

Paper for Consideration by WENDWG14
Revision of the Terms of Reference (ToR)

Submitted by:	WENDWG office bearer
Executive Summary:	The paper discusses the appropriateness of the current ToR version
Related Documents:	NONE
Related Projects:	NONE

Introduction/Background

Terms of Reference (ToR) are the backbone of each IHO working Group. Describing a working group objectives, the ToR are the basis of the work.

Taking into account that amendments of the ToR may have significant impact on the working group workload, each amendment of the ToR are subject to parent organisation approval.

Analyses/Discussio

Any amendments of the ToR may have critical impact on working group's workload. Each ToR amendment proposal requires the parent organisation approval before it becomes effective. This is a significant bureaucracy workload.

Therefore, WENDWG should only seek ToR amendments approval by the parent organisation if the amendments are critical for the work programme.

The latest ToR amendments approved by the parent organisation in June 2023 reflect the S-100 development and expanded the WENDWG scope to cover S-100 products provision. This is considered a very good foundation of the future WENDWG work.

Recommendations

The WENDWG office bearer recommend to keep the current ToR version unchanged.

Justifications and impacts

The current ToR reflect all aspects of the WENDWG work. Keeping the ToR unchanged would have no negative impact on the WENDWG work and performance.

Conclusion

The current version of the WENDWG ToR, as provided in Annex, should be kept unchanged.

Action required of WENDWG14:

The WENDWG14 is invited to:

- a. take note of the paper.
- b. express consent that the current ToR do not require amendments.

Annex**WORLD-WIDE ELECTRONIC NAVIGATIONAL CHART DATABASE WORKING GROUP
(WENDWG)****Terms of Reference**

- Ref: 1) 1st IRCC Meeting (Monaco, June 2009)
- 2) 5th IRCC Meeting (Wollongong, Australia, June 2013) – Approval of amendments from WENDWG3
- 3) 9th IRCC Meeting (Paramaribo, Suriname, June 2017) – Alignment with the amendments to the Convention on the IHO (IHO CL 41/2016 refers)
- 4) 10th IRCC Meeting (Goa, India, June 2018) – Expansion of the scope
- 5) 11th IRCC meeting (Genoa, Italy, June 2019) – Support of the S-100 Implementation Strategy
- 6) 15th IRCC Meeting (Tokyo, Japan, June 2023) – Upgrade to incorporate S-100 implementation

1. Objective

- a. The purpose of the WEND Working Group is to advise IRCC to enable the highest societal value of Member State effort by:
 - i. Facilitating a world-wide consistent level of high-quality, updated official S-57 and S-101 ENC's, and ENDS (as well as other S-100 products and services), once those products reach operational maturity, through integrated services that support chart carriage requirements of SOLAS Chapter V, and the requirements of the IMO Performance Standards for ECDIS.
 - ii. Reviewing options, and recommending actions, that expand the value of the Worldwide ENC Database and S-100 product and service stack to all marine data users applying data management principles.
 - iii. Supporting the S-100 based products and services implementation strategy.
 - A. Aiding IRCC in reporting on measurement and progress toward its assigned Strategic Performance Indicators (SPI), through appropriate tools.

2. Authority

- a. This WG is a subsidiary of the Inter Regional Coordination Committee (IRCC). Its work is subject to IRCC approval.

3. Procedures

- a. The WG should:
 - i. Monitor the development of adequate ENC and S-100 product and service coverage to meet carriage requirements for ECDIS.
 - ii. Develop proposals:
 - A. for speeding up ENC and S-100 production;
 - B. ensuring uniform ENC and S-100 product and service quality and consistency;

- C. making data available worldwide;
 - D. taking advantage of any offers for production assistance, or other ways of mutual assistance and cooperation.
- iii. Advise MS, where appropriate, on the need, as well as on methods and tools for validating the data, and on any assistance which could be offered by the RENCs.
 - iv. Monitor the implementation of the WEND, in response to Decision 21 of the XVIIth IHC, and advise IRCC of appropriate measures for speeding-up the implementation process.
 - v. Support Regional ENC Coordinating Centres (RENC) cooperation and operations.
 - vi. Maintain the WEND-100 Principles and the Guidelines on the Implementation of the WEND-100 Principles, as appropriate, in order to support the production and dissemination of S-101 ENCs and other S-100 products and services.
- b. The WG should conduct its business by correspondence to the maximum extent possible, including but not limited to email, virtual meetings, or teleconferences. However, the group will plan to meet in-person annually.
 - c. The date and location of WG meetings should normally be announced by the Chair by the end of the previous meeting.
 - d. All members shall inform the Chair in advance of their intention to attend meetings of the WG.
 - e. Decisions of the WG shall be made by consensus.
 - f. The draft record of meetings shall be distributed by the Chair (or the secretary) within six weeks of the end of meetings and participants' comments should be returned within three weeks of the date of dispatch. Final minutes of meetings should be posted on the IHO website within three months after a meeting.
 - g. Drafting groups and other project teams may be created by the WG or proposed to IRCC to undertake detailed work on specific topics.

4. Composition and Chairperson

- a. Membership of the WG is open to all Member States of the IHO. The WG shall comprise representatives from IHO Member States, representatives from each RENC, representatives from each RHC¹, representatives from the HCA, other subject matter experts as deemed appropriate by the IRCC; and a representative from the IHO Secretariat. The IHO Secretariat will also provide a secretary. A membership list shall be maintained and posted on the IHO website.
- b. Expert Contributors may be invited to join the WG or present at WG meetings as required, according to the task at hand. Expert Contributors shall be invited by the Chair.
- c. The Chair and Vice-Chair shall be representatives of IHO Member States and shall be decided by vote of the IHO Member States present and voting at a meeting. The election of the Chair and Vice-Chair shall be decided at the first meeting after each

¹ Up to RHCs, but preferably ENC and S-100 Coordinators

ordinary session of the Assembly. If the Chair is unable to carry out the duties of the office, the Vice-Chair shall assume the Chair with the same powers and duties.

- d. The requirement for the continued existence of the WG shall be reviewed at each meeting of the IRCC.