

SNPWG TOR	NIPWG TOR	Remarks
Objective	Objective	
To develop guidelines for the preparation of nautical publications, in a format compatible with digital information systems including but not limited to ECDIS.	a. To develop and maintain guidance, resolutions and specifications in order to provide shipboard users the necessary and up-to-date information in a timely manner to allow for the planning of a safe route for the intended voyage and the safeguarding of the ship's navigation throughout the voyage.	Do these new objectives accurately portray what we have been doing in SNPWG as well as our tasking in the new WG?
	b. To support the development and maintenance of related specifications in liaison with the relevant IHO bodies and non-IHO entities.	Do these new objectives accurately portray what we have been doing in SNPWG as well as our tasking in the new WG?
	c. To monitor the evolution of the requirements and regulations of marine navigation.	Do these new objectives accurately portray what we have been doing in SNPWG as well as our tasking in the new WG?
	d. To develop and maintain the relevant IHO publications for which the WG is responsible.	Do these new objectives accurately portray what we have been doing in SNPWG as well as our tasking in the new WG?

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Definition	Definition	
<p>A Nautical Publication is a special-purpose book or a specially compiled database that is issued officially by or on the authority of a Government, authorized Hydrographic Office, or other relevant government institution and is designed to meet the requirements of marine navigation. Nautical publications include but are not limited to:</p> <ul style="list-style-type: none"> Distance Tables List of Buoys and Beacons List of Lights List of Radio Signals List of Symbols Abbreviations and Terms used on Charts Mariners' Handbooks Notices to Mariners Routeing Guides Sailing Directions Tidal Stream Atlases Tide Tables <p>Nautical publications can be made available in a paper or a digital format.</p>	--	<p>Removed from SNPWG TOR. Does the NIPWG TOR need a definition of Nautical Information?</p>

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Authority	Authority	
<p>This WG is a subsidiary of the Hydrographic Services and Standards Committee (HSSC). Its work is subject to HSSC approval.</p>	<p>This WG is a subsidiary of the Hydrographic Services and Standards Committee (HSSC). Its work is subject to HSSC approval.</p>	<p>No change.</p>

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SNPWG TOR	NIPWG TOR	Remarks
Composition and Chairmanship	Composition and Chairmanship	
The WG shall comprise representatives of IHO Member States (M/S), Expert Contributors and Accredited NGO Observers.	The WG shall comprise representatives of IHO Member States (MS), Expert Contributors (EC), observers from accredited NGO, 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.	Added an IHB representative and a requirement to maintain a membership list on the IHO web site.
Decisions should generally be made by consensus. If votes are required on issues or to endorse proposals presented to the WG, only M/S may cast a vote. Votes shall be on the basis of one vote per M/S represented.	--	Transferred to NIPWG Procedures.
Expert Contributor membership is open to entities and organizations that can provide a relevant and constructive contribution to the work of the WG.	EC membership is open to entities and organizations that can provide a relevant and constructive contribution to the work of the WG.	No change.
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.	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.	No change.

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Composition and Chairmanship (continued)	Composition and Chairmanship (continued)	
--	If a secretary is required it should normally be drawn from a member of the WG.	New.
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 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.	No change.
Expert Contributors shall seek approval of membership from the Chairman.	ECs shall seek approval of membership from the Chair.	No change.
Expert Contributor membership may be withdrawn in the event that a majority of the M/S represented in the WG agree that an Expert Contributor's continued participation is irrelevant or unconstructive to the work of the WG.	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.	No change.
All members shall inform the Chairman in advance of their intention to attend meetings of the WG.	All members shall inform the Chair in advance of their intention to attend meetings of the WG.	No change.
In the event that a large number of Expert Contributor members seek to attend a meeting, the Chairman may restrict attendance by inviting Expert Contributors to act through one or more collective representatives.	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.	No change.

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Procedures	Procedures	
The WG should:	The WG should:	
a. Investigate the data format specifications, content and display requirements of digital nautical publications intended for use in ECDIS and other information display devices.	--	
b. Draft guidance document(s) and/or revised technical resolutions, as appropriate.	--	
c. Liaise with relevant IHO Technical WG's to ensure technical feasibility and compatibility of any developed proposals.	--	This item or its equivalent should be included in the NIPWG TOR since the proposed reorganization involves a working relationship with the new S-100WG (See Annex D).
--	a. Keep under review the relevant IHO publications and resolutions in order to advise HSSC on their updating.	New.
--	b. Draft or revise guidance documents, resolutions and specifications as appropriate and as instructed by HSSC.	New.
--	c. Advise the IHB ("IHB" to be replaced by "IHO Secretariat" when the IHO Secretariat is established) and the Regional Hydrographic Commissions, as appropriate, on the work of the International Charting Coordination Working Groups (ICCWG) or the Regional Charting Groups (RCG) in order to promote the coordinated production of nautical charts and publications. (The role of the WG is purely consultative.)	New. This clause is not applicable while the CSPCWG is maintained.

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Procedures (continued)	Procedures (continued)	
--	d. Offer advice based on the WG experience on issues relevant to ICCWG/RCG and individual Member States, on chart schemes and on cartographic work, in order to strongly encourage adherence to IHO charting specifications. (The role of the WG is purely consultative.)	New. This clause is not applicable while the CSPCWG is maintained.
--	e. Keep under review relevant requirements and regulations of marine navigation and advise HSSC accordingly.	New.
--	f. Monitor the operational performance of IHO specifications, the progress in relevant technologies and navigational equipment, and the feedback from users.	New.
--	g. Consider new relevant topics as instructed by HSSC and advise HSSC accordingly.	New.
The WG should work primarily by correspondence. The WG should attempt to meet at least once every two years, normally in connection with another convenient IHO forum. 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.	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.	Meeting changed from once every 2 years to once every year.

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Procedures (continued)	Procedures (continued)	
--	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.	Transferred from SNPWG Composition and Chairmanship.
--	The date and venue of group meetings shall normally be announced by the Chair at least six months in advance.	New.
--	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 dispatch. Final minutes of meetings should be posted on the IHO website within three months after a meeting.	New.
--	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.	New.

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Procedures (continued)	Procedures (continued)	
--	The WG should liaise with other IHO bodies, international organizations and industry to ensure the relevance of its work.	New.
The WG should identify a work program for each year, including expected time frame.	The WG should prepare annually a report on its activities and a rolling two-year work plan, including expected time frame.	Changed to an annual report with a rolling 2-year work plan.

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