3rd NCWG MEETING
ESRI HQ, Redlands, California, USA 16-19 May 2017

Paper for Consideration by NCWG

NCWG Membership List

Submitted by:	Secretary
Executive Summary:	Should the NCWG membership list be divided into two main categories, with possible 'sub-categories'?
Related Documents:	NCWG3-01C
Related Projects:	None

Introduction / Background:

1. The NCWG membership list is maintained in the NCWG part of the IHO website. It has three columns: Member State (or Expert Contributor)/Name/Email. The column 'Name' does not differentiate the level of participation. When the HSSC considered the restructuring of the HSSC WGs in 2014 and 2015, Member States were invited to indicate what their level of participation would be (IHO CL 39/2014 & 76/2014 refer). Two categories were suggested at this time: A (as Active member, present at meetings), or C (Corresponding member – point of contact). This was made in order to evaluate the effective resources available to carry out/lead/participate in various work items assigned to the working groups and subsequently improve the preparation of realistic planning for high priority tasks.

Analysis / Discussion:

2. While many HOs inform the NCWG secretary when there is a change of representative, some do not. Sometimes, the Secretary receives an email response from a different person and then asks if the representative has changed – sometimes we receive a reply. Other members never engage in correspondence or attend meetings; presumably they are reading the correspondence, but it is not possible to know for sure. In some cases, individuals have left the service but NCWG has not been informed whether a replacement has been appointed.

3. The DQWG splits its 'Names' column into two: 'Active Member' and 'Correspondence Member' (in line with the HSSC suggestion above). While such a distinction does not resolve all the problems of maintaining the list, it is useful to know whether an individual intends to be active and possibly take the lead for some actions, or just wishes to be kept informed of the activities of the WG.

4. 'Active Member' and 'Correspondence Member' may not be the best split. A representative who regularly engages in correspondence (but is unable to attend meetings) is still an active member and may possibly lead on relevant actions. So perhaps 'Active' should be paired with 'Inactive' – or is there a better word or phrase, such as 'Observer' or 'Information only'? It could also be useful to add other columns giving some visibility on the membership of sub-groups (INT1, Future of the Paper Chart, etc.)

5. In the first place, the Secretary cannot determine who should be categorized as 'Active' or 'Inactive'. It would be possible to write to all current listed members and ask them to advise which category they should be listed under. In the event of no reply at all (after a chase up email), we could remove that individual and organization from the list, keeping in mind that the NCWG remains open to every

Member State whenever they want to engage or re-engage.

6. The list could be more appropriately referred to as a 'Representative List'.

Conclusion:

7. The NCWG Members list could be more informative by introducing a second category, and possibly sub-groups membership categories as well.

Recommendation:

8. Split NCWG Membership List into two main categories, and other sub-group categories. Correspond with existing members to ascertain appropriate category. Get a rough estimate from Active members of the number of working days they can spend on supporting or leading work items and actions.

Justification and Impacts:

9. A more informative list results and the process provides an opportunity to remove names that no longer represent a Member State (or other body). It is also a great opportunity to build realistic work plans taking into account the possible resources and commitments.

Action required of NCWG:

10. The NCWG is invited to:

    endorse the above recommendation;

    advise what categories are appropriate;

    advise whether 'Representative List' is a more appropriate title.