

**18TH CHRIS MEETING
Cairns, Australia, 25-29 September 2006**

CHRIS Chairman's Report to SPWG

IMPLEMENTATION OF HSSC

Submitted by:	Chairman, Committee on Hydrographic Requirements for Information Systems (CHRIS)
Executive Summary:	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 coordinating Sub-committees
Related Documents:	Decision 3 of 3 rd 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 re-structuring 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. 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 7th SPWG Meeting.

At its 7th meeting the SPWG accepted the chairmen's reports and their principal recommendations 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 or subordinate body is proposed, this must be properly justified on cost effective grounds.
- The work of the main committees and any subordinates must be carried out in the most efficient way, by minimising the number of meetings and utilising available technology.

In addition they were asked to harmonise the draft terms of reference for the two committees to include a common approach and conditions where possible.

At its 8th meeting the SPWG made its final revisions to the Basic Documents of the IHO taking into account the input of the SPWG Legal Experts Group. As a result, SPWG/8 identified a number of consequential adjustments to the earlier proposals of the Chairmen of CHRIS and CBC, particularly related to harmonizing the Terms of Reference and Rules of Procedure for the HSSC and the IRCC. In addition, guidance was provided on the relationship between the HSSC and the IRCC and any Inter-Organizational Bodies in which the IHO will be represented. These matters have all been taken into account in developing this final report.

Analysis/Discussion

HSSC Organisation

The IHO standards and guidelines are the foundation for establishing Working Groups (WGS) 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 was endorsed by CHRIS at its 17th meeting in September 2005.

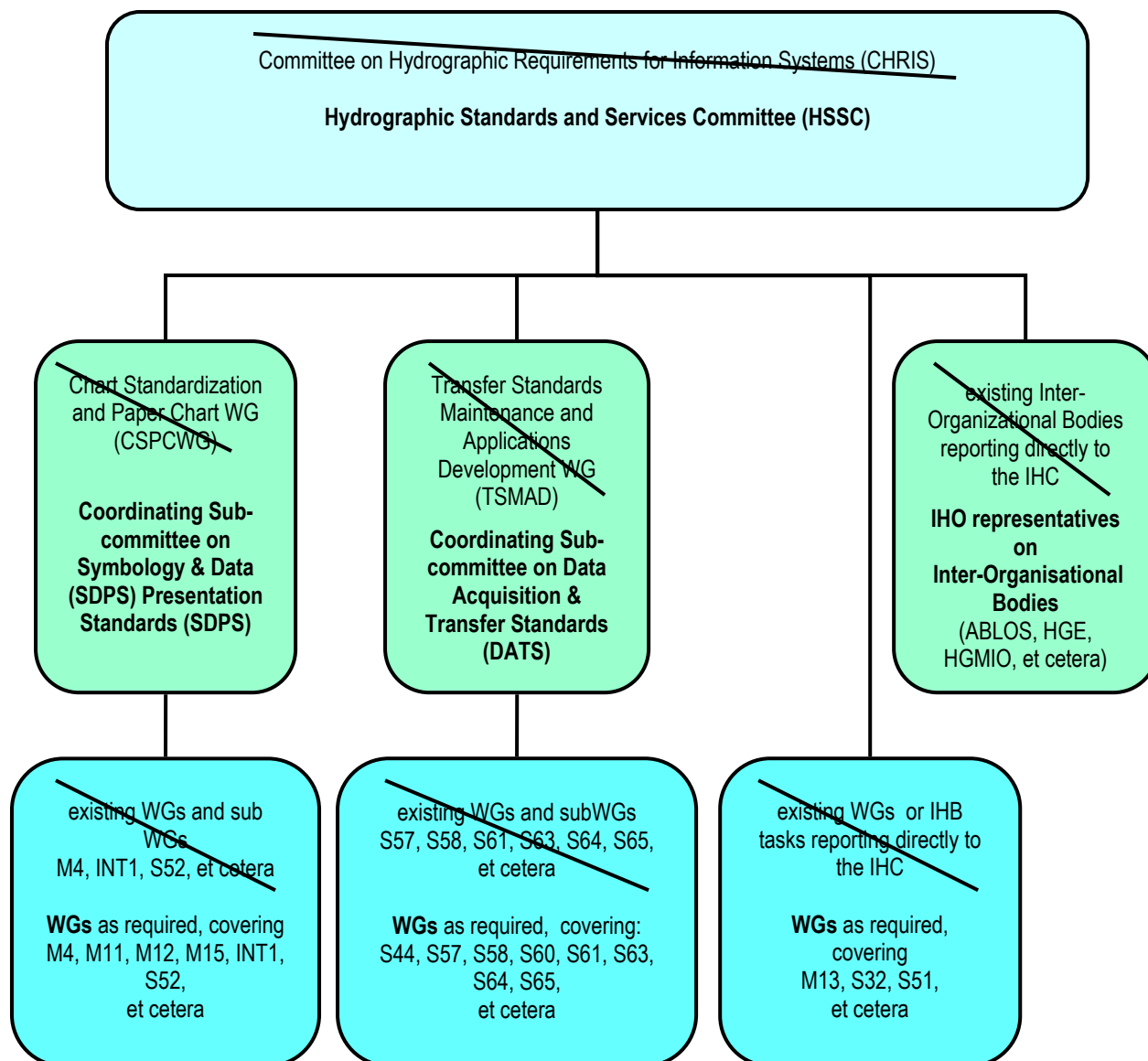
An analysis of *P-4: IHO Catalogue of Publications* shows that the IHO standards, specifications and guidelines that are primarily technical in nature fall into three broad categories:

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

When considering an organisational model for HSSC, 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 certain coordinating Sub-committees. CHRIS/17 agreed that certain categories of technical work would best be coordinated by technical sub-committees. 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.

In the proposed HSSC model, the detailed work in the HSSC Work Program would generally be undertaken by WGs coordinated by a Sub-committee where necessary. 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 coordinating Sub-committees will be drawn primarily from the chairs of their relevant subordinate bodies with optional participation from other Member States, Non-Government International Organizations (NGIOs) and invited Expert Contributors.

It may at first appear that this proposal introduces an additional layer of administration, 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. The following diagram illustrates the fact that the new structure is actually a renaming and extension in the scope of activity of IHO (CHRIS) bodies that already exist.



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 coordinating Sub-committees. The CHRIS ToRs and the CHRIS WG ToRs were used as the basis for drawing up the new ToRs. These drafts have been enhanced and harmonized using common terms and conditions in accordance with the advice provided by the SPWG. Nevertheless, their intent remains very similar to those currently in use by the CHRIS.

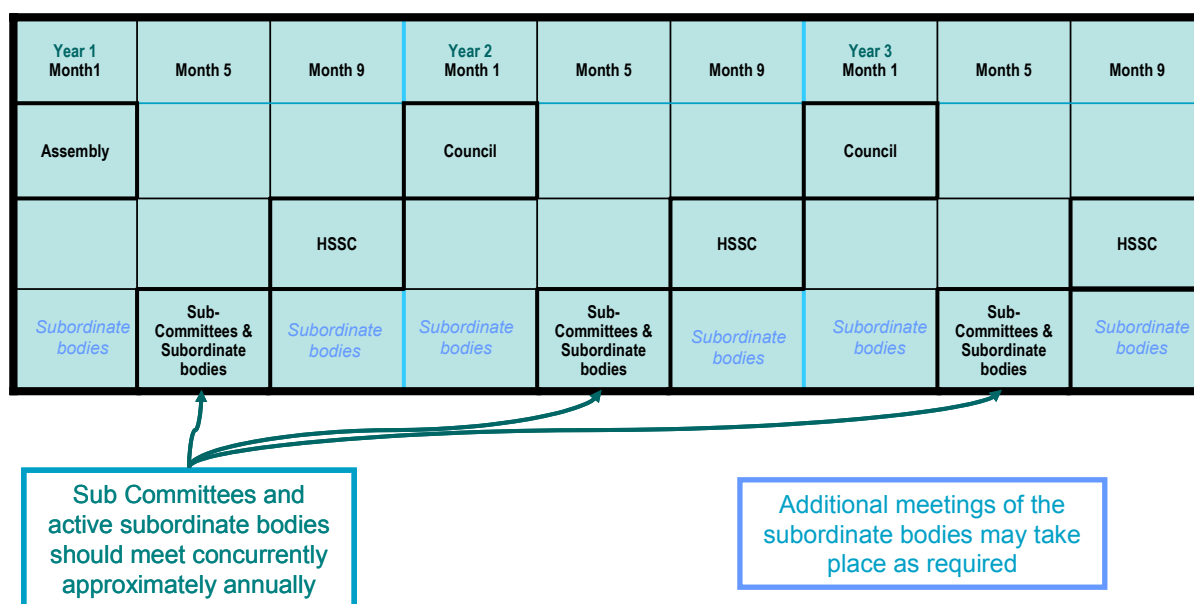
The ToRs for the HSSC and the coordinating Sub-committees include a notional list of their subordinate bodies. The subordinate bodies shown in the lists are based upon existing IHO work items and are therefore indicative only. The actual list of subordinate bodies will depend upon the timing of the implementation 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 subordinate bodies, such as WGs, be reviewed annually. In this way, WGs will only be formed and disbanded as and when required and to meet the requirements of the IHO and the HSSC Work Programmes.

The proposed ToRs and RoPs 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 subordinate bodies 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 meeting schedule is proposed:



Meetings of Coordinating Sub-committees and Working Groups

The coordinating Sub-committees and the Working Groups will conduct as much work as possible by correspondence, as is the case now. This is reflected in the ToRs and RoPs. The use of technology to reduce the need for meetings and to enable work to proceed between meetings is already encouraged in CHRIS; this will continue in the HSSC.

Active WGs under the coordinating Sub-committees that need to meet should do so approximately annually, either concurrently or consecutively depending on the topics. The meetings should also be held 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 collective meetings will enable the maximum amount of cooperation and cross-referencing between the WGs. The relevant coordinating Sub-committee should convene at the same time and at the same venue as the majority of its WGs. 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 is already being done successfully in the CHRIS.

Additional meetings of WGs as well as 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 WGs 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.

Retention of Existing Committees, WGs and Other Bodies

All existing CHRIS WGs and subordinate bodies will be subsumed by the HSSC. Some of the CHRIS WGs may be renamed or amalgamated. An indication of the composition of the WGs is included in the draft ToRs of the HSSC and the coordinating Sub-committees.

In making the transition to the HSSC, careful consideration must be given to maximising the effectiveness of the new or redesignated WGs 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 incorporates the activities of the IHO Tidal Committee, the Survey Standards WG (S-44), and the Committee on the Hydrographic Dictionary (S-32). 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) and certain other Inter-Organizational Bodies that require specific technical input or oversight..

Hitherto, these Committees and WG’s and Bodies have effectively been autonomous between Ordinary sessions of the International Hydrographic Conference. Including them under the HSSC will enable better monitoring of progress and the coordination of their activities with other parts of the IHO Work Programme.

Implementation of WGs

Confirmation of the specific WGs that will be established or designated under the HSSC will be made at the first and then subsequent meetings of the HSSC. ToRs will be drawn up when the WGs 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.

Early Implementation of HSSC

The establishment of the HSSC, its two coordinating Sub-committees and its Working Groups 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 does not depend on ratification of the amendments to the Convention on the IHO. The HSSC, its subsidiary organs and its subordinate bodies could therefore immediately convene subject to Member States’ approval of the establishment of the HSSC and the associated ToRs and RoPs.

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 may require an amendment to IHO Technical Resolution T1.1 to recognise the category of “Sub-committee”. In the longer term, Article 6 of the revised General Regulations of the IHO, due to enter force at the same time that the revised IHO Convention enters force, will permanently address this aspect.

Consultation

In addition to the consideration and contribution of CHRIS/17, the Chairs of the various CHRIS subordinate bodies 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 subordinate structure.
- **Endorse** the proposed Terms of Reference for the HSSC and its two coordinating Sub-committees.
- **Consider** amending IHO Technical Resolution T1.1 to recognize “Sub-committee” as a subsidiary organ.
- **Endorse** the proposal that the HSSC and its subordinate structure be implemented as soon as possible.

Action Required of SPWG

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

Annex A to CHRIS Chairman's Report to SPWG-8

PROPOSED TERMS OF REFERENCE AND RULES OF PROCEDURE FOR THE HSSC AND 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 Council and 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 Monitor the work of specified IHO Inter-Organizational Bodies engaged in hydrographic services, standards and related technical activities as directed by the International Hydrographic Conference (“*International Hydrographic Conference*” to be replaced by “*the Assembly*” when the Assembly is established) and provide advice and guidance to the IHO representatives as required. A list of IHO Inter-Organizational Bodies is contained in Annex A.

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

1.4 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.

1.5 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*” when the Assembly is established).

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

1.7 As required, establish Working Groups to fulfil the Technical Work Program, in conformance with IHO Technical Resolution T1.1 (*IHO Technical Resolution T1.1* to be replaced by *Article 6 of the General Regulations* when the revised IHO Convention enters force) and approve their Terms of Reference and Rules of Procedure.

1.8 Monitor the work of its coordinating Sub-committees and those Working Groups directly subordinate to the HSSC. A list of HSSC Working Groups and any associated IHO publications is contained in Annex A.

1.9 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.

1.10 Review annually the continuing need for each Working Group previously established by the Committee.

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

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

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

1.14 Liaise with other relevant international organizations and Non-Government International Organizations (NGIOs).

2. Rules of Procedure

2.1 The Committee shall be composed of representatives of Member States.

2.2 The Committee shall progress its work primarily through Working Groups, each of which will address specific tasks. A coordinating Sub-committee on Data Acquisition & Transfer Standards and a coordinating Sub-committee on Symbology & Data Presentation Standards will coordinate the work of those working groups dealing with data and presentation standards respectively. These coordinating Sub-committees and their Working Groups will operate by correspondence to the maximum extent practicable.

2.3 The Chair and Vice-Chair shall be a representative of a Member State . The election of the Chair and Vice-Chair shall be decided at the first meeting after each ordinary session of the Conference (*Conference* to be replaced by *Assembly* when the revised IHO Convention enters force) and shall be determined by vote of the Member States present and voting.

2.4 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.

2.5 A Director of the IHB shall act as Secretary to the Committee.

2.6 The Secretary shall prepare the reports required for submission to each ordinary session of the Conference (*the Conference* to be replaced by *Assembly* and *Council* when the revised IHO Convention enters force).

2.7 The working language of the Committee shall be English.

2.8 International Organizations and accredited Non-Government International Organizations (NGIOs) may attend Committee Meetings.

2.9 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.

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

2.11 The draft record of meetings shall be distributed by the Secretary within five 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 IHO Member States and posted on the IHO website within three months of a meeting.

2.12 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 IHO Member States shall be required.

2.13 These Rules of Procedure can be amended by simple majority of Member States present and voting at the Conference (*Conference* to be replaced by *Assembly* when the revised IHO Convention enters force) or by simple majority of all the IHO Member States if consultation is made by correspondence.

Annex A – List of HSSC Subordinate Bodies and Inter-Organizational Bodies
(to be updated and confirmed at the first meeting of the HSSC and reviewed annually thereafter)

Subordinate Body	Associated IHO Publication(s) and Tasks
IHO Regional INT Charting Groups	Catalogue of International (INT) Charts (M-11 Part B)
Manual on Hydrography WG	Manual on Hydrography (M13)
Hydrographic Dictionary WG	Hydrographic Dictionary (S-32)
	IHO Global ENC Catalogue

Inter-Organizational Body	Associated IHO Publication(s) or Task
IHO-IAG-IOC Advisory Board on the Law of the Sea (ABLOS)	Provide advice and guidance to the IHO representatives as required. Oversee the Manual on Technical Aspects of the UN Convention on the Law of the Sea (S51)
IMO-IHO Harmonization Group on ECDIS (HGE)	provide advice and guidance to the IHO representatives as required regarding IMO implementation of ECDIS
IHO-IEC Harmonization Group on Marine Information Objects (HGMIO)	Provide advice and guidance to the IHO representatives as required regarding the development of Marine Information Objects

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

Purpose:

Coordinate the development and maintenance of standards, specifications and guidelines for hydrographic data acquisition and the transfer of hydrographic data.

1. Terms of Reference

1.1 Monitor and coordinate the work of its Working Groups and the maintenance of the IHO publications for which the Working Groups are responsible. A list of DATS Working Groups and their associated IHO publications is contained in Annex A.

1.2 Monitor developments in Data Acquisition and Transfer Standards.

1.3 As directed by the HSSC, establish Working Groups to address specific work items, in conformance with IHO Technical Resolution T1.1 (*IHO Technical Resolution T1.1* to be replaced by *Article 6 of the General Regulations* when the amendments to the IHO Convention enter force) and approve their Terms of Reference and Rules of Procedure.

1.4 Monitor progress of the relevant sections of the Technical Work Program and propose annual updates to include estimated time frames for progressing tasks.

1.5 Provide a core of expertise in standards and specifications associated with hydrographic data and provide technical advice and recommendations to HSSC as required.

1.6 Liaise with the other HSSC coordinating Sub-committees and Working Groups to ensure that work activities are coordinated.

1.7 Liaise with other relevant international organizations, as appropriate in order to fulfil the Technical Work Program.

1.8 Report to HSSC, not less than seven weeks before an HSSC meeting, to include:

- a. progress of work items assigned to its Working Groups,
- b. proposals for any new work items including an impact statement,
- c. proposals for the establishment of new Working Groups,
- d. justification for existing Working Groups to continue, and
- e. any other recommendations.

2. Rules of Procedure

2.1 The coordinating Sub-committee on Data Acquisition and Transfer Standards shall be a subordinate of the HSSC and its work plans are subject to HSSC approval.

2.2 The coordinating Sub Committee shall be composed primarily of the Chairs of its Working Groups. The coordinating Sub Committee is also open to representatives of all Member States.

2.3 The Chair and Vice-Chair shall be a representative of a Member State. The election of the Chair and Vice-Chair shall be decided at the first meeting after each ordinary session of the Conference (*Conference* to be replaced by *Assembly* when the revised IHO Convention enters force) and shall be determined by vote of the Member States present and voting.

2.4 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.

2.5 A Director or other officer of the IHB shall act as Secretary to the coordinating Sub-committee.

2.6 The working language of the coordinating Sub-committee shall be English.

2.7 The coordinating Sub-committee will:

- a. coordinate the work of its Working Groups
- b. monitor the work of its Working Groups,
- c. evaluate the continuing validity of tasks assigned to its Working Groups,
- d. review the continuing need for each Working Group, and
- e. submit advice and proposals to the HSSC as required.

2.8 The coordinating Sub-committee and its Working Groups will operate by correspondence to the maximum extent practicable.

2.9 International Organizations and accredited Non-Government International Organizations (NGIOs) may attend meetings of the coordinating Sub-committee.

2.10 Expert Contributor participation is open to entities and organisations that can provide a relevant and constructive contribution to the work of the coordinating Sub-committee or its Working Groups. 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 Member States represented in a coordinating Sub-committee or in a Working Group agrees that an Expert Contributor's continued participation in the respective forum is irrelevant or unconstructive to the work being undertaken. In the event that a large number of Expert Contributors seek to attend any meeting, the Chairman may restrict attendance by inviting Expert Contributors to act through one or more collective representatives.

2.11 Meetings shall be held once a year unless decided otherwise by the coordinating 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 Working Groups that need to meet.

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

2.13 The draft record of meetings shall be distributed by the Secretary within five 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.

2.14 Decisions shall generally be made by consensus. If votes are required on issues or to endorse proposals presented to the coordinating 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 IHO Member States shall be required.

2.15 These Rules of Procedure can be amended by simple majority of Member States present and voting at the Conference (*Conference* to be replaced by *or Assembly* when the revised IHO Convention enters force) or by simple majority of all the IHO Member States if consultation is made by correspondence.

Annex A – List of DATS Subordinate Bodies

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

Subordinate Body	Associated IHO Publication(s)
Survey Standards and Methodology WG (SSMWG)	IHO Standards for Hydrographic Survey (S-44)
Data Transfer Standards WG (DTSWG)	Hydrographic Data Transfer Standards (S-57/S-100)
Digital Product Specifications WG (DPSWG)	Recommended ENC Validation Checks (S-58) Prod Specs for RNC (S-61) IHO Codes for Agencies Producing S-57 Data (S-62) 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)
Standardization of Nautical Publications WG (SNPWG)	Prod Specs for Nautical Publications (S10x, TRs)
Data Protection WG (DPWG)	IHO Data Protection Scheme (S-63)
Tides and Vertical Datums WG (TVDWG)	Guidelines for Tidal Data (M-3 and TRs)

**Proposed Terms of Reference and Rules of Procedure
for the
IHO Coordinating Sub-Committee on Symbology and Data Presentation Standards (SDPS)**

Purpose:

Coordinate the development and maintenance of standards, specifications and guidelines for the portrayal of hydrographic data and information in all relevant media.

1. Terms of Reference

1.1 Monitor and coordinate the work of its Working Groups and the maintenance of the IHO publications for which they are responsible. A list of SDPS Working Groups and their associated IHO publications is contained in Annex A.

1.2 Monitor developments in presentation technology and human perception analysis.

1.3 As directed by the HSSC, establish Working Groups to address specific work items, in conformance with IHO Technical Resolution T1.1 (*IHO Technical Resolution T1.1* to be replaced by *Article 6 of the General Regulations* when the amendments to the IHO Convention enter force) and approve their Terms of Reference and Rules of Procedure.

1.4 Monitor progress of the relevant sections of the Technical Work Program and propose annual updates to include estimated time frames for progressing tasks.

1.5 Provide a core of expertise in the basic concepts of presentation of maritime geospatial information and provide technical advice and recommendations to HSSC as required.

1.6 Liaise with the other HSSC coordinating Sub-committees and Working Groups to ensure that work activities are coordinated.

1.7 Liaise with other relevant international organizations, as appropriate in order to fulfil the Technical Work Program.

1.8 Report progress annually to HSSC, not less than seven weeks before an HSSC meeting, to include:

- a. progress of work items assigned to its Working Groups,
- b. proposals for any new work items including an impact statement,
- c. proposals for the establishment of new Working Groups,
- d. justification for existing Working Groups to continue, and
- e. any other recommendations.

2. Rules of Procedure

2.1 The coordinating Sub-committee on Symbology and Data Presentation Standards shall be a subordinate of the HSSC and its work plans are subject to HSSC approval.

2.2 The coordinating Sub Committee shall be composed primarily of the Chairs of its Working Groups. The coordinating Sub Committee is also open to representatives of all Member States.

2.3 The Chair and Vice-Chair shall be a representative of a Member State. The election of the Chair and Vice-Chair shall be decided at the first meeting after each ordinary session of the Conference (*Conference* to be replaced by *Assembly* when the revised IHO Convention enters force) and shall be determined by vote of the Member States present and voting.

2.4 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.

2.5 A Director or other officer of the IHB shall act as Secretary to the coordinating Sub-committee.

2.6 The working language of the coordinating Sub-committee shall be English.

2.7 The coordinating Sub-committee will:

- a. coordinate the work of its Working Groups
- b. monitor the work of its Working Groups,
- c. evaluate the continuing validity of tasks assigned to its Working Groups,
- d. review the continuing need for each Working Group, and
- e. submit advice and proposals to the HSSC as required.

2.8 The coordinating Sub-committee and its Working Groups will operate by correspondence to the maximum extent practicable.

2.9 International Organizations and accredited Non-Government International Organizations (NGIOs) may attend meetings of the coordinating Sub-committee.

2.10 Expert Contributor participation is open to entities and organisations that can provide a relevant and constructive contribution to the work of the coordinating Sub-committee or its Working Groups. 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 Member States represented in a coordinating Sub-committee or in a Working Group agrees that an Expert Contributor's continued participation in the respective forum is irrelevant or unconstructive to the work being undertaken. In the event that a large number of Expert Contributors seek to attend any meeting, the Chairman may restrict attendance by inviting Expert Contributors to act through one or more collective representatives.

2.11 Meetings shall be held once a year unless decided otherwise by the coordinating 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 Working Groups that need to meet.

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

2.13 The draft record of meetings shall be distributed by the Secretary within five 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.

2.14 Decisions shall generally be made by consensus. If votes are required on issues or to endorse proposals presented to the coordinating 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 IHO Member States shall be required.

2.15 These Rules of Procedure can be amended by simple majority of Member States present and voting at the Conference (*Conference* to be replaced by *or Assembly* when the revised IHO Convention enters force) or by simple majority of all the IHO Member States if consultation is made by correspondence.

Annex A – List of SDPS Subordinate Bodies

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

Subordinate Body	Associated IHO Publication(s)
Paper Chart Presentation WG (PCPWG)	Chart Specifications of the IHO and Regulations for International (INT) Charts (M-4) List of Booklets on Chart Symbols (M-15) 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)
Nautical Publications Presentation WG (NPPWG)	Nautical Information (M-3 (TRs)) Standardization of List of Lights and Fog Signals (M-12)

SUPPLEMENT

RELEVANT PROPOSALS TO IHC-XVII

PRO 8 - APPROVAL OF THE RE-STRUCTURING OF IHO COMMITTEES AND OTHER GROUPS

Submitted by: The Strategic Planning Working Group

Reference: “Terms of Reference and Rules of Procedure of HSSC and IRCC”. “Report of the IHO SPWG 2005-2006” (Annex “I” to CONF.17/DOC.1)

The Conference is requested to approve the establishment of the IHO “HSSC “and “IRCC” in accordance with the Terms of Reference and Rules of Procedure laid down in the Reference Conference Document. (See Annex A).

EXPLANATORY NOTE

The SPWG concluded that the migration of existing subsidiary bodies into a structure of two main committees with subordinate bodies could be progressed ahead of Convention ratification. The Terms of Reference and Rules of Procedure submitted were prepared by the CBC and CHRIS Chairmen and endorsed by the SPWG.

PRO 9 – ADVANCED ENTRY INTO FORCE OF THE RE-STRUCTURING OF IHO COMMITTEES AND OTHER GROUPS

Submitted by: The Strategic Planning Working Group Reference: “Report of the SPWG on re-structuring of the IHO Committees and other Groups”

The Conference is requested to approve the date of 1st January 2009 for the entry into force of the re-structuring of the IHO Committees and other Groups, as proposed by the SPWG.

EXPLANATORY NOTE

The SPWG believes that an early implementation of the proposed new structure for the IHO Committees and other Groups does not contravene the Convention and is important for improving the efficiency and effectiveness of the Organization and proposes that the date of commencement of the new structure be 1st January 2009.