



INTERNATIONAL HYDROGRAPHIC ORGANIZATION  
MESO AMERICAN & CARIBBEAN SEA HYDROGRAPHIC  
COMMISSION



# GOVERNANCE DOCUMENT

Meso American – Caribbean Sea Hydrographic Commission  
(MACHC) Marine Spatial Data Infrastructure (MSDI) Working  
Group (MMSDIWG) Governance Document

(Approved by the MACHC – 2 Oct 2019)

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## Document History & Version Control

<b>Version</b>	<b>Date</b>	<b>Description</b>
0.1	August 2019	First Draft for review by MMSDIWG
0.2	September 2019	Amendments from review, draft to be endorsed at MMSDIWG 02/10/2019
0.3	October 2019	Final Draft for review
1.0	October 2019	Approved by MMSDIWG on 2 October 2019

## Contents

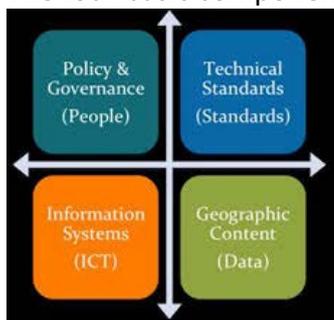
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## Introduction

The MMSDIWG is a subsidiary body of the Meso American – Caribbean Sea Hydrographic Commission (MACHC). The MACHC region is detailed on the [IHO Regional Hydrographic Commission site](#). The members, associate members and observers are detailed on the [MACHC section of the IHO website](#) and individual participants are detailed on the [MMSDIWG Page](#).

The purpose of this document – the MMSDIWG Governance Document – is to describe the agreed governance policies for the cooperation between the participating Members and Observers.

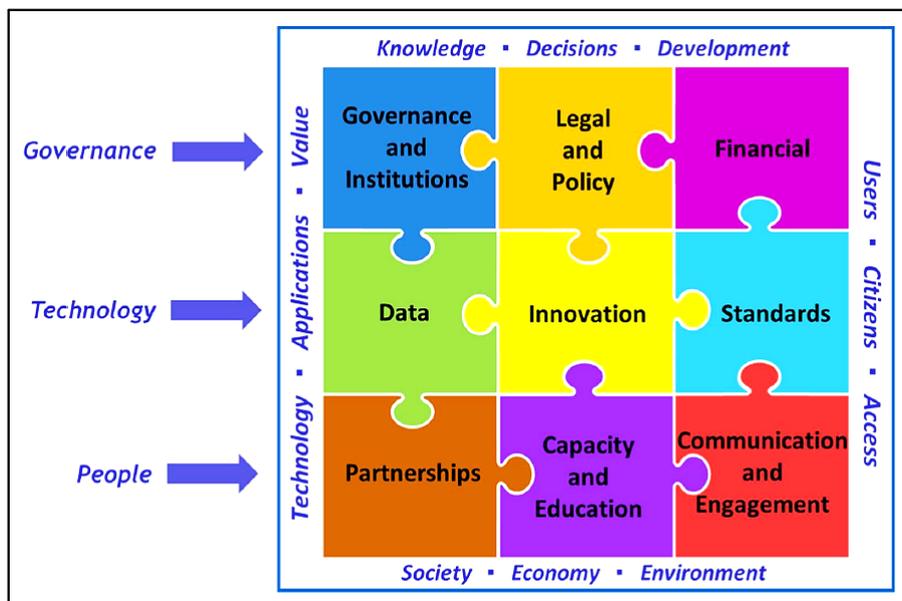
The four basic components, or pillars, of a Marine SDI are shown in the following diagram<sup>1</sup>:



These pillars are defined as follows:

1. Policy and Governance - which dictates the structural relationships of all those involved; this document forms part of the MSDI Governance model.
2. Standards - which emphasizes the ‘unlocking’ of geospatial data. This is usually accomplished through enablers.
3. Information System/Technology - encompasses the hardware, software and system component.
4. Data and Metadata - comprise the marine data and information to be made Accessible

These four pillars can be further expanded into a wider framework<sup>2</sup> anchored by nine strategic pathways and three main areas of influence, emphasising the dependencies within an MSDI beyond purely technological solutions, but giving due regard to the governance, partnership and stakeholder landscapes.



## Terms of Reference

The foundation of the MMSDIWG is its Terms of Reference, which are available of the [MMSDIWG site](#).

<sup>1</sup> Four Pillars of an MSDI (Source: IHO Publication C-17, Spatial Data Infrastructures: “The Marine Dimension”)

<sup>2</sup> UN-GGIM Publication, *Integrated Geospatial Information Framework: “Overarching Strategic Framework”*

## Working Group (WG) Meetings

The WG meet quarterly via teleconference; the group decides the frequency of additional meetings as appropriate. The Chair and other members of the WG will attend the annual MACHC meeting.

The date of the next meeting will where possible be decided at the conclusion of the previous meeting and an agenda circulated at least two weeks prior to any meeting. Formal minutes will be produced for each meeting and approved by members within two weeks.

## Quorate

A meeting will be considered quorate if 3 member states or more are present.

The MMSDIWG is an equal cooperation between the Participants and all decisions are made in consensus.

## Documents, Diary Management and Publishing

Documents will predominately be circulated by email. Finalised documents will be uploaded to [MMSDIWG Site](#) once approved and endorsed.

## Work Plans and Activity

Work programmes should be established collaboratively, and work plans and activities will be tracked predominately by email correspondence and recorded on the [MMSDIWG Workplan](#).