

CBSC e-Learning Project Team
Terms of Reference and Rules of Procedure

1. Objectives

- 1.1. To prepare for the establishment of the IHO e-Learning Center systematically until the 3rd Session of the IHO Assembly
- 1.2. To give advice on technical and policy matters necessary to establish the IHO e-Learning Center and define the roles of its Steering Committee and Secretariat
- 1.3. To closely liaise with IHO subsidiary bodies such as the Council, IRCC, CBSC and IBSC, Member States and relevant international organizations to facilitate the establishment of the IHO e-Learning Center and enhance its utilization

2. Authority

This Project Team (PT) is a subsidiary of the CBSC.

3. Terms of Reference

- 3.1. The PT cooperates with the CBSC and the Republic of Korea to establish the IHO e-Learning Center and reports the progress to the IHO Council and Assembly.
 - a) The PT defines the framework of the IHO e-Learning Center and establishes it.
 - b) The PT reports the progress to the CBSC, IRCC, Council and the 3rd Session of the IHO Assembly.
- 3.2. The PT prepares the rules and guideline necessary to run the IHO e-Learning Center.
 - a) The PT prepares and reviews its Terms of Reference and Rules of Procedure.
 - b) The PT prepares a guideline and an implementation plan for the IHO e-Learning Center.
 - c) The PT prepares a procedure for certifying e-learning curriculum.
- 3.3. The PT provides technical advice related to the IHO e-Learning Center and establishes a promotion strategy.
 - a) The PT provides advice related to the construction of an e-learning system and a website.
 - b) The PT prepares a promotion strategy to enhance the utilization of the IHO e-Learning Center.

3.4. The PT test runs the IHO e-Learning Center and receives the feedback.

a) The PT reviews the e-learning contents provided by Member States and IHO subsidiary bodies.

b) The PT collects and evaluates feedback on the courses test run by the IHO e-Learning Center.

3.5. The list of membership is maintained at the IHO website.

4. Rules of Procedure

4.1. The PT shall comprise representatives of the CBSC, IBSC and interested Member States and liaise closely among them.

4.2. The PT continues its tasked work until an organ for the IHO e-Learning Center is established and run.

4.3. The Chair and Vice-Chair shall be selected through PT meetings.

4.4. PT meetings are held at the request of the Chair or its members.

4.5. A quorum is constituted by the majority of the PT members. The PT strives to make decisions by consensus.

4.6. Those from non-governmental organizations, industry, organizations or individuals who can make relevant and positive contributions to the PT may continuously participate at meetings as observers.

4.7. Recommendations and decisions from PT meetings are reported to the CBSC for review.