

IHO File No S3/0302/HSWG

CIRCULAR LETTER 36/2020  
09 November 2020

**ESTABLISHMENT OF THE IHO HYDROGRAPHIC SURVEYS  
WORKING GROUP (HSWG)**

References:

- A. IHO CL 26/2017 dated 03 March - Composition of the IHO Project Team on Standards for Hydrographic Surveys (HSPT)
- B. HSSC Document HSSC12 -05.6A - Report and Recommendations of the HSSC Project Team on Standards for Hydrographic Surveys (HSPT)

Dear Hydrographer,

1. The Project Team on Standards for Hydrographic Surveys HSPT (see reference A) submitted its final report to the 12<sup>th</sup> meeting of the Hydrographic Services and Standards Committee (HSSC), held in a virtual format on 20 and 21 October 2020. HSSC considered the report and recommendations (Reference B) and agreed on the establishment of a Hydrographic Surveys Working Group (HSWG) under the Terms of Reference in Annex A to this Circular Letter.

2. In accordance with established IHO procedures, participation in the working group is open to representatives from all Member States of the IHO, representatives of recognised IHO Observer organizations and expert contributors. Expert Contributor membership is open to entities and organizations that can provide a relevant and constructive contribution to the work of the WG. Expert Contributors shall seek approval of membership from the Chair.

3. As requested by the HSSC (action HSSC12/51 refers), the IHO Secretariat now invites Member States to consider nominating representatives to participate in the HSWG, by email ([cl-lc@iho.int](mailto:cl-lc@iho.int), with a copy to [adso@iho.int](mailto:adso@iho.int)) when using the Nomination Form in Annex B, but preferably using the IHO Online Form System (see Reference) by accessing the following:

[https://IHO.formstack.com/forms/cl36\\_20](https://IHO.formstack.com/forms/cl36_20)

4. Nominations should reach the IHO Secretariat **not later than 15 February 2021**. The Project Team on Standards for Hydrographic Surveys (HSPT) will be disbanded once the HSWG is established.

On behalf of the Secretary-General  
Yours sincerely,



Abri KAMPFER  
IHO Director

Annexes A: Hydrographic Surveys Working Group - Terms of Reference

B: Nomination form for membership of HSWG

## HYDROGRAPHIC SURVEYS WORKING GROUP (HSWG)

### Terms of Reference

(as adopted by HSSC12, October 2020 including amendments to Annex B to Doc. HSSC12-05.6A agreed at the meeting)

#### 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 in order to raise global awareness of the importance of hydrography;
- b. Improve global hydrographic capability, capacity, training, science and techniques;
- c. Improve global coverage, availability, quality, and facilitate access to hydrographic data and metadata;
- d. Establish and enhance the development of consistent international standards and guidance for hydrographic data and techniques;
- e. Enhance coordination of hydrographic activities and cooperation among its Member States;
- f. Maintain and develop hydrographic techniques and advancing procedures, liaising with industrial contributors.

At the 5<sup>th</sup> meeting of the IHO Hydrographic Services and Standards Committee (HSSC5) 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 6<sup>th</sup> 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 HSSC 12 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.

#### 2. Objective

- a. 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. Update 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. Support ~~Lead~~ the education on the use of S-44 by developing ~~and develop~~ supporting documentation to articulate best practice guidance;
- d. Support ~~Lead~~ the translation task for S-44 and C-13 to enable their widest possible application and use;
- e. Maintain close liaison with other HSSC and IRCC working groups, in particular the work of the Data Quality Working Group (DQWG) ~~for~~ to meet the presentation/visualization requirements of nautical data to the maritime customer, and the CBSC to support the educational and best practice elements;
- f. Identify new systems, technologies and methodologies and exchange experiences, best practice and challenges amongst member states in line with the IHO objectives;
- g. Act as a focal point for hydrographic survey industry engagement with the IHO.

### 3. Authority

This WG is subordinate to the HSSC. Its work is subject to HSSC approval.

### 4. Composition and Chairmanship

- a) The 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 HSWG.
- 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 nominated by the Secretariat.
- 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 HSWG agrees that an EC's continued participation is irrelevant or unconstructive to the work of the HSWG.
- h) All Members shall inform the Chair in advance of their intention to attend meetings of the HSWG.

- 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 HSWG should work by correspondence, teleconferences, group meetings, workshops or symposia. The HSWG should meet about once a year. When meetings are scheduled, and in order to allow any HSWG submissions and reports to be submitted to HSSC on time, HSWG 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 HSWG, 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 HSWG.
- c) The HSWG 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 HSWG should report to HSSC on its activities and submit a rolling two-year work plan, including expected time frame.

**HYDROGRAPHIC SURVEYS WORKING GROUP (HSWG)**

**NOMINATION FORM**

*(to be returned to the IHO [cl-lc@iho.int](mailto:cl-lc@iho.int) by 15 February 2021)*

Note: The boxes will expand as you type your answers

**Member State**

**YES or NO?**

**Would you like to nominate an expert to be a member of HSWG?**

IF YES:

**Name of Expert:**

**E-mail :**

**Nomination for role of  
Chair, Vice-Chair or  
Secretary :**

**Name of Hydrographer:**

**Signature :**

**Date :**