

**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- c) EC membership may be withdrawn, in the event that a majority of UKCM PT members agree that an EC's continued participation is either irrelevant or not constructive to the work of the UKCM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

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