

IHO WWNWS Document Review Working Group Terms of Reference

Submitted by Chair, World-Wide Navigational Warning Service

SUMMARY

Executive Summary: This document contains a proposal for establishing a Terms of Reference for the IHO WWNWS Document Review Working Group

Action to be taken: Paragraph 3

Related documents: Final report from the 7th Commission on the Promulgation of Radio Navigational Warnings Meeting 2005, Final report from CPRNW8, Final report from CPRNW9, Final report from WWNWS3

1. Background

The 7th Commission on the Promulgation of Radio Navigational Warnings (CPRNW7) Meeting held at the IHB in Monaco, 13-15 Sep 2005 recognized the need to establish a correspondence group to ensure that it conducted a thorough review of all WWNWS guidance documents. The initial recommendation was for the IMO SafetyNET and NAVTEX Coordinating Panels to lead this effort, with the first meeting to follow COMSAR 10 in 2006. Any recommended or proposed changes to any WWNWS guidance documentation from the working group would be forwarded to all members of the CPRNW for comment prior to approval.

In subsequent CPRNW meeting reports, the document review group seemed to alternate between being referred to as a Correspondence Group and a Working Group, and it continued to meet after the annual COMSAR meeting in London at IMO Headquarters. At CPRNW8, the discussions focused on the correct process to follow to submit changes to the IMO, considering that the CPRNW was a Commission under the IHO that any changes would need to be approved by IHO member states as well as the WMO. Interestingly, the Secretary of the IMO NAVTEX Coordinating Panel had the responsibility to provide a status on the review of WWNWS guidance documents at CPRNW meetings.

In 2008, at CPRW9, the Secretary of the IMO NAVTEX Coordinating Panel also became the Secretary of the CPRNW Document Review WG. The meeting report did not make reference to new procedures for that selection process. Finally, at WWNWS3, in 2011, the Chair of the WWNWS-SC seemed to assume the role as Chair of the Document Review Working Group.

2. Discussion

The purpose of this document is to review the proposed Terms of Reference for the WWNWS Document Review Working Group, found in the annex, and amend it as required.

3. Actions requested

Approve the IHO WWNWS Document Review Working Group Terms of Reference.

ANNEX

IHO World-Wide Navigational Warning Service (WWNWS) Document Review Working Group (DRWG) Terms of Reference

1. Objective

Review the various guidance documents for the WWNWS and evaluate any proposed amendments for consideration and approval. Prepare updates to the various WWNWS guidance documents and submit them for review and approval at the WWNWS Sub-Committee's annual meeting.

The following guidance should be considered:

- a. International Maritime Organization (IMO) approval of new methods to enhance the provision of Maritime Safety Information (MSI) to mariners at sea;
- b. IMO and World Meteorological Organization (WMO) approved implementation plans and corresponding timelines for new methods to disseminate MSI;
- c. Conformance with international guidelines and guidance developed by the IMO, WMO and International Hydrographic Organization (IHO).

2. Governance

- a. The DRWG is a subsidiary of the IHO World-Wide Navigational Warning Service – Sub Committee (WWNWS-SC).
- b. The DRWG will submit its recommendations or decisions and report annually, or more frequently as appropriate, to the WWNWS-SC.
- c. The DRWG will primarily conduct its work by remote meeting, but may meet face-to-face during, or adjacent to, a meeting of the WWNWS-SC or IMO Navigation, Communications and Search and Rescue meeting.
- d. Documents, papers, and information material will be hosted on an IHO WWNWS website.
- e. Recommendations or decisions to WWNWS Subcommittee by the DRWG should be made by consensus. If votes are required on issues or to endorse proposals, only Member States may cast a vote. Votes shall be on the basis of one vote per Member State represented.

3. Composition

- a. Membership of the DRWG is open to:
 - o NAVAREA Coordinators, Sub-area Coordinators and IHO Member States. In a NAVAREA or Sub-area Coordinators' absence, they may nominate a representative to attend the meeting on their behalf;

- all recognized mobile-satellite service providers;
- b. Membership of the DRWG is also open to entities and organizations that can provide a relevant technical or operational contribution.
- c. The Chair of the DRWG will be the Chair of the WWNWS-SC. The Secretary of the DWRG will be appointed by the Chair of WWNWS-SC.

5. Roles and Responsibilities

- a. Chair – provide direction, distribute drafts, records of decisions, and work plans.
- b. Secretary – will track and record updates and changes to all documents and prepare documents for submission the IMO.
- c. Members – respond in a timely manner to requests for feedback, participate in the DRWG and provide input into group activities.