

S-100 Working Group

Terms of Reference

1 Introduction

The International Hydrographic Organization (IHO) S-100 data model is the baseline for the Common Maritime Data Structure (CMDs), which defines what data should be exchanged in e-Navigation (MSC 90/28, paragraph 10.10). The IHO and several other international organisations such as IALA, WMO and IEC are developing data exchange standards for various types of navigational information, and some of these product specifications are now ready for testing. Multiple agencies in Australia are impacted by several of these standards.

The formation of the S-100 Working Group (S100WG) establishes formal structure to bring together the people, processes and knowledge to manage and set priorities for the implementation of S-100 based standards in Australia and New Zealand.

The S100WG is a working group under the Intergovernmental Committee on Surveying and Mapping (ICSM)¹.

2 Role of the Working Group

To take a leadership role in the creation, implementation and oversight of the introduction of S-100 based services in Australia and New Zealand by developing documentation, creating national standards and policies, defining roles, responsibilities and controls that will harmonize both nations' e-Navigation data chain.

In general, working group members:

- Participate in meaningful discussions and consultations to drive the harmonized implementation and maintenance of S-100 based services;
- Facilitate and coordinate S-100 products' generation, their quality and usage; ensuring the alignment of these products with the S100WG roadmap;
- Work collaboratively to ensure that product management activities are in alignment with the established priorities of the affected organisations to enable sound decision making;
- Facilitate cooperation in international engagement with S-100 relevant international bodies and provide a forum for evaluation of international work and its impact on Australia and New Zealand.

¹ ICSM's core function is to coordinate and promote the development and maintenance of key national spatial data including geodetic, topographic, cadastral, street addressing, tides & sea level, and geographical names.

3 Roles and responsibilities

The Chair is responsible for:

- Calling, convening and chairing quarterly meetings;
- Gathering agenda items and circulating documents in advance of meetings;
- Maintaining the WG Roadmap and Work Plan;
- Reporting on progress and emerging issues to the working group members and to ICSM (6 monthly).

The Vice Chair is responsible for:

- Acting as the Chair (same powers and duties), if the Chair is unable to carry out the duties of the office.

The Secretary is responsible for:

- Developing and circulating meeting agendas and related materials and reports of the meetings (i.e. Record of Decision, action items);
- Tracking action items;
- Following up on outstanding items;

The WG members are responsible for:

- Participating as subject-matter experts, providing input and making recommendations in support of data related needs;
- Contributing agenda items, as needed;
- Providing data quality and data management advice, and assisting with the collection and interpretation of performance data, where feasible and appropriate;
- Building awareness around the use of business data;
- Participating in a forum of knowledge and sharing issues of common interest and concern;
- Developing and maintaining best practice guidelines for the lifecycle of S-XXX products from creation to retirement;
- Identifying and analyzing data related challenges, highlighting potential solutions;
- Attending all meetings, or appointing a replacement to attend in their place;
- Ensuring completion of tasked action items and reporting on progress to the WG.

4 Membership

The Working Group membership should draw from organisations involved in the maritime domain and likely to be impacted by the introduction of some of the S-100 based products and services. Members can be from governmental or non governmental organisations.

Private industry engagement is key to help materialise several products and provide support during test beds and other services. Representatives from private industry are welcomed to attend WG meetings as Subject Matter Expert (SME) partners.

Chair	<i>Elected yearly at the first meeting of the WG from nominations made by governmental organisations. Can be re-elected.</i>
Vice Chair	<i>Elected yearly at the first meeting of the WG from nominations made by governmental organisations. Can be re-elected.</i>
Secretary	<i>Elected yearly at the first meeting of the WG from nominations made by any member of the WG. Can be re-elected.</i>

For an up to date membership list refer to [S100WG GovTEAMS Community](#)

5 Guiding principles

The purpose of the S100WG is to develop strategic direction, and implement plans regarding the S-100 based data chain, and to provide ongoing feedback on issues and progress regarding these issues. The specific objectives of the S100WG are to:

- **Provide consistency** in the approach, designation, governance and dissemination of data;
- **Recommend clear and commonly used structures, models, and processes** to support coordination and collaboration, effective decision making, and efficient operations;
- **Provide guidance and recommendations** concerning system data related to expanding access, improving quality, strategic planning, assuring security, and business performance management;
- **Recommend policies** establishing procedures and guidelines such as: classification, access, data security, data documentation, data integrity, validation and correction, data manipulation, modification, audit, monitoring application of policies, etc.;
- **Share best practices**, ideas and products, and build on each other's initiatives;
- **Promote a culture of collaboration** to share information between users and producers of S-100 products and services;
- **Prioritize and manage** change proposals towards S-100.

6 Operating Procedures

Meetings	Members will meet at the call of the chair.
Frequency	Three times a year. Ad hoc meetings will be scheduled, as needed.
Communication	S100WG Chairperson will provide updates to ICSM members at their bi-annual meeting and to the ICSM Executive on an as required basis.
Records of Decision	A record of decisions will be recorded and distributed to members after each meeting.
Information Management	All relevant documents will be posted in a dedicated MS Teams group space and will be accessible to all members.
Project Teams	Project Teams (PT) will be established to address specific issues/tasks, as required. Membership of project teams will vary, as required.
Duration	This WG will remain in operation as a body responsible for monitoring and providing regular advice and recommendations to ICSM on the introduction, production and maintenance of S-100 based products and services.
ToR review	The WG will review the Terms of Reference (ToR) annually.
Costs	No financial commitment from members is required. Members pay for their own travel etc
Invited SMEs	SMEs can be invited, as and when expert input is required

Operationally, the S100WG is divided in two national branches to better support the work of each participating country, particularly around test beds and timelines. Members of either branch may participate in the meetings of the other branch where relevant.

Both branches share the same Roadmap but the timeframes and the work plans to realise it can vary between countries. Each country will manage their own timelines and work plans in a way it works for their nation.

Currently, the Australia branch provides the Chair, Vice Chair, and administrative support, but this arrangement may be adjusted by mutual agreement of both branches.

The S100WG chair will provide updates on the progress of both branches to ICSM's executive, as needed.

7 Decision Making / Voting

Decisions will be made by consensus. The S100WG will make decisions as a group, and the accountable member for the particular topic, will make the official decision. Each branch will make autonomous decisions on matters that affect only their jurisdiction. For matters impacting both branches, decisions must be made in a joint effort, ensuring coordination and agreement between the branches before a final decision is reached.

Escalation: The majority of decisions will be made by this group; however, some items may be escalated. When a decision cannot be made by the group, the issue will be presented to ICSM for guidance, decision, or for direction to the appropriate governing bodies for resolution.

8 Endorsement and Approval

These Terms of Reference have been endorsed by the members of the S100WG on 18MAR2025.