**TERMS OF REFERENCE AND RULES OF PROCEDURE**

**for the**

# MEDITERRANEAN AND BLACK SEAS HYDROGRAPHIC COMMISSION

**S-1xx WORKING GROUP (MBSHC S-1xx WG)**

*Adopted on xxxx 2024 (MBSHC24)*

# Background

1.1 The Mediterranean and Black Seas Hydrographic Commission recognizes the need to provide guidance on the implementation of the IHO S-100 Roadmap in the region and to coordinate the capacities for the development and production of S-1xx products. Accordingly, it appoints and directs a working group to undertake this task. The working group shall be named the MBSHC S-1xx Working Group (MBSHC S-1xx WG).

1.2 The MBSHC S-1xx WG is a subsidiary body of the Mediterranean and Black SeasHydrographic Commission. It shall conduct its work in accordance with these Terms of Reference and Rules of Procedure. The Mediterranean and Black SeasHydrographic Commission may clarify or amend these generic Terms of Reference and Rules of Procedure for the MBSHC S-1xx WG in order for these to be made specifically relevant and applicable to its region. Its work is subject to the Hydrographic Commission’s approval.

# Terms of Reference

The objectives of the MBSHC S-1xx WG are:

2.1 To share experience between the working group Members on the implementation of the S-100 Roadmap in their country or organization: general policies, governance, tools, calendar…

2.2 To coordinate the capacities in the region for a seamless development and production of S-1xx products in the area through the nine United Nations Integrated Geospatial Information Framework (IGIF) Strategic Pathways (*cf. Action WENDWG12/33*):

* Governance and Institutions
* Policy and Legal
* Financial
* Data
* Innovation
* Standards
* Partnerships
* Capacity and Education
* Communication and Engagement.

2.3 To identify common axes and priorities for the MBSHC coastal states for the development of S-1xx products and to set up actions to support MBSHC Members: presentation of technical specifications, training, assistance to prepare S-1xx production in compliance with the IHO S-100 Roadmap.

2.4 To liaise with Region F ICCWG and the MBSHC Capacity Building Coordinator to coordinate the cooperative actions.

2.5 To report to the MBSHC at the conferences and whenever found necessary.

The MBSHC S-1xx WG is not intended to coordinate the S-101 production in terms of scheme, as this role has been appointed to the Region F ICCWG by the MBSHC.

# Rules of Procedure

3.1 Membership is open to all members and associate members (Member States), and all observers of the Mediterranean and Black Seas Hydrographic Commission wishing to be represented.

3.2 Non-Governmental International Organizations recognized by the IHO may participate as observers in MBSHC S-1xxWG activities, where matters of special interest to the NGIO concerned are being considered (IHO Resolution 5/1957 as amended, rule 6.c refers).

3.3 The Chair shall be elected amongst participants in the MBSHC S-1xx WG representing a Member State. Election shall be determined by a simple majority of Member States present and voting (or responding, where determined by correspondence). The Chair is nominated by the MBSHC Chair.

3.4 A Vice-Chair may be appointed by the Mediterranean and Black SeasHydrographic Commission:

* Election to the post will be by the same method as for the Chair;
* The Vice-Chair shall act as the Chair, with the same powers and duties, in the event that the Chair is unable to carry out the duties;
* The Chair and Vice-Chair will decide between them the organization of the work entailed in these posts, or these may be defined by the Mediterranean and Black SeasHydrographic Commission.

3.5 Conduct of business will be primarily by correspondence. If meetings are required, these should be planned with due regard to efficiency and obtaining the fullest membership support (for example, by holding meetings in association with meetings of the Mediterranean and Black Seas Hydrographic Commission). All members shall inform the Chair in advance of their intention to attend meetings of the MBSHC S-1xxWG. A draft agenda and meeting documents will be issued prior to the WG meeting (correspondence by e-mail only). The working language shall be English.

3.6 Decisions should be made by consensus within the MBSHC S-1xx WG, and should be endorsed by the MBSHC if deemed necessary.

*Reference:*

*WENDWG12 Meeting (Monaco, 22-24 February 2022)*

*MBSHC23 Conference (Ljubljana, 29 March-1 April 2022)*

*Roadmap for the S-100 Implementation Decade - version 2.1, November 2022*