

TERMS OF REFERENCE AND RULES OF PROCEDURE FOR THE NORTH SEA INTERNATIONAL CHARTING COORDINATION WORKING GROUP (NSICCWG).

Document control.

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1. Background

1.1 The North Sea Hydrographic Commission recognizes the need to actively develop and maintain official nautical charts, in both paper and digital formats, to 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 North Sea International Charting Coordination Working Group (NSICCWG),

1.2 The NSICCWG, is a subsidiary body of the North Sea Hydrographic Commission. It shall conduct its work in accordance with these Terms of Reference and Rules of Procedure. The North Sea Hydrographic Commission may clarify or amend these generic Terms of Reference and Rules of Procedure for the NSICCWG in order for these to be made specifically relevant and applicable to its region. Its work is subject to the 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 and ENC 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 and 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 INT charts and ENCs.

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 and medium scale** ENC schemes **and, if required, resolve any outstanding ENC consistency or coverage issues with or between members, by regional agreement, to ensure consistent parameters are used in the compilation and scheming of ENCs.**

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 North Sea Hydrographic Commission. However, the ENC catalogues may be maintained by RENCs subject to North Sea Hydrographic Commissions approval.

2.8 To provide advice to IHO Secretariat on any amendments required to maintain S-11 Part B: International Charts Web Catalogue INTOGIS with for example, scale, limits, numbering ~~and, as appropriate, any corresponding ENC catalogue.~~

2.9 To provide advice to the Chair NCWG and IHO Secretariat on any amendments required to maintain S-11

2.10 To undertake professional consideration of new information of interest to the NSICCWG that may impact its business and responsibilities.

2.11 To manage the review of new editions or publications of INT charts, to check their compliance with IHO standards and to report at every forthcoming North Sea Hydrographic Commission Conference.

~~2.12 In addition, and in accordance with Agenda item 11/ 2016 – 32nd NSHC Conference (21–23 June 2016), Region D ICCWG is to incorporate the remaining relevant tasks of the disbanded North Sea ENC Harmonisation Working Group. These tasks are:~~

~~– identify any existing ENC consistency issues due to differences in interpretation of ENC encoding, guidance and ENC product specification.~~

~~– Propose solutions and measures to avoid inconsistencies, improve ENC encoding and where possible propose changes to improve display.~~

~~– Actively gather and analyse feedback from mariners on the use of ENCs in ECDIS in NW European waters to identify any issues related to ENC display.~~

~~– Exchange views on and propose solutions and measures that can be implemented by NSHC members that would improve the consistency and display of ENCs.~~

~~– Report to IHO HSSC WGs and / or propose amendments to the IHO and RENC recommendations to gain wider acceptance of proposals amongst ENC producers where this is appropriate.~~

3. Rules of Procedure

3.1 Membership is open to all members and associate members (Member States) of the North 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 Groups 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 chart-producing Member States within the Region.

3.3 Non-Governmental International Organizations recognized by the IHO may participate as observers in NSICCWG activities, where matters of special interest to the NGIO concerned are being considered (IHO Resolution 5/1957 as amended, rule 6.c refers).

3.4 The Coordinator role shall be held by a Member State participating in the NSICCWG. The election of the Coordinator, or the reconfirmation of the existing Coordinator, shall be decided by the North 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 North 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 North Sea Hydrographic Commission.

3.6 Conduct of business will be primarily by email 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 North Sea Hydrographic Commission). All members shall inform the Coordinator in advance of their intention to attend meetings of the NSICCWG. The working language shall be English.

3.7 New INT chart and/ or ENC proposals, subject to NSICCWG approval, shall be submitted to the Coordinator by email correspondence or during NSICCWG meetings.

- Proposals should include details of the changes, the impact on the INT chart/ ENC scheme, the reasons why the changes are being made and any issues that may result. They should be accompanied by relevant graphics.
- The Coordinator, in agreement with the proposer, will decide whether the proposal is significant enough for circulation for review and comment by NSICCWG Members.
- A reasonable stated deadline for NSICCWG members to reply will be set by the Coordinator for all circulated proposals.
- Comments, if any, must be provided before the deadline specified by the Coordinator.
- If one NSICCWG Member wishes to reject a proposal, it needs to provide the Coordinator with a comment on why it is to be rejected.
- If a NSICCWG Member does not respond to the Coordinator it will be deemed as an acceptance of the proposal.
- The Coordinator will circulate the outcome of each proposal to NSICCWG Members.

Draft proposals will be circulated for review and comment to:

- All members of the NSICCWG and, where appropriate, all members of the North Sea Hydrographic Commission;
- Coordinators of adjoining regional NSICCWG, 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 if required.
- The Chair NSICCWG if independent advice is required.

3.8 Consensus is required prior to implementation of any decision. Every decision can be reconsidered providing valid technical arguments are presented. All decisions made at any NSICCWG meetings will be disseminated to NSHC Member States afterwards

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 North Sea Hydrographic Commission may delegate tasks to the NSICCWG 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 North 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 NSICCWG since the last report, together with a summary of reasons;
- Changes made to the ENC scheme for the Region, approved by the NSICCWG since the last report, together with a summary of reasons;
- An updated Work Plan (if used).

~~3.11 ENC Harmonisation and consistency issues will also be dealt with following the general procedure in 3.7 above.~~

- ~~–Details of the issue and it’s impact should be sent to the Coordinator, who will consider it for circulation and review.~~
- ~~–The NSICCWG should work as far as possible in accordance with existing guidelines and recommendations issued by the IHO and the RENCs.~~
- ~~–The NSICCWG should consult the WEND Working Group, HSSC and its Working Groups or other relevant bodies, as deemed necessary.~~
- ~~–Members of NSICCWG should have access to ENCs, as necessary, to undertake their task.~~

3.12 All participants, including North Sea Hydrographic Commission members and associate members where not directly represented in the NSICCWG, shall keep the Coordinator informed of any information relevant to the NSICCWG. 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).
- Provision of new editions or publications of INT charts three months prior to every North Sea Hydrographic Commission Conference.

3.13 NSICCWG 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, NSICCWG emails), abiding by all reasonable stated deadlines.

3.14 The work shall be done in accordance with:

IHO Resolution 1/1997 as amended: 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-11 Part A: ‘Guidance for the Preparation and Maintenance of International (INT) Chart and ENC 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;
- S-65: Electronic Navigational Charts (ENCs) ‘ Production, Maintenance and Distribution ~~ENC Production~~ Guidance.

Reference: HSSC1 Meeting (Singapore, 22-24 October 2009)

IRCC7 Conference (Mexico, June 2015)

S-11 Part A Edition 3.0.0 (April 2017)

NSHC 32 Conference (21–23 June 2016)_

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