

STRATEGIC PLAN REVIEW WORKING GROUP (SPRWG)

Terms of Reference and Rules of Procedure

Reference: IHO CL 20/2018 – *Adoption of the ToRs and RoPs of the SPRWG and Membership.*

Preamble

The IHO Council, as directed by the 1st session of the IHO Assembly (Reference A, Decision A1/03), discussed how to conduct a comprehensive review of the Strategic Plan in order to provide a draft revised Plan in time for the consideration of the 2nd Session of the Assembly in 2020. This document will provide the SPRWG guidelines and direction to progress the work and for members' participation.

1. Terms of Reference

- 1.1 Conduct a comprehensive review of the Strategic Plan in two successive phases: scoping and drafting.
- 1.2 In the scoping phase (T0¹ + 6 months):
 - 1.2.1 review and restate the current and future strategic context in which the IHO operates;
 - 1.2.2 propose the definition of success for the IHO in 2026;
 - 1.2.3 identify the deficiencies in terms of content, shape and interrelation to the implementation instruments in the existing Plan;
 - 1.2.4 consider appropriate goals, ways and means that could address any identified deficiencies;
 - 1.2.5 establish the management plan and timetable for developing and drafting any proposed revisions to the existing Plan;
 - 1.2.6 submit a proposal at C-2 for the draft framework of the revised strategic plan.
- 1.3 In the drafting phase (T0 + 18 months):
 - 1.3.1 define the criteria for measuring success and propose priorities for the IHO;
 - 1.3.2 consider the interrelation to other management elements such as budget, work plan and performance indicators (Ref. d/);
 - 1.3.3 prepare the draft revised plan in accordance with the management plan and the timetable;
 - 1.3.4 prepare the supporting documents for submission to A-2.
- 1.4 Provide a draft final report at C-3 (- two months) for endorsement and recommendations to be submitted to A-2.
- 1.5 These Terms of Reference can be amended in accordance with Article 6 of the General Regulations.

2. Rules of Procedure

- 2.1 The Working Group is open to all Member States. It shall be composed of representatives of Member States. The Chairs of the HSSC, IRCC, FC, or their nominated representatives, should participate in

¹ T0 is the effective date of the establishment of the Working Group.

the work of the Working Group.

- 2.2 Canada, as decided at C-1, shall act as Secretary to the Working Group. The Secretary shall prepare the reports required for submission to each meeting of the Council and to sessions of the Assembly as directed by the Council.
- 2.3 The Chair and Vice-Chair shall be a representative of a Member State having a seat at the Council. The Chair and Vice-Chair shall be nominated at the end of the 1st meeting of the Council and the nominations shall be determined by vote of the Council Members present and voting. As decided at C-1, France will serve as the Chair, and Japan the Vice-Chair. 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.
- 2.4 The Working Group should normally work by correspondence, but if decided by the Working Group, meetings can be scheduled in conjunction with any IHO meetings. The Chair or any member of the Working Group, with the agreement of the simple majority of all members of the Working Group, can call extraordinary meetings. In case of meetings, all intending participants shall inform the Chair and Secretary ideally at least one month in advance of their intention to attend meetings of the Working Group.
- 2.5 Decisions shall generally be made by consensus. If votes are required on issues or to endorse proposals presented to the Working Group, decisions shall be taken by a simple majority of Working Group Members present and voting. When dealing with matters by correspondence, a simple majority of all responding Working Group Members shall be required.
- 2.6 The draft record of meetings shall be distributed by the Secretary within ten working days of the end of meetings and participants' comments should be returned within ten working days of the date of despatch. Final minutes of meetings should be distributed to all IHO Member States and posted on the IHO website within thirty days after a meeting.
- 2.7 The working language of the Working Group shall be English.
- 2.8 Recommendations of the Working Group shall be submitted to the Council for endorsement.
- 2.9 The Working Group will be disbanded after A-2.
- 2.10 These Rules of Procedure can be amended in accordance with Article 6 of the General Regulations