**Baseline Symbology Project Team (PT)**

**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)*

**1. Mandate:**

a) Establish a common IHO symbology, based on a streamlined INT1 library, that can be used to create and produce paper charts directly from S101 data. A common symbology library will help hydrographic offices (HO's), private industry, developers and others, to view data and create direct products more efficiently and quickly, as the look and feel will be the same for all.

**2. Objectives**

a) Focus on :

(i) Development of a common set of symbols (in .SVG format) and the related portrayal rule

(ii) This will be in support to help with the automated creation of paper chart back-ups.

(iii) Work and communicate with the S-100 Working Group. Review the development of specifications that might require symbolization, assess requirements and provide guidance to help with the development of symbology.

b) To review and monitor the development of the symbol library.

c) Submit a S4 symbol library compatible to the requirements of other IHO standards to the IHO secretariat to be managed in the S-100 Geospatial Information Registry.

**3. Authority**

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

**4. Composition and Chairmanship**

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 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 group.

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, teleconferences, group 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 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 group meetings shall normally be announced by the project lead at least 2 weeks in advance.

d) The draft of meetings shall be distributed by the project lead to the secretary within two weeks of the end of meetings and participants’ comments should be returned within one week of the date of dispatch. Final minutes of meetings should be posted on the IHO website within 4 weeks after a meeting.

e) The PT will maintain close liaison with other HSSC WGs, particularly the NIPWG and S-100WG, and other groups developing and maintaining S-100 based products. The PT should liaise also, via the NCWG chair, with other IHO bodies, international organizations and industry, as appropriate and as instructed by HSSC.