

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- g) EC membership may be withdrawn in the event that a majority of the MS represented in the PT agrees that an EC's continued participation is irrelevant or unconstructive to the work of the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