

Marine Economic Infrastructure Programme Working Group (MEIP WG)

Terms of Reference and Rules of Procedure

Ref: 12th MACHC (St Kitts 5th – 9th December 2011)

1. Objective

Support the Spatial Data Infrastructure (SDI) activities of the MACHC.

2. Authority

This working Group (WG) is a subsidiary of the MACHC. Its work is subject to MACHC approval.

3. Terms of Reference

The WG should:

- a) Ensure the MACHC MEIP is developed to support sustainable economic growth within the region.
- b) Monitor national and international SDI activities. Present this and MEIP WG progress to MACHC members at the annual meeting.
- c) Promote the use of IHO standards and member state marine data in SDI activities.
- d) Liaise, as appropriate, with other relevant technical bodies such as the IOC, and the World Data Centres for Oceanography, Bathymetry, and Marine Geophysics, to increase the visibility of marine spatial data.
- e) Identify actions and procedures that the MACHC might take to contribute to the development of Spatial Data Infrastructure (SDI) and / MSDI in support of Member States.
- f) Identify any IHO capacity building requirements.
- g) The WG should work by correspondence, and use group meetings, workshops or symposia only if required. When meetings are scheduled, and in order to allow any WG submissions and reports to be submitted to MACHC on time, WG meetings should not normally occur later than nine weeks before a meeting of the MACHC.
- h) Submit a report annually to MACHC.

4. Rules of Procedure

- a) The WG shall comprise representative of Member States, Expert Contributors and Accredited Non Governmental International Organization (NGIO) Observers, all of whom have expressed their willingness to participate.
- b) Member States, Expert Contributors and Accredited NGIO Observers may indicate their willingness to participate at any time. A membership list shall be maintained and confirmed annually.
- c) Expert Contributor membership is open to entities and organizations that can provide a relevant and constructive contribution to the work of the WG.
- d) The Chair and Vice-Chair shall be a representative of a Member State. The election of the Chair and Vice-Chair should normally be decided at the first meeting after each

ordinary session of the MACHC, and in such case, shall be determined by vote of the Member States present and voting.

- e) Decisions should generally be made by consensus. If votes are required on issues or to endorse proposals presented to the WG, only Member States may cast a vote. Votes shall be on the basis of one vote per Member State represented. In the event that votes are required between meetings or in the absence of meetings, including for elections of the Chair and Vice Chair, this shall be achieved through a postal ballot of those Member States on the current membership list.
- f) If a secretary is required, it should normally be drawn from a member of the WG.
- g) 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.
- h) Expert Contributors shall seek approval of membership from the Chairman.
- i) Expert Contributor membership may be withdrawn in the event that a majority of the Member States represented in the WG agrees that an Expert Contributor's continued participation is irrelevant or unconstructive to the work of the WG.
- j) All members shall inform the Chairman in advance of their intention to attend any meetings of the WG.
- k) In the event that a large number of Expert Contributor members seek to attend a meeting, the Chairman may restrict attendance by inviting Expert Contributors to act through one or more collective representatives.