

**TERMS OF REFERENCE**  
*for the*  
**INT 1 subWG of the**  
**NAUTICAL CARTOGRAPHY W.G. (NCWG)**

**1. Objectives**

To develop and maintain the three official language versions of INT 1 'Symbols and Abbreviations used on Paper Charts' (i.e. English, French and Spanish).

**2. Authority**

The sub Working Group (subWG) is a subsidiary of NCWG and its work is subject to NCWG approval.

**3. Procedures**

- a. The subWG will conduct its business mainly by correspondence.
- b. The subWG will report to meetings of NCWG and will copy significant correspondence to all NCWG members, through the NCWG Secretary.
- c. The NCWG Chairman will review annually the outstanding issues and continuing need for the subWG.

**4. Composition and Chairmanship**

- a. Membership of the INT 1 subWG will consist of the UK, French and Spanish NCWG members (as representatives of the Member States responsible for producing the three official language versions of INT 1) and the NCWG Secretary.
- b. There will be no Chairman. The NCWG Secretary will coordinate correspondence.

**5. Tasks**

- a. Liaise regarding the publication of new editions of INT 1.
- b. Liaise regarding the publication of updates via Notices to Mariners.
- c. Advise and make proposals to NCWG on policy for maintaining INT 1.
- d. Develop improvements in consistency between INT 1 versions and with S-4 (e.g. identify and seek to eliminate significant inconsistencies; work towards the inclusion of all INT symbols in each language version).
- e. Advise NCWG on implications to INT 1 of proposed changes for S-4.
- f. Consider the potential for developments of INT 1 to meet users' needs (e.g. as a digital publication), advising NCWG accordingly.
- g. Assist in the Quality Assurance of INT 1.

## General Principles for Reviewing and Maintaining INT 1

(Agreed at subWG meeting June 2010)

(reviewed and amended by NCWG3)

1. Complete consistency between the versions is unlikely to be achievable and not necessary. However, no differences that have the potential to confuse users should be allowed.
2. Numbering and English terms and descriptions should be common.
3. The French and Spanish versions should have French and Spanish legends and abbreviations (where non-INT) in column 2. The UK version, as the official English language version, should have English legends and abbreviations in column 2.
4. For consistency, the order of graphics in column 2 should be (from left to right):
  - i. true-scale, ii. symbol, iii. legend or abbreviation,

as shown in the 'Schematic Layout' after the Introduction.

5. Dividing lines.
  - a. **Horizontal lines.** For fractional numbers, the fractional numbers in column 1 will not be divided by horizontal lines, but the actual symbols and terms in columns 2-4 will be. Sometimes the fractional number itself covers two possible depictions, eg S3.4 and 3.5. Where the symbols are all covered by the same entry in S-4, column 5 will not be divided.
  - b. **Vertical lines.** Vertical lines are used:
    - principally to improve clarity, eg between 'chart extracts' (eg C24, D1)
    - to separate alternative symbols or text legends (eg E24, D17)
    - to separate 'to-scale' graphics from symbol (eg F34, L5.2)Vertical lines are **not** used to separate different examples (eg E2, L5.1)
6. Obsolescent symbols are to be marked by a dagger '†' symbol. They should be moved to column 4, unless they have not been replaced with new symbols, when they are retained in column 2.
7. Vertical clearances. Although the stated IHO convention is now for vertical clearances to be given above HAT (except where there is minimal tide), it will be a long time before all (or even most) charts follow the changed convention. INT 1 (as a user document) should reflect this situation, using a wording appropriate to the publishing nation, with the actual datum used for clearances being defined on individual charts.
8. 'Large-scale' is an adjective and hyphenated, 'smaller scale' (adjective + noun) are two separate words. The use of hyphens to conjoin English words is generally in accordance with the Oxford English Dictionary.
9. Section U (Small Craft or Leisure Facilities) will contain no INT symbols and is an optional section.
10. Maintenance of INT 1:
  - a. The INT 1 subWG should not anticipate S-4 revisions in updating INT 1.

- b. The decision to publish a new edition may be based on many factors, eg weight of outstanding updates, available resources, commercial needs balanced against user expectations. Therefore, the publishing of a new edition must remain at the discretion of the publishing office.
- c. However, if possible, INT 1 producers should coordinate publication to be as soon as possible after, and incorporating changes from, the same revision of S-4.
- d. Any member of the INT 1 subWG preparing a new edition should consult within the subWG, to gain, as far as possible, agreement on changes to be incorporated. (This should usually be by correspondence; it is not assumed that a meeting will invariably be necessary).
- e. Navigationally significant changes (or updates) should be made by NM (or NM Block). Such cases should be rare, and would be the subject to subWG consultation and be announced by IHO CL and displayed on the IHO website.
- f. Changes (including new symbols) that are so intuitive that there is no chance of misinterpretation should usually be left until the next new edition.
- g. Minor corrections may be included in reprints, including: spellings; improvements (but not changes) to existing symbols; clarification of terms (when not navigationally significant); changes to S-4 references; addition of obsolescent marks (†).
- h. A previously used INT 1 number must not be reused for a different subject, because of the possible confusion caused to references in other publications or databases.
- i. A 'tinted' version of new editions, available only to IHO Member States on the website, would be helpful to show changes, assisting the other language publishers for their next edition.

#### 11. Future developments:

Although an IHO tri-lingual version of INT 1, with an IHO approved symbol library, remains an ambition, it is accepted that there is currently no possibility of pursuing this. Note: As a compromise suggestion, the subWG considered that an Annex to S-4, with each symbol shown in INT 1 order, with agreed English, French and Spanish terms alongside, would be useful for hydrographic offices. As no international symbol library is available, the symbols used would be those in S-4 (mostly currently derived from UK symbols). The WG rejected this suggestion at CSPCWG5.