

HSSC/S-100WG S- 129 PROJECT TEAM
UNDER KEEL CLEARANCE MANAGEMENT INFORMATION PROJECT TEAM
(UKCMPT)

Terms of reference and Rules of Procedure

1. Objective

To develop the S-129 Under Keel Clearance Management (UKCM) Product Specification to enable the outputs of UKCM services to be displayed for users. The product specification should take into account the following:

- i) Develop the S-129 Specification to S-100 Readiness Level 4
- ii) Coordination of S-98 Interoperability with the S-100 Working Group-

2. Authority

This Project Team is a subsidiary of the S-100 working group (the WG). Its work will be guided by the 2020-2022 Work Plan established by the WG and subject to its approval.

3. Composition and Chair

a) The Project Team shall comprise representatives of IHO Member States (MS), Expert Contributors (EC), observers from accredited NGOs, 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 an MS. The Chair and Vice-Chair shall be decided/confirmed 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, a volunteer should be drawn from a member of the PT.

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g) EC membership may be withdrawn in the event that a majority of the MS represented in the PT agrees that an EC's continued participation is not required.

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

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 HSSC or to its Parent Working Group on time, meetings should not normally occur later than nine weeks before a meeting of HSSC.

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 HSSC or the WG on its activities and submit a rolling two-year work plan, including expected time frame.

e) Once the project team's output Product Specification has been accepted by the HSSC as S-100 Readiness Level = 4 or greater, then the project team should be dissolved by the HSSC.

Draft Work Plan 2020-2022

Tasks

A	Develop S-129 Under Keel Clearance Management (UKCM) Information Product Specification
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Work items

Work Item	Title	Priority H-high M-medium L-low	Next milestone	Start Date	End Date	Status P-Planned O-On going C-Completed S-Superseded	Contact Person	Related Pubs / Standard	Remarks
A.1	Develop S-129 Product Specification for Under Keel Clearance Management (UKCM) Information Edition 2.0.0	H			2022?	P	Nick Lemon (AMSA)		
A.2		H				P	PT Chair		
A.3		H				P	PT Chair		

Meetings

Date	Location	Activity

Chair:
Vice Chair:

Email:
Email: