

IHO CSMWG 16  
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Report for Consideration by SPWG/8

Implementation of HSSC

<b>Submitted by:</b>	Chairman, Committee on Hydrographic Requirements for Information Systems (CHRIS)
<b>Executive Summary:</b>	This report describes a proposed organisational model for the HSSC and provides an implementation plan and draft Terms of Reference for the HSSC and its Sub-committees
<b>Related Documents:</b>	Decision 3 of 3 <sup>rd</sup> EIHC, Report of SPWG/6, Report of SPWG/7

**Introduction / Background**

In 2005 the 3rd Extraordinary International Hydrographic Conference (3EIHC) agreed in principle to the restructuring of the IHO subsidiary organs, with detailed proposals to be submitted to the next Ordinary Conference in 2007. The proposed structure involves the establishment of two Main Committees of the IHO – the Hydrographic Services and Standards Committee (HSSC) and the Inter-Regional Coordination Committee (IRCC). The existing IHO Committee on Hydrographic Requirements for Information Systems (CHRIS) and the existing IHO Capacity Building Committee (CBC) will form the nucleus of the two new committees.

The role envisaged for the HSSC is primarily concerned with technical subjects whereas the IRCC is intended to deal with matters of regional cooperation and capacity building together with other non-technical issues affecting the full IHO membership.

At its sixth meeting the Strategic Planning Working Group (SPWG) tasked the chairmen of CHRIS and CBC to investigate the restructuring of their respective committees to form the HSSC and IRCC respectively. SPWG/6 invited the Chairmen to:

- Propose the most effective structure for each committee
- Review the work of existing WGs and propose whether or not they continue
- Propose ToRs for WGs and Subgroups together with meeting schedules
- Provide a report to the 7<sup>th</sup> SPWG Meeting.

At its 7<sup>th</sup> meeting the SPWG accepted the reports and the principal recommendations of the chairmen and invited them to further refine their proposals, and in particular to:

- Consider seeking input from those Chairs and WGs not already under the auspices of the CHRIS or CBC.
- Consider the additional guidance and feedback provided at the 7th meeting of the SPWG, and in particular, note that:
  - The main committees be structured so as to ensure the necessary level of coordination, and in the most efficient way.

- The structure of the main committees should be established with a minimum number of subsidiary organs by combining tasks that are closely related.
- Whenever a new subsidiary organ is proposed, this must be properly justified on cost effective grounds.
- The work of main committees and subsidiary organs must at any time be carried out in the most efficient way, by minimising the number of meetings and utilising available technology.
- Harmonise the draft terms of reference for the two committees to include a common approach and conditions where possible.

## **Analysis/Discussion**

### Organisation

The IHO standards and guidelines are the foundation for establishing Working Groups and comparable bodies operating under the auspices of the CHRIS. This has worked well. It is therefore logical to extend this principle as the starting point for the organisation of the HSSC in future. This has been done and the resultant organisational model was endorsed by CHRIS at its 17<sup>th</sup> meeting in September 2005.

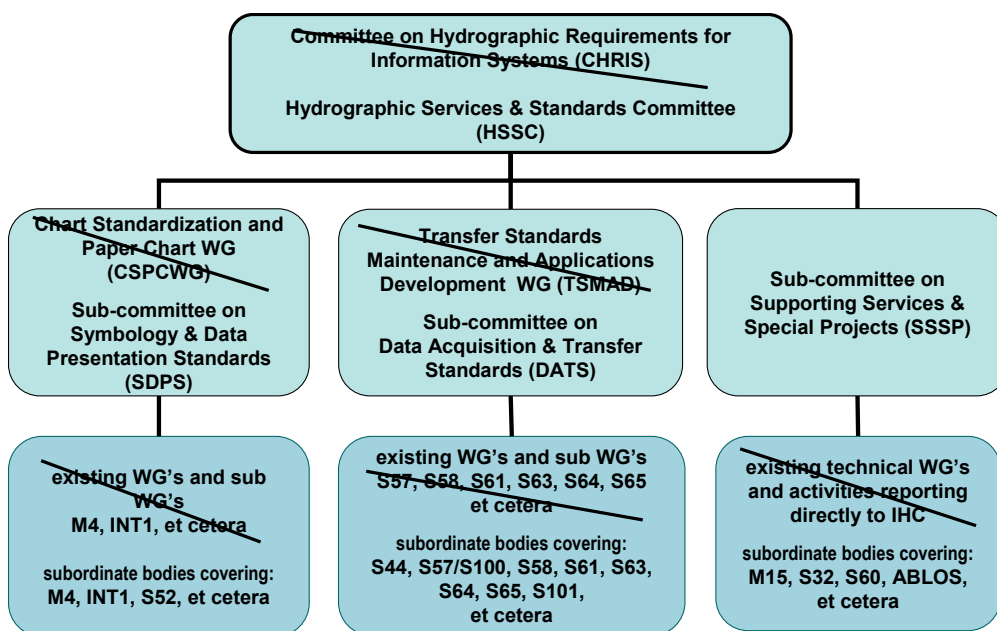
An analysis of *P-4: IHO Catalogue of Publications* shows that the IHO standards, specifications and guidelines that are primarily technical in nature fall into three categories:

- portrayal of information,
- data standards for hydrographic information, and
- other supporting documentation, guidelines and standards.

When considering the HSSC model, CHRIS/17 determined that the three categories of technical work must each be coordinated by a technical sub-committee. This is based on current CHRIS experience and also takes into account the anticipated additional scope of activity and responsibility that will fall under the HSSC in the future. CHRIS/17 considered that it will be unrealistic for the HSSC to directly monitor, coordinate and manage the wide range of activities that will fall under its jurisdiction without the assistance of coordinating Sub-committees.

In the proposed HSSC model, much of the detailed work in the HSSC Work Program would be undertaken by Working Groups (WG) reporting to HSSC through the relevant Sub-committees. This closely follows the arrangement for standards development that is already carried out under CHRIS and has parallels with the structures used by the IMO in its Maritime Safety Committee as a governing committee, with sub-committees running several working groups or correspondence groups. In the HSSC, the Sub-committees will be drawn primarily from the chairs of their relevant subsidiary organs with optional participation from other M/S, NGIO's and invited Expert Contributors.

It may appear that this proposal introduces an additional layer of administration compared to the current CHRIS Committee and WG structure but this arrangement already exists in practice and is considered necessary in the circumstances in order to effectively manage the wide and diverse range of technical matters under the HSSC. In effect, the only new organ under the HSSC is the Sub-committee on Supporting Services and Special Projects – the remainder are existing CHRIS bodies with a new name.



Comparison of the Structure of the CHRIS Organisation with the Structure of the Proposed HSSC

Terms of Reference

CHRIS/17 developed Terms of Reference and Rules of Procedure for the HSSC and its three Sub-committees based on the proposed HSSC organisational model. The CHRIS used its existing ToRs and the CHRIS WG ToRs as the basis for drawing up new ToRs. Much remained unchanged.

The ToRs for each Sub-committee includes a notional list of its subsidiary organs. The subsidiary organs shown in the lists are based upon existing IHO work items and are therefore indicative only. The actual list of subordinate subsidiary organs will depend upon the timing of the implementation of the HSSC and the work programme items that are open at the time.

In conformance with IHO Technical Resolution T1.1, the ToRs require that the need for subsidiary organs be reviewed annually. In this way, subsidiary organs will be formed and disbanded only on an as-required basis to meet the requirements of the IHO and the HSSC Work Programmes.

SPWG/7 recommended that the HSSC (and the IRCC (now to be known as the Inter Regional Coordination and Capacity Building Committee (IRCCBC)) ToRs be standardised and harmonized as much as possible. This has been done for the HSSC and its Sub-committees using common terms and conditions wherever possible. The proposed ToRs are shown in Annex A to this report.

Scheduling of Reports and Meetings

CHRIS/17 considered the organisational hierarchy of the HSSC, the timing of reports and the scheduling of meetings. CHRIS/17 preferred a "bottom-up" model, where the subsidiary organs provide reports first, meeting as necessary, and pass recommendations upwards. This means that the time delay between subordinate reports and meetings and any subsequent consideration and endorsement from higher authority is minimised. Accordingly, the following schedule is proposed:

Year 1 Month 1	Month 5	Month 9	Year 2 Month 1	Month 5	Month 9	Year 3 Month 1	Month 5	Month 9
Assembly			Council			Council		
		HSSC			HSSC			HSSC
<i>Subordinate bodies</i>	Sub-Committees & Subordinate bodies	<i>Subordinate bodies</i>	<i>Subordinate bodies</i>	Sub-Committees & Subordinate bodies	<i>Subordinate bodies</i>	<i>Subordinate bodies</i>	Sub-Committees & Subordinate bodies	<i>Subordinate bodies</i>

Sub Committees and active subordinate bodies should meet concurrently approximately annually

Additional meetings of the subordinate bodies may take place as required

Meetings of Sub-committees and Working Groups

Sub-Committees and Working Groups will conduct as much work as possible by correspondence, as is the case now. This is reflected in the ToRs. The use of technology to reduce the need for meetings is already encouraged in CHRIS; this will continue in the HSSC. Active subsidiary organs under each of the Sub-committees that need to meet should do so approximately annually, either concurrently or consecutively and at the same or nearby venues. Holding combined meetings and meetings in close proximity will provide efficiencies in travel and maximise participation. At the same time, such arrangements will enable the maximum amount of cooperation and cross-referencing between the associated subsidiary organs. This is increasingly happening with groups under the CHRIS at present. The need to provide venues that can accommodate groups meeting concurrently is not a particular problem; it has already been done successfully with a number of the active elements of CHRIS. The relevant coordinating Sub-committee would normally convene at the same time and at the same venue as its subsidiary organs. Additional meetings of WGs and work by correspondence may also take place throughout the year as required.

Voting and Decision Making

Decisions will be made by consensus as is the case now. However, there may be instances where a vote is required to advance discussion and consideration. The proposed ToRs improve on the existing ToRs for CHRIS and its subsidiary organs by making it clear that voting is intended for "those present and voting". This procedure reflects Article IX(c) of the revised Convention on the IHO. The ToRs indicate how this will operate both at meetings and when considering matters by correspondence. This is the most sensible and efficient mechanism to enable the bodies to reach decisions relatively quickly, noting that in any case, the HSSC and its subsidiary organs only make recommendations. These recommendations must subsequently be considered by all M/S (through Circular Letter, at the IHC or the Assembly in the future).

Retention of Existing Committees, WGs and Other Bodies

All existing CHRIS WGs and its technical subsidiary organs will be subsumed by the HSSC. Some of the CHRIS subsidiary organs will be renamed or amalgamated. An indication of the composition of these subsidiary organs is included in the draft ToRs of their coordinating Sub-committees. Confirmation of the specific subsidiary organs that will be established will be made at the first and then subsequent meetings of the HSSC. ToRs for these subsidiary organs will be drawn up when they are first convened under the HSSC structure. The roles and functions of these bodies are likely to remain similar to those that exist at present. In making the transition, careful consideration must be given to maximising the effectiveness of the new or redesignated subsidiary

organs by not undermining existing effective bodies, for example through markedly broadening the scope of work or exceeding the capacity of the participants to undertake assigned tasks.

#### Other Existing IHO Committees and WGs

The proposed HSSC model will incorporate the activities of the IHO Tidal Committee, the Survey Standards WG (S-44), the Committee on the Hydrographic Dictionary (S-32), and the Manual on Hydrography WG (M-13). In addition, the HSSC will have responsibility for overseeing the IHO technical contribution to the IHO/IAG/IOC Advisory Board on the Law of the Sea (ABLOS). Hitherto, these Committees and WG's have effectively been autonomous between Ordinary sessions of the International Hydrographic Conference. Including them under the HSSC will enable better monitoring of progress and coordination of their activities with other parts of the IHO Work Programme. An indication of the composition of the subsidiary organs is included in the draft ToRs for their controlling Sub-committees. Confirmation of the specific subsidiary organs that will be established will be made at the first and then subsequent meetings of the HSSC. ToRs will be drawn up when the relevant groups are first convened under the HSSC structure. The roles and functions of these bodies in most cases are likely to remain similar to those that exist.

#### Maintenance of Miscellaneous Publications by IHB

There are a number of supporting technical reference publications that should continue to be maintained by the IHB under the advice and direction of the HSSC, rather than be allocated to a subsidiary organ of the HSSC for maintenance and development. These documents include:

Limits of Seas and Oceans (S-23)

Status of Surveying and Nautical Charting Worldwide (S-55)

IHO Codes for Agencies Producing S-57 Data (S-62)

Gazetteer (B-8)

List of Booklets on Chart Symbols (M-15)

Global ENC Catalogue

#### Implementation

The establishment of the HSSC and its subsidiary organs is the logical progression of the current development of CHRIS that has been taking place over the last few years.

The full implementation of the HSSC and its subsidiary organs does not depend on ratification of the amendments to the Convention on the IHO. The HSSC and its subsidiary organs could therefore immediately convene subject to M/S approval of the establishment of the HSSC and its associated ToRs.

When the HSSC is approved, the work undertaken by the existing Committees, WGs and sub-WGs will continue under the new arrangements with minimal disruption. As such, it is strongly recommended that the establishment of the HSSC be considered at the next International Hydrographic Conference for implementation at the earliest opportunity.

The establishment of the proposed coordinating Sub-committees will require an amendment to IHO Technical Resolution T1.1 to recognise the category of "Sub-committee". Proposed amendments are shown at Annex B to this report. The amendments are in two parts; those required to enable the HSSC structure to be implemented prior to the revised Convention entering force, and those required after the revised Convention enters force. The revisions also adopt the term "subsidiary organ" instead of "subsidiary body". This is the terminology used in the revised Convention on the IHO, the supporting SPWG documentation and the related decisions of the 3EIHIC.

## **Consultation**

In addition to the consideration and contribution of CHRIS/17, the Chairs of the various CHRIS subsidiary organs and the Chair of the IHO Tides Committee were consulted and have provided contributions and comments to this report.

## **Summary**

The proposed HSSC and its structure provides the following benefits:

- It is based on the successful CHRIS structure.
- There are no significant changes to existing work activity.
- There will be no appreciable change in frequency of travel / attendance at meetings.
- There will be better coordination of the Technical Work Program.
- The HSSC can be fully implemented prior to ratification of the amendments to the Convention on the IHO.

## **Recommendations**

It is recommended that the SPWG:

- **Endorse** the proposed organisational model for the HSSC and its subsidiary organs.
- **Endorse** the proposed Terms of Reference for the HSSC and its subsidiary organs.
- **Support** the proposal to amend IHO Technical Resolution T1.1 to recognize "Sub-committee".
- **Support** the proposal that the HSSC and its subsidiary organs be implemented as soon as possible.

## **Action Required of SPWG**

The SPWG is invited to consider this report and its recommendations.

**PROPOSED TERMS OF REFERENCE FOR HSSC AND ITS SUBSIDIARY ORGANS**

Proposed Terms of Reference  
for the

**IHO Hydrographic Services and Standards Committee (HSSC)**

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 ("*each ordinary session of the International Hydrographic Conference*" to be replaced by "*the Assembly through the Council*" when the Council and Assembly are established).

**1. Terms of Reference**

1.1 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.

1.2 Study and propose methods and standards for the development and provision of official hydrographic data, nautical products and other related services.

1.3 Prepare and maintain publications that describe and promote the recommended methods, standards, specifications and guidelines as adopted by the International Hydrographic Organization, and to advise Member States about implementation procedures.

1.4 Prepare a Technical Work Program and propose it to each ordinary session of the International Hydrographic Conference ("*each ordinary session of the International Hydrographic Conference*" to be replaced by "*the Assembly through the Council*" when the Council and Assembly are established).

1.5 As required, establish subsidiary organs in conformance with IHO Technical Resolution T1.1 to fulfil the Technical Work Program.

1.6 Consider and decide upon proposals for new work items under the Technical Work Program, taking into account the financial, administrative and wider stakeholder consequences and the IHO Strategic Plan and Work Program.

1.7 Monitor the execution of the Technical Work Program and report to each ordinary session of the International Hydrographic Conference ("*ordinary session of the International Hydrographic Conference*" to be replaced by "*meeting of the Council and Assembly*" when the Council and Assembly are established), including an evaluation of the performance achieved.

1.8 Review annually the continuing need for each subsidiary organ previously established by the Committee and its Sub-committees.

1.9 Consider alternative procedures for the timely production of standards, specifications and guidelines, for example by using external expertise when necessary.

1.10 Liaise and maintain contact with other relevant IHO bodies, such as the Inter-Regional Coordination and Capacity Building Committee (IRCCBC) to ensure that IHO work activities are coordinated.

1.11 Promote technical exchange with other stakeholders, such as type-approval authorities, navigation equipment manufacturers, and the hydrographic data user community.

1.12 Liaise with other relevant international organizations.

## **2. Rules of Procedure**

2.1 The Committee shall be composed of representatives of Member States and a Director of the International Hydrographic Bureau.

2.2 The Committee shall progress its work primarily through three Sub-committees (the Sub-committee on Symbology & Data Presentation Standards, the Sub-committee on Data Acquisition & Transfer Standards and the Sub-committee on Supporting Services & Special Projects) who will coordinate the work of subsidiary organs, each of which will address specific tasks. Sub-committees and their subsidiary organs will operate by correspondence to the maximum extent practicable.

2.3 The Chair and Vice-Chair shall be a representative of a Member State or a Director of the IHB and shall be determined by vote of the Member States participating in the Committee.

2.4 *Member States participating* means those Member States attending the relevant Committee meeting and those who tendered their apologies for their absence at that meeting. In the case of action required between meetings, *Member States participating* means those Member States attending the previous Committee meeting and those who tendered their apologies for their absence at that meeting. In the case of the inaugural meeting of the HSSC, *previous Committee meeting* means the last meeting of the IHO CHRIS.

2.5 The length of tenure of the Chair and Vice-Chair shall be governed by IHO Technical Resolution T1.1

2.6 The IHB shall supply a Secretary to the Committee.

2.7 The relevant Director and the Secretary shall prepare the reports required by Technical Resolution T1.1 for approval and submission by the Chairman.

2.8 The working language of the Committee shall be English.

2.9 Accredited NGO's may attend Committee Meetings.

2.10 Meetings shall be held once a year, unless decided otherwise by the Committee. The venue and date shall be announced at least six months in advance. Meetings should normally be scheduled to precede a session of the International Hydrographic Conference (*"International Hydrographic Conference"* to be replaced by *"Council or Assembly"* when the Council and Assembly are established) by approximately four months.

2.11 All intending participants shall inform the Chairman and Secretary at least one month in advance of their intention to attend meetings of the Committee.

2.12 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 of a meeting.

2.13 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 Member States present and voting. When dealing with inter-sessional matters by correspondence, a simple majority of all the Member States participating in the Committee shall be required.



2.13 Recommendations of the Committee shall be submitted to IHO Member States for adoption through the IHB or International Hydrographic Conference (“*IHB or International Hydrographic Conference*” to be replaced by “*IHB through the Council or Assembly*” when the Council and Assembly are established).

2.14 These Rules of Procedure, but not their associated Terms of Reference, can be amended by simple majority of all the Member States participating in the Committee.

Proposed Terms of Reference  
for the  
IHO Sub-Committee on  
**Data Acquisition and Transfer Standards (DATS)**

**Purpose:**

Provide support and recommendations to HSSC related to the development and use of standards, specifications and guidelines for hydrographic data acquisition and the transfer of hydrographic data.

**1. Terms of Reference**

- 1.1 Provide a core of expertise in standards and specifications associated with hydrographic data and provide technical advice and recommendations as requested by HSSC.
- 1.2 Develop and maintain the IHO publications for which the Sub-committee is responsible.
- 1.3 As directed by HSSC, establish subsidiary organs in conformance with IHO Technical Resolution T1.1 to address specific work items.
- 1.4 Monitor and coordinate the work of its subsidiary organs. A list of DATS subsidiary organs and their associated IHO publications is contained in Annex A.
- 1.5 Monitor progress of the relevant sections of the Technical Work Program and propose annual updates to include estimated time frames for progressing tasks.
- 1.6 Liaise with the other HSSC Sub-committees to ensure that work activities are coordinated.
- 1.7 Establish and maintain contact with other relevant IHO bodies, such as the Inter-Regional Coordination and Capacity Building Committee (IRCCBC).
- 1.8 Liaise with other relevant international organizations, as appropriate.
- 1.9 Report to HSSC, not less than seven weeks before an HSSC meeting, to include:
  - a. progress of work items assigned to its subsidiary organs,
  - b. proposals for any new work items including an impact statement,
  - c. proposals for the establishment of new subordinate subsidiary organs,
  - d. justification for existing subsidiary organs to continue, and
  - e. any other recommendations.

**2. Rules of Procedure**

- 2.1 The Sub-committee shall be a subordinate of the HSSC and its work plans are subject to HSSC approval.
- 2.2 The Sub Committee shall be composed of the Chairs of its subsidiary organs, representatives of Member States and a member of the International Hydrographic Bureau.
- 2.3 The Sub-committee shall progress its work with the assistance of subordinate subsidiary organs, each of which will address specific tasks.

- 2.4 The Sub-committee will:
- a. coordinate the work of its subsidiary organs,
  - b. monitor the work of its subsidiary organs,
  - c. evaluate the continuing validity of tasks assigned to its subsidiary organs, and
  - d. review the continuing need for each subordinate subsidiary organ.
- 2.5 The Sub-committee and its subsidiary organs will operate by correspondence to the maximum extent practicable.
- 2.6 The Chair and Vice-Chair shall be a representative of a Member State or a member of the IHB and shall be determined by vote of the Member States participating in the Sub-committee.
- 2.7 *Member States participating* means those Member States attending the relevant Sub-committee meeting and those who tendered their apologies for their absence at that meeting. In the case of action required between meetings, *Member States participating* means those Member States attending the previous meeting and those who tendered their apologies for their absence at that meeting. In the case of the inaugural meeting of the Sub-committee, *previous Committee meeting* means the last meeting of those committees, working groups or other bodies subsumed by the Sub-committee.
- 2.8 The length of tenure of the Chair and Vice-Chair shall be governed by IHO Technical Resolution T1.1
- 2.9 The Secretary to the Sub-committee may be a representative of a Member State, a member of the IHB or a representative of an NGO or an expert contributor.
- 2.10 The working language of the Sub-committee shall be English.
- 2.11 Accredited NGO's may attend Sub-committee Meetings.
- 2.12 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 subsidiary organs. Expert Contributors shall seek approval for participation from the relevant Chairman. Expert Contributor status may be withdrawn in the event that a majority of the M/S represented in the Sub-committee or applicable subordinate organ agrees that an Expert Contributor's continued participation is irrelevant or unconstructive to the work being undertaken. In the event that a large number of Expert Contributors seek to attend a meeting, the Chairman may restrict attendance by inviting Expert Contributors to act through one or more collective representatives.
- 2.13 Meetings shall be held once a year unless decided otherwise by the Sub-committee. The venue and date will be announced at least six months in advance. Meetings should normally be scheduled to precede a meeting of the HSSC by approximately four months and be held in conjunction with those subsidiary organs that need to meet.
- 2.14 All intending participants shall inform the Chairman and Secretary at least one month in advance of their intention to attend meetings of the Sub-committee.
- 2.15 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 of a meeting.
- 2.16 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 the Member States participating in the Sub-committee shall be required.

2.17 These Rules of Procedure, but not their associated Terms of Reference, can be amended by simple majority of all the Member States participating in the Sub-committee.

### Annex A – List of DATS Subsidiary organs

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

Subsidiary organ	Associated IHO Publication(s)
Survey Standards and Methodology WG	IHO Standards for Hydrographic Survey (S-44) Manual on Hydrography (M-13)
Data Transfer Standards WG	Hydrographic Data Transfer Standards (S-57/S-100)
Digital Product Specifications WG	Recommended ENC Validation Checks (S-58) Prod Specs for RNC (S-61) 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)
Data Protection WG	IHO Data Protection Scheme (S-63)
Tides and Vertical Datums Advisory Group	Guidelines for Tidal Data (M-3 and TRs)
Harmonization Group on Marine Information Objects (HGMIO)	
IMO/IHO Harmonization Group on ECDIS (HGE)	IHO contribution to HGE

Proposed Terms of Reference  
for the

IHO Sub-Committee on  
**Symbology and Data Presentation Standards (SDPS)**

**Purpose:**

Provide support and recommendations to HSSC related to the development of standards, specifications and guidelines for the portrayal of hydrographic data and information in all relevant media.

**1. Terms of Reference**

- 1.1 Provide a core of expertise in the basic concepts of presentation of maritime geospatial information and provide technical advice and recommendations as requested by HSSC.
- 1.2 Monitor developments in presentation technology and human perception analysis.
- 1.3 Prepare and maintain the IHO publications for which the Sub-committee is responsible.
- 1.4 As directed by HSSC, establish subsidiary organs in conformance with IHO Technical Resolution T1.1 to address specific work items.
- 1.5 Monitor and coordinate the work of its subsidiary organs. A list of SDPS subsidiary organs and their associated IHO publications is contained in Annex A.
- 1.6 Monitor progress of the relevant sections of the Technical Work Program and propose annual updates to include estimated time frames for progressing tasks.
- 1.7 Liaise with the other HSSC Sub-committees to ensure that work activities are coordinated.
- 1.8 Establish and maintain contact with other relevant IHO bodies, such as the Inter-Regional Coordination and Capacity Building Committee (IRCCBC).
- 1.9 Liaise with other relevant international organizations, as appropriate.
- 1.10 Report progress annually to HSSC, not less than seven weeks before an HSSC meeting, to include:
  - a. progress of work items assigned to its subsidiary organs,
  - b. proposals for any new work items including an impact statement,
  - c. proposals for the establishment of new subsidiary organs,
  - d. justification for existing subsidiary organs to continue, and
  - e. any other recommendations.

## 2. Rules of Procedure

- 2.1 The Sub-committee shall be a subordinate of the HSSC and its work plans are subject to HSSC approval.
- 2.2 The Sub Committee shall be composed of the Chairs of its subsidiary organs, representatives of Member States and a member of the International Hydrographic Bureau.
- 2.3 The Sub-committee shall progress its work with the assistance of subordinate subsidiary organs, each of which will address specific tasks.
- 2.4 The Sub-committee will:
- a. coordinate the work of its subsidiary organs,
  - b. monitor the work of its subsidiary organs,
  - c. evaluate the continuing validity of tasks assigned to its subsidiary organs, and
  - d. review the continuing need for each subordinate subsidiary organ.
- 2.5 The Sub-committee and its subsidiary organs will operate by correspondence to the maximum extent practicable.
- 2.6 The Chair and Vice-Chair shall be a representative of a Member State or a member of the IHB and shall be determined by vote of the Member States participating in the Sub-committee.
- 2.7 *Member States participating* means those Member States attending the relevant Sub-committee meeting and those who tendered their apologies for their absence at that meeting. In the case of action required between meetings, *Member States participating* means those Member States attending the previous meeting and those who tendered their apologies for their absence at that meeting. In the case of the inaugural meeting of the Sub-committee, *previous Committee meeting* means the last meeting of those committees, working groups or other bodies subsumed by the Sub-committee.
- 2.8 The length of tenure of the Chair and Vice-Chair shall be governed by IHO Technical Resolution T1.1
- 2.9 The Secretary to the Sub-committee may be a representative of a Member State, a member of the IHB or a representative of an NGO or an expert contributor.
- 2.10 The working language of the Sub-committee shall be English.
- 2.11 Accredited NGO's may attend Sub-committee Meetings.
- 2.12 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 subsidiary organs. Expert Contributors shall seek approval for participation from the relevant Chairman. Expert Contributor status may be withdrawn in the event that a majority of the M/S represented in the Sub-committee or applicable subordinate organ agrees that an Expert Contributor's continued participation is irrelevant or unconstructive to the work being undertaken. In the event that a large number of Expert Contributors seek to attend a meeting, the Chairman may restrict attendance by inviting Expert Contributors to act through one or more collective representatives.
- 2.13 Meetings shall be held once a year unless decided otherwise by the Sub-committee. The venue and date will be announced at least six months in advance. Meetings should normally be scheduled to precede a meeting of the HSSC by approximately four months and be held in conjunction with those subsidiary organs that need to meet.

2.14 All intending participants shall inform the Chairman and Secretary at least one month in advance of their intention to attend meetings of the Sub-committee.

2.15 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 of a meeting.

2.16 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 the Member States participating in the Sub-committee shall be required.

2.17 These Rules of Procedure, but not their associated Terms of Reference, can be amended by simple majority of all the Member States participating in the Sub-committee.

#### **Annex A – List of SDPS Subsidiary Organs**

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

<b>Subsidiary organ</b>	<b>Associated IHO Publication(s)</b>
Paper Chart Presentation WG (PCPWG)	Chart Specifications of the IHO and Regulations for International (INT) Charts (M-4) 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)
Standardisation of Nautical Publications WG	Guidelines for Digital Nautical Publications (M-3 and TRs) Standardization of List of Lights and Fog Signals (M-12)



Proposed Terms of Reference  
*for the*  
IHO Sub-Committee on  
**Supporting Services and Special Projects (SSSP)**

Purpose:

To provide support and recommendations to HSSC for the development and provision of supporting and complementary IHO technical services and publications, particularly in relation to IHO technical standards, specifications and guidelines.

**1. Terms of Reference**

- 1.1 Provide a core of expertise related to hydrography and allied fields and provide technical advice and recommendations as requested by HSSC.
- 1.2 Monitor the requirements of Member States and other stakeholders related to hydrographic products and services, and identify those matters that may affect their activities.
- 1.3 Evaluate and recommend improved methods and procedures to provide official hydrographic data, nautical products and supporting services.
- 1.4 Prepare and maintain the IHO publications for which the Sub-committee is responsible.
- 1.5 As directed by HSSC, establish subsidiary organs in conformance with IHO Technical Resolution T1.1 to address specific work items.
- 1.6 Monitor and coordinate the work of its subsidiary organs. A list of SSSP subsidiary organs and their associated IHO publications is contained in Annex A.
- 1.7 Monitor progress of the relevant sections of the Technical Work Program and propose annual updates to include estimated time frames for progressing tasks.
- 1.8 Liaise with the other HSSC Sub-committees to ensure that work activities are coordinated.
- 1.9 Establish and maintain contact with other relevant IHO bodies, such as the Inter-Regional Coordination and Capacity Building Committee (IRCCBC).
- 1.10 Liaise with other relevant international organizations, as appropriate.
- 1.11 When directed, undertake special projects related to technical support services.
- 1.12 Report progress annually to HSSC, not less than seven weeks before an HSSC meeting, to include:
  - a. progress of work items assigned to its subsidiary organs,
  - b. proposals for any new work items including an impact statement,
  - c. proposals for the establishment of new subsidiary organs,
  - d. justification for existing subsidiary organs to continue, and
  - e. any other recommendations.

## 2. Rules of Procedure

- 2.1 The Sub-committee shall be a subordinate of the HSSC and its work plans are subject to HSSC approval.
- 2.2 The Sub Committee shall be composed of the Chairs of its subsidiary organs, representatives of Member States and a member of the International Hydrographic Bureau.
- 2.3 The Sub-committee shall progress its work with the assistance of subordinate subsidiary organs, each of which will address specific tasks.
- 2.4 The Sub-committee will:
- a. coordinate the work of its subsidiary organs,
  - b. monitor the work of its subsidiary organs,
  - c. evaluate the continuing validity of tasks assigned to its subsidiary organs, and
  - d. review the continuing need for each subordinate subsidiary organ.
- 2.5 The Sub-committee and its subsidiary organs will operate by correspondence to the maximum extent practicable.
- 2.6 The Chair and Vice-Chair shall be a representative of a Member State or a member of the IHB and shall be determined by vote of the Member States participating in the Sub-committee.
- 2.7 *Member States participating* means those Member States attending the relevant Sub-committee meeting and those who tendered their apologies for their absence at that meeting. In the case of action required between meetings, *Member States participating* means those Member States attending the previous meeting and those who tendered their apologies for their absence at that meeting. In the case of the inaugural meeting of the Sub-committee, *previous Committee meeting* means the last meeting of those committees, working groups or other bodies subsumed by the Sub-committee.
- 2.8 The length of tenure of the Chair and Vice-Chair shall be governed by IHO Technical Resolution T1.1
- 2.9 The Secretary to the Sub-committee may be a representative of a Member State, a member of the IHB or a representative of an NGO or an expert contributor.
- 2.10 The working language of the Sub-committee shall be English.
- 2.11 Accredited NGO's may attend Sub-committee Meetings.
- 2.12 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 subsidiary organs. Expert Contributors shall seek approval for participation from the relevant Chairman. Expert Contributor status may be withdrawn in the event that a majority of the M/S represented in the Sub-committee or applicable subordinate organ agrees that an Expert Contributor's continued participation is irrelevant or unconstructive to the work being undertaken. In the event that a large number of Expert Contributors seek to attend a meeting, the Chairman may restrict attendance by inviting Expert Contributors to act through one or more collective representatives.
- 2.13 Meetings shall be held once a year unless decided otherwise by the Sub-committee. The venue and date will be announced at least six months in advance. Meetings should normally be scheduled to precede a meeting of the HSSC by approximately four months and be held in conjunction with those subsidiary organs that need to meet.

2.14 All intending participants shall inform the Chairman and Secretary at least one month in advance of their intention to attend meetings of the Sub-committee.

2.15 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 of a meeting.

2.16 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 the Member States participating in the Sub-committee shall be required.

2.17 These Rules of Procedure, but not their associated Terms of Reference, can be amended by simple majority of all the Member States participating in the Sub-committee.

#### **Annex A – List of SSSP Subsidiary organs**

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

<b>Subsidiary organ</b>	<b>Associated IHO Publication(s) and Tasks</b>
Hydrographic Dictionary Advisory Group	Hydrographic Dictionary (S-32)
IHO representatives to ABLOS	IHO contribution to ABLOS
IHO Regional INT Charting Groups	Catalogue of International (INT) Charts (M-11 Part B)

## Annex B to CHRIS Chairman's Report to SPWG-8

### Proposed Amendment to IHO Technical Resolution T1.1

For immediate amendment :

#### T1.1 FORMATION OF INTERSESSIONARY SUBSIDIARY ORGANS OF THE IHO

Supprimé : BODIES

1.- Recognizing that the Convention, Article VI, paragraph 7, provides that the Conference shall constitute its own Committees and, further recognizing that Rules 21 and 22 of the Rules of Procedure for International Hydrographic Conferences outline the procedures for establishing subsidiary organs deemed necessary for the performance of the functions of the Conference,

Supprimé : bodies

2.- Further recognizing the need to establish subsidiary organs to carry out work of an ongoing nature in the intersessionary period between Conferences,

Supprimé : bodies

3.- Further recognizing the advantages to the IHO of making use of the special knowledge and experience that exists within Member States, in the hydrographic and associated fields,

4.- Resolves to establish intersessionary subsidiary organs, as may be formed under Rule 21 of the Rules of Procedure for Hydrographic Conferences, to contribute to the work of the IHO and to the Bureau in particular. Such organs may be established by the Conference or in the interim period between Conferences at the request of the Directing Committee, a Member State or another organ of the IHO following the general principles outlined in the Convention, Article VI, paragraphs 5 and 6.

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5.- The following types of subsidiary organs may be established in accordance with the procedures specified:

5.1 Committee (French: Comité): a subsidiary organ, whose life expectancy is longer than the time period between two consecutive ordinary sessions of the Conference and the membership of which is open to participation of all Member States of the IHO.

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5.2 Sub-committee (French: Sous-comité): a subsidiary organ, subordinate to a Committee or Board, whose life expectancy is longer than the time period between two consecutive ordinary sessions of the Conference and the membership of which is open to participation of all Member States of the IHO.

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5.3 Board (French: Comité): a subsidiary organ, whose life expectancy is longer than the time period between two consecutive ordinary sessions of the Conference and the composition of which is restricted.

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5.4 Working Group (French: Groupe de Travail): a subsidiary organ formed for a limited time, normally no longer than the period between two consecutive Conferences to examine a particular subject. A Working Group may take one of two forms:

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(a) A subsidiary organ formed for a limited time but otherwise similar in constitution and activities to a Committee.

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(b) A subsidiary organ established by a Committee or Board to carry out a specific task and whose duties and membership will be established by the parent body.

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6.- Procedures governing intersessionary subsidiary organs

Supprimé : bodies

6.1 Terms of Reference: every subsidiary organ shall be governed by Terms of Reference (TOR) clearly stating the Objectives of the organ. TOR shall be approved by the Member States, reconfirmed

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during each relevant session of the Conference and deposited with the IHB, with the exception of Working Groups formed under 5.4(b) above which shall be approved by the establishing Committee, Sub-committee or Board. Approved TOR for Committees, Sub-committees and Boards shall be posted on the IHO WEB site in the MS – only section.

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6.2 Composition: the composition of each subsidiary organ shall be stated in the TOR.

6.3 Chair: the TOR shall establish the method of determining the Chair and Vice-Chair of each subsidiary organ. The TOR may provide that the Chair and the Vice-Chair be determined by vote of the Member States participating in the organ or by appointment by the Directing Committee in consultation with the Member States. For subsidiary organs that meet, the Chair and Vice-Chair shall be appointed at the first meeting of each organ following each ordinary International Hydrographic Conference and their term of office shall normally be until the first meeting after the next ordinary International Hydrographic Conference. For those subsidiary organs that progress business by correspondence in lieu of meetings, the initial Chair and Vice-Chair will be determined by correspondence within six months of the end of an ordinary International Hydrographic Conference. Alternatively, the Chair and vice-Chair may be selected at the Conference. Their term of office shall normally be until six months after the end of the next ordinary International Hydrographic Conference

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6.4 Reporting: every subsidiary organ is to provide an annual report and a report to each relevant session of the Conference, summarizing its activities, accomplishments and recommendations. Such reports should be in one of the official languages of the IHO and should be submitted to the Bureau for inclusion in the Bureau's Annual Report, or as individual reports to the Conference. The exception to this rule is that Sub-committees formed under 5.2 and Working Groups formed under 5.4(b) should submit their reports to the parent organ, which will make a copy available to the IHB for distribution to all interested Member States.

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For further amendment when the revised Convention enters force:

### T1.1 FORMATION OF INTERSESSIONARY SUBSIDIARY ORGANS OF THE IHO

1.- Recognizing that the Convention, Article IV, paragraph (e), provides that the Organization shall include subsidiary organs and, Article V paragraph (e)(iv) provides that the Assembly shall establish subsidiary organs and, further recognizing that Article 4 of the General Regulations of the IHO and Rule 19 of the Rules of Procedure of The Assembly provides that the Assembly shall establish subsidiary organs,

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**Supprimé** : 7

**Supprimé** : Conference

**Supprimé** : constitute its own Committees

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**Supprimé** : International Hydrographic Conferences

**Supprimé** : outline the procedures for establishing subsidiary

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**Supprimé** : or in the interim period between Conferences

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2.- Further recognizing the need to establish subsidiary organs to carry out work of an ongoing nature in the intersessionary period between General Assemblies,

3.- Further recognizing the advantages to the IHO of making use of the special knowledge and experience that exists within Member States, in the hydrographic and associated fields,

4.- Resolves to establish intersessionary subsidiary organs, as may be formed under Rule 19 of the Rules of Procedure for The Assembly, to contribute to the work of the IHO. Such organs may be established by the Assembly, at the request of the Secretary-General, a Member State or The Council of the IHO following the general principles outlined in the Convention, Article IX.

5.- The following types of subsidiary organs may be established in accordance with the procedures specified:

5.1 Committee (French: Comité): a subsidiary organ, whose life expectancy is longer than the time period between two consecutive ordinary sessions of the Assembly and the membership of which is open to participation of all Member States of the IHO.

5.2 Sub-committee (French: Sous-comité): a subsidiary organ, subordinate to a Committee or Board, whose life expectancy is longer than the time period between two consecutive ordinary sessions of the Assembly and the membership of which is open to participation of all Member States of the IHO

5.3 Board (French: Comité): a subsidiary organ, whose life expectancy is longer than the time period between two consecutive ordinary sessions of the Assembly and the composition of which is restricted.

5.4 Working Group (French: Groupe de Travail): a subsidiary formed for a limited time, normally no longer than the period between two consecutive General Assemblies to examine a particular subject. A Working Group may take one of two forms:

(a) A subsidiary organ formed for a limited time but otherwise similar in constitution and activities to a Committee.

(b) A subsidiary organ established by a Committee or Board to carry out a specific task and whose duties and membership will be established by the parent body.

6.- Procedures governing intersessionary subsidiary organs

6.1 Terms of Reference: every subsidiary organ shall be governed by Terms of Reference (TOR) clearly stating the Objectives of the organ. TOR shall be approved by the Member States, reconfirmed during each relevant session of the Assembly and deposited with the IHB, with the exception of Working Groups formed under 5.4(b) above which shall be approved by the establishing Committee, Sub-committee or Board. Approved TOR for Committees, Sub-committees and Boards shall be posted on the IHO WEB site in the MS – only section.

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6.2 Composition: the composition of each subsidiary organ shall be stated in the TOR.

6.3 Chair: the TOR shall establish the method of determining the Chair and Vice-Chair of each subsidiary organ. The TOR may provide that the Chair and the Vice-Chair be determined by vote of the Member States participating in the organ or by appointment by the Directing Committee in consultation with the Member States. For subsidiary organs that meet, the Chair and Vice-Chair shall be appointed at the first meeting of each organ following each Assembly and their term of office shall normally be until the first meeting after the next Assembly. For those subsidiary organs that progress business by correspondence in lieu of meetings, the initial Chair and Vice-Chair will be determined by correspondence within six months of the end of a Assembly. Alternatively, the Chair and vice-Chair may be selected at the Assembly. Their term of office shall normally be until six months after the end of the next Assembly.

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6.4 Reporting: every subsidiary organ is to provide an annual report and a report to each relevant session of the Assembly, summarizing its activities, accomplishments and recommendations. Such reports should be in one of the official languages of the IHO and should be submitted to the Bureau for inclusion in the Bureau's Annual Report, or as individual reports to the Assembly. The exception to this rule is that Sub-committees formed under 5.2 and Working Groups formed under 5.4(b) should submit their reports to the parent organ, which will make a copy available to the IHB for distribution to all interested Member States.