

**Manual on Hydrography Project Team (MHPT)
Work Plan 2021-2022**

Version: 0-0
Date: 2021-10-01

Chair: Capt. Nickolás de A. ROSCHER
Vice Chair: Mr. Iain Slade
Secretary: Assoc. Prof. Dr. Poerbandono

Email: nickolas.roscher@marinha.mil.br
Email: i.slade@fugro.com
Email: poerbandono@itb.ac.id

Key Tasks

C-1	Review C-13 Edition 1.0.0
C-2	Prepare next C-13 edition
C-3	Develop C-13 promotional material
C-4	Develop C-13 education material
C-5	Identify translation opportunities for C-13

Meetings

Date	Location	Activity
To be defined (planned for November 2021)	Virtual	Update of the MHPT status, activities, and discussion on work plan items; Discuss questionnaire design.

DRAFT

Work item

Work item	Title	Priority H-high M-medium L-low	Next milestone	Start Date	End Date	Status P-planned O-ongoing C-completed S-Superseded	Contact Person(s)	Related Pubs / Standard	Remarks
C-1	Review C-13 Edition 1.0.0	H	Identify sub-group & potential timeline	2021	2022	P			
C-1a	Revisit the existing C-13 edition to provide points to be addressed on the questionnaire		Draft of questionnaire	Nov 2021	Feb 2022				2nd PT meeting mid Nov
C-1b	Questionnaire to HOs, universities etc, Hydrographic Societies, Industry		Questionnaire published	March 2022	Sep 2022				Advertise through IHO CL, linkedin etc
C-1c	Interim meeting with HSWG		Interim report on the progress of C-13 survey	Feb 2022 (?)					
C-2	Prepare next C-13 edition	H	Compile updates and change recommendations	Oct 2022	Dec 2022	P	TBD		
C-2a	PT Members review current C-13, provide feedback		Define overarching principles	March 2022	Sep 2022				Consolidated spreadsheet with feedback
C-2b	Consolidation of questionnaire			Oct 2022	Oct 2022				
C-2b	Define scope of final document			Oct 2022	Nov 2022				
C-2c	Define delivery format								
C-2d	Define chapters and chapter leads								
C-3	Develop C-13 promotional material	L	Identify lead & volunteers						
C-4	Develop C-13 education material	L	Identify lead & volunteers						
C-5	Identify translation opportunities for C-13	L	Identify volunteers	2022	On going	O			