



IHB File No. S3/8151/S-100

CIRCULAR LETTER 84/2015
09 December 2015

ESTABLISHMENT OF IHO S-100 PROJECT TEAMS

References:

- A. IHO CL 37/2015 dated 1 June - *HSSC 7th Meeting, 10-13 November 2015, Busan, Rep of Korea*
- B. IHO CL 8/2014 dated 20 January - *Outcome of the 5th Meeting of the Hydrographic Services and Standards Committee (HSSC)*
- C. HSSC action 7/10 - *Participation in the work of the Under Keel Clearance Management Information Project Team (UKCMPT)*
- D. HSSC action 7/31 - *Support of the development of the S-121 product specification within a project team under the S-100WG*

Dear Hydrographer,

1. This Circular Letter addresses the particular outcome of the 7th meeting of the IHO Hydrographic Services and Standards Committee (HSSC), held in Busan, Republic of Korea, from 10 to 13 November (Reference A), related to the establishment of two new project teams tasked to develop IHO product specifications based on IHO Publication S-100 - *Universal Hydrographic Data Model*.
2. The Committee considered a submission by Australia reporting that under keel clearance (UKC) systems were increasingly being used around the world in ports and by vessels themselves when sailing in waterways. Australia recommended that a project team be established under the S-100 Working Group (S-100WG) to coordinate the development of a draft product specification for the display of UKC management information. The HSSC endorsed the recommendation and instructed the S-100WG to create an Under Keel Clearance Management Information Project Team (UKCMPT) with the Terms of Reference provided in Annex A and agreed to include in the S-100WG work plan the project team work plan provided in Annex B. Australia kindly offered to provide the Chair and the Vice-Chair.
3. At its 5th meeting in 2013 (Reference B), the HSSC had endorsed the development of S-121 - *Maritime Limits and Boundaries Product Specification* as an IHO product specification based on S-100 and agreed that Geoscience Australia would be responsible for developing and maintaining the product specification on behalf of the IHO. Since that time Canada has joined Australia in the S-121 development programme. Although Australia and Canada reported significant progress at HSSC-7, the Committee noted that further work was required. The Committee invited Australia and Canada to submit a work plan to the next meeting of the S-100WG and instructed the S-100WG to establish a formal project team to implement the work plan. Australia offered to chair the project team, with Canada acting as editor of S-121. The draft Terms of Reference and work plan to be considered further by the S-100WG are provided in Annexes C and D respectively.
4. The Committee noted that the timely implementation of the S-100WG work plan would require the S-100WG and the associated project teams to be strengthened through increased participation by Member States and others and tasked the IHB to invite IHO Member States, Observer Organizations and Expert Contributors to consider participating in the new project teams and augmenting their support to the S-100WG.

5. In accordance with established IHO procedures, participation in IHO working groups and project teams is open to representatives from all Member States of the IHO, representatives of recognised IHO Observer organizations, and invited expert contributors.
6. As requested by the HSSC (References C and D), the Directing Committee invites Member States to consider nominating representatives to participate in the new project teams and, if applicable, to provide their name, affiliation, contact information and possible candidacy as an office bearer (Chair, Vice-Chair, Secretary).
7. Nominations should reach the IHB (info@iho.int, with a copy to addt@iho.int) as soon as possible and not later than **15 February 2016**.
8. It is not a requirement of the IHO that a representative of a Member State be employed by or reports to the national Hydrographic Office, rather, it is important that representatives are available to contribute to the work involved and can provide the required level of technical expertise. Member States are therefore encouraged to also invite all relevant national stakeholders to participate in the S-100WG and related project teams as expert contributors.

On behalf of the Directing Committee
Yours sincerely,



Gilles BESSERO
Director

Copy:

- Chair, S-100WG
- Chair, UKCM PT
- Chair, S-121 PT

-
- Annex A: Under Keel Clearance Management Information Project Team (UKCMPT) - Terms of Reference and Rules of Procedure (*in English only*)
- Annex B: Under Keel Clearance Management Information Project Team (UKCMPT) - Work Plan 2016-2018 (*in English only*)
- Annex C: S-121 Project Team (S-121PT) - Draft Terms of Reference and Rules of Procedure (*in English only*)
- Annex D: S-121 Project Team (S-121PT) - Draft Work Plan 2016-2018 (*in English only*)

**UNDER KEEL CLEARANCE MANAGEMENT INFORMATION PROJECT TEAM
(UKCMPT)**

Terms of Reference and Rules of Procedure

Reference: 7th HSSC Meeting (Busan, Republic of Korea, 9 to 13 November 2015)

1. Objective

To develop an IHO S-100 based product specification for Under Keel Clearance Management (UKCM) information to enable the outputs of UKCM services to be displayed for users.

2. Authority

This Project Team (UKCM PT) is a subsidiary of the S-100 Working Group (S-100 WG). Its work will be guided by the 2016-18 Work Plan established by the S-100 WG and subject to its approval.

3. Composition and Chair

- a) The Project Team (UKCM PT) shall comprise representatives of IHO Member States (MS), Expert Contributors (EC) and observers from accredited NGIOs. The IHO Secretariat may also be represented. A membership list shall be maintained and posted on the IHO website.
- b) EC membership is open to entities and organizations that can provide relevant and constructive contribution to the work of the UKCM PT. ECs shall seek approval of their membership from the Chair of the UKCM PT.
- c) EC membership may be withdrawn, in the event that a majority of UKCM PT members agree that an EC's continued participation is either irrelevant or not constructive to the work of the UKCM PT.
- d) The Chair of the UKCM PT is designated by the parent body.
- e) If a Secretary is required, he/she should normally be drawn from a member of the UKCM PT.

4. Procedures

- a) The UKCM PT should work primarily by written correspondence and teleconferences.
- b) Decisions should be made by consensus. Dissenting opinions, if any, should be reflected in the UKCM PT report.
- c) The UKCM PT should liaise with other IHO bodies, international organizations, end users and industry to ensure the relevance and currency of its work.
- d) The UKCM PT should report to the S-100WG in accordance with its Work Plan.

Under Keel Clearance Management Information Project Team (UKCMPT) - Work Plan 2016-2018

Tasks

A	Decide on the appropriateness of UKCM information as a S-10X product specification
B	Define the features and attributes needed for the display of UKCM information and determine if these should reside within the UKCM information product specification or reside within another product specification that can support the user's need for the display of UKCM information
C	Define the UKCM data model and assign an S-100 Product Specification number
D	Provide the UKCM data model to the S-100 WG for consideration

Work items

Work Item	Title	Priority H-high M-medium L-low	Next milestone	Start Date	End Date	Status P-Planned O-On going C-Completed S-Superseded	Contact Person	Related Pubs / Standard	Remarks
A.1	Determine the requirements that are needed to display UKCM information and decide on the appropriateness of UKCM information as a S-10X Product Specification	H	A.2 B.1	2016	2017	P	PT Chair	S-99 S-100 S-102 S-112* ISO 19100	<ul style="list-style-type: none"> In close liaison with, and guidance by, the S-100 WG Agree that the S-10X PS should be an IHO product specification
A.2	Provide an initial draft of the UKCM Product Specification	H	B.1	2017	2017	P	PT Chair		<ul style="list-style-type: none"> In close liaison with, and guidance by, the S-100 WG
B.1	Define the features and attributes needed for the display of UKCM information and determine if these should reside within the UKCM product specification or reside within another product specification that can support the display of UKCM information	H	C.1	2017	2018	P	PT Chair	S-99 S-100 S-102 S-112* ISO 19100	<ul style="list-style-type: none"> Dependent upon the results of A.1.
C.1	Define the UKCM data model and assign an S-100 Product Specification number	H	D.1	2017	2018	P	PT Chair		

Work Item	Title	Priority H-high M-medium L-low	Next milestone	Start Date	End Date	Status P-Planned O-On going C-Completed S-Superseded	Contact Person	Related Pubs / Standard	Remarks
D.1	Finalise outputs and provide the UKCM data model to the S-100 WG for consideration			2018	2018	P	PT Chair		

Meetings

Date	Location	Activity
	Singapore	UKCM PT 1st meeting
		UKC PT 2nd meeting
		UKCM PT 3rd meeting

Chair: N Lemon (Australia)
Vice Chair: A Millett (Australia)
Secretary: TBD

Email: nick.lemon@amsa.gov.au
Email: alec.millett@amsa.gov.au
Email:

S-121 PROJECT TEAM (S-121PT)

Draft Terms of reference and Rules of Procedure

1. Objective

To develop IHO S-121 Maritime Limits and Boundaries Product Specification. The product specification should take into account the following:

- i) Defining a proposed data model
- ii) Create an S-100 conformant product specification for Maritime Limits and Boundaries to support Law of the Sea Submissions.
- iii) Determine if S-100 needs to be extended to support Law of the Sea issues.

2. Authority

This Project Team (S-121PT) is a subsidiary of the S-100 Working Group (S-100 WG). Its work will be guided by the 2016-18 Work Plan established by the S-100 WG and subject to its approval.

3. Composition and Chair

- a) The Project Team (S-121PT) shall comprise representatives of IHO Member States (MS), Expert Contributors (EC) and observers from accredited NGOs. The IHO Secretariat may also be represented. A membership list shall be maintained and posted on the IHO website.
- b) EC membership is open to entities and organizations that can provide relevant and constructive contribution to the work of the S-121PT. ECs shall seek approval of their membership from the Chair of the S-121PT.
- c) EC membership may be withdrawn, in the event that a majority of S-121PT members agree that an EC's continued participation is either irrelevant or not constructive to the work of the S-121PT.
- d) The Chair of the S-121PT is designated by the parent body.
- e) If a Secretary is required, he/she should normally be drawn from a member of the S-121PT.

4. Procedures

- a) The S-121PT should work primarily by written correspondence and teleconferences.
- b) Decisions should be made by consensus. Dissenting opinions, if any, should be reflected in the S-121PT report.
- c) The S-121PT should liaise with other IHO bodies, international organizations, end users and industry to ensure the relevance and currency of its work.
- d) The S-121PT should report in accordance with its Work Plan.

S-121 Project Team (S-121PT) - Draft Work Plan 2016-2018

Tasks

A	Develop the S-121 Maritime Limits and Boundaries Product Specification
---	--

Work items

Work Item	Title	Priority H-high M-medium L-low	Next milestone	Start Date	End Date	Status P-Planned O-On going C-Completed S-Superseded	Contact Person	Related Pubs / Standard	Remarks
A.1	Develop the S-121 Maritime Limits and Boundaries Product Specification	H	A.2	2016	2017	P	PT Chair		<ul style="list-style-type: none"> In close liaison with, and guidance by, the S-100 WG
A.2	Determine if S-100 needs to be extended to support S-121 for Law of the Sea submissions	H	A.3	2016	2017	P	PT Chair		<ul style="list-style-type: none"> In close liaison with, and guidance by, the S-100 WG
A.3	Submit S-121 to the S-100WG for review and approval so it can be forwarded to HSSC8 or 9	H		2017	2018	P	PT Chair		

Meetings

Date	Location	Activity

Chair: M. McGregor (Australia) (to be confirmed)
 Vice Chair/Editor: TBD (Canada)

Email: matthew.mcgregor@ga.gov.au
 Email: