

**NAUTICAL CARTOGRAPHY WORKING GROUP (NCWG)**  
(Formerly the Chart Standardization and Paper Chart Working Group - CSPCWG)

**Terms of Reference and Rules of Procedure**

- 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)
  - 5) 8<sup>th</sup> HSSC Meeting (Monaco, November 2016) (clarification in section 4.c only)
  - 6) 9<sup>th</sup> HSSC Meeting (Ottawa, Canada, November 2017) (editorial changes, and 4.a) (iii)

**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 Chairmanship**

- 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 IHO Secretariat. 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 Assembly 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 during the period between two ordinary sessions of the Assembly 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 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.
  - 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 (INT) Chart and ENC Schemes' in order to advise the HSSC on its updating.
  - (iv) Advise the IHO Secretariat 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 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 responding 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 will maintain close liaison with other HSSC WGs, particularly 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.
- h) The WG should prepare annually a report on its activities and a rolling two-year work plan, including expected time frame.