**HSSC S-100 Infra Center Project Team**

**Background**

Recognizing the need to accelerate the adoption of S-100 worldwide and leave no Member States behind (A-3 Decision no. 14, PRO 2.2), the 3rd Session of the IHO Assembly requested HSSC to propose to the Council to establish the S-100 Infra Center and how it can support the S-100 framework. Therefore, the HSSC sets out to establish the S-100 Infra Center Project Team under the HSSC to run a three-year work plan, including establishing the S-100 Infra Center.

**Terms of Reference**

1. **Objective**

To define the following and report its progress to the HSSC:

* 1. The role and function of the S-100 Infra Center
  2. The composition, budget, and work procedure of the S-100 Infra Center
  3. The location of the S-100 Infra Center
  4. The work plan of the S-100 Infra Center

1. **Authority**

The Project Team is a subsidiary body of the HSSC. Its work plan is subject to the HSSC’s approval.

**Rules of Procedure**

1. **Composition and Chair** 
   1. The PT shall comprise representatives of IHO Member States (MS), Expert Contributors (EC), observers from accredited NGIOs, and a representative from the IHO Secretariat. A membership list shall be maintained and posted on the IHO website.
   2. EC membership is open to entities and organizations that can provide a relevant and constructive contribution to the work of the PT.
   3. The Chair and Vice-Chair shall be representatives of an MS. The election of the Chair and Vice-Chair shall be decided at the first meeting of the PT after each ordinary session of the Assembly and shall be determined by the vote of the MS present and voting.
   4. If a secretary is required, it should generally be drawn from a member of the PT.
   5. If the Chair cannot carry out the office’s duties, the Vice-Chair shall act as the Chair with the same powers and responsibilities.
   6. ECs shall seek approval for membership from the Chair.
   7. EC membership may be withdrawn if a majority of the MS represented in the PT agrees that an EC's continued participation is irrelevant or unconstructive to the work of the PT.
   8. All members shall inform the Chair in advance of their intention or inability to attend meetings of the PT.
   9. In the event that a large number of EC members seek to attend a meeting, the Chair may restrict attendance by inviting ECs to act through one or more collective representatives.
2. **Procedures** 
   1. The PT should work through correspondence, teleconferences, group meetings, and workshops. The PT should meet at least once a year. ~~When meetings are scheduled, and to allow any PT submissions and reports to be submitted to HSSC on time, meetings should not normally occur later than nine weeks before a meeting of HSSC.~~
   2. Decisions should generally be made by consensus. Only Members may cast a vote if votes are required on issues or to endorse proposals presented to the PT. Meeting votes shall be based on one vote per Member represented at the meeting. Corresponding votes shall be based on one vote per Member represented in the PT.
   3. The PT should liaise with other IHO bodies, the S-100 Working Group, and its other project teams, in particular for this matter, international organizations, and industry representatives, to ensure the relevance of its work and timely notice of changes to the standards.
   4. The PT should report to HSSC on its activities and submit a rolling three-year work plan, including the expected time frame.

**Annex 1. Work Plan**

S-100 Infra Center PT Tasks

1. The role and function of the S-100 Infra Center
2. The composition, budget, and work procedure of the S-100 Infra Center
3. The location of the S-100 Infra Center
4. The work plan (timeline) of the S-100 Infra Center
5. Post-establishment of the S-100 Infra Center

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| Task | Work Item | Priority | Milestones | Start  Date | End  Date | Status | Contact  Person |
| A1 | Identify the scope of the S-100 Infra Center | H |  | 2023 |  |  |  |
| A2 | Analyze the function of the S-100 Infra Center | M |  | 2023 |  |  |  |
| B1 | Design the composition of the S-100 Infra Center | H |  | 2023 |  |  |  |
| B2 | Design budget plan for the S-100 Infra Center | H |  | 2023 |  |  |  |
| B3 | Establish the work procedure of the S-100 Infra Center | M |  | 2023 |  |  |  |
| C1 | Consider the location of the S-100 Infra Center | H |  | 2023 |  |  |  |
| C2 | Identify/propose the location of the S-100 Infra Center | M |  | 2024 |  |  |  |
| D1 | Set the timeline of the S-100 Infra Center | H |  | 2024 |  |  |  |
| D2 | Set the operational timeline of the S-100 Infra Center | M |  | 2024 |  |  |  |
| E1 |  | M |  |  |  |  |  |