



# *Baltic Sea Hydrographic Commission*



## TERMS OF REFERENCE AND RULES OF PROCEDURE

for the

### BALTIC SEA INTERNATIONAL CHARTING COORDINATION WORKING GROUP

(BSICCWG for *INT Charting REGION E*)

[Approved by the BSHC 15<sup>th</sup> Conference, 21-23 September 2010]

#### 1. Background

- 1.1 The *Baltic Sea* Hydrographic Commission recognizes the need to actively develop and maintain official nautical charts, in both paper and digital formats, that support ships engaged on international voyages in its region. Accordingly, it appoints and directs a working group to undertake this task. The working group shall be named the *Baltic Sea International Charting Coordination Working Group (BSICCWG)*.
- 1.2 The BSICCWG is a subsidiary body of the Baltic Sea Hydrographic Commission. It shall conduct its work in accordance with these Terms of Reference and Rules of Procedure. The Regional Hydrographic Commission may clarify or amend these generic Terms of Reference and Rules of Procedure for the ICCWG in order for these to be made specifically relevant and applicable to its region. Its work is subject to the Baltic Sea Hydrographic Commission's approval.

#### 2. Terms of Reference

- 2.1 To study issues related to nautical charting of the region, in particular to coordinate the allocation of production responsibilities for paper and electronic charts (INT charts and ENC), that support ships engaged on international voyages.
- 2.2 To develop and maintain an integrated international chart scheme for the region.
- 2.3 To reach decisions on the maintenance and updating of the documents for which it is responsible.
- 2.4 To provide advice on chart schemes to individual Member States, in order to encourage adherence to IHO charting regulations, specifications and standards, and to promote and coordinate the production of international (INT) charts and ENC.
- 2.5 To develop proposals for new or amended INT chart schemes to meet evolving user needs (for example, the introduction of new or amended routing measures, the confirmed developments of international ports).



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- 2.6 To coordinate the development and maintenance of small / medium scale ENC schemes, by regional agreement, to ensure consistent parameters are used in the compilation of ENC. To report yearly to the BSHC on the status of the implementation of ENC harmonisation actions agreed by the (former) BSEHWG.
- 2.7 To act as the custodian and maintainer of official, version-controlled catalogues, depicting the status of published and planned charts, subject to formal review and approval by Member States of the Baltic Sea Hydrographic Commission. However, the ENC catalogues may be maintained by RENCs subject to Baltic Sea Hydrographic Commission's approval.
- 2.8 To provide advice to IHB on any amendments required to maintain S-11 Part B: Catalogue of International Charts (for example, scale, limits, numbering) and, as appropriate, any corresponding ENC catalogue.
- 2.9 To provide advice to Chairman CSPCWG and IHB on any amendments required to maintain S-11 Part A '*Guidance for the Preparation and Maintenance of International Chart Schemes*', in particular its Annexes (Annex A: Potential Printer Nations; Annex B: Use of A0 Paper).
- 2.10 To provide advice to Chairman CSPCWG and IHB on any amendments required to maintain the '*Guidelines for the Preparation and Maintenance of Small / Medium Scale ENC Schemes*' (when published).
- 2.11 To undertake professional consideration of new information of interest to the BSICCWG which may impact its business and responsibilities.

### 3. Rules of Procedure

- 3.1 Membership is open to all members and associate members (Member States) of the Baltic Sea Hydrographic Commission wishing to be represented. Each Member State shall be represented through a single point of contact. Noting the technical nature of the Group's work, participation should be limited to representatives of Hydrographic Offices concerned with nautical charting.
- 3.2 The Coordinator will monitor membership to encourage active participation by all Member States within the Baltic Sea Region.
- 3.3 Non-Governmental International Organizations recognized by the IHO may participate as observers in BSICCWG activities, where matters of special interest to the NGIO concerned are being considered (IHO Resolution T1.2, rule 6.c refers).
- 3.4 The Coordinator role shall be held by a Member State participating in the BSICCWG. The election of the Coordinator, or the reconfirmation of the existing Coordinator, shall be decided by the Baltic Sea Hydrographic Commission at an ordinary meeting or, where a meeting is not convened, by correspondence. Election shall be determined by a simple majority of Member States present and voting (or responding, where determined by correspondence).
- 3.5 Normally, a Vice-Coordinator is not required to be appointed. However, if a Vice-Coordinator is appointed by the Baltic Sea Hydrographic Commission: