

# MANUAL on Hydrography Project Team (MHPT)

## Terms of Reference

Version: 0-0

Date: 2021-10-14

### 1 Introduction

IHO Publication C-13 or “Manual on Hydrography”, herein after termed as C-13, has been a major reference for education and capacity building. It provides guideline for hydrographic courses and is useful as an overall view of hydrography. IHO’s Hydrographic Surveys Working Group (HSWG) feels the necessity to review and update the C-13 document as there is a lot of new information that is not yet on it. In this regards, Manual on Hydrography Project Team (MHPT) is set up during HSWG2 meeting. The team comprises of voluntary participation of personnel with various background. The MHPT hence does not follow for-profit objectives.

### 2 Objective

- a. Review and update the existing content, structure, presentation format, and dissemination of C-13;
- b. Preparing and proposing revisions and amendments to reflect changes of C-13 in the demands of the review and update;
- c. Support HSWG in all relevant aspects of C-13.

### 3 Authority

The MHPT is a supporting entity to HSWG represented by its chair, vice chair, and secretary. Over the course of achieving the objective, MHPT seeks advices and contributions from other HSSC working groups, as well as other competent personnel or organization.

### 4 Composition and Chairmanship

- a. The MHPT shall comprise relevant stakeholders and encourage summoned personal from various backgrounds, particularly hydrographic office, authority, industry, and academia. A membership list shall be maintained and reported to HSWG;
- b. Membership is open to personnel officially representing entities and organizations that can provide a relevant and constructive contribution to the work of the MHPT;
- c. The chair, vice-chair, and secretary are based on voluntary nomination and elected according to members’ consent and shall be a representative of MHPT described in b. The election of the chair, vice-chair, and secretary shall be decided at the biennial meeting and shall be determined by majority vote of the MHPT members;
- d. If the chair is unable to carry out the duties, the vice-chair shall assume the chair with the same responsibility and duties;
- e. New membership shall seek approval from the chair;
- f. Participation may be withdrawn in the event that a majority of the members represented in the MHPT agrees that a continued participation is irrelevant or unconstructive to the work of the MHPT;

### 5 Procedures

- a. The MHPT should work by correspondence, teleconferences, group meetings, workshops or symposia;
- b. Decisions should generally be made by consensus. If votes are required, it shall be on the basis of one vote per participant at the meeting;
- c. The MHPT should report to the HSWG on its activities and submit a work plan, including expected time frame and milestone targets.