

**5th CSPCWG MEETING
Sydney, 18-21 November 2008**

*Amendments to CSPCWG Terms of Reference agreed by the CSPCWG 4 meeting, in red.
Secretary's after-meeting suggestions in green.*

**TERMS OF REFERENCE
for the
CHART STANDARDIZATION AND PAPER CHART W.G. (CSPCWG)**

1. Objectives

- a. To provide a core of expertise on the **basic** concepts of charting, noting that whatever physical form the chart may take the fundamental concepts and elements of marine cartography remain the same.
- b. To develop and maintain the IHO publications for which it is responsible.

2. Authority

This WG is a subsidiary of the Committee on Hydrographic Requirements for Information Systems (CHRIS). Its work is subject to CHRIS approval. In the interests of procedural efficiency the WG has authority to reach decisions on the maintenance and updating of the documents for which it is responsible and seek direct endorsement of its proposals by IHO Member States via the IHB. This does not include matters that may have a strategic or financial implication for Member States or other interested stakeholders.

3. Procedures

- a. The WG's main tasks are to:
 - i. Keep under continuous review the IHO publication M-4 'Regulations of the IHO for International (INT) Charts and Chart Specifications of the IHO', in order to advise the IHO on their updating, design and format **and the portrayal of symbols**. Note: M-4 **incorporates is supplemented by**:
 - INT 1 'Symbols, Abbreviations and Terms used on Charts'
 - INT 2 'Borders, Graduation, Grids and Linear Scales'
 - INT 3 'Use of Symbols and Abbreviations, as recommended by the IHO'
 - ii. Advise the IHO on suggestions put forward by Member States to update M-4, in accordance with IHO Specification B-160, with the goal of achieving the maximum possible adherence by Member States to the Regulations and Specifications.
 - iii. Keep under continuous review the **following IHO publications in order to advise the IHO on their updating**:
 - **M-11 Part A 'Guidance for the Preparation and Maintenance of International Chart Schemes'**
 - **M-15 'List of Booklets on Chart Symbols & Abbreviations'**
 - **S-49 'Recommendations concerning Mariners' Routeing Guides'**
 - iv. Advise the IHB and Regional Hydrographic Commissions, as appropriate, on the work of Regional Charting Groups (RCG) in order to promote the production of **large and medium scale** international (INT) charts. The role of

the WG is purely consultative.

- v. Offer advice based on its experience to RCG and individual Member States, on chart schemes and cartographic work, in order to **strongly** encourage adherence to IHO charting **standards specifications**. The role of the WG is purely consultative.
- b. The WG conducts its business mainly by correspondence. It will also plan to hold meetings at least once every two years, dependant on membership support and business needs.
- c. All members shall inform the Chairman in advance of their intention to attend meetings of the WG.
- d. Decisions ~~should~~ **shall** generally be made by consensus. If votes are required on issues or to endorse proposals presented to the WG, votes shall be ~~on the basis of one vote per Member State represented~~ **taken by a simple majority of the Member States present and voting. When dealing with inter-sessional matters by correspondence, a simple majority of responding WG members shall be required.**
- e. The WG should identify a work programme for each year, including expected time frame for progressing tasks.
- f. The WG will maintain close liaison with other CHRIS WGs, particularly ~~C&SMWG~~ **and TSMAD**, and other international and IHO bodies, as appropriate and as instructed by CHRIS.
- g. The WG will report progress to meetings of CHRIS and to Member States through the CHRIS report in the Annual Report of the IHB

4. **Composition and Chairmanship**

- a. Membership of the CSPCWG is open to all Member States wishing to be represented. Normally there should be not more than one representative from each Member State.
- b. Accredited Non-Governmental International Organizations observers may participate in CSPCWG activities.
- c. The Chair and Vice-Chair shall be a representative of a Member State. The election of the Chair and Vice-Chair shall be decided at the first meeting after each ordinary session of the Conference (Conference to be replaced by Assembly when the revised IHO Convention enters force) and shall be determined by vote of the Member States present and voting.
- d. 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.
- e. The Chairman and Vice-Chairman will decide between themselves the organization of the work entailed in these posts.
- f. The Chairman will monitor membership to ensure that each regional hydrographic commission is invited to be represented on the WG.
- g. A Secretary will be appointed, normally from within the organization of the Chairman of the WG, to ensure the smooth running of business, and to administer consultation and collation of members' views. The Secretary is a member of the WG.

5. **Guiding principles**

- a. M-4 Part B provides an internationally-agreed product specification for both national and international (INT) charts at medium- and large-scale. The role of M-4 Part B is twofold, in that it provides:
 - i. an explanation of the general concepts and rationale behind the portrayal of features on charts, much of which is relevant to both ~~digital~~ **electronic** and

paper charts.

- ii. specific guidance for paper charts, including **their content and** the use of text and symbology.