

IHO MANUAL ON HYDROGRAPHY PROJECT TEAM
Meeting AGENDA (MHPT-2)
Virtual (via TEAMS)

Wednesday, February 16th 1345 to 1645 p.m. (UTC+0)

Thursday, February 17th, 11:15 a.m. to 16:45 p.m. (UTC+0)

1. Welcome and opening remarks from project team chair. (*Chair*)
2. Approval of the Agenda
3. Approval of the Minutes,
4. Approval of the TOR
5. **Last Meeting remarks:**
 - a) Terms of references, task, list of members. (done)
 - b) Clarify the purpose of and need for the C-13 Chapters? (started, included Cartography chapter)
 - c) Minutes of Manual on Hydrography Project Team (MHPT-1) meeting, including designation of individuals and lead(s) for PT for approval (done, bringing for approval)
 - d) Establish User Requirements for C-13 (done, first round, waiting questionnaire findings to review requirements)
 - e) Format and structure of next edition of C-13 (started, initially at least PDF, interactive if possible, hybrid also a possibility (need staff structure as revisor board))
 - f) Clarify the scope and introduce chapters on S-5B level (decision on S-5B level)
 - g) Ongoing maintenance of C-13 (to be discussed after the revision or once the revision is almost done)
 - h) Future translation of C-13 (to be discussed after the revision or once the revision is almost done)
6. **Follow-Up Actions:**
 - a) Obtain or create word document versions of the latest version of C-13 for editing/review
[\[https://drive.google.com/drive/folders/1K_n2CeRDVMJqO8Ru_JaWq9SFIZSyAIAf\]](https://drive.google.com/drive/folders/1K_n2CeRDVMJqO8Ru_JaWq9SFIZSyAIAf)
 - b) Establish a MHPT document share
[\[https://drive.google.com/drive/folders/1K_n2CeRDVMJqO8Ru_JaWq9SFIZSyAIAf\]](https://drive.google.com/drive/folders/1K_n2CeRDVMJqO8Ru_JaWq9SFIZSyAIAf)
 - c) Establish MHPT Liaison to IHO secretariat:
 - d) Talk to HSWG regarding the MHPT next meeting and how it will fit into the schedule of the HSWG meeting:
 - e) Update C-13 Questionnaire based on meeting discussion and send out for further revision
 - f) Look at questionnaire hosting (like S-44 questionnaire)

- g) Write a C-13 document proposal which lays out the purpose, scope, target audience, content level
 - h) Investigate Nautical Charting Working group liaison
 - i) Review of C-13 on a by chapter basis project team members to nominate which chapter group they will join (all),
 - j) C-13 Gap analysis compared to S5A/B and S-44. What is missing what is out of date? (all),
7. Meeting goal – 1: Update C-13 Questionnaire based on meeting discussion and send out for further revision
8. Meeting goal – 2: Look at questionnaire hosting (like S-44 questionnaire)
9. Meeting goal – 3: C-13 Gap analysis compared to S5A/B and S-44. What is missing what is out of date? (all)
10. Meeting goal – 4: Write a **C-13 document proposal** which lays out the purpose, scope, target audience, content level comparing to S5-B.
11. Other HSWG Matters: (*Chair*)
- a) Liaising with other HSSC Working Groups (contact designated individuals for liaison).
 - b) Next meeting , location, VTC/Hybrid, together with HSWH or not?
 - c) Confirm with the individual to see if the WG have any demand to include on the C-13, write a letter to the chairs if needed:
 - DQWG through Anderson Peçanha
 - HDWG through Douglas Roush
 - TWCWG through Douglas Roush
 - S100WG through Hans Oias
 - NCWG through Mikko Hovi
12. Any other businesses