Annex A

**Harmonization of Test Data Set Formats**

1. **Telephone/Facsimile Numbers**

Our discussions resulted in the removal of the leading + and the internal (0) from telephone/facsimile numbers.

Example: +60(0)3-20310014 would now be formatted as 60-3-20310014.

Dashes (-) would be used to separate Country Codes/Regional Codes/City Codes/Local numbers, as necessary.

1. **Time (Local/UTC)**

Use the 24-hour clock (0000 to 2359).

Model as local time (e.g. 1400 local) or UTC (e.g. 1400 UTC).

The discussion touched upon taking Daylight Savings Time (DST) into account. It is not necessary to model DST as any time changes using DST would be covered by using local time.

1. **Dates**

Any dates used should have the full month spelled out. Abbreviations should be avoided.

Two format choices are being considered:

1. Month-Day-Year (June 19, 2015).
2. Day-Month-Year (19 June 2015).

The Day-Month-Year format is recommended. This eliminates the comma and the numbers depicting the day and year are separated by text. Spelling out the month eliminates possible confusion caused by different cultural interpretations of month/date when using numbers. (For example: 2/4/2015 is read as 4 February 2015 in North America and as 2 April 2015 in Europe.)

1. **Latitude/Longitude**

**General depiction of latitude/longitude.—**The original discussion for the depiction of latitude and longitude came up with five potential formats:

|  |  |  |
| --- | --- | --- |
| **Format** | **Category** | **Sample Depiction** |
| 1 | Degrees and minutes | 55°22´N, 143°19´E |
| 2 | Degrees, minutes, and tenths of minutes | 55°22.1´N, 143°19.5´E |
| 3 | Degrees, minutes, and hundredths of minutes | 55°22.11´N, 143°19.51´E |
| 4 | Degrees, minutes, and seconds | 55°22´06´´N, 143°19´30´´E |
| 5 | Degrees, minutes, seconds, and tenths of seconds | 55°22´06.6´´N, 143°19´30.6´´E |

After considerable thought only need two of these formats would be needed:

|  |  |  |
| --- | --- | --- |
| **Format** | **Category** | **Sample Depiction** |
| 1 | Degrees and minutes | 55°22´N, 143°19´E |
| 2 | Degrees, minutes, and tenths of minutes | 55°22.1´N, 143°19.5´E |

**Format 1** is for a general location for a particular feature, such as a port area, island, peninsula, etc.

**Format 2** would be used if a more “precise” position for a feature, such as a lighthouse, a pilot boarding position, the boundary points for a marine area, etc is needed. Position precision for Traffic Management information does not require the precision needed in ENCs because the information is used only for planning purposes, not actual navigation; the information will not be used to trigger any danger warning alarms during the navigation of the vessel. In any event, the difference in position between the actual position of a feature and a position only given to 0.1´ of latitude would be a maximum of less than 100 meters.

1 minute of latitude = 1 nautical mile = 2,000 yards (1,829 meters)

* 1. minute of latitude = 0.1 nautical mile = 200 yards (182.9 meters)

0.05 minute of latitude = 0.05 nautical mile = 100 yards (91.5 meters)

**Depiction of degree value for latitude/longitude.—**There are two slight differences in the depiction of the value of degrees in latitude/longitude:

1. No leading zeroes for latitudes of less than 10° and longitudes of less than 100°

5°22´N, 43°19´E or 5°22´N, 3°19´E

1. Using leading zeroes for latitudes of less than 10° and longitudes of less than 100°

05°22´N, 043°19´E or 05°22´N, 003°19´E

**Punctuation marks.—**Should punctuation marks (periods or commas) be used in the display of latitude/longitude? For example:

A. 5°22´N., 43°19´E. or B. 5°22´N, 43°19´E or C. 5°22´N 43°19´E

Format B should be our format of choice. It does not use any periods, but the comma after the latitude value gives a stronger visual indication of the difference between latitude and longitude than without the comma.

1. **Formatting of Text**

**Style, Formatting, and Size.—**The original Traffic Management Test Data Set was submitted in the following format:

**Header (Times New Roman, Bold, 14 point)**

**Subheader (Times New Roman, Bold, 12 point)**

Paragraph (Times New Roman, 10 point, full justification)

The following are Jens’ suggestions as additional possibilities for formatting the text of our test data sets:

**Header (Arial, Bold, 14 point)** or **Header (Calibri, Bold, 14 point)**

**Subheader (Arial, Bold, 12 point)** or **Subheader (Calibri, Bold, 12 point)**

Paragraph (Arial, 12 point, full justification) or Paragraph (Calibri, 12 point, full justification)

It is very simple for our requirements. Paragraph text size should be reduced to 10 points. This would give an additional visual cue to differentiate hierarchy levels.

For ease of comparison, the Traffic Management Test Data set (NIPWG uses all three text types listed above, as follows:

1. Times New Roman—Ship Reporting Systems.
2. Arial—Traffic Control Services.
3. Calibri—Traffic Control Signals.

**Numbering.—**Should header/sub-header/paragraph numbers be provided? Only Headers and Sub-headers in the Traffic Management Test Data Set were numbered. This was to aid in seeing the hierarchy of the information. Individual paragraphs were not numbered; any internal numbers in individual paragraphs were used to differentiate items in a list.

**Indenting.—**Should paragraphs be indented? Paragraphs should be indented, especially if paragraphs are not numbered. Indenting the paragraphs adds another visual cue when reading the text, especially on a computer screen.