

**Baseline Symbology Project Team (BSPT)**  
**NAUTICAL CARTOGRAPHY WORKING GROUP (NCWG)**  
**Terms of Reference and Rules of Procedure**

- Ref: 1) 1st NCWG Baseline Symbology Project Team VTC Meeting (March 1st, 2021)*  
*2) 2nd NCWG Baseline Symbology Project Team VTC Meeting (December 14th, 2021)*  
*3) 9<sup>th</sup> NCWG BSPT VTC Meeting (December 20<sup>th</sup>, 2022) , review*  
*4) NCWG BSPT VTC meeting (February 1<sup>st</sup>, 2022), clarification*  
*5) NCWG 9 meeting (November 2023), small correction*

**1. Mandate:**

- a) Establish a common IHO symbology, based on-S-4, which can be used to support the automated creation of paper chart products directly from S-101 data. A common symbology library will help hydrographic offices, private industry, developers and others, to view ENC data and facilitate direct creation of ENC derived products more efficiently and quickly-

**2. Objectives**

Focus on:

- a) Development of a symbol library comprising a common set of symbols (in SVG format) and related portrayal rules. This will support efforts toward the automated or semi-automated creation of paper charts.
- b) Submit the SVG baseline symbol library, based on S-4, compatible to the requirements of the IHO Geospatial Information Registry as defined in S-100 Part 9, Appendix 9-B.

**3. Authority**

- a) This Project Team (PT) is a subsidiary of the Nautical Cartography Working Group (NCWG). Its work is subject to NCWG approval.

**4. Composition and Project Lead**

- a) The PT shall comprise representatives of IHO Member States (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) The Project Lead will monitor PT membership to ensure proper representation on the PT.
- c) EC membership is open to entities and organizations that can provide a relevant and constructive contribution to the work of the PT.
- d) All members shall inform the project lead in advance of their intention to attend meetings of the PT.

**5. Procedures**

- a) The PT should work by correspondence, tele- and video-conferences, in-person meetings, workshops or symposia. The PT should meet regularly, about once a month or less.
- b) Decisions should generally be made by consensus. If votes are required on issues or to endorse proposals presented to the PT, only MS may cast a vote. Votes at tele- and video-conference and in-person meetings shall be on the basis of one vote per MS represented at the meeting. Votes by correspondence shall be on the basis of one vote per responding MS represented in the PT.
- c) The date and venue of PT meetings shall normally be announced by the Project Lead at least 4 weeks in advance.
- d) Meeting notes shall be distributed by the Project Lead to the PT for review. Comments should be returned to the Project lead and the results will be shared with the PT.
- e) The PT will maintain close liaison with other HSSC WGs, particularly the NIPWG and S-100 WG. The PT should liaise also, via the NCWG chair, with other IHO bodies, international organizations and industry, as appropriate and as instructed by HSSC.