**DRAFT - S-100 Data Protection Scheme Operational Procedures**

**Application Process**

There are a number of different roles within the scheme

The IHO are the S-100 Scheme Administrator (SA) and run the IHO Data protection Scheme on behalf of the IHO member states

* The Data Server (DS), of which there can be many;
	+ Hydrographic Offices, data producers, Value Added Resellers and RENC Organizations
* The Original Equipment Manufacturer (OEM) of which there are many;
	+ ECDIS, ECS, GIS
* The Data Client (DC), of which there are many;
	+ Navigators, Pilots, Tug operators etc
* Domain Coordinators, of which there may be many.

**OEM process**

1. To be considered for a role within the S-100 Data Protection Scheme potential candidates must complete an online application.
2. On receipt of a completed application the IHO will review the information provided against the following criteria
* Is the OEM building ECDIS, ECS or another display system
* Are they a current member of the IHO S-63 scheme.
* Are there any known legal proceedings against them
* Does their current software uphold the requirements of S-63 OEM agreement
* Where is the company based
* Do they have previous experience of building navigational products
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1. If the candidate is successful, they will be issued an agreement with the IHO which must be signed and returned to the organisation.
2. The IHO acting as the scheme administrator will issue a generic manufacturer key and identification (M\_KEY and M\_ID).

**Annual Audit**

**Cost**

**Ongoing Management**