



IHB File No. S3/8151/CHRIS

CIRCULAR LETTER 62/2007
10 July 2007

**ESTABLISHMENT OF WORKING GROUPS ON HYDROGRAPHY AND
CARTOGRAPHY OF INLAND WATERS AND ON HYDROGRAPHIC COMMUNITY INPUTS
TO NATIONAL SPATIAL DATA INFRASTRUCTURES**

Reference: XVIIth IHC Decisions No. 19 and 22.

Dear Hydrographer,

1 Decisions 19 and 22 of the XVIIth International Hydrographic Conference (IHC) requested the Committee on Hydrographic Requirements for Information Systems (CHRIS) to establish working groups on *Hydrography and Cartography of Inland Waters* and on *Hydrographic Community Inputs to National Spatial Data Infrastructures* and to set their Terms of Reference and Rules of Procedure (TOR/ROP). CHRIS is to report to the 4th Extraordinary IHC in 2009 on the work of these working groups. It is, therefore, essential that these groups are formed and that they expeditiously begin their deliberations under effective TOR/ROPs.

2 For the working group on *Hydrography and Cartography of Inland Waters*, the original proposal from Argentina provided suggested TOR/ROPs which are appended to **ANNEX A**. The IHC provided the following additional guidelines:

- The purpose of the Working Group will be to analyze and recommend the level and nature of IHO involvement in the Hydrography and Cartography of Inland Waterways.
- The Working Group should involve all relevant non-IHO international bodies in its deliberations, including the Inland ECDIS Harmonization Group (IEHG).

3 For the working group on *Hydrographic Community Inputs to National Spatial Data Infrastructures*, the original proposal from Germany and the United Kingdom included suggested TOR/ROPs appended to **ANNEX B**.

4 Using the forms at **ANNEX A** and **ANNEX B**, Member States are kindly requested to nominate members for the two working groups, as desired, and to indicate the willingness of their nominated member(s) to serve as Chairman. Additionally, comments and recommended changes to the TOR/ROPs given in the original proposals to the XVII IHC are encouraged so that CHRIS may draft informed TOR/ROPs that are broadly acceptable to Member States. It is expected that the Working Group Chairmanship and Membership will be confirmed by correspondence no later than 19 October 2007 with the TOR/ROPs being reviewed and confirmed at the next CHRIS meeting, 4-9 November 2007 in Rotterdam. **Your nominations and/or input are requested by 1 October 2007.**

On behalf of the Directing Committee
Yours sincerely,

A handwritten signature in black ink, appearing to read 'K. Barbor', is written over a horizontal line.

Rear Admiral Kenneth BARBOR
Director

Encls: Annex A
Annex B

CHRIS Hydrography and Cartography in Inland Waters Working Group (HCIWWG)

Chairperson and Membership

RESPONSE FORM

*(to be returned to the IHB by 1 October 2007
E-mail : info@ihb.mc – Fax : +377 93 10 81 40)*

Note : One response is requested per Member State.

Member State:

1) Do you wish to propose a candidate as HCIWWG member?

YES NO

If yes, name of candidate

2) Do you wish to propose a candidate as HCIWWG Chairperson?

YES NO

If yes, name of representative:

3) Do you have comments and/or changes to the Terms and Reference/ Rules of Procedure, as proposed by Argentina to the XVII IHC, for the HCIWWG (see Appendix to Annex A)?

Comments :
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Signature

Date:

Terms of Reference

The Working Group on Hydrography and Cartography of Inland Waters shall:

- a) Identify, in the light of the IHO's Vision, Mission and Objectives, the IHO's applicability/pertinence to be involved with the production of hydrographic data and provision of hydrographic services in Inland Waters.
- b) Identify actions that the IHO should take to contribute to Hydrography and Cartography of Inland Waters and propose which IHO bodies should foster these actions.
- c) Propose the appropriate Technical and/or Administrative Resolutions that should reflect the IHO's policy with regard to Hydrography and Cartography of Inland Waters.
- d) Submit a Report to the IHO through the IHB by 15 December 2008.

Rules of Procedure

1. The Working Group on Hydrography and Cartography of Inland Waters is composed of Member States' representatives that have expressed their willingness to participate. The IHB will arrange to establish this WG.
 2. The Chairman and Vice Chairman are elected by the WG from its membership by correspondence. The WG will also have a Secretary, nominated by the IHB Directing Committee.
 3. The WG will have its permanent secretariat at the IHB, Monaco. The secretariat will provide the secretarial and administrative support needed to gather, hold and disseminate information on behalf of the WG. The Secretary will provide a summary of the WG's activities to be included in the IHO Annual Report.
 4. The WG will normally and preferably work by correspondence. If necessary, formal WG meetings may be set.
 5. Decisions should generally be made by consensus. If votes are required, decisions will be taken by simple majority of Members of the WG.
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**CHRIS Hydrographic Community Inputs to National Spatial Data Infrastructures Working
Group (HCINSDIWG)**

Chairperson and Membership

RESPONSE FORM

*(to be returned to the IHB by 1 October 2007
E-mail : info@ihb.mc – Fax : +377 93 10 81 40)*

Note : One response is requested per Member State.

Member State:

1) Do you wish to propose a candidate as HCINSDIWG member?

YES NO

If yes, name of candidate

2) Do you wish to propose a candidate as HCINSDIWG Chairperson?

YES NO

If yes, name of candidate:

3) Do you have comments and/or changes to the Terms and Reference/ Rules of Procedure, as proposed by Germany and the United Kingdom to the XVII IHC, for the HCISDIWG (see Appendix to Annex B)?

Comments :
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.....
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Signature

Date:

Terms of Reference

The Working Group on Marine Spatial Data Infrastructure Development (MSDI-WG) shall:

1. Identify, in line with IHO objectives, mission and vision, the IHO's pertinence to be involved in the development of SDI's across Member States.
2. Examine technical issues related to ensuring interoperability within MSDI and with land-based SDIs, in particular:
 - Datum issues,
 - S-100 interoperability with land-based SDIs,
 - S-100 interoperability with oceanographic, marine biological, geological and geophysical data structures, and recommend solutions.
3. Liaise, as appropriate, with other relevant technical bodies such as of IOC, World Data Centers Oceanography, Bathymetry and Marine Geophysics.
4. Identify actions and procedures the IHO should take to contribute to the development of National Spatial Data Infrastructure (NSDI) and / or MSDI in support of Member States.
5. Inform IHO Member States of the benefits in forging links with other bodies (e.g. OGC, ISO TC211, IOC) to ensure IHO members are best placed to meet the developing challenge associated with data management and governance. Active support through capacity building will be explored where necessary.
6. Submit a Report to CHRIS by 31st December 2008.

Rules of Procedure

1. The Working Group on Marine Spatial Data Infrastructure Development is composed of Member States' representatives who have expressed their willingness to participate.
 2. The Chairperson and Vice Chairperson shall be elected from its membership by correspondence. A Secretary will be nominated by the IHB Directing Committee.
 3. The WG will have its permanent secretariat at the IHB, Monaco. The secretariat will provide administrative and secretarial support needed to gather, hold and disseminate information on behalf of the WG. The Secretary will provide a summary of the activities of the WG to be included in the IHO Annual Report.
 4. The WG will normally work by correspondence. However, some visits and presentational meetings may be set (e.g. Attendance at Regional Hydrographic Commissions).
 5. Decisions should generally be made by consensus. Voting, where required, will be taken by simple majority of WG Members.
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