

**15th Baltic Sea Hydrographic Commission (BSHC)
Conference
Gdynia, 21st – 23rd September 2010
MINUTES**

A. Opening Formalities**A1 Opening the Conference**

On behalf of the Polish Navy, Rear Admiral Dyrcox welcomed all delegates to the Polish Naval Academy. Poland was happy to host this 15th BSHC especially due to the fact that the Polish Hydrographic Service this year celebrates its 90th anniversary. All Polish institutions involved in hydrographic activities will celebrate this occasion.

The Chairman, Charlotte Wiin Havsteen, opened the 15th BSHC Conference on the 21st September 2010 at 14:00. She warmly welcomed the delegates to the Conference and asked everyone to briefly introduce themselves. The chairman informed that the Russian delegation was delayed due to visa problems. (The Russian delegation arrived on the second day of the conference). The chairman expressed her gratitude to Poland for hosting the meeting.

A2 Welcome from the host country

Captain Nitner was delighted to have the 15th BSHC conference in Poland. Captain Nitner presented his staff at the Polish Hydrographic Office, and afterwards Cdr Tuszyński gave details regarding the practical arrangements for the conference.

A3 Adoption of Agenda

The Agenda was adopted with the following changes:

- LV asked to have F7 moved to an item under section B of the agenda.
- GE asked to present status of the INTERREG-project BALTSEAPLAN under section H of the agenda.
- ES asked to give a presentation about WMS services in Estonia – agenda item D1.

A4 Minutes and actions of the 14th Conference

The Minutes of the last BSHC Conference were endorsed by the 15th Conference. The list of actions was reviewed.

Ad 1: Done

Ad 2: See B2

Ad 3: Done – See B3

Ad 4: Done – see C2

Ad 5: Done see F4

Ad 6: Done see D1

Ad 7: Discussions with the EU focal point were held prior to this meeting, but it was decided that it was more appropriate to send a letter after this meeting. This was considered a task for the new chairman (see action list item 1)

Ad 8: Done
Ad 9: Done
Ad 10: DK: The letter was not send. To be discussed under agenda F6
Ad 11: See F6
Ad 12: To be kept on agenda
Ad 13: Letter is sent. See F5
Ad 14: Done - See F2
Ad 15: Done
Ad 16: Done

B. Strategic aspects of further development of the IHO

B1 Report from the IHB

Stephen Shipman presented the report from the IHB. Regarding the question of a representative from each regional conference to the IHO editorial board, GE asked if there was a need for a reviewer or a member from BSHC to join the editorial board. Dr. Mathias Jonas (GE) volunteered as a member of the editorial board.

PL: By the end of September, Poland will have sent their answer for a formal approval of Protocol of Amendments.

The Commission took note of the information presented by the IHB - see EN.

B2 Cooperation within the IRCC

DK presented relevant items from IRCC-2 meeting that should be considered by members of BSHC – see EN.

Ad action 01: This task is proceeding according to plan.

Ad action 02: No apparent action for BSCH members.

Ad action 05/a: To be considered under G1. BSHC members well aware of this matter.

Ad action 05/b: This Commission is well prepared on this matter.

Ad action 05/c: IHB: Was written it in 2005 (after tsunami). Not very relevant in this region.

Ad action 05/d: One associate member in BSHC. BSHC could consider reviewing statutes so that Estonia can become full member.

Ad action 06: GE has volunteered with a new member.

Ad action 12: LV considers this item not very relevant for BSHC since no major events have taken place.

B2-2 CBSC

LV reported about the result of the last Meeting of the Capacity Building Sub Committee in New Orleans. The next meeting will take place in Brazil on the 23 – 25 May 2011, prior to IRCC3.

The Commission took note of the information presented by LV.

B3 The implementation process of S-100

The Chairman started a discussion concerning the current and future use of S-100 within BSHC member states.

GE mentioned that the first of S-100 based products will be on items which today are found in S-57. From 2012 new generation ENC and more hydrographic data products based on S-100 framework are expected to be available.

The Chairman expressed concerns about a future possible confusion between E-navigation and S-100. GE and IHB stated that there should be no confusion or contradictions between S-100 and E-navigation. It is likely that the universal hydrographic data model as contained in S-100 will form an important element of the overall framework of E-navigation.

According to IHB, – Norway has called to a meeting workshop on maritime data modelling in Monaco in the beginning of November. Here a discussion is planned on how S-100 could support E-navigation.

The Chairman ended the discussion on S-100 by saying that it is important that the E-navigation community is aware of S-100 and IHO and what there is available to them.

C. Strategic aspects concerning technical issues of the activities of HOs

C1 National Reports

FI gave a brief presentation on their organizational changes. To this GE asked if there had been any measurable effects to the organizational changes. FI replied that the spreading of the maritime community to different departments seems to be a disadvantage. As an advantage more funds seem to be available for carrying out hydrographic tasks.

DK commented their national report by underlining that the survey production has been optimized by 30 – 40 % due new manning of survey vessels and the introduction of new survey equipment.

GE asked IHB and DK to comment on the use of Virtual Aids to Navigation. DK presented the latest use of Virtual Aids to Navigation. A report that describes the use of Virtual Aids to Navigation has been made by DK and it is available to all BSHC members at DaMSA webpage http://frv.dk/en/About_us/Publications . IHB mentioned that they have been worried about the lack of discussion relating to this matter, especially after Japan's proposal for new symbols. Virtual Aids to Navigation have been put on the NAV56 agenda and there is a proposal submitted to MSC88 to extend the NAV Work Programme Item to include the establishment of a policy for the use of Virtual AtoN.

LV informed that List of Lights has been made available on the WWW for free. It is no longer available as a paper copy. GE asked if this was in compliance with SOLAS since this publication is meant to be carried on board. LV replied that the Master may copy and print the publication from the www.msa.it/Hydrography/Nautical_publications.

The Chairman thanked the Member States for providing their national reports and the Commission took note of the valuable information.

C2 Marine Spatial Data Infrastructure (MSDI)

DK presented a paper regarding the status and initiatives related to MSDI in the Baltic Sea. The presentation ended by asking BSHC to initiate a study of MSDI in the Baltic. This was to be accomplished by establishing a MSDI Working Group within the scope of BSHC.

The proposal was followed by a long discussion among the BSHC members. All members agreed on the importance of this topic. IHB noted that good results have been achieved by other BSHC WG.

GE stressed that this topic might include a survey of INSPIRE activities that are found in different countries. In other words: How do different countries fulfill the INSPIRE Directive?

The Commission agreed to establish an MSDI WG.

DK presented a proposal for TOR/ROP.

On request of SE, it was decided that: "The Chair of BSMSDI WG can on request coordinate BSHC Member State views on MSDI topics and present them at the IHO MSDIWG". The TOR/ROP was amended to reflect this.

The proposed TOR/ROP was approved by the Commission.

Each Member State is to appoint an expert to the new MSDI WG (See action list item 2).

DK (Jens Peter Hartmann) was elected as Chair of the BSMSDIWG

C3 Depiction of gas-pipelines on nautical charts after consulting the authorities

The Commission took note of the information presented by GE (see EN)

D. Strategic aspects concerning administrative and marketing activities of HOs**D1 Leisure craft charts for the Baltic Sea – Results of the questionnaire**

The questionnaire was presented to the Commission by GE. The presented aggregation of the received replies was endorsed by the commission. GE ended their presentation by asking if HO's should produce common official printed or digital charts for leisure crafts.

Different types of problems regarding common official printed or digital charts were presented by the delegates. Will a common digital chart product require specific software/hardware? Is there a market for such a product? How could maintenance be organized?

FI stated that there should be certified digital products in the markets in the future since prices continue to decrease. SE expressed concerns about the timing because there are presently enough digital charts on the market and it is probably too late to start producing own printed or digital chart products.

Several delegates mentioned that there is a tendency towards making data free of cost for the user.

DK stated that a minimum quality assurance is needed for the producers of digital charts on the private market.

On the 2nd day of the conference Estonia gave a presentation on “ Web Map Service (WMS) in the Estonian Maritime Administration” www.vta.ee This presentation illustrated how WMS can be of benefit also for leisure crafts as many leisure crafts have been using this service .

The Commission took note of the information presented by GE and ES and congratulated ES on their progress on this subject.

D2 The HELCOM Moscow 2010 Declaration

FI gave a presentation on the development of the “HELCOM Moscow 2010 Declaration” and also a presentation of the final Declaration, including the new re-survey scheme.

All BSHC Member States confirmed their commitment to the implementation of the new re-survey scheme as required by the Moscow Ministerial Declaration.

FI also presented their national actions for ECDIS training and asked the Commission for common follow up of the national mariners training actions and plans within the area of BSHC.

There was a common understanding amongst the delegates that ECDIS training is not a task for HO's. GE mentioned that the newest STCW “Manila Amendment” from June 2010 includes an implementation of former IMO ECDIS training model course as a certified ECDIS course. In future, each mariner who wishes to serve on an ECDIS equipped ship has to undergo this certified training course. The new requirement comes into force by 1. January 2012 and should be implemented nationally by IMO MS within a transition time of 5 years.

The Commission concluded that there was no agreement in support of the Finnish proposal to promote ECDIS training within the scope of BSHC activities any further. However most HO's stated the intention to support their national maritime authorities in the task of informing mariners of the use of ENC's.

The Commission took note of the information presented by FI.

E. BSHC cooperative projects with other organizations

E1 Introduction of new routing measures in the Baltic Sea

A presentation was given by GE. See EN

DK continued with a presentation on new routes and future TSS at the entrance to the Baltic Sea. New ENC chart editions are planned by 1st of October. GE asked if DK has a technical solution based on specific time variant attributes for changing to new ENC content depiction for the affected sea area at a fixed time. DK promised to investigate the subject and report the result to BSHC members.

ES has introduced new traffic routes in Tallinn Bay. PDF files showing the new routes on their homepage has proven to be a success.

The Commission took note of the information presented by GE and DK.

E2 Report on TEN-T project “Mona Lisa”

FI informed about the TEN-T project “Mona Lisa”. See EN.

Activity 3 is of highest relevance for BSHC. SE and FI are participating in this activity. GE suggested a change to the wording in the draft support resolution (Annex to EN).

Old wording:

- “even if at this stage not all BSHC Members are able to participate to the proposed *Mona Lisa* project, the outcomes of the project may be benefits to all BSHC members”.

New wording:

- “even if at this stage not all BSHC Members **act as project partners they actively contribute to achieve the goals of the project**”.

The Commission:

Took note of the report given by FI.

Approved the supporting Resolution (with the changed wording).

F. Reports of BSHC WGs

F1 Report from the Chart Datum WG

The Commission endorsed the report presented by Finland (see EN.) The ChartDatumWG Chair informed on plans to arrange a seminar/meeting after TWLWG3 meeting, perhaps in May 2011. The IHB informed that the ChartDatumWG Chair presented the views of the WG well at the TWLWG meeting. The Commission endorsed the activities planned by the ChartDatumWG.

All member states are to send information of their ChartDatumWG members to the Chairman of the ChartDatumWG (see action list item 5).

The draft list of tide gauges/mareographs needs to be updated. The Chairman of the ChartDatumWG will send a letter to all members of the WG asking for updates to their information. The Chairman will then send a harmonized list to be included into the IHO List of mareographs (as requested by IHO CL 36/2010) See action list item 6.

F2 Report from the Baltic Sea INT Chart Committee

The report from BSICC was presented by FI. As the BSEHWG has closed, (see agenda item C6) the remaining work from BSEHWG will be moved to the BSICC (WG). This affects the proposed TOR which requires adjustment to reflect the need for a yearly report to BSHC regarding recommendations from (former) BSEHWG (See action list item 7)

Future ENC harmonization issues will now be addressed to BSICC (WG).

The Commission

- Endorsed the report

- Endorsed the updates to region E of S-11 (Baltic Sea)
- Await changes to the proposed BSICC TOR/ROP
- Approved the new name BSICCWG

F3 Report from the Re-Survey Monitoring WG

FI presented the report from the Re-survey Monitoring WG. FI proposed to delete task 3.1 and 3.2 from the WP. All delegates agreed that the work mentioned under 3.1 and 3.2 is not relevant to the MWG.

The Commission took note of the report given by Finland (see EN and presentation) and thanked the WG for their important work.

No changes were made to the TOR for the MWG and the Work Program 6.0 was approved by the Commission. (3.1 and 3.2 removed)

F4 Report from the BathymetryDatabaseWG (BSBDWG)

The status report of BSBDWG was presented by SE.

The Commission endorsed the report.

IHB underlined the importance of this WG and mentioned that GEBCO has increased its focus on regional mapping.

The Chairman stated that those BSHC member-states that have not yet appointed a member for the BSBDWG were encouraged to do so.

F5 Report from the Baltic Sea Hydrographic Depth Information Harmonization WG

The Commission endorsed the report presented by Denmark (see EN).

The report emphasized that the missing items of BSHDIWG are of a high technical nature and there is a lack of technical expertise in the current WG. The WG has asked BSHC member states to provide appropriate technical experts to the WG.

The Commission agreed that:

The WG should produce a final report with the existing results and recommendations. The WG is to be kept on the agenda for the 16th BSHC Conference (action list item 8) and it is up to the next meeting to decide on how to proceed.

F6 Report from Baltic Sea ENC Harmonization WG

DK informed on the status of recommendations on the work done in BSEHWG. DK suggested that the remaining work of BSEHWG be moved to the new BSICCWG and that the BSEHWG cease its work.

The Commission took note of the information presented by Denmark (see EN). The Commission also approved the disbanding of the WG and to move the remaining work to the BSICCWG.

DK ended this agenda item by giving a presentation of the BLAST project. Within this project a new ENC quality tool has been developed by the Swedish company T-Kartor. This software-tool gives one the possibility to make different quality checks on ENC's. (For example horizontal-, vertical- alignment checks). It is also possible to compare for example a Danish cell to a German cell and thereby test different cells against each other. Visual presentation of disharmonies is also possible. The software is still a prototype and the expected price is around € 10000.

The Commission took note of the BLAST presentation.

G. Status of Hydrographic Surveying and Nautical Charting Worldwide C-55

G1 Methodology for assessing and displaying survey status, taking into account navigational and MSDI requirements

GE gave an introduction to the agenda item. At the latest IRCC meeting a need to improve the C-55 procedure of displaying survey status was identified by several IRCC-Members (see EN). GE invited the delegates to discuss the BSHC view on this topic.

SE and FI both mentioned that the main purpose of C-55 is Capacity Building – it is a rough model which is difficult to update. Furthermore FI mentioned that a more clear understanding of C-55 could be of interest. LT added that Capacity Building Auditors use C-55 to check current status of charts.

IHB informed that the aim of C-55 is to show IHO areas where shortfalls are found. According to IHB the biggest weakness of C-55 is its subjectivity and an inconsistent approach. A lot of countries seldom respond. IHB has started a discussion with several universities regarding the possibility of having a Masters student investigate validation of survey data directly extracted from ENC's (an automated process). This would increase the usefulness of C-55.

GE: C-55 is primarily for Capacity Building. For the Baltic Sea the focus should be on providing meta-information for a wider spread of users and uses. The BSHC Re-Survey site (MWG) is a good example, but it is specially designed for the Baltic Sea and may not be valid for other areas.

The Chairman brought the discussion to an end by concluding that the BSHC's method for displaying survey status by use of the Re-Survey site will be presented at the next IRCC meeting. (See action list item 9)

H. Unscheduled Items

H1 BaltSeaPlan Maritime Spatial Planning in the Baltic Sea

GE gave a presentation on the EU-project BaltSeaPlan where GE is a Lead Partner. The project deals with Maritime Spatial Planning (MSP) and the need for integrated sustainable management of human activities. In 2009 a MSP national law was approved for German waters where certain areas are now reserved for specific purposes.

The Commission took note of the BaltSeaPlan presentation. Further information is presented under www.baltseaplan.eu

H2 World-Wide Navigational Warning Service

The IHB informed about the status of WWNWS. For the moment the Baltic is the only Sub Area. IHB presented all delegates with a CD with information related to WWNWS. For

example, Maritime Safety Publications and documents of relevance to WWNWS are found on the CD.

H3 BSHC LOGO

The Chairman invited all BSHC members to come up with ideas for a future BSHC LOGO. Ideas should be forwarded to Charlotte Wiin Havsteen before December 24th 2010. At the 16th BSHC a vote will take place among the suggested LOGO's. (See action list item 10)

J. Closing of the Conference

J1 Election of the chairperson and vice-chairperson of BSHC

Captain Henryk Nitner (Poland) was elected as new Chairman and Åke Magnusson (Sweden) was elected as Vice-Chairman.

J2 Place and time of the next Conference

According to the rotation principle, in agreement with SE, the place for the next 16th BSHC will be Norrköping. The Conference is expected to take place on the 20th and 21st of September 2011. Time and place are to be confirmed by SE. (See action list item 11)

J3 Closing Ceremony

The Chairman expressed her sincere thanks to the hosts for their hospitality and the planning of a successful Conference. She also thanked all participants for their professional and active participation and wished them a safe trip home.

The Chairman closed the 15th BSHC Conference on the 23th September 2010 at 1100.

Annex 1

**15th Baltic Sea Hydrographic Commission (BSHC)
Conference**Gdynia, 21st – 23rd September 2010**List of Actions**

No.	Agenda item	Subject	Responsible	Time frames
1	A4	Send a letter to EC focal point related to the EU Baltic Sea Strategy	Chair	Between Nov 2010 and Jan 2011
2	C2	Each BSHC member state to appoint expert to new MSDI WG	All members	End 2010
3	C2	BSMSDIWG on agenda for 16 th BSHC	Chair	16th BSHC
4	C2	BSMSDIWG fulfill proposed action plan. (See appendix to TOR/ROP)	Chair of BSMSDIWG	According to proposed schedule
5	F1	All memberstates to forward their members of ChartDatum WG to FI.	All members	20 th Oct 2010
6	F1	Chair ChartDatumWG is to send letter to WG members and call for national tide gauge info to be forwarded to the IHB.	All members	By end Oct 2010
7	F2	BSICC WG adjust the TOR so that it reflects the need for yearly reporting to BSHC on the implementation of the recommendations of former BSEHWG	Chair of BSICC	Before 16 th BSHC
8	F5	BSHDIWG on agenda for 16 th BSHC	Chair	16 th BSHC
9	G1	To report at next IRCC-meeting on BSHC methods for presenting survey status on Re-Survey site	Chair	At IRCC-3 Brazil
10	H3	BSHC members are invited to present a proposal for a future BSHC LOGO. POC: Charlotte W Havsteen.	All members	24 th Dec 2010
11	J2	Sweden to inform on exact dates of BSHC16	Sweden	November 2010

Annex 2

BSHC MSDI Terms Of Reference.

See attached file.

Terms of Reference for the Baltic Sea Marine Spatial Data Infrastructure (MSDI) Working Group (BSMSDIWG)

(Approved by the BSHC 15th Conference 21 - 23 September 2010)

With referencing to

- IHO Resolution 5 - 2009 on MSDI policy, adopted by the 4th Extraordinary International Hydrographic Conference in June 2009
- 1st HSSC Meeting (Singapore, October 2009)
- Marine Spatial Data Infrastructure Working Group (MSDIWG)
- Guidance for Hydrographic Offices IHO Publication C-17 - Edition 1.0
- EU INSPIRE Directive and respective national contributions of the MS

The BSHC at its 15th Conference recognised the need to initiate a study of MSDI in the Baltic Sea in order to identify areas where maritime SDI implementation is underway and where problems can be foreseen and how the Baltic member states see the future development of MSDI in the region.

Therefore the BSHC 15th Conference established the BSMSDIWG with the task to study MSDI in the Baltic Sea.

The Working Group should:

- Identify and analyse the current status of individual MS MSDI implementation.
- Consider MSDI policies within the related international project e.g. e-navigation, ICZM, INSPIRE, EU Integrated Maritime Strategy, the Marine Strategy Framework and EU Strategy for the Baltic Sea Region.
- Analyse how maritime authorities can contribute their spatial information and the necessary updates, so information can easily be collated with other information to a current overall picture for the region.
- Focus on how BSHC in the future can benefit from a regional approach.
- Monitor the development of SDI that could be relevant for the Baltic Sea.
- To present a report to the BSHC by mid 2011. This report should include a description on the current status, recommendations on how to proceed with the MSDI implementation and if deemed necessary an action plan with specified time schedule for future BSHC MSDI actions.

Rules of procedures:

- All BSHC Members and Associate Members are encouraged to participate to the BSMSDIWG and to contribute to the work of the BSMSDIWG.
 - The BSMSDIWG should be chaired by one of the Member States elected at the BSHC Conference.
 - The BSMSDIWG should work as far as possible in accordance with existing guidelines and recommendations issued by the IHO, IMO and EU.
 - The BSMSDIWG should consult Task Groups, Committees and Working Groups or other relevant bodies, as deemed necessary.
 - The BSMSDIWG should inform the NSHC and the NHC to coordinate within the North Sea region as far as possible.
 - The work of the BSMSDIWG will be carried out primarily by correspondence (via e-mails). The members are encouraged to reply without unnecessary delay.
 - The BSMSDIWG should provide a Report to the BSHC 16th Conference.
 - The BSMSDIWG Chair can on request coordinate BSHC MS views on MSDI topics and present them at the IHO MSDIWG
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Appendix 1.

Action plan with specified time schedule for BSMSDIWG actions until the BSHC 16th Conference.

- ❖ Late 2010 BSMSDIWG Chair to send a letter to all BSMS to nominate experts for the WG.
- ❖ Late 2010 Establish a small drafting group, to develop an questionnaire.
- ❖ Late 2010 BSMSDIWG Chair to send a letter to all BSMS to provide topics for the MSDI questionnaire.
- ❖ Early 2011 BSMSDIWG Chair to send the draft of the MSDI questionnaire to the members of the WG for comments and to coordinate with the chair of the IHO MSDIWG.
- ❖ Spring 2011 BSMSDIWG Chair to send the MSDI questionnaire to BSMS.
- ❖ Spring 2011 Analyse the MSDI questionnaire.
- ❖ Spring/mid 2011 BSMSDIWG Chair to arrange a workshop for BSMSDIWG.
- ❖ Mid 2011 Provide the BSMSDIWG a draft report for the BSHC 16th Conference.
- ❖ Mid 2011 Provide a report to BSHC 16th Conference.

BSHC RESOLUTION TO SUPPORT THE EU TEN-T “MONALISA” PROPOSAL

[Approved by the BSHC 15th Conference on 21-23 September 2010, Gdynia, Poland]

The Baltic Sea Hydrographic Commission of the International Hydrographic Organisation has on its 15th Conference on 21 - 23 September 2010 studied the proposed EU TEN-T “*MonaLisa*” project and

bearing in mind that

- the BSHC 14th Conference in September 2009 approved the Re-survey Scheme V.2 Vision: The whole Baltic Sea area should be covered by a harmonised re-survey scheme.
- the HELCOM Moscow 2010 Ministerial Declaration agreed to extend the scope of the HELCOM Copenhagen 2001 Declaration to cover all routes and other areas used for navigation according to the revised Baltic re-survey scheme to be developed based on the 2009 Baltic Sea Hydrographic Commission Vision for the re-survey, to present their national re-survey plans preferably by 2013, but not later than 2015, including time schedule estimations; and to undertake necessary measures to ensure that sufficient funding, including external funding, will be available for re-surveys.
- the Action Plan of the EU Strategy for the Baltic Sea Region includes as one flagship project: “*Speed up re-surveying for major shipping and ports*”, as agreed in HELCOM, in order to ensure that safety of navigation is not endangered by inadequate source information.”

also noting that

- this proposed project is in line with the decisions of the Baltic Sea Hydrographic Commission and will support the implementation of the EU Baltic Sea Strategy as well as the HELCOM Moscow Ministerial 2010 Declaration.
- the BSHC believe that the project has reasonable goals, it is well organised, it will become to a successful completion and achieve its goals.
- even if at this stage not all BSHC Members act as project partners they actively contribute to achieve the goals of the project.
- the BSHC welcomes and strongly supports all activities to enhance safety of navigation on the Baltic Sea

agree the following supporting Resolution

Baltic Sea Hydrographic Commission of the International Hydrographic Organisation fully supports the proposed EU TEN-T “MonaLisa” project and welcomes its outcomes to be further used to enhance safety of navigation on the Baltic Sea.

TERMS OF REFERENCE AND RULES OF PROCEDURE

for the

BALTIC SEA INTERNATIONAL CHARTING COORDINATION WORKING GROUP

(BSICCWG for *INT Charting REGION E*)

[Approved by the BSHC 15th Conference, 21-23 September 2010]

1. Background

- 1.1 The *Baltic Sea* Hydrographic Commission recognizes the need to actively develop and maintain official nautical charts, in both paper and digital formats, that support ships engaged on international voyages in its region. Accordingly, it appoints and directs a working group to undertake this task. The working group shall be named the *Baltic Sea International Charting Coordination Working Group (BSICCWG)*.
- 1.2 The BSICCWG is a subsidiary body of the Baltic Sea Hydrographic Commission. It shall conduct its work in accordance with these Terms of Reference and Rules of Procedure. The Regional Hydrographic Commission may clarify or amend these generic Terms of Reference and Rules of Procedure for the ICCWG in order for these to be made specifically relevant and applicable to its region. Its work is subject to the Baltic Sea Hydrographic Commission's approval.

2. Terms of Reference

- 2.1 To study issues related to nautical charting of the region, in particular to coordinate the allocation of production responsibilities for paper and electronic charts (INT charts and ENC), that support ships engaged on international voyages.
- 2.2 To develop and maintain an integrated international chart scheme for the region.
- 2.3 To reach decisions on the maintenance and updating of the documents for which it is responsible.
- 2.4 To provide advice on chart schemes to individual Member States, in order to encourage adherence to IHO charting regulations, specifications and standards, and to promote and coordinate the production of international (INT) charts and ENC.
- 2.5 To develop proposals for new or amended INT chart schemes to meet evolving user needs (for example, the introduction of new or amended routing measures, the confirmed developments of international ports).
- 2.6 To coordinate the development and maintenance of small / medium scale ENC schemes, by regional agreement, to ensure consistent parameters are used in the compilation of ENC. To report yearly to the BSHC on the status of the implementation of ENC harmonisation actions agreed by the (former) BSEHWG.

- 2.7 To act as the custodian and maintainer of official, version-controlled catalogues, depicting the status of published and planned charts, subject to formal review and approval by Member States of the Baltic Sea Hydrographic Commission. However, the ENC catalogues may be maintained by RENCs subject to Baltic Sea Hydrographic Commission's approval.
- 2.8 To provide advice to IHB on any amendments required to maintain S-11 Part B: Catalogue of International Charts (for example, scale, limits, numbering) and, as appropriate, any corresponding ENC catalogue.
- 2.9 To provide advice to Chairman CSPCWG and IHB on any amendments required to maintain S-11 Part A '*Guidance for the Preparation and Maintenance of International Chart Schemes*', in particular its Annexes (Annex A: Potential Printer Nations; Annex B: Use of A0 Paper).
- 2.10 To provide advice to Chairman CSPCWG and IHB on any amendments required to maintain the '*Guidelines for the Preparation and Maintenance of Small / Medium Scale ENC Schemes*' (when published).
- 2.11 To undertake professional consideration of new information of interest to the BSICCWG which may impact its business and responsibilities.

3. Rules of Procedure

- 3.1 Membership is open to all members and associate members (Member States) of the Baltic Sea Hydrographic Commission wishing to be represented. Each Member State shall be represented through a single point of contact. Noting the technical nature of the Group's work, participation should be limited to representatives of Hydrographic Offices concerned with nautical charting.
- 3.2 The Coordinator will monitor membership to encourage active participation by all Member States within the Baltic Sea Region.
- 3.3 Non-Governmental International Organizations recognized by the IHO may participate as observers in BSICCWG activities, where matters of special interest to the NGIO concerned are being considered (IHO Resolution T1.2, rule 6.c refers).
- 3.4 The Coordinator role shall be held by a Member State participating in the BSICCWG. The election of the Coordinator, or the reconfirmation of the existing Coordinator, shall be decided by the Baltic Sea Hydrographic Commission at an ordinary meeting or, where a meeting is not convened, by correspondence. Election shall be determined by a simple majority of Member States present and voting (or responding, where determined by correspondence).
- 3.5 Normally, a Vice-Coordinator is not required to be appointed. However, if a Vice-Coordinator is appointed by the Baltic Sea Hydrographic Commission:
 - Election to the post will be by the same method as for the Coordinator;
 - The Vice-Coordinator shall act as the Coordinator, with the same powers and duties, in the event that the Coordinator is unable to carry out the duties;
 - The Coordinator and Vice-Coordinator will decide between them the organization of the work entailed in these posts, or these may be defined by the Baltic Sea Hydrographic Commission.

- 3.6 Conduct of business will be primarily by correspondence. If meetings are required, these should be planned with due regard to efficiency and obtaining the fullest membership support (for example, by holding meetings in association with meetings of the Regional Hydrographic Commission). All members shall inform the Coordinator in advance of their intention to attend meetings of the BSICCWG. The working language shall be English.
- 3.7 Draft proposals will be circulated for review and comment to:
- All members of the BSICCWG and, where appropriate, all members of the Baltic Sea Hydrographic Commission;
 - Coordinators of adjoining regional ICCWG, if the scheme impacts on those regions (for example, to ensure consistency and coherence of coverage across regional boundaries, for the allocation of chart numbers);
 - Hydrographic Offices producing or printing charts of the Region;
 - Chairman CSPCWG, if independent advice is required.
- 3.8 Decisions shall be made by consensus.
- 3.9 Where required, a Work Plan should be developed and maintained. This should include task priorities and the expected time frames for progressing tasks. The Regional Hydrographic Commission may delegate tasks to the BSICCWG as it sees fit; it is also available to provide guidance on request (for example, in respect of priorities).
- 3.10 The Coordinator will report progress to meetings of the Baltic Sea Hydrographic Commission and at other reasonable times, on request. Reports shall include but are not limited to:
- An updated Regional INT Chart Catalogue;
 - An update of the ENC Catalogue relevant to the Region (if not undertaken by RENCs);
 - Changes made to the scheme of INT Charts for the Region, approved by the BSICCWG since the last report, together with a summary of reasons;
 - Changes made to the small / medium scale ENC scheme for the Region, approved by the BSICCWG since the last report, together with a summary of reasons;
 - An updated Work Plan (if used).
- 3.11 All participants, including Baltic Sea Hydrographic Commission members and associate members where not directly represented in the BSICCWG, shall keep the Coordinator informed of any information relevant to the BSICCWG. This may include:
- Submitting proposals for new INT Charts, or amendments (for example, to limits, scale of portrayal) to existing INT Charts, in the Region;
 - Requesting new INT Chart numbers for new charts that are planned;
 - Reporting the status of production of international charts (INT Charts and ENC).
- 3.12 BSICCWG members shall respond in a timely manner to all reasonable requests for advice from the Coordinator (for example, requests for updating the Catalogue of the INT Charts of the Region, change in points of contact), abiding by all reasonable stated deadlines.
- 3.13 The work shall be done in accordance with:

- IHO Resolution 1/1997 as amended [K2.19]: '*Principles of the Worldwide Electronic Navigational Chart Database (WEND)*', to ensure a world-wide consistent level of high-quality, updated ENCs;
- S-57: '*IHO Transfer Standard for Digital Hydrographic Data*';
- S-??: '*Guidelines for the Preparation and Maintenance of Small / Medium Scale ENC Schemes*' (when published);
- S-11 Part A: '*Guidance for the Preparation and Maintenance of International Chart Schemes*';
- S-4: '*Chart Specifications of the IHO and Regulations for International (INT) Charts*', which provides the internationally-agreed product specification for both national and international (INT) charts.

Reference: BSHC 15th Conference, 21-23 September 2010.
