

**LIST OF ACTIONS** – Updated 26 June 2018

Agenda Item	Subject	Status/Date	Comments	Action
HSPT1				
6	Appendix A Table 1	<del>3 Nov</del> Complete	<del>Create draft examples of each options and circulate to HSPT</del>	<del>BRA/POR/CAN</del>
6	Appendix A Table 1	HSPT2	Provide feedback and comments on draft examples	All
7	Customer Requirements Questionnaire	<del>30 Jun</del> Complete	<del>Consolidate group inputs and amendments to generate final questionnaire version for HSPT to distribute</del>	<del>IFHS</del>
7	Customer Requirements Questionnaire	<del>30 Jun</del> Complete	<del>Circulate consolidated questionnaire for further comment</del>	<del>IFHS</del>
7	Customer Requirements Questionnaire	<del>14 Jul</del> Complete	<del>Provide feedback on final version</del>	<del>All</del>
7	Customer Requirements Questionnaire	<del>28 Jul</del> Complete	<del>Distribute questionnaire colleagues and professional network</del>	<del>All</del>
7	Customer Requirements Questionnaire	<del>17 Nov</del> Complete	<del>Provide consolidated feedback and comments from completed questionnaires to Chair</del>	<del>IFHS</del>
7	Customer Requirements Questionnaire	<del>1 Dec</del> Complete	<del>Collate all feedback and results and circulate to HSPT</del>	<del>Chair</del>
7	Customer Requirements Questionnaire	HSPT2	Provide feedback to Chair	All
8	ToRs	<del>1 Sep</del> Complete	<del>Amend Introduction to be harmonized with Introduction in S-44</del>	<del>IHO</del>
12	Intersessional activities	HSPT2	Identify chapters and sections of S-44 which need to be addressed in light of outcomes from HSPT1	All
12	Intersessional activities	HSPT2	Identify sections of S-44 which need to be transferred to other IHO publications, in particular for transfer to C-13	All
12	Intersessional activities	HSPT2	Identify references to and contents of other IHO publications requiring crosschecking and harmonization with S-44	All
12	Intersessional activities	HSPT2	Consider appropriate additional tasks which HSPT could address	All
13	Action List	HSPT2	Keep IHO informed of progress with allocated actions	All
12	<del>HSPT2 venue and date</del>	<del>3 Nov</del> Complete	<del>Investigate availability of facilities at DHN to avoid imposing limitations on attendance</del>	<del>BRA</del>

12	HSPT2 venue and dates	<del>1 Dec</del> Complete	Circulate an initial letter of invitation	IHO
13	HSPT1 Draft Report	<del>30 Jun</del> Complete	Draft to be circulated for comment	IHO
13	HSPT1 Draft Report	<del>14 Jul</del> Complete	All to provide comments on draft report to IHO	All
13	HSPT1 Final Report	<del>21 Jul</del> Complete	Publish final report	IHO
11	Report to HSSC9	<del>18 Aug</del> Complete	Draft report for review and amendment by Chair and vice-Chair	IHO
11	Report to HSSC9	<del>1 Sep</del> Complete	Comments back to IHO to submission of final version to HSSC	Chair, Vice-Chair