

**TERMS OF REFERENCE AND RULES OF PROCEDURE**  
**for the**  
**MESO-AMERICAN AND CARIBBEAN SEA**  
**INTERNATIONAL CHARTING COORDINATION WORKING GROUP (REGION B ICCWG)**

*Adopted on 28 November 2018 (19<sup>th</sup> MACHC)*

**1. Background**

- 1.1 The Meso-American and Caribbean Sea Hydrographic Commission (MACHC) recognises 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 Region B or MACHC *International Charting Coordination Working Group (Region B ICCWG or MACHC ICCWG)* and is also designated by the acronym MICC Working Group (MICC WG)
- 1.2 The MICC Working Group is a subsidiary body of the MACHC. It shall conduct its work in accordance with these Terms of Reference and Rules of Procedure. The MACHC may clarify or amend these generic Terms of Reference and Rules of Procedure for the MICC Working Group in order for these to be made specifically relevant and applicable to its region. Its work is subject to the MACHC's approval.

**2. Terms of Reference**

- 2.1 To study and evaluate 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 ENCs), 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 ENCs.
- 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).
- 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 ENCs.
- 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 MACHC. However, the ENC catalogues may be maintained by RENCs subject to MACHC's approval.

- 2.8 To provide advice to the IHO Secretariat on any amendments required to maintain S-11 Part B: International Chart Web Catalogue (for example, scale, limits, numbering) and, as appropriate, any corresponding ENC catalogue.
- 2.9 To provide advice to Chair NCWG and IHO Secretariat on any amendments required to maintain S-11.
- 2.10 To undertake professional consideration of new information of interest to the MICC Working Group 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 MACHC 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 Chair will monitor membership to encourage active participation by all chart producing Member States within the Region.
- 3.3 Non-Governmental International Organizations (NGIO) recognized by the IHO may participate as observers in MICC Working Group activities, where matters of special interest to the NGIO concerned are being considered (IHO Resolution 5/1957 as amended, rule 6.c refers).
- 3.4 The Chair role shall be held by a Member State participating in the MICC Working Group. The election of the Chair, or the reconfirmation of the existing Chair, shall be decided by the MACHC 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-Chair is not required to be appointed. However, if a Vice-Chair is appointed by the MACHC:
  - Election to the post will be by the same method as for the Chair;
  - The Vice-Chair shall act as the Chair, with the same powers and duties, in the event that the Chair is unable to carry out the duties;
  - The Chair and Vice-Chair will decide between them the organization of the work entailed in these posts, or these may be defined by the MACHC.
- 3.6 The Chair is assisted by a Region B Coordinator for the technical coordination and monitoring of the INT charts scheme and ENCs scheme.
- 3.7 The Coordinator role shall be held by a Member State participating in the MICC Working Group. The election of the Coordinator, or the reconfirmation of the existing Coordinator, obeys the same rules as for the Chair (see article 3.4).

3.8 The MICC Working Group may establish sub groups for specific targeted tasks as deemed necessary.

3.9 Conduct of business will be primarily by correspondence. If meetings are required, these should be planned with due regard to efficiency and obtaining the fullest membership support (for example, by holding meetings in association with meetings of the MACHC). All members shall inform the Chair in advance of their intention to attend meetings of the MICC Working Group. The working language shall be English.

3.10 Draft proposals will be circulated for review and comment to:

- All members of the MICC Working Group and, where appropriate, all members of the MACHC;
- Chairs or Coordinators of adjoining regional International Charting Coordination Working Group, if the scheme impacts on those regions (for example, to ensure consistency and coherence of coverage across regional boundaries, for the allocation of chart numbers);
- Hydrographic Offices producing or printing charts of the Region;
- Chairman NCWG, if independent advice is required.

3.11 Decisions shall be made by consensus

3.12 Where required, a Work Plan should be developed and maintained. This should include task priorities and the expected time frames for progressing tasks. The MACHC may delegate tasks to the MICC Working Group as it sees fit; it is also available to provide guidance on request (for example, in respect of priorities).

3.13 The Chair will report progress to meetings of the MACHC and at other reasonable times, on request. Reports shall include but are not limited to:

- An updated Regional INT Chart Catalogue;
- An update of the ENC Catalogue relevant to the Region (if not undertaken by RENCs);
- Changes made to the scheme of INT Charts for the Region, approved by the MICC Working Group since the last report, together with a summary of reasons;
- Changes made to the small / medium scale ENC scheme for the Region, approved by the MICC Working Group since the last report, together with a summary of reasons;
- An updated Work Plan (if used).

3.14 All participants including MACHC members and associate members where not directly represented in the MICC Working Group, shall keep the Chair informed of any information relevant to the MICC Working Group. This may include:

- Submitting proposals for new INT Charts, or amendments (for example, to limits, scale of portrayal) to existing INT Charts, in the Region;
- Requesting new INT Chart numbers for new charts that are planned;
- Reporting the status of production of international charts (INT Charts and ENCs).

3.15 MICC Working Group members shall respond in a timely manner to all reasonable requests for advice from the Chair or the Coordinator (for example, requests for updating the Catalogue of the INT Charts of the Region, change in points of contact), abiding by all reasonable stated deadlines.

3.16 The work shall be done in accordance with:

- IHO Resolution 1/1997 as amended: '*Principles of the Worldwide Electronic Navigational Chart Database (WEND)*', to ensure a world-wide consistent level of high-quality, updated ENC's;
- S-57: '*IHO Transfer Standard for Digital Hydrographic Data*';
- S-11 Part A: '*Guidance for the Preparation and Maintenance of International (INT) Charts and ENC Schemes*'
- S-4: '*Chart Specifications of the IHO and Regulations for International (INT) Charts*', which provides the internationally-agreed product specification for both national and international (INT) charts.
- S-65: '*Electronic Navigational Charts (ENCs) "Production, Maintenance and Distribution Guidance*'.