Eastern Atlantic Hydrographic Commission

Marine Spatial Data Infrastructure Working Group

EAtHC MSDI WG

Terms of Reference and Rules of Procedure

References

A.   EAtHC16 Meeting, Lisbon, Portugal, September 2021.

1.   Background

1.1   During its 16th Conference in Lisbon, Portugal, the Eastern Atlantic Hydrographic Commission (EAtHC) discussed the benefits of a regional Marine Spatial Data Infrastructure (MSDI) approach, originated by the emerging challenges derived from this concept.

1.2   At the end of the discussions and confirmed by EAtHC16 Decision 18, the members agreed to establish the EAtHC MSDI Working Group (WG).

2.   Terms of Reference (ToR)

2.1   The main objective of the EAtHC MSDI WG, from now on designated as WG, is to support the activities of the EAtHC related with MSDI, focusing on managing and sharing marine spatial data and extending its use.

2.2   The WG is a subsidiary body of the EAtHC and its work is subject to its approval.

2.3   The WG shall:

2.3.1   Monitor and publicize regional MSDI activities, trends and best practices, developing a knowledge base to support MSDI implementation by Member States (MS), Associate Members (AM) and Observers (OBS);

2.3.2   Liaise and consult, as appropriate, with other relevant bodies to coordinate actions and increase visibility and use of marine spatial data;

2.3.3   Identify actions, procedures and resolutions that the EAtHC might take to contribute to the development of MSDI in support of MS, AM and OBS;

2.3.4   Promote the use of IHO standards in MSDI activities;

2.3.5   Assess the status of regional MSDI implementation by MS, AM and OBS;

2.3.6   Present a report at the EAtHC meetings that shall include: a description on the current status, recommendations regarding MSDI implementation and a scheduled action plan;

2.3.7   Represent EAtHC in other regional or international projects related with marine spatial data, for instance, Seabed 2030 and Crowdsourced Bathymetry;

2.3.8   Support disaster response as defined in the approved framework.

3.   Rules of Procedure (RoP)

3.1   The WG shall comprise representatives of MS, AM and OBS of the EAtHC, which are encouraged to participate and contribute to the WG. A membership list shall be maintained and updated whenever needed.

3.2   The Chair and Vice-Chair shall be representatives of MS and they shall be elected or reconfirmed by the MS present at the first WG meeting following each EAtHC Conference. If the Chair is unable to carry out his duties, the Vice-Chair shall assume the Chair with the same powers and duties.

3.3   The Chair shall have a seat in the EAtHC Conference and extraordinary meetings and shall report on the activities of the WG.

3.4   The WG shall work by correspondence and meet by videoconferencing (VTC) when needed.

3.5   All members shall inform the Chair in advance of their intention to attend any meetings of the WG.

3.6   WG meetings shall not be scheduled later than nine weeks before an EAtHC Conference, in order to allow any WG submissions and reports to be addressed to the EAtHC on time.

3.7   If a Secretary is required, it shall be nominated from a MS. The draft minutes of meetings shall be distributed by the Secretary within six weeks of the end of meetings and comments from WG members shall be returned within three weeks. Final minutes should be distributed and posted on the WG website within three months after meetings.

3.8   Decisions shall generally be made by consensus. If votes are required on issues or to endorse proposals presented to the WG, only MS may cast a vote, based on one vote per MS represented. In the event that votes are required between meetings or in the absence of meetings, including for Chair and Vice-Chair election, this shall be achieved through a postal ballot by the MS which are members of the WG.

3.9   The WG shall work in accordance with existing guidelines and recommendations issued by the IHO and other relevant entities.

3.10 The working language of the WG shall be English.

3.11 Expert Contributor membership is open to entities that can provide a relevant contribution. Expert Contributors shall request membership approval from the Chair. If

a majority of the WG members agrees that an Expert Contributor participation is pointless to the WG, its membership may be revoked.