

## **Nordic Chart Production Expert Group (NCPEG)**

### **DRAFT - Terms of Reference**

#### **1. Objective**

The Paper Chart Production Group was originally established by the Nordic Hydrographic Commission (NHC) in 2000 to exchange information among those experts who are in practice responsible for production of nautical charts and nautical publications.

#### **2. Authority**

This NCPEG is a subsidiary of the Nordic Hydrographic Commission (NHC). Its work is subject to NHC approval/monitoring.

#### **3. Procedures**

##### **A. The NCPEG should:**

- A.1 Evaluate current practices of producing charts and publications in Nordic HOs where feasible, i.e.
  - status on Nordic chart harmonization according to IHO S-4
  - source data management
  - chart data management
  - education / training of staff
  - quality control methods of chart production & chart products
  - print on demand
  - chart printing and marketing
  - discuss other current issues suggested by participating HO(s)
- A.2 Where feasible, harmonize the Nordic practices in chart publishing, chart distribution and chart adoption.
- A.3 Arrange workshops, training, or courses on nautical chart production.
- A.4 Liaise with other relevant bodies when feasible.
- A.5 Forward joint Nordic opinions and proposals to relevant other bodies when found feasible.
- A.6 Monitor closely international development regarding the future of paper charts.
- A.7 Monitor development of the S-100 framework and focus especially on S-101 Electronic Navigational Chart (ENC) and S-102 Bathymetric Surface.

##### **B. All Nordic HOs are encouraged to participate to the work of NCPEG.**

##### **C. The NCPEG should work by correspondence as far as possible. Especially between the meetings the members are encouraged to exchange relevant information.**

##### **D. Physical meetings will be organized normally every second year. VTC meetings will be organized the adjacent year or as appropriate.**

- a) The organizing responsibility is to be circulated among the Nordic HO's.
- b) The organizing country and possible date for the next meeting should be decided at a NCPEG meeting.
- c) The organizing country should propose the specific issues to be discussed and to make a draft Agenda based on the input from the others at least three months before the meeting.
- d) Appropriate persons from each HO should attend meetings and may vary case by case.
- e) The NCPEG should report to NHC at least at the NHC annual meetings.

#### 4. Composition and Chairmanship

- a) Each HO should nominate a member to the NCPEG who acts as a main Point of contact to the NCPEG and who is involved in the practical issues of the production of charts and publications.
- b) The NCPEG may invite contributors to join its work.
- c) Decisions should be made generally by consensus. If votes are required all members have one vote.
- d) The NCPEG shall elect its Chair among its members. Normally the Chair should be on the HO who is responsible for the following VTC and physical meeting.