

**4TH MEETING OF THE IHO HSSC PROJECT TEAM ON
STANDARDS FOR HYDROGRAPHIC SURVEYS (HSPT4)
IHO, Monaco, 3 - 6 December 2019**

1. Welcome and opening remarks (*Chair and Secretary-General*)
2. Domestic and administrative arrangements. (*Secretary*)
3. Introduction of participants, apologies and approval of agenda. (*Chair/Secretary*)
4. Review of action items from HSPT3. (*Chair*)
5. Report to HSSC11 and review of relevant outcomes and actions from HSSC11. (*Chair*)
6. Presentations – Member State activities. (*Chair*)
7. Review of progress on draft revision of S-44 with Coordinating Editors' comments and assessment of next actions. (*Coordinating Editors/Chapter Leads*)
8. Key topics for discussion, to be included whilst addressing review of raft individual chapters and during drafting breakouts: (*Chair*)
 - .1 Scope of tasks still to be addresses in view of stakeholder feedback, comments and inputs;
 - .2 Outstanding issues to be resolved;
 - .3 Format of front cover of next edition and draft wording for preface.
9. Review of ToRs and RoPs for proposed WG, justification for new WG. (*Chair*)
10. Any other business. (*Chair*)
 - .1 Selection of front cover design (*Chair*)
11. Work Plan 2020-2021. (*Secretary*)
12. Considerations for items to be included in the Chair's Report to HSSC12. (*Chair*)
13. Date and venue of next meeting, if required, – HSPT5 – and intersessional activities. (*Chair/Secretary*)
14. Review of Action List and draft agenda for HSPT5, if required. (*Secretary*)
15. Closing remarks. (*Chair and Director*)