

**TERMS OF REFERENCE AND RULES OF PROCEDURE**  
**FOR THE SOUTH WEST PACIFIC HYDROGRAPHIC COMMISSION**  
**INTERNATIONAL CHARTING COORDINATION WORKING GROUP**  
**(SWPHC ICCWG)**

*(version 1.2, March 2024)*

## **1. Background**

1.1. The South West Pacific Hydrographic Commission (SWPHC) recognizes the need to actively develop and maintain official nautical charts, in both paper and digital formats, that support ships engaged on international voyages in its region. Accordingly, it appoints and directs a working group to undertake this task. The working group shall be named the SWPHC International Charting Coordination Working Group (SWPHC ICCWG).

1.2. The SWPHC ICCWG is a subsidiary body of the South West Pacific Hydrographic Commission. It shall conduct its work in accordance with these Terms of Reference and Rules of Procedure. The South West Pacific Hydrographic Commission may clarify or amend these generic Terms of Reference and Rules of Procedure for the ICCWG in order for these to be made specifically relevant and applicable to its region. Its work is subject to the Hydrographic Commissions approval.

## **2. Terms of Reference**

2.1. To study issues related to nautical charting and S-100 products of the region, in particular to coordinate the allocation of production responsibilities for paper and electronic charts (INT charts and ENC), that support ships engaged on international voyages.

2.2. To develop and maintain an integrated international chart scheme for the region.

2.3. SWPHC ICCWG Coordinator:

- Oversee issues related to nautical charting, specifically coordinating paper and electronic charts (INT charts and ENC);
- Manage the harmonisation of ENCs (S-57 and S-101);
- Provide guidance on IHO charting regulations and standards.

2.4. SWPHC S-100 Coordinator:

- Focus exclusively on coordinating S-100 products, including gathering plans and reporting as WEND representative;
- Act as a central figure for international engagement with S-100 relevant bodies;
- Collaborate closely with SWPHC ICCWG Coordinator to ensure a unified approach to hydrographic initiatives.

2.5. The joint effort ensures a harmonised strategy that integrates the strength of each role. This cooperative approach facilitates the maintenance of high quality products and services in the region through consistent coordination and shared responsibilities.

2.6. To reach decisions on the maintenance and updating of the documents for which it is responsible.

2.7. To provide advice on chart schemes to individual Member States, in order to encourage adherence to IHO charting regulations, specifications and standards, and to promote and coordinate the production of international (INT) charts and ENC.

2.8. To develop proposals for new or amended INT chart schemes to meet evolving user needs (for example, the introduction of new or amended routing measures, the confirmed developments of international ports).

2.9. To coordinate the development and maintenance of ENC schemes, by regional agreement, to ensure consistent parameters are used in the compilation of ENC.

2.10. To act as the custodian and maintainer of official, version-controlled catalogues, depicting the status of published and planned charts, subject to formal review and approval by Member States of the South West Pacific Hydrographic Commission. However, the ENC catalogues may be maintained by RENCs subject to South West Pacific Hydrographic Commissions approval.

2.11. To provide advice to IHO Secretariat on any amendments required to maintain S-11 Part B: International Chart Web Catalogue (for example, scale, limits, numbering) and, as appropriate, any corresponding ENC catalogue.

2.12. To provide advice to Chair NCWG and IHO Secretariat on any amendments required to maintain S-11.

2.13. To undertake professional consideration of new information of interest to the ICCWG which may impact its business and responsibilities.

### 3. Rules of Procedure

3.1. Membership is open to all Producer Nation members of the South West Pacific Hydrographic Commission wishing to be represented. Noting the technical nature of the Groups work, participation should be limited to representatives of Hydrographic Offices concerned with nautical charting and/or S-100 Services. Non-Governmental International Organizations recognized by the IHO may participate as observers in ICCWG activities, where matters of special interest to the NGIO concerned are being considered (IHO Resolution 5/1957 as amended, rule 6.c refers).

3.2. The SWPHC ICCWG Coordinator will monitor membership to encourage active participation by all S-100 or/and chart-producing Member States within the Region.

3.3. The SWPHC ICCWG Coordinator role shall be held by a Member State participating in the ICCWG. The election of the Coordinator, or the reconfirmation of the existing Coordinator, shall be decided by the South West Pacific Hydrographic Commission at an ordinary meeting or, where a meeting is not convened, by correspondence. Elections, when required shall be determined by a simple majority of Member States present and voting (or responding, where determined by correspondence).

3.4. A separate S-100 Coordinator role shall be held by a Member State participating in the ICCWG. The election of the Coordinator, or the reconfirmation of the existing Coordinator, shall be decided by the South West Pacific Hydrographic Commission at an ordinary meeting or, where a meeting is not convened, by correspondence. Election shall be determined by a simple majority of Member States present and voting (or responding, where determined by correspondence).

3.5. Normally, a Vice-Coordinator is not required to be appointed. However, if a Vice-Coordinator is appointed by the South West Pacific Hydrographic Commission:

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

3.6. Conduct of business will be primarily by correspondence and virtual meetings. 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 South West Pacific Hydrographic Commission with option of Hybrid meeting). All members shall inform the Coordinator in advance of their intention to attend meetings of the ICCWG. The working language shall be English.

- 3.7. Draft proposals will be circulated for review and comment to:
- All members of the ICCWG and, where appropriate, all members of the South West Pacific Hydrographic Commission;
  - Coordinators of adjoining regional ICCWG, if the scheme impacts on those regions (for example, to ensure consistency and coherence of coverage across regional boundaries, for the allocation of chart numbers);
  - Hydrographic Offices producing or printing charts of the Region;
  - Chairman NCWG, if independent advice is required.
- 3.8. Decisions shall be made by consensus. If consensus can't be reached there will be an option to vote on the decision.
- 3.9. Where required, a Work Plan should be developed and maintained. This should include task priorities and the expected time frames for progressing tasks. The South West Pacific Hydrographic Commission may delegate tasks to the ICCWG as it sees fit; it is also available to provide guidance on request (for example, in respect of priorities).
- 3.10. The SWPHC ICCWG Coordinator will report progress to meetings of the South West Pacific Hydrographic Commission and at other reasonable times, on request. Reports shall include but are not limited to:
- An updated Regional INT Chart Catalogue;
  - An update of the ENC Catalogue relevant to the Region (if not undertaken by RENCs);
  - Changes made to the scheme of INT Charts for the Region, approved by the ICCWG since the last report, together with a summary of reasons;
  - Changes made to the small / medium scale ENC scheme for the Region, approved by the ICCWG since the last report, together with a summary of reasons;
  - An updated Work Plan (if used);
  - To report on an annual basis to the SWPHC of the implementation of ENC harmonisation actions needed for the consistent implementation of S-100 services in the region.
- 3.11. The S-100 Coordinator will report progress via ICCWG to meetings of the South West Pacific Hydrographic Commission and at other reasonable times, on request. Reports shall include but are not limited to:
- Participate in meaningful discussions and consultations to drive the harmonised implementation and maintenance of S-100 based services;
  - To report overarching S-100 coordination (gathering plans from Member States and reporting as WEND representative of the SWPHC);
  - Update the WEND Matrix on an annual basis;
  - Provide input to the WENDWG on RHC preferences regarding WEND 100 Principles;

- Work to coordinate new S100 products according to WEND 100 Principles (as they are developed), following overlap, distribution and other guidance as it is agreed;
- Facilitate cooperation in international engagement with S-100 relevant international bodies and provide a forum for evaluation of international work and its impact on SWPHC;
- Help to communicate latest WEND 100 Principle updates to RHC;
- Update SWPHC ICCWG on status of S-100 products in the region.

3.12. All participants, including South West Pacific Hydrographic Commission members and associate members where not directly represented in the ICCWG, shall keep the SWPHC ICCWG Coordinator informed of any information relevant to the ICCWG. This may include:

- Submitting proposals for new INT Charts, or amendments (for example, to limits, scale of portrayal) to existing INT Charts, in the Region;
- Requesting new INT Chart numbers for new charts that are planned;
- Reporting the status of production of international charts (INT Charts and ENC);
- Reporting the status of production of S-100 Services.

3.13. ICCWG members shall respond in a timely manner to all reasonable requests for advice from the Coordinator (for example, requests for updating the Catalogue of the INT Charts of the Region, change in points of contact), abiding by all reasonable stated deadlines.

3.14. The work shall be done in accordance with:

- IHO Resolution 1/1997 as amended: 'Principles of the Worldwide Electronic Navigational Chart Database (WEND)', to ensure a world-wide consistent level of high-quality, updated ENCs;
- S-57: 'IHO Transfer Standard for Digital Hydrographic Data';
- S-11 Part A: 'Guidance for the Preparation and Maintenance of International (INT) Charts and ENC Schemes';
- S-4: 'Chart Specifications of the IHO and Regulations for International (INT) Charts', which provides the internationally agreed product specification for both national and international (INT) charts;
- S-65: 'Electronic Navigational Charts (ENCs) "Production, Maintenance and Distribution Guidance"'.  
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- S-101: ENC Product Specification.
- IHO Resolution 1/2021: 'Principles of the WEND for S-1XX products (WEND – 100 Principles);
- IHO S-100 Roadmap