

**TERMS OF REFERENCE  
OF THE  
IHO PROJECT TEAM ON STANDARDS FOR HYDROGRAPHIC SURVEYS (HS PT)**  
November 2016

Reference: 8<sup>th</sup> meeting of the HSSC, Monaco, November 2016

**1. Introduction**

S-44 provides minimum standards for hydrographic surveys for nautical charting and other associated uses. 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 5<sup>th</sup> 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 6<sup>th</sup> 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 (5<sup>th</sup> 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 6<sup>th</sup> edition of S-44;
- (iii) On completion of publication of a 6<sup>th</sup> 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.

**3. Authority**

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

**4. Composition and Chairmanship**

- a) The PT 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 PT.
- 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 PT.
- 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 PT agrees that an EC's continued participation is irrelevant or unconstructive to the work of the PT.
- h) All Members shall inform the Chair in advance of their intention to attend meetings of the PT.
- 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 PT should work by correspondence, teleconferences, group meetings, workshops or symposia. The PT should meet about once a year. When meetings are scheduled, and in order to allow any PT submissions and reports to be submitted to HSSC on time, PT 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 PT, 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 PT.
- c) The PT 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 PT should report to HSSC on its activities and submit a rolling two-year work plan, including expected time frame.