



IHB File No. S3/7050

CIRCULAR LETTER 73/2009
10 November 2009

**HSSC - HYDROGRAPHIC DICTIONARY WORKING GROUP (HDWG)
MEMBERSHIP**

- References: a) IHB CL 114/2005 dated 15 November 2005
b) IHB CL 13/2006 dated 26 January 2006

Dear Hydrographer,

1 At reference a) the IHB sought new members for the Committee on the Hydrographic Dictionary (CHD) which, following the IHO Committee restructuring on 1 January 2009, became the Working Group on the Hydrographic Dictionary (HDWG) a subsidiary body of the Hydrographic Services and Standards Committee (HSSC).

2 The results of this request were reported at reference b) and subsequently 2 members from Brazil and 1 from Uruguay joined the HDWG. The current membership is:

Argentina	Ingéniero Federico Mayer
Brazil	Lt Cdr Izabel King Jack
Brazil	Lt Cdr Aluizio Maciel de Oliveira Jr.
Chile	Alfonso Fernandez
France	Ingénieur en chef Yves Guillam
Uruguay	Álvaro Sánchez
USA	Jerry Mills (Chairman)
IHB	Steve Shipman (Secretary).

Membership of the HDWG remains open to all Member States and new members may be nominated at any time.

3 In its report to the 1st meeting of the HSSC held in Singapore in October 2009, the HDWG reported:

"There are insufficient members in the WG, particularly English speaking members. The initial consideration of definitions, in English, is principally conducted by the Chairman (USA), the Secretary (IHB, England) and the French member with occasional input from other members. The HDWG needs both native French and Spanish speakers in order to oversee the translation of definitions into these languages. Currently Spanish is well represented but there is only one French speaking member."

HSSC1 endorsed this view and requested the IHB to write to Member States seeking additional membership for the HDWG. HSSC1 also approved revised ToR for the HDWG and these are attached at the Annex for your information.

4 Member States are requested therefore to consider nominating members to join the HDWG, particularly English and French native speakers.

On behalf of the Directing Committee

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Robert Ward', with a period at the end.

Robert WARD

Director

Annex: ToR for the HDWG

IHO WORKING GROUP ON THE HYDROGRAPHIC DICTIONARY (HDWG)

Terms of Reference

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

1. Objective

To systematically review and update the definitions in the IHO Hydrographic Dictionary in English, French and Spanish.

2. Authority

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

3. Procedures

a. The HDWG should conduct its business mainly by correspondence. Meetings will be held, if necessary, at intervals of about 2-3 years. 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 may establish individual language sub-groups as necessary. These sub-groups should work by correspondence only and their work will be coordinated by a leader appointed by the HDWG.

c. The HDWG should liaise with other IHO bodies developing publications containing glossaries to ensure consistency.

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

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

4. Composition and Chairmanship

a. Membership of the HDWG is open to all Member States wishing to participate. The International Hydrographic Bureau (IHB) ("the International Hydrographic Bureau (IHB)" to be replaced by "the IHO Secretariat" when the Secretariat is established) will maintain a list of nominated members,

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 a representative of a Member State. The election of the Chair and Vice-Chair should normally be decided at the first meeting following each ordinary session of the Conference ("Conference" to be replaced by "Assembly" when the revised IHO Convention enters force) and, in such case, shall be determined by vote of the Member States present and voting.

- 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 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.
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