

FUTURE IHO COMMITTEE STRUCTURE – SUBMITTED BY THE IHB

The XVIIth IHC held in Monaco in May 2007 approved the re-organization of the Committee Structure of the IHO. The revised structure will come into force no later than 1 January 2009.

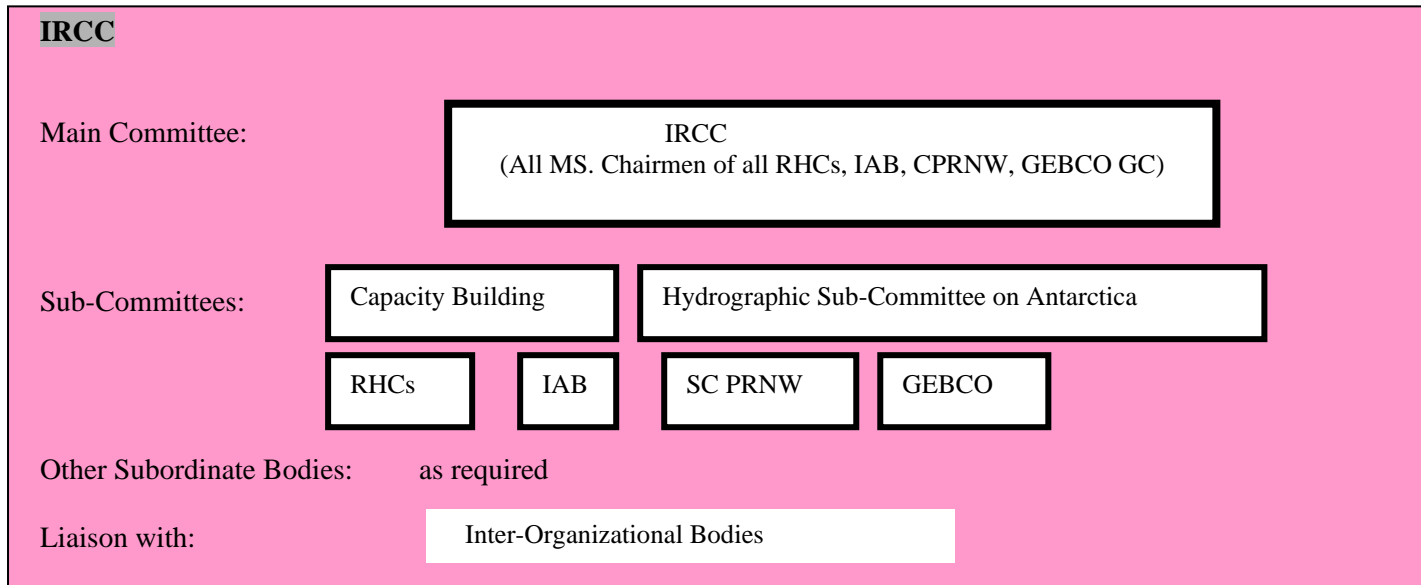
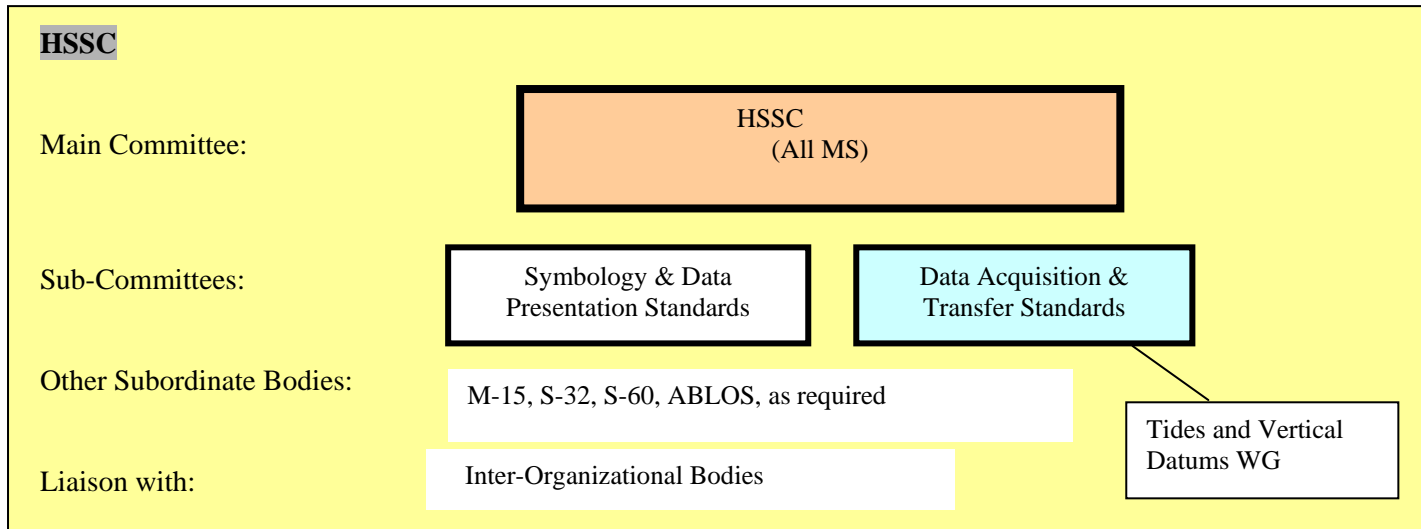
The IHO will have two main committees: The Hydrographic Services and Standards Committee (HSSC); and the Inter Regional Co-ordination Committee (IRCC).

The HSSC will have two Sub-committees: Symbology & Data Presentation Standards (SDPS); and Data Acquisition & Transfer Standards (DATS). The Tidal Committee will become the “Tides and Vertical Datums Working Group”(TVDWG) and will report to DATS.

The IHC also agreed that the chairs of the existing CHRIS and CBC together with the IHB should undertake any necessary further harmonisation of the committee documents, and that the chairs of CHRIS and CBC should assume the position of chairs of the HSSC and IRCC upon their formation and until such time as the committees elect chairs in accordance with the Rules of Procedure.

The following pages show the ToR and RoP for the two HSSC, IRCC and the two HSSC Sub-committees SDPS and DATS. It will be the responsibility of the DATS, with the assistance of the IHOTC, to prepare the ToR and RoP for the TVDWG. It is planned that the Committees and Sub-committees will meet annually.

ORGANIZATIONAL DIAGRAMS FOR HSSC AND IRCC



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).

Terms of Reference

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.
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.
- 3 Study and propose methods and standards for the development and provision of official hydrographic data, nautical products and other related services.
4. Promote technical exchange with other stakeholders, such as type-approval authorities, navigation equipment manufacturers, and the hydrographic data user community.
5. 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.
6. 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). 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.
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.
- 8 Propose the International Hydrographic Conference (“*the International Hydrographic Conference*” to be replaced by “*the Assembly through the Council*” when the Council and Assembly are established), the establishment of new Sub Committees, when needed, supported by a comprehensive cost-benefit analysis.
9. 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.

10. Monitor the work of its coordinating Sub-committees, Working Groups and other bodies directly subordinate to the Committee.
11. Review annually the continuing need for each Working Group previously established by the Committee.
12. Liaise and maintain contact with other relevant IHO Committees to ensure that IHO work activities are coordinated.
13. Liaise with other relevant international organizations and Non-Government International Organizations (NGIOs).

RULES OF PROCEDURE

1. The Committee shall be composed of representatives of Member States. International Organizations and accredited Non-Government International Organizations (NGIOs) may attend Committee Meetings.
2. A Director of the International Hydrographic Bureau (“*the International Hydrographic Bureau*” to be replaced by “*the Secretariat*” when the Secretariat is established) shall act as Secretary to the Committee. 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).
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. 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.
4. 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. The Chairman or any appointed member, as considered necessary, with the agreement of the simple majority of all members of the Committee, can call extraordinary meetings. All intending participants shall inform the Chairman and Secretary at least one month in advance of their intention to attend meetings of the Committee.
5. 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.
6. 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 IHO Member States and posted on the IHO website within three months of a meeting.
7. The working language of the Committee shall be English.

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

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

10. 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.

TERMS OF REFERENCE FOR THE HSSC SUB-COMMITTEES

DATA ACQUISITION AND TRANSFERT STANDARDS SUB COMMITTEE (DATS)	SYMBOLGY AND DATA PRESENTATION STANDARDS SUB COMMITTEE (SDPS)
<u>Purpose:</u> Coordinate the development and maintenance of standards, specifications and guidelines for hydrographic data acquisition and the transfer of hydrographic data.	<u>Purpose:</u> Coordinate the development and maintenance of standards, specifications and guidelines for the portrayal of hydrographic data and information in all relevant media.
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 shown in the table below.	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 shown in the table below.
2. Provide a core of expertise in standards and specifications associated with hydrographic data and provide technical advice and recommendations to HSSC as required.	2. 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.
3. Monitor developments in Data Acquisition and Transfer Standards.	3. Monitor developments in presentation technology and human perception analysis.
4. As directed by the HSSC, establish Working Groups to address specific work items, in conformance with IHO Technical Resolution T1.1 (<i>IHO Technical Resolution T1.1</i> to be replaced by <i>Article 6 of the General Regulations</i> when the amendments to the IHO Convention enter force) and approve their Terms of Reference and Rules of Procedure.	
5. Monitor progress of the relevant sections of the Technical Work Program and propose annual updates to include estimated time frames for progressing tasks.	
6. Liaise with the other HSSC coordinating Sub-committees and Working Groups to ensure that work activities are coordinate.	
7. Liaise with other relevant international organizations, as appropriate in order to fulfil the Technical Work Program.	

<p>8. Report to HSSC, not less than seven weeks before an HSSC meeting, to include:</p> <ul style="list-style-type: none"> 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.
<p>9. These Terms of Reference can be amended in accordance with Technical Resolution T1.1 (present system) or Article 6 of General Regulations (future system).</p>

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).

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).

RULES OF PROCEDURE FOR HSSC SUBCOMMITTEES

1	The Sub-Committees shall be subordinate of the HSSC and their work plans are subject to HSSC approval..
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.
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 (<i>Conference</i> to be replaced by <i>Assembly</i> when the revised IHO Convention enters force) and shall be determined by vote of the Member States present and voting.
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.
5	A Director or other officer of the IHB shall act as Secretary to the coordinating Sub-committee.
6	The working language of the coordinating Sub-committee shall be English.
7	The coordinating Sub-committee shall: <ul style="list-style-type: none"> 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.

8	The coordinating Sub-committee and its Working Groups shall operate by correspondence to the maximum extent practicable.
9	International Organizations and accredited Non-Government International Organizations (NGIOs) may attend meetings of the coordinating Sub-committee.
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.
11	Meetings shall be held once a year unless decided otherwise by the coordinating Sub-committee. The venue and date shall 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.
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.
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.
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.
15	These Rules of Procedure can be amended in accordance with Technical Resolution T1.1 (present system) or Article 6 of General Regulations (future system).