

IHO CORRESPONDENCE GROUP ON THE HYDROGRAPHIC DICTIONARY (HDCG)

Terms of Reference

Ref: 1st HSSC Meeting (Singapore, October 2009)
9th HSSC Meeting (Ottawa, November 2017)
15th HSSC Meeting (Helsinki, June 2023)

1. Objectives

- To provide all users with hydrographic terms and definitions validated by the IHO.
- To review and update systematically, through active membership of the IHO Geospatial Information (GI) Registry Concept Register Domain Control Body (DCB), the hydrographic definitions which fall within the IHO technical and scientific domain.
- To incorporate all unambiguous terms contained in the IHO GI Registry for digital use.
- To facilitate the use of the Hydrographic Dictionary by allowing the creation of additional language versions connected by the unique identifiers (ID).
- To offer the Dictionary users additional technical terms and definitions that do not fall within the IHO technical and scientific domain, but are nonetheless relevant to hydrographic sciences and activities.

2. Authority

The HDCG is a subsidiary of the Hydrographic Services and Standards Committee (HSSC) and its work is subject to HSSC approval.

3. Operating principles

- Each hydrographic definition should be unique and maintained as the IHO reference, in English, from which other language versions will be derived.
- All Hydrographic Dictionary (HD) definitions that fall within the IHO technical and scientific domain are registered in the Concept Register of the IHO GI Registry to guarantee consistency with concept definitions across all domains. However, the presentation of these terms and definitions may vary in the HD database.
- Unambiguous definitions used in digital cartography are provided under the responsibility of the custodians of the IHO GI Registry.
- Additional non-hydrographic definitions are provided as a convenience without guaranteeing exhaustivity either of the definition or of the sources.
- Each hydrographic term will be associated with a unique identifier to facilitate further multilingual cross-comparisons between terms (synonyms and equivalents).
- Whilst the format of individual language versions of the HD dictionary is defined by the HDCG, the content and details of translations, either complete or simplified, shall remain under the responsibility of the Member States wishing to develop their national language version.
- HD national language versions will comprise a database structure format generated by the HDCG, which should contain as a minimum the unique identifier and the IHO reference term.

4. Procedures

a. The HDCG should work by correspondence and submit reports to HSSC. When considered necessary, the HDCG Chair may convene remote on-line meetings of the CG in order to facilitate deliberations.

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b. The HDCG shall participate in the deliberations of the IHO GI Registry through inclusion of a member of the HDCG (nominally the HDCG Chair) in the Domain Control Body (DCB) for the Concept Register. The HDCG DCB member shall be responsible for initiating correspondence within the CG on proposals submitted to the IHO GI Registry Concept Register as required.

c. The CG should liaise with other IHO bodies developing publications containing glossaries to ensure consistency. 'Terms and Definitions' should be a standing agenda item for meetings of all HSSC subordinate bodies.

d. The CG should liaise as appropriate with other Organisations developing dictionaries and/or glossaries.

e. The CG should develop a Work Programme for each year that includes target completion and dates where appropriate.

5. Composition and Chairmanship

a. Membership of the HDCG is open to all Member States wishing to participate actively. The IHO Secretariat will maintain a list of nominated members. Ideally the HDCG should have one representative from each relevant HSSC subordinate body and at least one representative of each Member State maintaining a national language version of the Dictionary.

b. The HDCG may invite expert contributors to participate in its deliberations. Accredited Non-Governmental International Organizations (NGIO) may also participate as observers in the work of the HDCG.

c. Expert Contributor membership is open to entities and organisations that can provide a relevant and constructive contribution to the work of the CG.

d. The Chair and vice-Chair shall be representatives of Member States and be independent of any HSSC subordinate body. The election of the Chair and vice-Chair should normally be decided and determined by vote of the Member States by correspondence following each ordinary session of the Assembly. If no qualified candidates are members of the HDCG, the IHO Secretariat will call for suitable volunteers from Member States and submit the list to HDCG members for election.

e. Decisions should generally be made by consensus. If a vote is required, only Member States may cast a vote. Votes shall be on the basis of one vote per Member State represented.

f. If a secretary is required it should normally be drawn from a Member State representative of the HDCG.

g. 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.

h. Expert Contributors shall seek approval of membership from the Chairman.

i. Expert Contributor membership may be withdrawn in the event that a majority of the M/S represented in the CG agree that an Expert Contributor's continued participation is irrelevant or unconstructive to the work of the CG.

j. All members shall inform the Chair in advance of their intention to participate in the CG.