

**17<sup>th</sup> CHRIS MEETING**  
**Rostock, Germany, 5-9 September 2005**

**CHART STANDARDIZATION AND PAPER CHART WORKING GROUP (CSPCWG)**

**PROPOSED REVISED TERMS OF REFERENCE**

*(as agreed by CSPCWG at its 1<sup>st</sup> Meeting, Monaco, November 2004)*

**1. Objectives**

- a. To provide a core of expertise on the basic concepts of charting, noting that whatever physical form the chart may take the fundamental concepts and elements of marine cartography remain the same.
- b. To develop and maintain the IHO publications for which it is responsible.

**2. Authority**

The Working Group (WG) is a subsidiary of CHRIS and its membership and work plans are subject to CHRIS approval. The WG has the authority to reach decisions for endorsement by IHO M/S.

**3. Procedures**

- a. The WG's main tasks are to:
  - i. Keep under continuous review the IHO publication M-4 'Regulations of the IHO for International (INT) Charts and Chart Specifications of the IHO', in order to advise the IHO on their updating, design and format. Note: M-4 incorporates:
    - INT 1 'Symbols, Abbreviations and Terms used on Charts'
    - INT 2 'Borders, Graduation, Grids and Linear Scales'
    - INT 3 'Use of Symbols and Abbreviations, as recommended by the IHO'
  - ii. Advise the IHO on suggestions put forward by Member States to update M-4, in accordance with IHO Specification B-160, with the goal of achieving the maximum possible adherence by Member States to the Regulations and Specifications.
  - iii. Keep under continuous review the IHO publication M-11 Part A 'Guidance for the Preparation and Maintenance of International Chart Schemes' in order to advise the IHO on its updating.
  - iv. Advise the IHB and Regional Hydrographic Commissions, as appropriate, on the work of Regional Charting Groups (RCG) in order to promote the production of large- and medium-scale international (INT) charts. The role of the WG is purely consultative.
  - v. Offer advice based on its experience to RCG and individual Member States, on chart schemes and cartographic work, in order to encourage adherence to IHO charting standards. The role of the WG is purely consultative.

- b. The WG conducts its business mainly by correspondence. It will also plan to hold meetings at least once every two years, dependant on membership support and business needs.
- c. All members shall inform the Chairman in advance of their intention to attend meetings of the WG.
- d. Decisions should generally be made by consensus. If votes are required on issues or to endorse proposals presented to the WG, votes shall be on the basis of one vote per Member State represented. In the event of a tied vote, the Chairman shall have a casting vote.
- e. The WG should identify a work programme for each year, including expected time frame for progressing tasks.
- f. The WG will maintain close liaison with other CHRIS WGs and other international and IHO bodies, as appropriate and as instructed by CHRIS.
- g. The WG will report progress to meetings of CHRIS and to Member States through the CHRIS report in the Annual Report of the IHB

#### **4. Composition and Chairmanship**

- a. Membership of the CSPCWG is open to all Member States wishing to be represented. Normally there should be not more than one representative from each Member State.
- b. A Chairman and Vice-Chairman will be appointed by election from participant Member States of the WG.
- c. Length of tenure of Chairmanship and Vice-Chairmanship is 5 years, after which an election will be conducted.
- d. The Chairman and Vice-Chairman will decide between themselves the organization of the work entailed in these posts.
- e. The Chairman will monitor membership to ensure that each regional hydrographic commission is invited to be represented on the WG.
- f. A Secretary will be appointed, normally from within the organization of the Chairman of the WG, to ensure the smooth running of business, and to administer consultation and collation of members' views. The Secretary is a member of the WG.

#### **5. Guiding principles**

- a. M-4 Part B provides an internationally-agreed product specification for both national and international (INT) charts at medium- and large-scale. The role of M-4 Part B is twofold, in that it provides:
  - i. an explanation of the general concepts and rationale behind the portrayal of features on charts, much of which is relevant to both digital and paper charts.
  - ii. specific guidance for paper charts, including the use of text and symbology.