

Annex C to the Report of the IHO HSSC to the Council 8
Draft Terms of Reference of the MASS WG

HSSC - MASS NAVIGATION WORKING GROUP
Draft – Terms of Reference and Rules of Procedure

1. Objective

To ensure the standards developed by IHO, and in particularly the S-100 suite of Product Specifications, meet the navigational needs of vessels operated under all degree of autonomy or high levels of automated navigation. It will do this by:

- Working with the S-100 WGs and PTs and other relevant IHO groups to ensure product specifications and data standards are aligned to MASS requirements.
- Inviting representation from industry and academia to the WG and engaging with all relevant stakeholders to ensure the requirements for navigational data in the context of MASS is properly understood and communicated to the relevant Product Specification WGs.
- Liaise and work with other international bodies such as IMO, IALA and WMO to ensure coherence of developments, activity, and regulation across the autonomous domain.

2. Authority

The Working Group is a subsidiary of the Hydrographic Services and Standards Committee (HSSC). Its work is subject to HSSC approval.

3. Composition

- a) The Project Team shall comprise representatives of IHO Member States (MS), Expert Contributors (EC), observers from accredited NGOs, and a representative from the IHO Secretariat. A membership list shall be maintained and posted on the IHO website.
- b) EC membership is open to entities and organizations that can provide a relevant and constructive contribution to the work of the WG.
- c) The Chair and Vice-Chair shall be a representative of a MS. 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 MS present and voting.
- d) If a secretary is required, it should normally be drawn from a member of the WG.
- 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) ECs shall seek approval of membership from the Chair.
- g) EC membership may be withdrawn in the event that a majority of the MS represented in the WG agrees that an EC's continued participation is irrelevant or unconstructive to the work of the WG.
- h) All members shall inform the Chair in advance of their intention to attend meetings of the WG.

- i) In the event that a large number of EC members seek to attend a meeting, the Chair may restrict attendance by inviting ECs to act through one or more collective representatives.

4. Procedures

- a) The WG should work by a combination of correspondence, teleconferences, group meetings, workshops or symposia. The WG should meet at least once a year. When meetings are scheduled, and in order to allow any WG submissions and reports to be submitted to the HSSC on time, meetings should not normally occur later than nine weeks before a meeting of the HSSC.
- b) Decisions should generally be made by consensus. If votes are required on issues or to endorse proposals presented to the WG, only Members may cast a vote. Votes at meetings shall be on the basis of one vote per Member represented at the meeting. Votes by correspondence shall be on the basis of one vote per Member represented in the WG.
- c) The WG should liaise with other IHO bodies, international Organizations and industry representatives to ensure the relevance of its work and timely notice of changes to the standards.
- d) The WG should report to the HSSC on its activities and submit a rolling two-year work plan, including expected time frame.