

**2<sup>nd</sup> NCWG MEETING  
IHB, Monaco 26-28 April 2016**

**Paper for Consideration by NCWG  
NCWG TERMS OF REFERENCE**

<b>Submitted by:</b>	Chair/Secretary
<b>Executive Summary:</b>	The NCWG TOR on the IHB website differ in certain respects from the draft agreed at CSPCWG11/NCWG1.
<b>Related Documents:</b>	NCWG1 Report Annex F; HSSC7-05.6A rev2 Annex B; HSSC7-05.6G
<b>Related Projects:</b>	None

**Introduction:**

1. The CSPCWG11/NCWG1 meeting agreed draft Terms of Reference (TOR) (see Report Annex F). These were offered to HSSC7 for endorsement (see NCWG2-04.1A, Annex B), with comments and suggested changes to the draft submitted by the IHB (see [HSSC7-05.6G Comments-on-NCWG-Report final.pdf](#)). HSSC delegated drafting of the final wording to the NCWG Chair and HSSC Secretary (IHB) to agree, and the final draft was approved at HSSC7.

**Discussion:**

2. As the draft had been modelled as far as possible on TOR of other HSSC WGs, only a few alterations were agreed; see coloured sections at Annex. In some cases, our 'improved' wording has been offered to other WGs for incorporation into their TOR.
3. In the cases where changes between the NCWG draft and the final version are shown in the Annex, the following comments are offered:
  - 3f: the change makes no difference to WG practice.
  - 4b: to date, the change would make no difference to WG practice, but appears to rule out the option of deciding on missing a meeting in any year because of a lack of business to make it worthwhile.
  - 4d: the rearrangement of the guidance makes little difference. However, the revised last sentence represents a significant departure from our normal practice in dealing with votes by correspondence. It no longer makes clear whether and how 'votes' by non-responding members (usually between 5 and 10 members) should be counted.
  - 4h: the change makes no difference to WG practice.

**Conclusion:**

4. The change at 4d introduces a lack of clarity and could make a substantive alteration to WG practice. The other changes are essentially neutral.

**Recommendation:**

5. Accept the changes at 3f, 4b and 4h. At 4d, the last sentence could be clarified, by the insertion of one word:

Votes by correspondence shall be on the basis of one vote per **responding MS** represented in the WG.

**Justification:**

6. This will ensure clarity in understanding the wishes of the members of the WG.

**Action required of NCWG:**

7. The NCWG is invited to endorse the above recommendation.

**NCWG TERMS OF REFERENCE  
(as currently included on IHO website)**

Where NCWG draft was agreed unchanged, this is shown in black below. Where the IHB insisted on a change of wording, the NCWG agreed wording is shown in red with the IHB version shown in blue.

**NAUTICAL CARTOGRAPHY WORKING GROUP (NCWG)**

(Formerly the Chart Standardization and Paper Chart Working Group - CSPCWG)

- Ref:*
- 1) 1<sup>st</sup> HSSC Meeting (Singapore, October 2009)
  - 2) 4<sup>th</sup> HSSC Meeting (Taunton, United Kingdom, September 2012)
  - 3) 6<sup>th</sup> HSSC Meeting (Viña del Mar, Chile, November 2014) (name change only)
  - 4) 7<sup>th</sup> HSSC Meeting (Busan, Republic of Korea, November 2015)

**1. Objectives**

- a) To provide expert and authoritative advice and guidance to relevant IHO bodies and non-IHO entities on the concepts of nautical cartography, including
  - (i) Its application to nautical charts existing in any physical or digital form;
  - (ii) The development of specifications for symbolization of any data required to be displayed on nautical charts;
  - (iii) The integration of the nautical chart and other cartographic products for e-Navigation. This includes resolving portrayal issues related to the simultaneous display of a nautical chart in combination with navigational information and non-navigational information within an integrated navigation system.
- b) To provide expertise to the International Board on Standards of Competence for Hydrographic Surveyors and Nautical Cartographers (IBSC) on the standards of competence for cartographers when deemed necessary.
- c) To monitor the development of other relevant international standards.

**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 Chair**

- a) The WG 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) The Chair will monitor membership to ensure that each Regional Hydrographic Commission is invited to be represented on the WG.
- c) EC membership is open to entities and organizations that can provide a relevant and constructive contribution to the work of the WG.
- d) 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.

- e) A Secretary should be appointed to ensure the smooth running of WG business; to administer consultation and collation of members' views; and may act as Editor of the WG's publications. The position is normally filled by a member of the WG.
- f) 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 NCWG meeting or by correspondence between Working Group meetings] during the period between two ordinary sessions of the Conference ("Conference" to be replaced by "Assembly" when the revised IHO Convention enters into force) an election should be conducted at the next meeting of the Working Group or by correspondence.
- g) ECs shall seek approval of membership from the Chair.
- h) EC membership may be withdrawn if 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.
- i) All members shall inform the Chair in advance of their intention to attend meetings of the WG.
- j) 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's main tasks are listed at (1) above and are amplified here:
  - (i) Keep under continuous review the IHO publication S-4 'Regulations of the IHO for International (INT) Charts and Chart Specifications of the IHO', in order to advise the HSSC on their updating, design and format and the portrayal of symbols. Note: S-4 is supplemented by:
    - INT 1 'Symbols, Abbreviations and Terms used on Charts'
    - INT 2 'Borders, Graduation, Grids and Linear Scales'
    - INT 3 'Use of Symbols and Abbreviations'These supplementary documents are maintained by individual MS, under the supervision of NCWG.
  - (ii) Advise the HSSC on suggestions put forward by MS to update S-4, in accordance with IHO Specification B-160, with the goal of achieving the maximum possible adherence by MS to the Regulations and Specifications.
  - (iii) Keep under continuous review S-11 Part A 'Guidance for the Preparation and Maintenance of International Chart Schemes' in order to advise the HSSC on its updating.
  - (iv) Advise the IHB ("IHB" to be replaced by "IHO Secretariat" when the IHO Secretariat is established) and Regional Hydrographic Commissions, as appropriate, on the work of International Charting

Coordination Working Groups (ICCWG) or Regional Charting Groups (RCG) in order to promote the production of international (INT) charts.

- (v) Offer advice based on the WG experience to ICCWG/RCG and individual MS, on chart schemes and cartographic work, in order to strongly encourage adherence to IHO charting specifications.
- b) [The WG conducts its business mainly by correspondence. It will also plan to hold meetings at least once every two years, dependant on membership support and business needs.] 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.
- d) Decisions shall generally be made by consensus. If votes are required on issues or to endorse proposals presented to the WG, [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.] 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.
- e) The date and venue of WG meetings shall normally be announced by the Chair at least six months in advance.
- f) 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.
- g) 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.
- h) The WG will maintain close liaison with other HSSC WGs, particularly those developing and maintaining S-100 based products, and other international and IHO bodies, the ENCWG, NIPWG and S-100WG, and other groups developing and maintaining S-100 based products. The WG should liaise also with other IHO bodies, international organizations and industry, as appropriate and as instructed by HSSC.
- i) The WG should prepare annually a report on its activities and a rolling two-year work plan, including expected time frame.