**Terms of Reference and Rules of Procedure**

**for the**

**South West Pacific Hydrographic Commission Work Plan & Priorities Working Group**

(First Draft: 25/11/2021)

## References

1. 18th SWPHC Meeting, Feb 2021, Decision 14: Establish a WG to develop SWPHC 3-6year draft work plan and priorities to achieve the Goals and Targets of the IHO Strategic Plan.
2. 18th SWPHC Meeting, Feb 2021, Action #18: Chair to establish a WG to develop SWPHC 3-6 year draft work plan and priorities.
3. IRCC 2021 Workshop-Strategic Plan, Oct 2021

## Objective

To develop and maintain a SWPHC 3-6 year draft work plan and priorities to achieve the Goals and Targets of the IHO Strategic Plan.

## Authority

The Working Group (WG) is a subsidiary of the IHO’s regional South West Pacific Hydrographic Commission (SWPHC). Its work is subject to SWPHC approval.

## Composition and Chair

1. The WG shall comprise representatives of SWPHC IHO Member States, Associate Members and Observer States. A membership list shall be maintained and posted on the IHO SWPHC website.
2. The Chair and Vice-Chair shall be a representative of a Member State (MS). The election of the Chair and Vice-Chair should normally be decided at the first meeting of the WG after each ordinary session of the Assembly and shall be determined by vote of the WG members present and voting.
3. If a secretary is required, it should normally be drawn from a member of the WG.
4. If the Chair is unable to carry out the duties of the office, the Vice-Chair shall act as the Chair with the same powers and duties.
5. All members shall inform the Chair in advance of their intention or inability to attend meetings of the WG.

## Procedures

1. The WG should preferably work by correspondence and online meetings or workshops. In-person group meetings or workshops may be held if required.
2. The WG should meet at least once a year.
3. When meetings are scheduled, and in order to allow any WG submissions and reports to be submitted to SWPHC on time, meetings should not normally occur later than nine weeks before a meeting of SWPHC.
4. Decisions should generally be made by general agreement. If votes are required on issues or to endorse proposals presented to the WG, only MS may cast a vote. Votes shall be based on one vote per MS represented. If votes are required between meetings or in the absence of meetings, including for elections of the Chair and Vice Chair, this shall be achieved through a ballot of those MS on the current membership list.
5. The WG should report to SWPHC on its activities and submit a rolling two-year work plan, including expected time frames.
6. Sub-groups may be established to work on discrete actions and shall report to the WG.
7. The working language of the WG shall be English.

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