

IHO File No S3/8151/S130PT

CIRCULAR LETTER 19/2021
26 May 2021

ESTABLISHMENT OF THE S-130 PROJECT TEAM

References:

- A. Assembly Decision A2/24 & 25
- B. Decision and Action IHO Council C4/07
- C. Decision and Action HSSC 13/15

Dear Hydrographer,

1. The decisions made by A2 and endorsed by C4 (References A & B) tasked the Hydrographic Services and Standards Committee (HSSC) as the responsible technical body to take action to develop a new S-130 Polygonal Demarcations of Global Sea Areas Product Specification. The 13th meeting of the HSSC, held in a virtual format from 3 to 6 May 2021, endorsed the requirement for a Project Team under HSSC with the proposed objectives aiming to develop the S-130 Product Specification as a dataset model for the subsequent production of the authoritative S-130 Dataset. HSSC Members were requested to review the proposed TORs and ROPs (Annex A) and provide their comments to the IHO Secretariat (Reference C).
2. The Secretariat of the IHO thanks the 10 Member States that responded to HSSC 13/15: Canada, China, France, Germany, Netherlands, Norway, Republic of Korea, Sweden, United Kingdom, and United States of America. The Secretariat carefully considered the comments, noted the majority support to adopt the proposed TORs and ROPs (Annex A) and concluded that the proposed TORs and ROPs follow the common references and procedures for a project team working on a technical solution.
3. In accordance with established IHO procedures, participation in the working group is open to representatives from all Member States of the IHO, representatives of recognised IHO Observer organizations and expert contributors. Expert Contributor membership is open to entities and organizations that can provide a relevant, technical and constructive contribution to the work of the WG. Expert Contributors shall seek approval of membership from the Chair.
4. As requested by the HSSC (Reference C), the IHO Secretariat now invites Member States to consider nominating representatives to participate in the S-130PT, by email (cl-ic@iho.int) when using the Nomination Form in Annex B, but preferably using the IHO Online Form System by accessing the following: https://IHO.formstack.com/forms/cl_19_2021

5. Nominations should reach the IHO Secretariat **not later than 15 August 2021**.

On behalf of the Secretary-General
Yours sincerely,



Abri KAMPFER
Director

Annexes

- A: S-130 Project Team - Terms of Reference and Rules of Procedure
B: Nomination form for membership of S-130 Project Team

**HSSC S-130 PROJECT TEAM
POLYGONAL DEMARCATIONS OF GLOBAL SEA AREAS PRODUCT SPECIFICATION
AND DATASET**

Terms of Reference and Rules of Procedure

1. Objective

To develop the S-130 Polygonal Demarcations of Global Sea Areas Product Specification and Dataset.

1.1 The definition of S-130 should take into account the following:

- i) Define a proposed dataset model using a system of unique numerical identifiers only;
- ii) Create an S-100 conformant product specification for Polygonal Demarcations of Global Sea Areas, through the profiling or adaptation of existing IHO S-100-based product specifications (such as S-121, S-122 for instance).

1.2 Once the dataset model is approved, to propose recommendations for the subsequent production and distribution of this S-130 dataset including quality control, maintenance procedure and a basic user/information manual.

The scope of this Project Team under HSSC is strictly limited to technical issues only (items 1.9.1 to 1.9.3) in support of the implementation of Proposal 1.9 made at A-2.

2. Authority

This Project Team is a subsidiary of the HSSC. Its work will be guided by the 2021-2023 Work Plan established by the HSSC 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 election of the Chair and Vice-Chair shall be decided at the first meeting of 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 HSSC, 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. Issues other than technical should not be considered at the PT level.

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

e) Once the objectives listed in section are met, then the project team should be dissolved.

S-130 Project Team (S-130 PT)

NOMINATION FORM

(to be returned to the IHO cl-lc@iho.int by 15 August 2021)

Note: The boxes will expand as you type your answers

Member State

YES or NO?

Would you like to nominate an expert to be a member of S-130 PT?

IF YES:

Name of Expert:

E-mail :

**Nomination for role of
Chair, Vice-Chair or
Secretary :**

Name of Hydrographer:

Signature :

Date :