

**UNITED STATES – CANADA HYDROGRAPHIC COMMISSION**  
**HYDROGRAPHIC GEOSPATIAL PRODUCTS AND SERVICES COMMITTEE (HGpsc)**  
**DRAFT TERMS OF REFERENCE**

**MANDATE:**

The Hydrographic Geospatial Products and Services Committee (HGpsc) under the USCHC will provide a core technical expertise on hydrographic geospatial products and services in waters of common interest and a tribune to discuss best practices, lessons learned, and advances in training and technology. In the context new technologies and improved connectivity, this technical committee will aim for a seamless product and services offer between Canada and United States waters trying to capture emerging opportunities towards a shared hydrographic framework under USCHC. The HGpsc will assist in establishing plans, reviewing progress, and setting priorities on a continuing basis.

**MEMBERSHIP:**

The Committee will be co-chaired by head of each national delegation and will include the following members:

- CA – 6 total, 2 from Ottawa + the production manager from each regional office.
- US – 6 total, Alaska, Great Lakes/North West, North East, Hydro and Technical.

**PROCEDURES:**

- a. The HGpsc should capture, analyze and share in an agreed upon way:
  - i. Current and future National Hydrographic Geospatial Services
  - ii. Best practices
  - iii. Lessons learned
  - iv. The use of new technologies
  - v. Training and capacity building practices
- b. The HGpsc should work primarily by correspondence (via e-mail).
- c. The HGpsc should, if a meeting is required, attempt to meet in connection with USCHC conferences.
- d. The HGpsc should consult Task Groups, Committees and Working Groups or other relevant bodies as deemed necessary.
- e. The HGpsc should provide an annual report to the USCHC two months prior to the annual USCHC Conference.

**MEETINGS:**

Regular meetings (conference call and web-ex) will be called by the Committee Chair. Additional calls shall be organised as needed.

**DECISIONS:**

The Committee will use the consensus approach to decision making. In the event that consensus cannot be reached, the item shall be forwarded to USCHC for decision. Committee’s recommendations will be forwarded to USCHC for approval.

**REPORTING RELATIONSHIP:**

The Committee will provide meeting minutes and records of decisions for review by all members. The Chair will report regularly to the USCHC and convey their decisions and direction back to the committee.

**TERMS OF REFERENCE APPROVAL:**

This Terms of Reference documents the direction and authorities given by the USCHC to HGPSC and is updated and approved annually.

Submitted by HGPSC Chairs:

\_\_\_\_\_ Date: \_\_\_\_\_

Approved on behalf of USCHC:

\_\_\_\_\_ Date: \_\_\_\_\_

**Attachment:**

**Annex A**

Hydrographic Geospatial Products and Services Committee Membership

