

**HSSC/S-100WG – S-101 PROJECT TEAM**  
**ELECTRONIC NAVIGATIONAL CHART PRODUCT SPECIFICATION**

**Terms of reference and Rules of Procedure**

**1. Objective**

To develop S-101 Electronic Navigational Chart Product Specification. The Product Specification should take into account the following:

- i) Develop the S-101 Product Specification to S-100 Readiness Level 4;
- ii) Ensure that S-101 meets the needs for SOLAS navigation;
- iii) Coordinate the development of S-101 Test Data Sets for type approval.

**2. Authority**

This Project Team is a subsidiary of the S-100 Working Group. Its work will be guided by the 2023-2026 Work Plan established by the S-100 Working Group and subject to its approval.

**3. Composition**

a) The Project Team shall comprise representatives of IHO Member States (MS), Expert Contributors (EC), observers from accredited NIOs, and a representative from the IHO Secretariat. A membership list shall be maintained and posted on the IHO website.

b) EC membership is open to entities and Organizations that can provide a relevant and constructive contribution to the work of the WG.

c) The Chair and Vice-Chair shall be a representative of a MS. The election of the Chair and Vice-Chair shall be decided at the first meeting of either the WG or the PT after each ordinary session of the Assembly and shall be determined by vote of the MS present and voting.

d) If a secretary is required, it should normally be drawn from a member of the Project Team.

e) If the Chair is unable to carry out the duties of the office, the Vice-Chair shall act as the Chair with the same powers and duties.

f) ECs shall seek approval for membership from the Chair.

g) EC membership may be withdrawn in the event that a majority of the MS represented in the PT agrees that an EC's continued participation is irrelevant or unconstructive to the work of the WG.

h) All members shall inform the Chair in advance of their intention or inability to attend meetings of the PT.

i) In the event that a large number of EC members seek to attend a meeting, the Chair may restrict attendance by inviting ECs to act through one or more collective representatives.

#### **4. Procedures**

a) The PT should work by a combination of correspondence, teleconferences, group meetings, workshops or symposia. The PT should meet at least once a year. When meetings are scheduled, and in order to allow any PT submissions and reports to be submitted to the HSSC or to the S-100WG on time, meetings should not normally occur later than nine weeks before a meeting of the HSSC or the S-100WG.

b) Decisions should generally be made by consensus. If votes are required on issues or to endorse proposals presented to the PT, only Members may cast a vote. Votes at meetings shall be on the basis of one vote per Member represented at the meeting. Votes by correspondence shall be on the basis of one vote per Member represented in the PT.

c) The PT should liaise with other IHO bodies, international Organizations and industry representatives to ensure the relevance of its work and timely notice of changes to the standards.

d) The PT should report to the HSSC and the S-100WG on its activities and submit a rolling two-year work plan, including expected time frame.

e) Once the S-101 Product Specification has been accepted by the HSSC as S-100 Readiness Level = 4 or greater, then the Project Team should be dissolved.