



## DATA QUALITY WORKING GROUP

[A working group of the Hydrographic Services and Standards Committee (HSSC)]

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**DQWG Letter : 07/2017**

Date 22 Nov 2017

**Subject: Invitation to attend the Data Quality Working Group meeting 13  
Monaco, 15-19 January 2018**

Dear Working Group Member,

1. At HSSC-9 held in Ottawa, Canada from 6<sup>th</sup> to 10<sup>th</sup> of November 2017, the following decisions were made:

**HSSC9/32:** HSSC agreed on the continuity of the Data Quality Working Group;

**HSSC9/33:** HSSC approved the new Data Quality Working Group Terms of Reference as proposed by the Data Quality Working Group and amended during HSSC-9;

**HSSC9/34:** IHO sec. to upload the new Data Quality Working Group Terms of Reference;

**HSSC9/35:** HSSC endorsed the proposal made by the Data Quality Working Group to further develop the conditional visualization methodology of quality of bathymetric data in liaison with **NCWG, NIPWG, ENCWG, S-101PT;**

**HSSC9/36:** **NIPWG, NCWG, ENCWG, HSPT** to provide their initial comments on the draft Publication S-67 to the DQWG Chair. **DQWG** to further submit Ed. 1.0.0 of S-67 for endorsement by HSSC and to consider a video version of S-67 when approved by the MS.

2. Based on these decisions I would like to invite you to the next Data Quality Working Group meeting. The 13<sup>th</sup> meeting of the Data Quality Working Group will be held at the IHO office, 4<sup>b</sup> quai Antoine 1<sup>er</sup>, B.P. 445, MC 98011 Monaco CEDEX, Principaute de Monaco.

3. The HSSC has agreed to the objective of the DQWG **“to ensure that the data quality aspects are addressed in an appropriate and harmonized way for all S-100 based product specifications.”** The Terms of Reference are enclosed in annex A.



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4. I am very conscious that travel budgets can be tight and the invitation for this meeting is at rather short notice. This was due to the pending decision to be made by HSSC on the continuity of the DQWG. With this new ambitious objective and assigned tasks, I would appreciate your attendance at the proposed meeting. The meeting will be divided into a two-day workshop, under supervision of the Vice-Chair of the DQWG and a two-and-a-half day “regular” meeting. I would encourage members to attend both for the full week. The draft agenda is enclosed in Annex-B.

5. You can register online at [www.iho.int](http://www.iho.int) -> Committees & WG -> DQWG -> Next meeting -> Online Registration -> Login. **Please register before 31<sup>st</sup> December 2017.** The logistics information is enclosed in Annex C

6. After this meeting we should be able to deliver the output of our efforts to the S-100WG, S-101PT who will have their annual meeting in April 2018. In May 2018 the HSSC-10 will take place in Rostock, Germany where the DQWG will report their progress.

Best regards,

Rogier Broekman  
Chair DQWG

Sean Legeer  
Vice-Chair DQWG

Enclosures: Annex A – Terms of Reference  
Annex B – Draft agenda  
Annex C – Logistics



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ANNEX A – Terms of Reference

### DATA QUALITY WORKING GROUP (DQWG)

#### Terms of Reference

Ref: 1) 1st HSSC Meeting (Singapore, October 2009)  
2) 9<sup>th</sup> HSSC Meeting (Ottawa, Canada) (Full revision)

#### 1. Objective

To ensure that the data quality aspects are addressed in an appropriate and harmonized way for all S-100 based product specifications.

#### 2. Authority

This WG is a subsidiary of the Hydrographic Services and Standards Committee (HSSC). Its work is subject to HSSC approval.

#### 3. Procedures

- a. HSSC requires DQWG to provide advice on data quality aspects to all Working Groups (WGs) and Project Teams (PTs) developing S-100 based product specification.
- b. The WG should:
  - i. Develop and maintain a data quality checklist for product specification developers;
  - ii. Periodically review S-100 based product specifications to ensure the data quality aspects have been taken into consideration and provide input papers for WGs and PTs consideration if deemed necessary;
  - iii. Monitor periodically developments of ISO and other international standards regarding quality information, and advise the S-100WG accordingly;
  - iv. Provide guidance on data quality aspects to hydrographic offices, in particular to ensure harmonized implementation;
  - v. Provide data quality educational material for the use of mariners;
  - vi. Review appropriate methodology for the display of quality information to product specification developers;
  - vii. Propose new data quality topics for consideration by HSSC.
- c. The WG should work by correspondence, group meetings, workshops or symposia. Permanent or temporary sub-working groups may be created by the WG to undertake detailed work on specific topics such as: quality indicators for hydrographic data, tidal information, etc. The WG should meet as necessary. When meetings are scheduled, and in order to allow any WG submissions and reports to be submitted to HSSC on time, WG meetings should not normally occur later than nine weeks before a meeting of the HSSC.



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- d. The WG should liaise with other relevant HSSC WG's and other IHO bodies, and international bodies as appropriate and as instructed by HSSC.

#### 4. Composition and Chairmanship

- a. The WG shall comprise representatives of IHO Member States (M/S), Expert Contributors and Accredited NGIO Observers.
- b. Decisions should generally be made by consensus. If votes are required on issues or to endorse proposals presented to the WG, only M/S may cast a vote. Votes shall be on the basis of one vote per M/S represented.
- c. Expert Contributor membership is open to entities and organisations that can provide a relevant and constructive contribution to the work of the WG.
- d. The Chair and Vice-Chair shall be a representative of a Member State. The election of the Chair and Vice-Chair shall be decided at the first meeting after each ordinary session of the Assembly and shall be determined by vote of the Member States present and voting.
- e. 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.
- f. Expert Contributors shall seek approval of membership from the Chairman.
- g. Expert Contributor membership may be withdrawn in the event that a majority of the M/S represented in the WG agree that an Expert Contributor's continued participation is irrelevant or unconstructive to the work of the WG.
- h. All members shall inform the Chairman in advance of their intention to attend meetings of the WG.

In the event that a large number of Expert Contributor members seek to attend a meeting, the Chairman may restrict attendance by inviting Expert Contributors to act through one or more collective representatives.



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Annex B – Draft Agenda

**Data Quality Working Group meeting 13**  
**Monday 15<sup>th</sup> to Friday 19<sup>th</sup> of January 2018**  
**IHO Secretariat, Monaco**

No.	Agenda item	Lead	Document title
<b>Day 1 (Monday)</b>			
<b>Session 1 – 0900-1030</b>			
1.1	Welcome and introductions	All	
1.2	Organizational arrangements and workshop expectations	Chair	
1.3	Program outline	Chair	
<b>Session 2 – 1050-1200</b>			
2.1	Review of sections of the DCEG	Vice-Chair	
	<i>Quality of Bathymetric Data</i>		
	<i>Quality of Survey</i>		
	<i>Quality of non-bathymetric data</i>		
<b>Lunch break 1200-1330</b>			
<b>Session 2 – 1330-1500</b>			
2.1	Continued review of sections of the DCEG	Vice-Chair	
	<i>Gate</i>		
	<i>Dredged area</i>		
	<i>Swept area</i>		
	<i>Recommended route centerline</i>		
	<i>Two-way route part</i>		
	<i>Deep water route centerline</i>		
<i>Deep water route part</i>			
<b>Session 3 – 1500-1700</b>			
3.1	Wrap up of DCEG and actions for re-write for following day	Vice-Chair	
<b>Day 2 (Tuesday)</b>			
<b>Session 4 – 0830-0930</b>			
4.1	Review of previous day's outcome (DCEG)	Vice-Chair	
<b>Session 5 – 0930-1030</b>			
5.1	Develop of a data quality checklist	Chair	
	<i>S-121</i>		
	<i>S-122</i>		
	<i>S-123</i>		
	<i>S-102</i>		



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	S-129		
<b>Session 5 – 1040-1200</b>			
5.2	Continued development of the data quality checklist	Chair	
<b>Lunch break 1200-1330</b>			
<b>Session 6 – 1330-1500</b>			
6.1	Best practices on the use of CATZOC by HO's	Vice-Chair	
6.2	How HOs, members of DQWG allocate CATZOC values	All	
6.3	How HOs, members of DQWG will allocate QoBD values	All	
<b>Session 6 – 1520-1700</b>			
6.4	Continued best practices on the use of CATZOC by HOs	Vice-Chair	
6.5	Other business	Chair	
6.6	Wrap up	Chair	
<b>End of Workshop</b>			
<b>Day 3 (Wednesday)</b>			
<b>Session 7 – 0830-1000</b>			
7.1	Workflow of DQWG	Chair	
7.2	Working by correspondence	Chair	
7.3	Matters relating to upper IHO bodies	Chair	
	<i>HSSC-9 minutes</i>	Chair	Minutes of meeting
	<i>IHO Council (C-1)</i>	IHO sec.	
	<i>IRCC9, Paramaribo, Suriname</i>	IHO sec.	
	<i>ISO/TC211, Wellington, New Zealand</i>	Chair/IHO sec.	
<b>Session 8 – 1030-1200</b>			
8.1	Previous DQWG meeting and status of actions	Chair	
	DQWG-12 Report		DQWG13-03.1A
	Status of DQWG Actions		DQWG13-03.2A
<b>Lunch break 1200-1330</b>			
<b>Session 8 – 1330-1500</b>			
8.2	Continued status of DQWG Actions	Chair	
<b>Session 9 – 1520-1700</b>			
9.1	Review appropriate methodology for the display of quality information	Chair	
9.2	Suggestions from Teledyne CARIS	Karin Cove	Transparent CATZOC test
<b>Day 4 (Thursday)</b>			
<b>Session 9 0830-10.00</b>			
9.3	Continued review appropriate methodology for the display of quality information	Chair	
<b>Session 10 1030-1200</b>			



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10.1	Data quality educational material	Chair	
	<i>Internal IHO material</i>		S-4, S-57
	<i>External IHO material</i>		S-67
<b>Lunch break 1200-1330</b>			
<b>Session 11 1330-1500</b>			
11.1	Relations with other WGs/PT	Chair	
	<i>NCWG</i>		Minutes of meeting
	<i>NIPWG</i>		Minutes of meeting
	<i>ENCWG</i>		Minutes of meeting
	<i>TWCWG</i>		Minutes of meeting
	<i>S-101 PT</i>		Minutes of meeting
	<i>S-121 PT (MLB)</i>		Minutes of meeting
	<i>S-129 PT (UKCMPT)</i>		Minutes of meeting
	<i>S-44 (HSPT)</i>		Minutes of meeting
<b>Session 12 1520-1700</b>			
12.1	Data Supply Chain Certification	Chair	
12.2	From Data Collection to Distributed Products		
12.3	Crowd source bathymetry		
12.4	Dilemma of S-44 and Quality of Bathymetric Data		
<b>Day 5 (Friday)</b>			
<b>Session 13 0830-1000</b>			
13.1	Review of decisions and actions	Chair	
13.2	DQWG work plan update		
13.3	Key priorities/risks/issues		
13.4	Funding request to HSSC		
<b>Session 13 1020-1200</b>			
13.5	Continued review	Chair	
13.6	Task assignment among DQWG members		
13.7	Date and venue of the next meeting		
13.8	Wrap up		
<b>End of DQWG meeting</b>			



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### Annex – C Logistics Information

#### 1. Meeting Venue and Dates

The meeting will take place in the main conference room at the Secretariat of the International Hydrographic Organization located at:

4b quai Antoine 1<sup>er</sup>  
B.P. 445  
MC 98011 MONACO CEDEX

Further information on the location of the IHB is available from the IHO website at:  
[www.iho.int](http://www.iho.int) > Home > [Visiting the IHO Secretariat](#)

#### 2. Contact information

Contact Person: Yves GUILLAM  
Telephone: +377 93 10 81 04  
Email: [adcs@iho.int](mailto:adcs@iho.int) or [yves.guillam@iho.int](mailto:yves.guillam@iho.int)

#### 3. Hotel Information

Details of hotels existing in the Monaco area are available on the IHO website at:

[www.iho.int](http://www.iho.int) > Home > [Visiting the IHO Secretariat](#)

Most of the hotels are within close walking distance of the railway station (when you come from the airport), and of the IHO Secretariat.

For previous meetings, participants have made reservations at:

- Hotel de France
- Hotel Forum
- Hotel Ambassador
- Hotel Novotel

but there are many others if you wish.

#### 4. Local Travel Information

For information about travelling from Nice Airport to Monaco, please see the IHO web site at:

[www.iho.int](http://www.iho.int) > Home > [Visiting the IHO Secretariat](#)





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### 5. Registration

Please use the IHO on-line registration system on the DQWG13 documents page to register for the meeting and/or the workshop<sup>1</sup>. All delegates should register by **31 December 2017**.

### 6. Lunch – Dinner

Lunch can be taken in local restaurants on one's own account (~ 30 €).  
A non-host dinner will be arranged on Tuesday 16 January evening.

### 7. Electricity –plug and socket

Electrical voltage is 230V, 50 Hz. Plugs Type A or B



### 8. Contact

Assistance can be provided as needed by the IHO Secretariat, please contact Ms Lorène Chavagnas ([info@iho.int](mailto:info@iho.int)), (+377) 93 10 81 00.

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<sup>1</sup> Two steps: you need to request for a user account (type your own ID and password) if you don't have one already, then you need to register in the selected event.