

DATA QUALITY WORKING GROUP (DQWG)

Terms of Reference

Ref: 1) 1st HSSC Meeting (Singapore, October 2009)
2) 9th HSSC Meeting (Ottawa, Canada) (Full revision)

1. Objective

To ensure that the data quality aspects are addressed in an appropriate and harmonized way for all S-100 based product specifications.

2. Authority

This WG is a subsidiary of the Hydrographic Services and Standards Committee (HSSC). Its work is subject to HSSC approval.

3. Procedures

- a. HSSC requires DQWG to provide advice on data quality aspects to all Working Groups (WGs) and Project Teams (PTs) developing S-100 based product specification.
- b. The WG should:
 - i. Develop and maintain a data quality checklist for product specification developers;
 - ii. Periodically review S-100 based product specifications to ensure the data quality aspects have been taken into consideration and provide input papers for WGs and PTs consideration if deemed necessary;
 - iii. Monitor periodically developments of ISO and other international standards regarding quality information, and advise the S-100WG accordingly;
 - iv. Provide guidance on data quality aspects to hydrographic offices, in particular to ensure harmonized implementation;
 - v. Provide data quality educational material for the use of mariners;
 - vi. Review appropriate methodology for the display of quality information to product specification developers;
 - vii. Propose new data quality topics for consideration by HSSC.
- c. The WG should work by correspondence, group meetings, workshops or symposia. Permanent or temporary sub-working groups may be created by the WG to undertake detailed work on specific topics such as: quality indicators for hydrographic data, tidal information, etc. The WG should meet as necessary. When meetings are scheduled, and in order to allow any WG submissions and reports to be submitted to HSSC on time, WG meetings should not normally occur later than nine weeks before a meeting of the HSSC.
- d. The WG should liaise with other relevant HSSC WG's and other IHO bodies, and international bodies as appropriate and as instructed by HSSC.

4. Composition and Chairmanship

- a. The WG shall comprise representatives of IHO Member States (M/S), Expert Contributors and Accredited NGIO Observers.
- b. Decisions should generally be made by consensus. If votes are required on issues or to endorse proposals presented to the WG, only M/S may cast a vote. Votes shall be on the basis of one vote per M/S represented.
- c. Expert Contributor membership is open to entities and organisations that can provide a relevant and constructive contribution to the work of the WG.

- d. The Chair and Vice-Chair shall be a representative of a Member State. The election of the Chair and Vice-Chair shall be decided at the first meeting after each ordinary session of the Assembly and shall be determined by vote of the Member States present and voting.
- e. If the Chair is unable to carry out the duties of the office, the Vice-Chair shall act as the Chair with the same powers and duties.
- f. Expert Contributors shall seek approval of membership from the Chairman.
- g. Expert Contributor membership may be withdrawn in the event that a majority of the M/S represented in the WG agree that an Expert Contributor's continued participation is irrelevant or unconstructive to the work of the WG.
- h. All members shall inform the Chairman in advance of their intention to attend meetings of the WG.
- i. In the event that a large number of Expert Contributor members seek to attend a meeting, the Chairman may restrict attendance by inviting Expert Contributors to act through one or more collective representatives.