

## **S-100 WORKING GROUP (S-100WG)**

### *References:*

- a/ 6<sup>th</sup> HSSC Meeting (Viña del Mar, Chile, November 2014)*
- b/ Entry into force of the Protocol of Amendments to the Convention on the IHO*
- c/ 9<sup>th</sup> HSSC Meeting (Ottawa, Canada, November 2017)*

### **1. Objective**

- a) To maintain, develop and extend
  - (i) S-100 - Universal Hydrographic Data Model;
  - (ii) S-98 - Interoperability Specification for Navigation Systems.
- b) To supervise the management and development of the S-100 Geospatial Information Registry;
- c) To advise and support the development and maintenance of S-100-based product specifications in liaison with the relevant IHO bodies and non-IHO entities;
- d) To monitor the development of other relevant international standards.

### **2. Authority**

This WG is a subsidiary of the Hydrographic Services and Standards Committee (HSSC). Its work is subject to HSSC approval.

### **3. Composition and Chairmanship**

- a) The WG shall comprise representatives of IHO Member States (MS), Expert Contributors (EC), observers from accredited NGIO's, 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 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 WG.
- 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 of membership from the Chair.
- g) EC membership may be withdrawn in the event that a majority of the MS represented in the WG agrees that an EC's continued participation is irrelevant or unconstructive to the work of the WG.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 to attend meetings of the WG.
- 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 WG should:
  - (i) maintain S-100 as directed in Part 12 (S-100 Maintenance Procedures) and in accordance with IHO Resolution 2/2007 as amended;
  - (ii) maintain S-98 in accordance with IHO Resolution 2/2007 as amended;
  - (iii) draft new editions of S-98 and S-100 as instructed by HSSC;
  - (iv) keep under review relevant international standards and specifications and advise HSSC accordingly; and
  - (v) consider new topics as instructed by HSSC and advise HSSC accordingly.
- b) The WG should work by correspondence, teleconferences, group meetings, workshops or symposia. The WG should meet about once a year. When meetings are scheduled, and in order to allow any WG submissions and reports to be submitted to HSSC on time, WG meetings should not normally occur later than nine weeks before a meeting of the HSSC.
- c) Decisions should generally be made by consensus. If votes are required on issues or to endorse proposals presented to the WG, 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 MS represented in the WG.
- d) The date and venue of group meetings shall normally be announced by the Chair at least six months in advance.
- e) The draft record of meetings shall be distributed by the Chair (or the secretary) within six weeks of the end of meetings and participants' comments should be returned within three weeks of the date of despatch. Final minutes of meetings should be posted on the IHO website within three months after a meeting.
- f) Sub-working groups and project teams may be created by the WG or proposed to HSSC to undertake detailed work on specific topics. The terms of reference and rules of procedure of the sub-working groups and project teams are determined or proposed by the WG as appropriate.
- g) The WG should liaise with other IHO bodies, international organizations and industry to educate on and encourage the application of S-100 to the work of those entities.
- h) The WG should prepare annually a report on its activities and a rolling two-year work plan, including expected time frame.