and Nautical Cartographers (IAB) and the General Bathymetric Chart of the Oceans (GEBCO) Guiding Committee. Committee Meetings shall be open to all Member States of the IHO. International Organizations and accredited Non-Government International Organizations (NGIOs) may attend Committee Meetings.</p>
<p>2. A Director of the International Hydrographic Bureau (<i>“the International Hydrographic Bureau”</i> to be replaced by <i>“the Secretariat”</i> when the Secretariat is established) shall act as Secretary to the Committee. The Secretary shall prepare the reports required for submission to each ordinary session of the Conference (<i>the Conference</i> to be replaced by <i>Assembly</i> and <i>Council</i> when the Council and Assembly are established).</p>	
<p>3. The Chair and Vice-Chair shall be a representative of a Member State. The election of the Chair and Vice-Chair shall be decided at the first meeting after each ordinary session of the Conference (<i>Conference</i> to be replaced by <i>Assembly</i> when the Council and Assembly are established) and 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 act as the Chair with the same powers and duties.</p>	<p>3. The Chair and Vice-Chair shall be a representative of a Member State. The election of the Chair and Vice-Chair shall be decided at the first meeting after each ordinary session of the Conference (<i>Conference</i> to be replaced by <i>Assembly</i> when the Council and Assembly are established) and shall be determined by vote of the Committee Members present and voting. 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.</p>
<p>4. The Committee shall meet once a year, unless decided otherwise by the Committee, whenever possible in conjunction with another relevant conference or meeting. The venue and date of the meeting shall be decided at the previous meeting, in order to facilitate participants’ travel arrangements. Meetings should normally be scheduled to precede a session of the International Hydrographic Conference (<i>“International Hydrographic Conference”</i> to be replaced by <i>“Council or Assembly”</i> when the Council and Assembly are established) by approximately four months. The Chair or any member of the committee, with the agreement of the simple majority of all members of the Committee, can call extraordinary meetings. Confirmation of the venue and date shall normally be announced at least six months in advance. All intending participants shall inform the Chair and Secretary ideally at least one month in advance of their intention to attend meetings of the Committee.</p>	<p>4. The Committee shall meet once a year, by mid June, and whenever possible in conjunction with another relevant conference or meeting. The venue and date of the meeting shall be decided at the previous meeting, in order to facilitate participants’ travel arrangements. The Chair or any member of the Committee, with the agreement of the simple majority of all members of the Committee, can call extraordinary meetings. Confirmation of the venue and the date shall normally be announced at least six months in advance. All intending participants shall inform the Chair and Secretary ideally at least one month in advance of their intention to attend meetings of the Committee.</p>
<p>5. Decisions shall generally be made by consensus. If votes are required on issues or to endorse proposals presented to the Committee, decisions shall be taken by a simple majority of Committee Members present and voting. When dealing with inter-sessional matters by correspondence, a simple majority of all Committee Members shall be required.</p>	

Harmonized and Completed text by the Chairmen of the CHRIS and CBC Committees in cooperation with the IHB.
IHC DECISION N° 8 - RE-STRUCTURING OF IHO COMMITTEES AND OTHER GROUPS

6. The draft record of meetings shall be distributed by the Secretary within six weeks of the end of meetings and participants' comments should be returned within three weeks of the date of despatch. Final minutes of meetings should be distributed to all IHO Member States and posted on the IHO website within three months after a meeting.	
7. The working language of the Committee shall be English.	
8. The Committee shall progress its work primarily through Working Groups, each of which shall address specific tasks. If required, a coordinating Sub-committee on Data Acquisition & Transfer Standards and a coordinating Sub-committee on Symbology & Data Presentation Standards shall coordinate the work of those working groups dealing with data and presentation standards respectively. Sub-committees and Working Groups shall operate by correspondence to the maximum extent practicable.	8. When established, Working Groups shall operate by correspondence to the maximum extent practicable.
9. Recommendations of the Committee shall be submitted to IHO Member States for adoption through the IHB or International Hydrographic Conference as appropriate. (<i>IHB or International Hydrographic Conference</i> to be replaced by <i>through the Council to the Assembly</i> when the Council and Assembly are established).	
10. These Rules of Procedure can be amended in accordance with Technical Resolution T1.1 (to be replaced by Article 6 of the General Regulations when the revised text of the IHO Convention enters into force)	

TERMS OF REFERENCE FOR THE HSSC SUB-COMMITTEES

DATA ACQUISITION AND TRANSFER STANDARDS SUB-COMMITTEE (DATS)	SYMBOLY AND DATA PRESENTATION STANDARDS SUB-COMMITTEE (SDPS)
<p><u>Purpose:</u> Coordinate the development and maintenance of standards, specifications and guidelines for hydrographic data acquisition and the transfer of hydrographic data.</p>	<p><u>Purpose:</u> Coordinate the development and maintenance of standards, specifications and guidelines for the portrayal of hydrographic data and information in all relevant media.</p>
<p>1. Monitor and coordinate the work of its subordinate Working Groups and the maintenance of the IHO publications for which the subordinate Working Groups are responsible. A list of DATS Working Groups and their associated IHO publications is shown in the table below.</p>	<p>1. Monitor and coordinate the work of its subordinate Working Groups and the maintenance of the IHO publications for which the subordinate Working Groups are responsible. A list of SDPS Working Groups and their associated IHO publications is shown in the table below.</p>
<p>2. Provide a core of expertise in standards and specifications associated with hydrographic data and provide technical advice and recommendations to HSSC as required.</p>	<p>2. Provide a core of expertise in the basic concepts of presentation of hydrographic geospatial information and provide technical advice and recommendations to HSSC as required.</p>
<p>3. Monitor developments in Data Acquisition and Transfer Standards.</p>	<p>3. Monitor developments in presentation technology and human perception analysis.</p>
<p>4. As directed by the HSSC, establish Working Groups to address specific work items, in conformance with IHO Technical Resolution T1.1 (<i>IHO Technical Resolution T1.1</i> to be replaced by <i>Article 6 of the General Regulations</i> when the amendments to the IHO Convention enter force) and approve their Terms of Reference and Rules of Procedure.</p>	
<p>5. Monitor progress of the relevant sections of the Committee Work Program and propose annual updates to include estimated time frames for progressing tasks.</p>	
<p>6. Liaise with the other HSSC Sub-Committees and its own subordinate Working Groups to ensure that work activities are coordinated.</p>	
<p>7. Liaise with other relevant international organizations, as appropriate in order to fulfil the Committee Work Program.</p>	
<p>8. Report to HSSC, not less than seven weeks before an HSSC meeting, to include:</p> <ul style="list-style-type: none"> a. progress of work items assigned to its Working Groups, b. proposals for any new work items including an impact statement, c. proposals for the establishment of new Working Groups, d. justification for existing Working Groups to continue, and e. any other recommendations. 	
<p>9. These Terms of Reference can be amended in accordance with Technical Resolution T1.1 (to be replaced by Article 6 of the General Regulations when the revised text of the IHO Convention enters into force)</p>	

Harmonized and Completed text by the Chairmen of the CHRIS and CBC Committees in cooperation with the IHB.
IHC DECISION N° 8 - RE-STRUCTURING OF IHO COMMITTEES AND OTHER GROUPS

List of DATS Subordinate Bodies

(to be updated and confirmed at the first meeting of the HSSC and reviewed annually thereafter)

Subordinate Body	Associated IHO Publication(s)
Survey Standards and Methodology WG (SSMWG).	IHO Standards for Hydrographic Survey (S-44).
Data Transfer Standards WG (DTSWG).	Hydrographic Data Transfer Standards (S-57/S-100).
Digital Product Specifications WG (DPSWG).	Recommended ENC Validation Checks (S-58). Prod Specs for RNC (S-61). IHO Codes for Agencies Producing S-57 Data (S-62). IHO Data Protection Scheme (S-63). IHO Test Data Sets for ECDIS (S-64). ENC Production Guidance (S-65). ENC Product Spec/Profile (S-101).
Standardization of Nautical Publications WG (SNPWG).	Prod Specs for Nautical Publications (S10x, TRs).
Data Protection WG (DPWG).	IHO Data Protection Scheme (S-63).
Tides and Vertical Datums WG (TVDWG).	Guidelines for Tidal Data (M-3 and TRs).

List of SDPS Subordinate Bodies

(to be updated and confirmed at the first meeting of the HSSC and reviewed annually thereafter)

Subordinate Body	Associated IHO Publication(s)
Paper Chart Presentation WG (PCPWG).	Chart Specifications of the IHO and Regulations for International (INT) Charts (M-4). List of Booklets on Chart Symbols (M-15). Symbols, Abbreviations, Terms used on Charts (INT-1). Borders, Graduation, Grids and Linear Scales (INT2). Use of Symbols and Abbreviations (INT3). Guidance for the Preparation and Maintenance of INT Chart Schemes (M-11 Part A).
Digital Chart Presentation WG (DCPWG).	Specifications for Chart Content and Display Aspects of ECDIS (S-52).
Nautical Publications Presentation WG (NPPWG).	Nautical Information (M-3 (TRs)). Standardization of List of Lights and Fog Signals (M-12).

RULES OF PROCEDURE FOR HSSC SUB-COMMITTEES

1	The Sub-Committee shall be subordinate to the HSSC and its work plans are subject to HSSC approval.
2	The Sub-Committee shall be composed primarily of the Chairs of its Working Groups. The Sub-Committee is also open to representatives of all Member States.
3	The Chair and Vice-Chair shall be a representative of a Member State. The election of the Chair and Vice-Chair shall be decided at the first meeting after each ordinary session of the Conference (<i>Conference</i> to be replaced by <i>Assembly</i> when the revised IHO Convention enters force) and shall be determined by vote of the Member States present and voting. IHO Administrative Resolution T 1.1 shall govern the length of tenure.
4	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.
5	The Sub-Committee shall have a Secretary, nominated by the Directing Committee of the International Hydrographic Bureau (“ <i>the Directing Committee of the International Hydrographic Bureau</i> ” to be replaced by “ <i>the Secretariat</i> ” when the Secretariat is established).
6	The working language of the Sub-Committee shall be English.
7	The Sub-Committee shall: <ul style="list-style-type: none"> a. coordinate the work of its Working Groups, b. monitor the work of its Working Groups, c. evaluate the continuing validity of tasks assigned to its Working Groups, d. review the continuing need for each Working Group, and e. submit advice and proposals to the HSSC as required.
8	Sub-Committees and Working Groups shall operate by correspondence to the maximum extent practicable.
9	International Organizations and accredited Non-Government International Organizations (NGIOs) may attend meetings of the Sub-Committee.
10	Expert Contributor participation is open to entities and organisations that can provide a relevant and constructive contribution to the work of the Sub-Committee or its Working Groups. Expert Contributors shall seek approval for participation from the relevant Chair. Expert Contributor status may be withdrawn in the event that a majority of the Member States represented in a Sub-Committee or in a Working Group agrees that an Expert Contributor’s continued participation in the respective forum is irrelevant or unconstructive to the work being undertaken. In the event that a large number of Expert Contributors seek to attend any meeting, the Chair may restrict attendance by inviting Expert Contributors to act through one or more collective representatives.
11	Meetings shall be held once a year unless decided otherwise by the Sub-Committee. The venue and date shall be announced at least six months in advance. Meetings should normally be scheduled to precede a meeting of the HSSC and be held in conjunction with another relevant meeting.
12	All intending participants shall inform the Chair and Secretary ideally at least one month in advance of their intention to attend meetings of the Sub-Committee.

Harmonized and Completed text by the Chairmen of the CHRIS and CBC Committees in cooperation with the IHB.
IHC DECISION N° 8 - RE-STRUCTURING OF IHO COMMITTEES AND OTHER GROUPS

13	The draft record of meetings shall be distributed by the Secretary within six weeks of the end of meetings and participants comments should be returned within three weeks of the date of despatch. Final minutes of meetings should be distributed to all participants and posted on the IHO website within three months after a meeting.
14	Decisions shall generally be made by consensus. If votes are required on issues or to endorse proposals presented to the Sub-Committee, decisions shall be taken by a simple majority of Member States present and voting. When dealing with inter-sessional matters by correspondence, a simple majority of all IHO Member States shall be required.
15	These Rules of Procedure can be amended in accordance with Technical Resolution T1.1 (to be replaced by Article 6 of the General Regulations when the revised text of the IHO Convention enters into force)

TERMS OF REFERENCE FOR THE IRCC SUB-COMMITTEES

CAPACITY BUILDING SUB-COMMITTEE	PROMULGATION OF RADIO NAVIGATIONAL WARNING SUB-COMMITTEE (PRNW)
1. Continuously assess the hydrographic surveying, nautical charting and hydrographic information status in nations and regions where hydrography is developing, using an adequate and agreed methodology. This includes developing and keeping up to date IHO publication "S-55 - Status of Hydrographic Surveying and Nautical Charting Worldwide".	1. Monitor and guide the International Hydrographic Organization (IHO)/ International Maritime Organization (IMO) World Wide Navigational Warning Service (WWNWS) which includes NAVAREA and coastal warnings.
2. Co-operate with the International Hydrographic Bureau (<i>“the International Hydrographic Bureau”</i> to be replaced by <i>“the Secretariat”</i> when the Secretariat is established) in the establishment and maintenance of close relationships with national agencies and international organizations, which may provide funding or other support to technical assistance projects, and study the procedures to access the funds for Technical Assistance available from such organizations.	2. Study and propose new methods to enhance the provision of navigational warnings to mariners at sea.
3. Co-operate with the Regional Hydrographic Commissions in the creation of Study Teams or Action Groups to carry out assessment studies in the areas identified by the IHO Work Programme.	3. Facilitate the implementation of the major changes in procedures for disseminating navigational warnings which are required by the Global Maritime Distress and Safety Systems (GMDSS), adopted by the International Maritime Organization (IMO).
4. Support the International Hydrographic Bureau (<i>“the International Hydrographic Bureau”</i> to be replaced by <i>“the Secretariat”</i> when the Secretariat is established) in the close and continuous monitoring of proposals resulting from any assessments undertaken by Study Teams or Action Groups, and also promote the sharing of experience and knowledge gained in this field.	4. Provide appropriate guidance to concerned IHO Member State Representatives to further the evolution of the WWNWS with respect to the full implementation of the GMDSS to include attendance at the Conferences of the Regional Hydrographic Commissions and to develop and monitor standards for watch stander training.
5. Cooperate with the International Hydrographic Bureau (<i>“the International Hydrographic Bureau”</i> to be replaced by <i>“the Secretariat”</i> when the Secretariat is established) in the provision of advice to all maritime nations requesting support to develop hydrographic capabilities, as a result of the implementation of Regulation 9 of Chapter V, SOLAS	5. Encourage the development of bilateral or multi-lateral arrangements between NAVAREA, Sub-Area and National Co-ordinators in the provision of navigational warnings.
6. Provide direct support to the International Hydrographic Bureau (<i>“the International Hydrographic Bureau”</i> to be replaced by <i>“the Secretariat”</i> when the Secretariat is established) in drafting and keeping Work Programme 2 "Capacity Building" up to date.	6. Prepare and review the various guidance documents for the WWNWS and evaluate any proposed amendments prior to formal IHO or IMO consideration.
7. Review the development of IHO Work Programme 2 and facilitate the maintenance of the IHO Publication/Data Base "S-55".	7. Cooperate with other international organizations concerned with improving the global standards for disseminating Maritime Safety Information, namely IMO, World Meteorological Organization (IMO) and International Mobile Satellite Organization (IMSO).

Harmonized and Completed text by the Chairmen of the CHRIS and CBC Committees in cooperation with the IHB.
IHC DECISION N° 8 - RE-STRUCTURING OF IHO COMMITTEES AND OTHER GROUPS

8. Liaise and maintain contact with relevant IHO and other bodies such as the IAB, to ensure that the IHO work activities are coordinated.	8. Liaise with CBSC for the delivery of MSI courses aimed at improving Navigational Warning Services.
9. These Terms of Reference can be amended in accordance with Technical Resolution T1. (to be replaced by Article 6 of the General Regulations when the revised text of the IHO Convention enters into force)	

RULES OF PROCEDURE FOR IRCC SUB-COMMITTEES

CAPACITY BUILDING SUB-COMMITTEE	PROMULGATION OF RADIO NAVIGATIONAL WARNING SUB-COMMITTEE (PRNW)
1. Membership of the Sub-Committee is open to all Member States of the IHO. The Sub-Committee shall comprise IHO Member States representatives, preferably Heads of National Hydrographic Authorities. The appointed members should ideally cover all RHCs, and provide broad experience and varied backgrounds. The Sub-Committee may invite observers to participate in the activities of the Sub-Committee.	1. The Sub-Committee is composed of NAVAREA Coordinators, Member States, the International Hydrographic Bureau (<i>“the International Hydrographic Bureau”</i> to be replaced by <i>“the Secretariat”</i> when the Secretariat is established) and Ex-Officio Representatives from IMO, WMO and IMSO. The Sub-Committee may invite observers to participate in the activities of the Sub-Committee.
2. The Chair and Vice-Chair shall be a representative of a Member State and shall be determined by vote of the Member States participating in the Sub-Committee at the first meeting after each ordinary session of the International Hydrographic Conference (<i>“International Hydrographic Conference”</i> to be replaced by <i>“Assembly”</i> when the Assembly is established). IHO Administrative Resolution T 1.1 shall govern the length of tenure. The Sub-Committee shall have a Secretary, nominated by the Directing Committee of the International Hydrographic Bureau (<i>“the Directing Committee of the International Hydrographic Bureau”</i> to be replaced by <i>“the Secretariat”</i> when the Secretariat is established).	
3. The Chair shall have a seat in the IRCC and shall report on the activities of the Sub-Committee to the IRCC Chair for further report to each ordinary session of the International Hydrographic Conference (<i>“each ordinary session of the International Hydrographic Conference”</i> to be replaced by <i>“each ordinary session of the Assembly through the Council”</i> when the Council and Assembly are established).	
4. The Sub-Committee shall have its permanent secretariat at the International Hydrographic Bureau (<i>“the International Hydrographic Bureau”</i> to be replaced by <i>“the Secretariat”</i> when the Secretariat is established). The Sub-Committee Secretariat shall provide the secretarial and administrative support needed to gather, hold and disseminate information on behalf of the Sub-Committee. The Secretary shall provide a summary of the Sub-Committee's activities to be included in the IHO Annual Report.	
5. The Sub-Committee shall normally meet once a year, in early June whenever possible in conjunction with another conference or meeting. The venue and date of the meeting shall be decided at the previous meeting, in order to facilitate participants' travel arrangements. The Chair or any appointed member, as considered necessary, with the agreement of the simple majority of all members of the Sub-Committee, can call extraordinary meetings.	5. The Sub-Committee shall normally hold a meeting every year in early September, whenever possible in conjunction with another related conference or meeting. The venue and date of the meeting shall be decided at the previous meeting, in order to facilitate participants' travel arrangements. The Chair or any appointed member, as considered necessary, with the agreement of the simple majority of all members of the Sub-Committee, can call extraordinary meetings.
6. Confirmation of venue and date shall normally be announced at least six months in advance. All intending participants shall inform the Chair and Secretary ideally one month in advance of their intention to attend meetings of the Sub-Committee.	
7. Members are expected to attend every meeting of the Sub-Committee. Members who are not able to attend a meeting should send a written contribution on relevant items of the agenda to the Chair and Secretary, prior to the meeting.	7. Members are expected to attend every meeting of the Sub-Committee. Members who are not able to attend a meeting should appoint a proxy or send a written contribution on relevant items of the agenda to the Chair and Secretary, prior to the meeting.
8. Between meetings, the Sub-Committee business will be progressed by correspondence. E-mail will be the normal method of communication. Papers and information material will be posted on the Sub-Committee's section of the IHO web-site.	

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IHC DECISION N° 8 - RE-STRUCTURING OF IHO COMMITTEES AND OTHER GROUPS

9. Decisions should generally be made by consensus. If votes are required, decisions shall be taken by simple majority of Members of the Sub-Committee present and voting. When dealing with matters by correspondence, a simple majority of all Members of the Sub-Committee shall be required.
10. Recommendations of a Sub-Committee shall be submitted to its Committee for consideration.
11. 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.
12. The working language of the Sub-Committee shall be English.
13. These Rules of Procedure can be amended in accordance with Technical Resolution T1.1 (to be replaced by Article 6 of the General Regulations when the revised text of the IHO Convention enters into force)
