

## ENC STANDARDS MAINTENANCE WORKING GROUP (ENCWG)

### References:

*6<sup>th</sup> HSSC Meeting (Viña del Mar, Chile, November 2014)*

*IHO CL 41/2016 dated 23 August 2016 - Date of entry into force of the amendments to the Convention on the IHO and its supporting basic documents*

*8<sup>th</sup> HSSC Meeting (Monaco, November 2016)*

### 1. Objective

To maintain IHO standards which apply to ENC production and display:

- (i) S-52 - Specifications for Chart Content and Display Aspects of ECDIS (including its components);
- (ii) S-57 - IHO Transfer Standard for Digital Hydrographic Data (including its components);
- (iii) S-58 - Recommended ENC Validation Checks;
- (iv) S-62 - List of Data Producer Codes;
- (v) S-64 - IHO Test Data Sets for ECDIS;
- (vi) S-65 - ENCs: Production, Maintenance and Distribution Guidance;
- (vii) IHO Data Protection Scheme for S-57 ENCs.

### 2. Authority

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

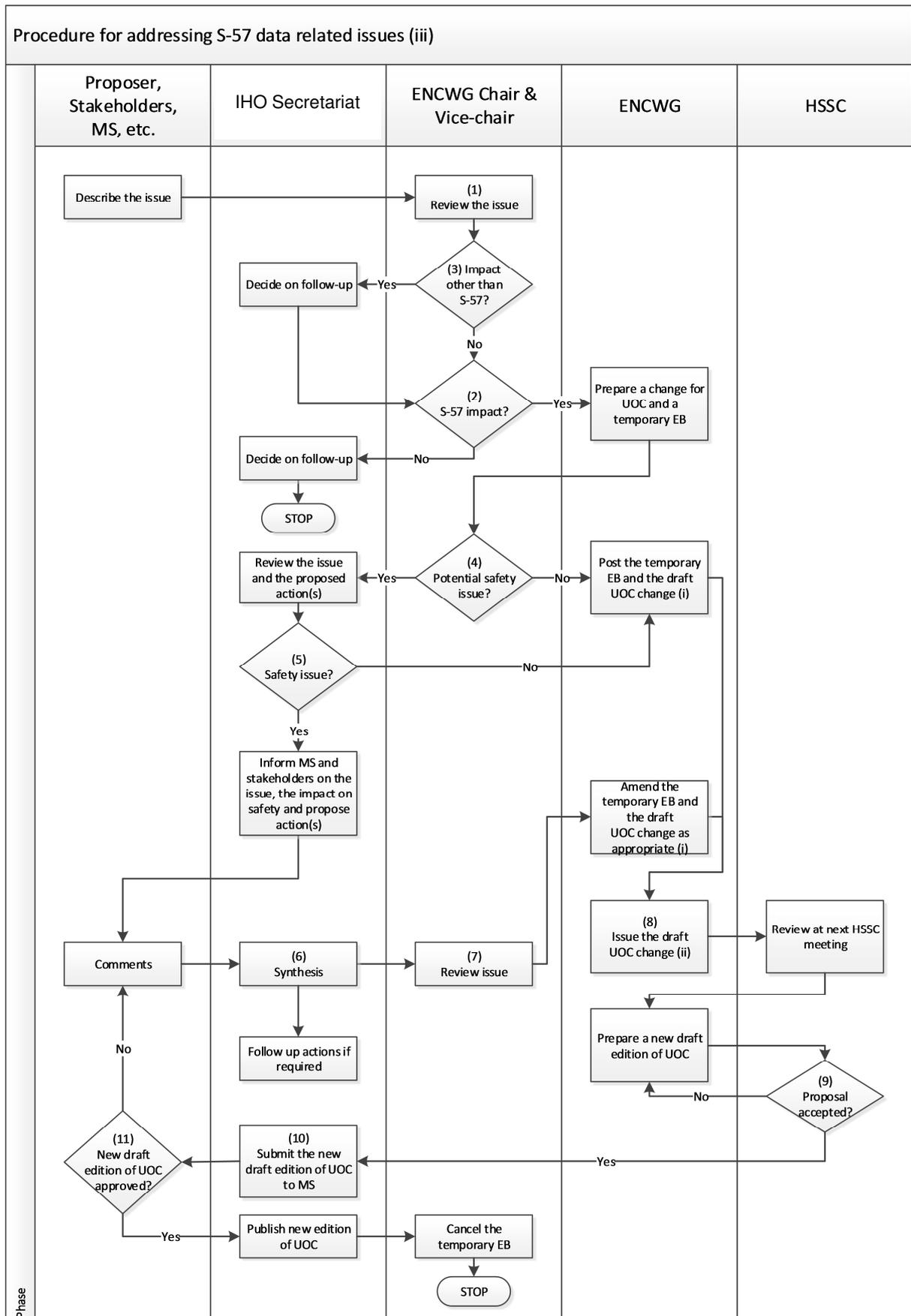
### 3. Composition and Chairmanship

- a) The WG shall comprise representatives of IHO Member States (MS), Expert Contributors (EC), observers from accredited NGIO, and a representative of 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- g) EC membership may be withdrawn in the event that a majority of the MS represented in the WG agrees that an EC's continued participation is irrelevant or unconstructive to the work of the WG.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-57 by preparing and promulgating maintenance documents containing clarifications, corrections and extensions when required. In the case of issues reported which may be data related, the procedure described in Annex 1 must be adhered to;
  - (ii) maintain S-52 and its accompanying Presentation Library by preparing and promulgating maintenance documents or new editions when required. In the case of issues which may be related to the portrayal of objects according to S-52, the procedure described in Annex 2 must be adhered to;
  - (iii) maintain S-58, S-62, S-64 and S-65 to ensure consistency with the evolution of S-52 and S-57;
  - (iv) maintain and monitor the existing S-63 protection scheme;
  - (v) coordinate technical exchange with type-approval authorities, ECDIS manufacturers and ECDIS user community and offer guidance and advice as appropriate; and
  - (vi) keep under review the relevant IHO publications and resolutions in order to advise HSSC on their updating.
- 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 ensure the relevance of its work and timely notice of changes to the standards.
- h) The WG should prepare annually a report on its activities and a rolling two-year work plan, including expected time frame.

Annex 1



Phase

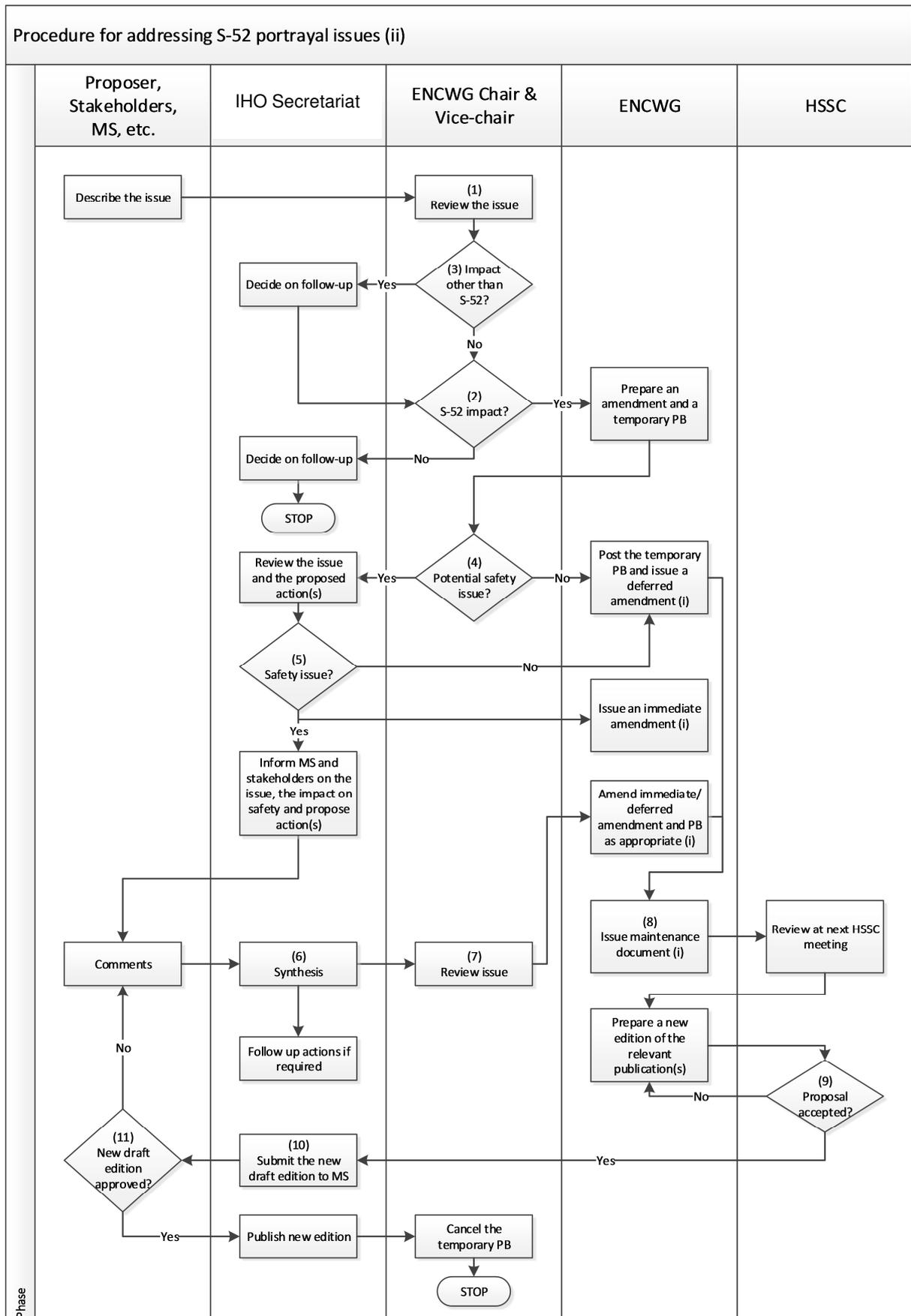
## Description of the procedure for addressing S-57 data related issues

1. New issues which are potentially related to S-57 are submitted to the ENCWG chair group (chair and vice-chair of ENCWG) for review.
2. The ENCWG chair group considers whether the issue impacts S-57.
  - 2.a If it considers that the issue does not impact S-57, it reports to the IHO Secretariat which decides on any follow-up action(s).
  - 2.b If it considers that the issue impacts S-57, it invites ENCWG to prepare of a temporary encoding bulletin (EB) and a draft change for S-57 Appendix B.1, Annex A - Use of the Object Catalogue for ENC (UOC).
3. In parallel the ENCWG chair group considers whether the issue has any other impact, for example on other IHO publication or on other stakeholders. The ENCWG chair group reports other impact(s), if any, to the IHO Secretariat which decides on any follow-up action(s).
4. In parallel, the ENCWG chair group considers whether the issue is related to safety of navigation.
  - 4.a If it considers that the issue is safety-related, it reports to the IHO Secretariat with proposed actions. See item 5.
  - 4.b If it considers that the issue is not safety-related, it authorizes the posting of the relevant temporary EB and draft UOC change. See note (i) and item 8.
5. The IHO Secretariat reviews the report from the ENCWG chair group.
  - 5.a If the IHO Secretariat agrees that the issue is safety-related, it informs Member States (MS) and stakeholders on the issue and the impact on safety, proposes the appropriate actions and invites comments. It also authorizes the posting of the relevant temporary EB and the draft UOC change. See note (i) and item 6.
  - 5.b If the IHO Secretariat decides that the issue is not safety-related, it informs the ENCWG chair group and authorizes the posting of the relevant temporary EB and draft UOC change. See note (i) and item 8.
6. The IHO Secretariat analyses the comments from MS and stakeholders. It establishes a synthesis to be considered by the ENCWG chair group and takes any follow-up actions which it considers appropriate.
7. The ENCWG chair group reviews the issue and invites ENCWG to amend the temporary EB and the draft UOC change if required.
8. ENCWG prepares/reviews and issues the draft UOC change and reports to HSSC at its next meeting. When appropriate, and as instructed by HSSC, ENCWG prepares a draft new edition of the UOC. ENCWG submits its proposal to HSSC.
9. HSSC reviews the draft new edition of the UOC submitted by ENCWG.
  - 9.a If HSSC accepts the draft new edition of the UOC, it invites the IHO Secretariat to submit the draft to the approval of MS through the Council (in accordance with IHO Resolution 2/2007 as amended). See item 10.
  - 9.b If HSSC does not accept the draft new edition of the UOC, the proposal is sent back to the ENCWG chair group. See item 7.
10. The IHO Secretariat submits the draft new edition of the UOC to the approval of MS through the Council.
11. MS reviews the draft new edition of the UOC.
  - 11.a If the draft new edition is approved by the simple majority of MS, then the IHO Secretariat publishes the new edition (taking into account comments if appropriate) and the temporary EB is cancelled. END.
  - 11.b If the draft new edition is not approved by the MS, see item 6.

Notes:

- (i) The IHO Secretariat informs MS and stakeholders of the posting of every EB by circular letter. Active EB are reviewed by ENCWG at its next meeting. ENCWG reports on the situation at the next HSSC meeting.
- (ii) ENCWG may decide to postpone the update of the UOC until a number of EB have been promulgated or until a period of time has elapsed since the previous revision/edition of the UOC.
- (iii) The flow diagram does not reflect the timeline. Potential safety issues are processed as expeditiously as possible.

Annex 2



## **Description of the procedure for addressing S-52 portrayal issues**

1. New issues which are potentially related to S-52 are submitted to the ENCWG chair group (chair and vice-chair of ENCWG) for review.
2. The ENCWG chair group considers whether the issue impacts S-52.
  - 2.a If it considers that the issue does not impact S-52, it reports to the IHO Secretariat which decides on any follow-up action(s).
  - 2.b If it considers that the issue impacts S-52, it invites ENCWG to prepare an amendment to the relevant component(s) of S-52 and a temporary chart presentation bulletin (PB).
3. In parallel the ENCWG chair group considers whether the issue has any other impact, for example on other IHO publication or on other stakeholders. The ENCWG chair group reports other impact(s), if any, to the IHO Secretariat which decides on any follow-up action(s).
4. In parallel, the ENCWG chair group considers whether the issue is related to safety of navigation.
  - 4.a If it considers that the issue is safety-related, it reports to the IHO Secretariat with proposed actions. See item 5.
  - 4.b If it considers that the issue is not safety-related, it authorizes the posting of the relevant temporary PB and issue a deferred amendment to the relevant publication. See note (i) and item 8.
5. The IHO Secretariat reviews the report from the ENCWG chair group.
  - 5.a If the IHO Secretariat agrees that the issue is safety-related, it informs Member States (MS) and stakeholders on the issue and the impact on safety, proposes the appropriate actions and invites comments. It also tasks ENCWG to issue an immediate amendment. See note (i) and item 6.
  - 5.b If the IHO Secretariat decides that the issue is not safety-related, it informs the ENCWG chair group and authorizes the posting of the relevant temporary PB and the issuance of a deferred amendment. See note (i) and item 8.
6. The IHO Secretariat analyses the comments from MS and stakeholders. It establishes a synthesis to be considered by the ENCWG chair group and takes any follow-up actions which it considers appropriate.
7. The ENCWG chair group reviews the issue and invites ENCWG to amend the relevant amendment and temporary PB if required.
8. ENCWG prepares/reviews and issues a S-52 maintenance document and reports to HSSC at its next meeting. When appropriate, and as instructed by HSSC, ENCWG prepares a draft new edition of the relevant component of S-52. ENCWG submits its proposal to HSSC.
9. HSSC reviews the draft new edition submitted by ENCWG.
  - 9.a If HSSC accepts the draft new edition, it invites the IHO Secretariat to submit the draft to the approval of MS through the Council (in accordance with IHO Resolution 2/2007 as amended). See item 10.
  - 9.b If HSSC does not accept the draft new edition, the proposal is sent back to ENCWG. See item 8.
10. The IHO Secretariat submits the draft new edition to the approval of MS through the Council.
11. MS review the draft new edition.
  - 11.a If the draft new edition is approved by the simple majority of MS, then the IHO Secretariat publishes the new edition (taking into account comments if appropriate) and the temporary PB is cancelled. END.
  - 11.b If the draft new edition is not approved by the MS, see item 6.

Notes:

- (i) The IHO Secretariat informs MS and stakeholders of the posting of every PB and the issuance of every amendment by circular letter.
- (ii) The flow diagram does not reflect the timeline. Potential safety issues are processed as expeditiously as possible.