

WWNWS-SC Terms of Reference and Rules of Procedure

Submitted by IHB

SUMMARY

Executive Summary: This document provides details for the annual review of the
WWNWS-SC ToRs and RoPs

Action to be taken: Paragraph 2.

Related documents: IHO CL 46/2009 dated 3 July 2009

1. The current Terms of Reference (ToRs) and Rules of Procedure (RoPs) of the WWNWS-SC are at Annex A. These ToRs and RoPs were reviewed and amended at WWNWS 4 in Tokyo, in accordance with IHO procedures they are required to be reviewed annually or at each meeting of the WWNWS-SC.
2. The Sub-Committee is invited to note the information provided and take action as appropriate.

**WORLD-WIDE NAVIGATIONAL WARNING SERVICE SUB-COMMITTEE
(WWNWS-SC)**

References:

IHC Resolution 11/1962, as amended IHC17
1st IRCC meeting (Monaco, June 2009)

Terms of Reference

1. Monitor and guide the International Hydrographic Organization (IHO) / International Maritime Organization (IMO) World Wide Navigational Warning Service (WWNWS) which includes NAVAREA, Sub-Area and coastal warnings.
2. Study and propose new methods to enhance the provision of Maritime Safety Information (MSI) to mariners at sea.
3. Facilitate the implementation of any necessary changes in procedures for disseminating MSI which are required by the Global Maritime Distress and Safety Systems (GMDSS), or systems that supersede the GMDSS, adopted by the IMO.
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. Encourage the development of bilateral or multi-lateral arrangements between NAVAREA, Sub-Area and National Co-ordinators in the provision of MSI.
6. Prepare and review the various guidance documents for the WWNWS and evaluate any proposed amendments prior to formal IHO or IMO consideration.
7. Cooperate with other international organizations concerned with improving the global standards for disseminating Maritime Safety Information (MSI), namely IMO, World Meteorological Organization (WMO) and International Mobile Satellite Organization (IMSO).
8. Liaise with the Capacity Building Sub-Committee (CBSC) for the delivery of training courses aimed at improving Navigational Warning Services.
9. These Terms of Reference can be amended in accordance with Resolution 11/1962, as amended (*Resolution 11/1962* to be replaced by *Article 6 of the General Regulations* when the revised text of the IHO Convention enters into force).

Up dated: 28 September 2012

Rules of Procedure

1. The Sub-Committee is composed of the NAVAREA Co-ordinators¹ and Sub-Area Co-ordinators¹. Member States, other than those represented by a NAVAREA or Sub-Area Co-ordinator, may nominate their National Co-ordinators¹ as members. Representatives of the IMO, WMO, IMSO and the International Hydrographic Bureau (IHB) (*“the International Hydrographic Bureau (IHB)”* to be replaced by *“the IHO Secretariat”* when the Secretariat is established) participate in an Ex-Officio capacity without voting rights. The Sub-Committee may invite observers to participate in its activities.
2. The Chair and Vice-Chair shall each 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 (*“International Hydrographic Conference”* to be replaced by *“Assembly”* when the Assembly is established). IHO Resolution 11/1962, as amended (*Resolution 11/1962* to be replaced by *Article 6 of the General Regulations* when the revised text of the IHO Convention enters into force) shall govern the length of tenure. The Sub-Committee shall have a Secretary, nominated by the Directing Committee of the International Hydrographic Bureau (*“the Directing Committee of the International Hydrographic Bureau”* to be replaced by *“the Secretariat”* when the Secretariat is established). 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.
3. The Chair shall have a seat in the Inter Regional Co-ordination Committee (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 (*“each ordinary session of the International Hydrographic Conference”* to be replaced by *“each ordinary session of the Assembly through the Council”* when the Council and Assembly are established).
4. The Sub-Committee shall have its permanent secretariat at the International Hydrographic Bureau (*“the International Hydrographic Bureau”* to be replaced by *“the Secretariat”* 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 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 no later than one month in advance of their intention to attend meetings of the Sub-Committee.

Up dated: 28 September 2012

¹ As defined in the IMO/IHO World-Wide Navigational Warning Service Guidance Document - IMO resolution A.706(17) as amended.

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.
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. Due to the requirement for the WWNWS-SC to provide timely input to the IMO Sub-Committee on **Radioncommunications and Search and Rescue (COMSAR)** [replace with: **Navigation, Commications and Search and Rescue (NCSR)**] the meetings of which are held annually in the period January to March, the Sub-Committee may submit proposals, by International Hydrographic ~~Bureau~~ **Organization** CL (~~"the International Hydrographic Bureau"~~ to be replaced by ~~"the Secretariat"~~ when the Secretariat is established), directly to Member States for approval prior to submission to IMO.
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 Resolution 11/1962, as amended (*Resolution 11/1962* to be replaced by *Article 6 of the General Regulations* when the revised text of the IHO Convention enters into force).

Up dated: 28 September 2012