

LIST OF ACTIONS – Updated 11 April 2016

| Agenda Item | Subject | Status/Date | Comments | Action |
|-------------|--|-------------------------------|--|------------|
| Continuous | | | | |
| 6.5 | Compare tidal predictions | On going | Additional suitable data sets for general analysis to be provided by members to IHB | All |
| 6.5 | Compare tidal predictions | On going | Report progress on results and analysis | All |
| 6.4 | Study of long term data sets | On going | All to take long term records to conduct analysis of constituents and to exchange the results | All |
| 6.3 | Inventory of tide gauges | On going | Contact national representative attending RHCs to raise awareness of inventory and encourage input and updating of information | All |
| 6.3 | Inventory of tide gauges | On going | Regularly check entries and provide up-dates and amendments to IHB as necessary | All |
| 6.9 | Actual Tides On-line Link | On going | Check and provide up-dates and amendments to the information provided to ensure content is current and all links work | All |
| TWLWG 7 | | | | |
| 5 | Tidal Height Product Specification | 29 May Complete | Complete editorial review of current draft the circulate for comment | AUS |
| 5 | Tidal Height Product Specification | 12 Jun Complete | Provide feedback on draft Tidal Height Product Specification | All |
| 5 | Tidal Height Product Specification | 26 Jun | Collect feedback comments and upload to TWCWG website | AUS/IHB |
| 6.1 | Standard Constituent List | TWCWG1 | Add additional data and upload to website for further comment. | UK/IHB/All |
| 6.2 | Standard for Digital Tide Tables | TWCWG1 | Provide feedback on list of fundamental attributes to allow revised list to be created | USA/All |
| 6.4 | Study of long term data sets | 22 May Complete | Provide URL of government website for inclusion in final meeting report | NOR |
| 6.4 | Study of long term data sets | 26 Jun | Provide a document on the results obtained to date for publication on the IHO website | USA/All |
| 6.7 | Exchange of harmonic constants / predictions | 22 May | Provide a copy of an XML constituent file to UK | ROK |

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| 6.7 | Exchange of harmonic constants / predictions | TWCWG1 | Investigate differences and commonalities of metadata and propose a way ahead for development of a standard transfer format | UK/CAN/NOR |
| 6.9 | Actual Tides On-line Link | 26 Jun Complete | Convert the list into an Excel spread sheet for circulation by IHB | AUS/IHB |
| 7.1 | IHO Resolution 3/1919 | HSSC7 Complete | Included revised version as an Annex to the final meeting report and the TWLWG report to HSSC7 | Chair/IHB |
| 7.2 | Review of IHO Charting Specifications | HSSC7 Complete | Recommendation Resolution 1/2008 be moved into section 2.2 of IHO publication M-3 to be report to HSSC7 | Chair/IHB |
| 7.2 | Review of IHO Charting Specifications | HSSC7 Complete | Recommendation Resolution 3/1917 be moved into section 2.2 of IHO publication M-3 to be report to HSSC7 | Chair/IHB |
| 9 | Capacity Building | 26 Jun Complete | Provide information on the slides reviewed during the meeting to RSA | UK |
| 9 | Capacity Building | 26 Jun | Provide the amendments and comments on sections to RSA | UK/USA/CAN/CHL |
| 10.1 | TWCWG ToRs and RoPs | HSSC7 Complete | Propose 'relevant oceanographic data' be added to cover water density and other closely related parameters. The amendments would be submitted in the report to HSSC7. | Chair/IHB |
| 10.2 | TWCWG Work Plan 2016-2017 | 31 Jul Complete | Provide comment prior to submitting draft to HSSC7 with TWLWG report | Chair/IHB/All |
| 10.3 | SCPT ToRs and RoPs | 13 May Complete | Draft ToRs and RoPs would be presented at SCWG3 | IHB |
| 10.4 | SCPT Work Plan 2016-2017 | 2 May Complete | Provide Word version to Chair SCWG | IHB |
| 10.4 | SCPT Work Plan 2016-2017 | 14 May Complete | Submit draft to SCWG3 for confirmation and submission to TWCWG1 | Chair/IHB |
| 11 | Any other business | 14 May Complete | Vice-Chair TWLWG requested the Chair of SCWG either for that WG to reform as the SCPT or to be absorbed as a Work Package item on completion of their meeting in Tokyo in May, this process would be discussed at SCWG3. | Vice-Chair TWLWG/Chair SCWG |
| 12 | TWCWG 1 venue and dates | 26 Jun Complete | BRZ to investigate hosting TWCWG1 and to discuss appropriate dates and circulate an initial letter of invitation and posted on the website. Notification | BRZ/IHB |

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| | | | received that BRZ able to host TWCWG1, location tbc | |
| 13 | Action List | TWCWG1 | Keep IHB and the Chair informed of progress with allocated actions | All |
| 15 | TWLWG7 Draft Report | 8 May Complete | Draft to be circulated for comment | IHB |
| 15 | TWLWG7 Draft Report | 22 May Complete | All to provide comments on draft report | All |
| 15 | TWLWG7 Final Report | 5 Jun Complete | Publish final report | IHB |
| 15 | Report to HSSG7 | 31 Jul Complete | Draft report for review and amendment. | Chair/vice-Chair/IHB |