

**1ST MEETING OF THE S-100 WORKING GROUP
Ottawa, Canada, 2 - 6 February 2015**

**Paper for Consideration by S-100WG
Resourcing the function of S-100 GI Registry Manager**

Submitted by:	IHB
Executive Summary:	This paper reports on the outcome of the consultation of IHO Member States on resourcing the function of S-100 GI Registry Manager and invites the S-100WG to develop recommendations for further consideration by the HSSC Chair Group.
Related Documents:	IHO CL 77/2014 dated 28 November - <i>Call for resourcing the function of S-100 GI Registry Manager</i> Minutes of HSSC-6.
Related Projects:	Implementation of S-99 and S-100.

Background

1. The roles, responsibilities and procedures for operating and managing the GI Registry and its component Registers are described in IHO Publication S-99 (Reference B). The day-to-day operation of the GI Registry is the responsibility of the Registry Manager.
2. The S-100 GI Registry has been managed, since its inception, by Mr. Barrie Greenslade, Chair of TSMAD, on a part-time basis, through the generous and continuing support of UK. Mr. Greenslade has been playing a major role in developing and maintaining the Registry. He also acts as the manager of two component Registers in the Registry, both of which fall under the responsibility of the IHO, namely the Feature Concept Dictionary Register and the Product Specification Register.
3. At its 6th meeting, the HSSC was informed by UK that Mr. Greenslade is expected to retire by the end of February 2015.
4. Noting that it was essential to ensure the continuity of the administration of the S-100 GI Registry and Registers under IHO responsibility, the HSSC agreed that a short-term solution, which might need to be extended into 2016, was required and tasked the IHB to seek in-kind support from IHO Member States, on the basis of a job description prepared during the meeting.
5. Based on the outcome of the consultation of the Member States, the HSSC agreed that the HSSC Chair Group would implement a short term solution in liaison with the IHB.
6. The new S-100WG was tasked to investigate a long term solution providing adequate robustness and report at HSSC-7 in November 2015.
7. IHO Member States were invited through IHO CL 77/2014 dated 28 November to report on any possibility to provide in-kind support on the basis of the job description attached at Annex A. This paper reports on the responses of Member States.

Input from IHO Member States

8. As of 20 January 2015, the following nine Member States have responded to CL 77/2014: Australia, Chile, France, Portugal, Republic of Korea (ROK), Spain, Sweden, UK, USA. Three Member States offered in-kind support: ROK, UK and USA. Their inputs are summarized at Annex B.

Way forward

9. Based on the offers received, the IHB suggests the following arrangements for the consideration of the S-100WG:
 - (i) IHB to appoint Ms Su Marks as Registry Manager upon retirement of Mr Barrie Greenslade, in accordance with the provisions of IHO Publication S-99;
 - (ii) Outgoing and ingoing Registry Manager to plan and implement an handover period for administration tasks, in liaison with the IHB;
 - (iii) S-100WG to identify issues requiring initiating development tasks before the end of 2015 and, if relevant, elaborate a short term development plan in connection with the adoption of S-100 Edition 2.0.0, taking into account the offers of ROK and USA;
 - (iv) S-100WG to review the options to continue the operation and development of the Registry beyond 31 December 2015 in connection with the preparation of the IHO Budget for 2016;
 - (v) S-100WG to report to HSSC-7.
10. In accordance with action HSSC6/19, the IHB will report the recommendations of the S-100WG to the HSSC Chair Group in order to finalize a short term solution by 1 March 2015.

Action required of the S-100WG

11. The S-100WG is invited to:
 - a. **Note** this report,
 - b. **Consider** the arrangements suggested in section 7;
 - c. **Report** its recommendations to the IHB;
 - d. **Take any other actions** considered necessary.

Annex A
JOB DESCRIPTION OF THE S-100 GI REGISTRY MANAGER

Primary tasks: GI Registry Manager

- Process requests for adding new domains in the registry in accordance with S-99;
- Manage the account information for the Register Managers - for example, change of personnel, contact details etc.;
- Manage the account information and membership of the Control Bodies;
- Process requests for Submitting Organization status, consulting individual Register Managers if necessary;
- Act as the focal point for managing appeals across all Registers;
- Maintain database and programming software, deploying new versions when necessary;
- Participate in the ongoing development of register databases by assisting Register Managers in adding and modifying database tables as necessary;
- Weekly check to ensure the automated database backup is operating correctly;
- Report Registry activity to S-100WG on an annual basis.

Secondary tasks: Register Manager of the Feature Concept Dictionary and Product Specifications Registers

- Sustain the necessary coordination between Submitting Organizations, Control Bodies and the Registry Manager;
- Inspect and process the various application forms;
- Maintain items within the Registers;
- Maintain the lists of Submitting Organizations; and
- Report Register activity to S-100 WG on an annual basis.

Skills required

- Fluent in oral and written English;
- Familiar with IHO standardization processes;
- Knowledge of S-100 in general and in particular Parts 2 (Management of Registries) and 2A (Feature Concept Dictionary);
- Working knowledge of database management.

Other desired skills

- Working knowledge of the following software applications:
 - o MySQL,
 - o PHP,
 - o HTML,
 - o JavaScript.

Workload

- 1 full day per week on average.
Notes:
 1. Surges of activity may require consecutive days of work from time to time.
 2. Participation in working group meetings comes in addition of the average workload.

Timeline

- Progressive transition from 1 February 2015 (including attending the 1st meeting of the S-100 Working Group in Ottawa, Canada, 2-6 February 2015);
- Assumption of duty from 1 March 2015;
- Prolongation beyond 31 December 2015 to be considered at HSSC-7 (November 2015).

Annex B

S-100 GI REGISTRY MANAGER SUPPORT OFFERED BY MEMBER STATES

Republic of Korea

KHOA is willing to actively support the management and improvement of the Registry.

(...)

KHOA is able to support the items below:

1. Database Stabilization support in aligns with:

- S-100 edition 2.0.0
- Feature Catalogue Builder
- Portrayal Catalogue Builder

2. To improve the user interface of the registry.

UK

UK is able to continue to provide routine administrative support to the S-100 Registry, but not the full role of the Registry Manager as defined in CL77/14.

Upon Barrie Greenslade's retirement, Miss Su Marks will continue to ensure that the registry is operational, until otherwise advised, but will not take on any development tasks. Su Marks will provide support by correspondence. Her contact details are: Sue.Marks@ukho.gov.uk Telephone number +44(0)1823 337900 X 3600.

USA

With this understanding (that the administrative component of the job description can currently be met with existing staff resources) in mind, NOAA would be willing to help address the programmatic support component by offering in kind support.

The United States is prepared to offer 20-30% Full Time Equivalent position of a qualified expert to address the following "programmatic support" tasks:

1. Ensuring the database infrastructure aligns to S-100 Edition 2.0.0
2. Ensuring that proper backups are made (where- here? there?)
3. Improving the S-100 registry interface to improve user experience
4. Establishing the connection between the S- 100 Register and the Feature and Portrayal Catalogue builders.
5. Troubleshooting database security issues

As we do not anticipate the above constituting a full time position, we would offer the support staff be based in the United States. And, we would be prepared to commit at this time such support until December 31, 2015 to provide the Bureau and membership time to consider next steps. If travel were deemed necessary, we would also commit to offer funding for a trip or two during this period.