

# **Tides, Water Level and Currents Working Group (TWCWG)**

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

Reference: 6<sup>th</sup> HSSC Meeting (Viña del Mar, Chile, November 2014)

### **1. Objective**

- a) To provide technical advice and coordination on matters related to tides, water levels, currents and vertical datum, including integrated water level/current data models.
- b) To support the development and maintenance of related specifications in liaison with the relevant IHO bodies and non-IHO entities;
- c) To develop and maintain the IHO publications for which the WG is responsible.

### **2. Authority**

This WG is a subsidiary of the Hydrographic Services and Standards Committee (HSSC). Its work is subject to HSSC approval.

### **3. Composition and Chairmanship**

- a) The WG shall comprise representatives of IHO Member States (MS), Expert Contributors (EC), observers from accredited 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 WG.
- c) The Chair and Vice-Chair shall 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 Conference (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) If a secretary is required it should normally be drawn from a member of the WG.
- 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.
- f) ECs shall seek approval of membership from the Chair.
- g) EC membership may be withdrawn in the event that a majority of the MS represented in the WG agrees that an EC’s continued participation is irrelevant or unconstructive to the work of the WG.
- h) All members shall inform the Chair in advance of their intention to attend meetings of the WG.
- i) In the event that a large number of EC members seek to attend a meeting, the Chair may restrict attendance by inviting ECs to act through one or more collective representatives.

### **4. Procedures**

- a) The WG should:
  - (i) monitor and develop the use of tidal, water level and current information including integrated water level/current data models;
  - (ii) advise on the use of vertical datums;
  - (iii) advise on tidal, water level and current observation, analysis and prediction;

- (iv) advise on matters concerning exchange, distribution and use of tidal, water level and current related data/information;
  - (v) study principles and contribute to the development of improved methods for conveying tidal, water level and current information to mariners and other users;
  - (vi) keep under review the relevant IHO publications and resolutions in order to advise HSSC on their updating;
  - (vii) draft or revise guidance document(s), resolutions and specifications as appropriate and as instructed by HSSC; and
  - (viii) consider new related topics as instructed by HSSC and advise HSSC accordingly.
- b) The WG should work by correspondence, teleconferences, group meetings, workshops or symposia. The WG should meet about once a year. When meetings are scheduled, and in order to allow any WG submissions and reports to be submitted to HSSC on time, WG meetings should not normally occur later than nine weeks before a meeting of the HSSC.
  - c) Decisions should generally be made by consensus. If votes are required on issues or to endorse proposals presented to the WG, only MS may cast a vote. Votes at meetings shall be on the basis of one vote per MS represented at the meeting. Votes by correspondence shall be on the basis of one vote per MS represented in the WG.
  - d) The date and venue of group meetings shall normally be announced by the Chair at least six months in advance.
  - e) The draft record of meetings shall be distributed by the Chair (or 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 posted on the IHO website within three months after a meeting.
  - f) Sub-working groups and project teams may be created by the WG or proposed to HSSC to undertake detailed work on specific topics. The terms of reference and rules of procedure of the sub-working groups and project teams are determined or proposed by the WG as appropriate.
  - g) The WG should liaise with other IHO bodies, international organizations and industry to ensure the relevance of its work.
  - h) The WG should prepare annually a report on its activities and a rolling two-year work plan, including expected time frame.