

HYDROGRAPHIC SERVICES AND STANDARDS COMMITTEE (HSSC)

S-100 Infrastructure Centre Establishment Project Team (ICE PT)

Background

Recognizing the need to accelerate the implementation 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 Infrastructure Center and how it can support the S-100 framework. Therefore, the HSSC sets out to establish the S-100 ICE PT under the HSSC. Its work plan shall include to propose to the Council the establishment of the S-100 Infrastructure Center.

References:

- a. A-3 Decision No. 14, PRO 2.2
- b. HSSC Terms of Reference and Rules of Procedure

Terms of Reference

1 Objective

To develop the management documents and operating plan for the proposed S-100 Infrastructure Center taking into account the following and report its progress to the HSSC:

- 1.1 The role, scope, function and governance
- 1.2 The composition, financial considerations, and work procedures
- 1.3 The location
- 1.4 A preliminary work plan
- 1.5 The timeline for the establishment
- 1.6 Support the HSSC with the creation of documents required to submit the proposal to the IHO Council.

2 Authority

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

Rules of Procedure

3 Composition

- 3.1 The PT shall comprise representatives of IHO Member States (MS), Expert Contributors (EC), observers from accredited NGOs, and a representative from the IHO Secretariat. A membership list shall be maintained and posted on the IHO website.
- 3.2 EC membership is open to entities and organizations that can provide a relevant and constructive contribution to the work of the PT.
- 3.3 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 and determined by the vote of the MS present and voting.
- 3.4 If a secretary is required, it should generally be drawn from a member of the PT.
- 3.5 If the Chair cannot carry out the office's duties, the Vice-Chair shall act as the Chair with the same powers and responsibilities.
- 3.6 ECs shall seek approval for membership from the Chair.
- 3.7 EC membership may be withdrawn if a majority of the MS represented in the PT agrees that an EC's continued participation is irrelevant or unconstructive to the work of the PT.
- 3.8 All members shall inform the Chair in advance of their intention or inability to attend meetings of the PT.
- 3.9 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.

4 Procedures

- 4.1 The PT should work through correspondence, teleconferences, group meetings and workshops.
- 4.2 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. Correspondence votes shall be based on one vote per

Member represented in the PT.

- 4.3 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.
- 4.4 The PT should report to HSSC on its activities and submit a work plan, including the expected time frame.
- 4.5 Once the objectives listed in Section 1 are met, then the project team should be dissolved