

**8<sup>TH</sup> MEETING OF THE HYDROGRAPHIC SERVICES AND STANDARDS COMMITTEE  
IHO Secretariat, Monaco, 14-18 November 2016**

**TERMS OF REFERENCE (TORs) FOR HSSC  
and Related Working Groups  
(November 2016)**

Quick links:

|                                |                                  |                                 |
|--------------------------------|----------------------------------|---------------------------------|
| <a href="#">I. HSSC TORs</a>   | <a href="#">II. S-100WG TORs</a> | <a href="#">III. DPSWG TORs</a> |
| <a href="#">IV. ENCWG TORs</a> | <a href="#">V. NIPWG TORs</a>    | <a href="#">VI. NCWG TORs</a>   |
| <a href="#">VII. DQWG TORs</a> | <a href="#">VIII. TWCWG TORs</a> | <a href="#">IX. HDWG TORs</a>   |
| <a href="#">X. ABLOS TORs</a>  | <a href="#">XI. H2S PT TORs</a>  |                                 |

- I. Hydrographic Services and Standards Committee (HSSC)
- II. S-100 Working Group (S-100WG)
- III. Data Protection Scheme Working Group (DPSWG)
- IV. ENC Standards Maintenance Working Group (ENCWG)
- V. Nautical Information Provision Working Group (NIPWG)
- VI. Nautical Cartography Working Group (NCWG)
- VII. Data Quality Working Group (DQWG)
- VIII. Tides, Water Level and Currents Working Group (TWCWG)
- IX. Hydrographic Dictionary Working Group (HDWG)
- X. IHO-IAG Advisory Board on the Law Of the Sea (ABLOS)
- XI. Hydrographic Surveys Scoping Project Team (H2S PT)

## **XI. Hydrographic Surveys Scoping Project Team (H2S PT) TORs**

### **Terms of Reference and Rules of Procedure**

*Reference: 7th HSSC Meeting (Busan, Korea, 9-13 November 2015)*

#### **1. Objectives**

- a) consider Doc. HSSC7-03C “Consideration of the need to establish a HSWG”;
- b) justify the need for “hydrographic survey” related to standardization activities;
- c) define the scope (subject areas, technology, standards, data usage, training, etc.) and possible tasks that may be considered by the IHO, and consult the IHO Member States as appropriate;
- d) propose recommendations on the way forward (what, who, when, how) at HSSC-8.

#### **2. Authority**

The H2S PT is a subsidiary of the Hydrographic Services and Standards Committee (HSSC). Its work is subject to HSSC’s approval.

#### **3. Composition and Chair**

- a) The PT shall comprise representatives of IHO Member States (MS), Expert Contributors (EC), observers from accredited Non-Governmental International Organizations (NGIO), and a representative of the IHB (“IHB” to be replaced by “IHO Secretariat” when the IHO Secretariat is established). A membership list shall be maintained and posted on the IHO website.
- b) EC membership is open to entities and organizations that can provide a relevant and constructive contribution to the work of the PT.
- c) The Chair and Vice-Chair shall each be a representative of a MS. The election of the Chair and Vice-Chair shall be decided at the first meeting after each ordinary session of the International Hydrographic Conference (IHC) (Conference to be replaced by Assembly when the revised IHO Convention enters into force) and shall be determined by vote of the MS present and voting.
- d) A Secretary should be appointed to ensure the smooth running of PT business; to administer consultation and collation of members’ views; and may act as Editor of the PT’s publications. The position is normally filled by a member of the PT.
- e) 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. If the position of Chair or Vice-Chair becomes vacant before the next ordinary IHC, inter-conference elections may be conducted at the next HSPT meeting/conference call or by correspondence between PT meeting/conference calls.
- f) Any invitation of ECs shall be under approval of membership from the Chair.
- g) EC membership may be withdrawn if a majority of the MS represented in the PT agrees that an EC’s continued participation is irrelevant or unconstructive to the work of the PT.
- h) All members shall inform the Chair in advance of their intention to attend meeting/conference calls of the PT.
- i) In the event that a large number of EC members seek to attend a meeting/conference call, the Chair may restrict attendance by inviting ECs to act through one or more collective representatives.

#### **4. Procedures**

- a) The PT’s main tasks are listed in Section (1) above.
- b) The PT conducts its business by correspondence.

- c) Decisions shall generally be made by consensus. If votes are required on issues or to endorse proposals presented to the PT, votes shall be taken by a simple majority of the MS present and voting. When dealing with inter-sessional matters by correspondence, a simple majority of responding MS shall be required. Each MS shall have one vote.
- d) Correspondence shall be distributed by the Chair (or the secretary) within six weeks of the end of meeting/conference calls and participants' comments should be returned within three weeks of the date of dispatch. Final minutes of meeting/conference calls should be posted on the IHO website within three months after a meeting/conference call.