

**TERMS OF REFERENCE
OF THE
IHO PROJECT TEAM ON STANDARDS FOR HYDROGRAPHIC SURVEYS (HSPT)
WORKING GROUP (HSWG)
November 2016**

Reference: 8th meeting of the HSSC, Monaco, November 2016
9th meeting of HSSC, Canada, November 2017
11th meeting of HSSC, South Africa, May 2019

1. Introduction

The International Hydrographic Organization (IHO) is an intergovernmental consultative and technical organization that was established in 1921 to support safety of navigation and the protection of the marine environment. The objectives of the IHO are:

- a. Promote the use of hydrography for the safety of navigation and all other marine purposes and to raise global awareness of the importance of hydrography;
- b. Improve global coverage, availability and quality of hydrographic data, information, products and services and to facilitate access to such data, information, products and services;
- c. Improve global hydrographic capability, capacity, training, science and techniques;
- d. Establish and enhance the development of international standards for hydrographic data, information, products, services and techniques and to achieve the greatest possible uniformity in the use of these standards;
- e. Provide authoritative and timely guidance on all hydrographic matters to States and international organizations;
- f. Facilitate coordination of hydrographic activities among its Member States; and
- g. Enhance cooperation on hydrographic activities among States on a regional basis.

At the 5th meeting of the IHO Hydrographic Services and Standards Committee (HSSC5 meeting) it was noted that after the restructuring of the HSSC Working Groups, there was not a single WG focused on hydrographic surveying. At HSSC8 a Project Team on Standards for Hydrographic Surveys (HSPT) was established to review IHO publication S-44 – *Standards for Hydrographic Surveys* – with the task of preparing a draft 6th Edition. In addition the HSPT was tasked to submit a proposal and recommendation on whether the HSPT should continue as standing working group with details of appropriate tasks for the proposed working group to undertake.

At HSSCx it was agreed that there was a need for a standing working group, a Hydrographic Surveys Working Group (HSWG), whose focus should be on all aspects related to the conduct of hydrographic surveys and the maintenance of relevant IHO publications.

~~S 44 provides minimum standards for the execution of hydrographic surveys for the collection of data which will primarily be used to compile navigational charts to be used for the safety of surface navigation and the protection of the marine environment. It therefore needs to be reviewed on a periodical basis in order to take account of the developments in requirements~~

and in surveying equipment and procedures. The following note is taken from the Preface to the 5th Edition (2008) of S-44:

“Finally it was the view of the WG that S-44 provides “Standards for Hydrographic Surveys” and that it is the responsibility of individual Hydrographic Offices / Organizations to prepare “Specifications” based on these Standards. Specifications will be more system specific and as such will be quite dynamic as systems change.”

2. Objective

To maintain IHO standards which apply to hydrographic surveys: to prepare a draft 6th Edition of IHO publication S-44 – *Standards for Hydrographic Surveys* for approval by IHO Member States (MS).

When undertaking this task the Project Team (PT) should consider, as a minimum, the following matters, in support of safety of navigation data products and services:

- (i) Review the existing edition of S-44 (5th edition) and identify any deficiencies in either the standards or explanatory content;
- (ii) Following review, update the content and structure of S-44 to the extent identified during the review, with the intention of publishing revisions as a 6th edition of S-44;
- (iii) On completion of publication of a 6th edition of S-44, submit a proposal and recommendation to the Hydrographic Services and Standards Committee (HSSC) on whether the PT should continue as a standing working group and, if so, what tasks have been identified to justify transition to a standing working group.
 - a. To maintain IHO publication S-44 – *Standards for Hydrographic Surveys* – preparing and proposing revisions and amendments to reflect changes in the demands of hydrographic data users, particularly those pertaining to data quality and standards;
 - b. Maintain IHO publication C-13 – *IHO Manual on Hydrography* - to reflect current techniques, methodologies and survey systems, in particular to ensure harmonization with the standards articulated in S-44;
 - c. Lead the translation task for S-44 and C-13 to enable their widest possible application and use;
 - d. Maintain close liaison with other HSSC working groups, in particular the work of the Data Quality Working Group (DQWG) and the presentation/visualization of nautical data to the maritime customer;
 - e. Lead the education on the use of S-44 and develop supporting documentation to articulate best practice guidance on the application of the standards contained in S-44;
 - f. Identify new systems, technologies and methodologies and exchange experiences, best practice and challenges amongst member states in line with the IHO objectives; and
 - g. Act as a focal point for industry engagement with the IHO.

3. Authority

This PT-WG is subordinate to a subsidiary of the HSSC. Its work is subject to HSSC approval.

4. Composition and Chairmanship

- a) The PT-HSWG shall comprise representatives of IHO MS, Expert Contributors (EC), observers from accredited non-governmental international organizations (NGIO), and a representative of the IHO Secretariat. A membership list shall be maintained and posted on the IHO website.

- b) EC membership is open to entities and organizations that can provide a relevant and constructive contribution to the work of the PTHSWG.
- c) The Chair and Vice-Chair shall be a representative of a MS. The election of the Chair and Vice-Chair shall be decided at the first meeting after each Assembly and shall be determined by vote of the Members present and voting.
- d) If a Secretary is required it should normally be drawn from a Member of the PTHSWG.
- e) 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.
- f) ECs shall seek approval of membership from the Chair.
- g) EC membership may be withdrawn in the event that a majority of the Members represented in the PTHSWG agrees that an EC's continued participation is irrelevant or unconstructive to the work of the PTHSWG.
- h) All Members shall inform the Chair in advance of their intention to attend meetings of the PTHSWG.
- i) 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.

5. Procedures

- a) The PTHSWG should work by correspondence, teleconferences, group meetings, workshops or symposia. The PTHSWG should meet about once a year. When meetings are scheduled, and in order to allow any PTHSWG submissions and reports to be submitted to HSSC on time, PTHSWG meetings should not normally occur later than nine weeks before a meeting of the HSSC.
- b) Decisions should generally be made by consensus. If votes are required on issues or to endorse proposals presented to the PTHSWG, only Members may cast a vote. Votes at meetings shall be on the basis of one vote per Member represented at the meeting. Votes by correspondence shall be on the basis of one vote per Member represented in the PTHSWG.
- c) The PTHSWG should liaise with other IHO bodies, international organizations and industry to ensure the relevance of its work and timely notice of changes to the standards.
- d) The PTHSWG should report to HSSC on its activities and submit a rolling two-year work plan, including expected time frame.