

11th CSPCWG-1st NCWG MEETING
Rostock, Germany 27-30 April 2015

Procedures of the Working Group

Summary:

A draft revision of 'Procedures' is given below. This is mainly due to

- change of name; and
- the completion of the major revision of S-4. IHO Resolution 2/2007 now applies to revisions to S-4. However, it needs some interpretation to apply its generic instructions to S-4. See CSPCWG11-06A for fuller explanation.

These are now called 'Detailed Procedures' to distinguish them from the final section of the revised Terms of Reference.

A copy of the existing 'Procedures (2012)' is at Annex.

NCWG DETAILED PROCEDURES

(Updated 2015, following CSPCWG11-NCWG1 meeting)

1. Correspondence

- 1.1. The working **language** of the Working Group (WG) is English.
- 1.2. Correspondence (including formal NCWG letters) will normally be by email. Respondents are encouraged to use the 'Reply to all' option for responses, to ensure the full Working Group membership is aware of developing discussions.
- 1.3. It is necessary to ensure that personal address lists are updated when updated membership and contact lists are issued from time to time. These are dated and posted on the NCWG section of the IHO website.
- 1.4. Hard copies of NCWG correspondence will only be mailed if specifically requested by a WG member.
- 1.5. Significant correspondence will be supplied to other HSSC WG Chairs and/or Secretaries as appropriate, for their WGs' information and seeking their input.

2. Timescales

- 2.1. Except where there is good reason for shortening the timescales, **8 weeks** will normally be allowed for responding to the first correspondence on a new subject. Thereafter, **4 weeks** will be allowed for responding to further correspondence on the same subject. The Chairman may extend the times allowed for complex issues at his discretion. The Secretary will ensure that the response date (if any) is clearly shown on all correspondence.

3. Meetings

- 3.1. Meetings of NCWG will be held at least once every two years. A meeting should last approximately three days.
- 3.2. It is important to have issues which would benefit from a face-to-face discussion on the agenda, which may not be known until near the meeting time. However, the venue and date of the next meeting shall be considered

at the previous meeting, in order to facilitate participants' travel arrangements.

- 3.3. Meetings will be hosted either by invitation of a WG member, or at the IHB in Monaco. If more than one invitation is available, the venue will be agreed by vote at the earliest opportunity.
- 3.4. NCWG Meetings will not be held in the 9 week period before an HSSC meeting.

4. Publications

- 4.1. NCWG is responsible for maintaining IHO publications S-4 (The International Chart Regulations and Specifications) with its supplementary documents, INT1, INT2 and INT3; and S-11 Part A. The principles and procedures for making changes to IHO technical standards and specifications are set out in IHO Resolution 2/2007 as amended (Res.2/2007) and apply to S-4 and S-11 Part A.
- 4.2. The principal task of NCWG is to maintain S-4 to reflect the developing requirements of nautical charting, including changing navigational procedures and developments in cartographic techniques (S-4 B-160). These may be New Editions, Revisions or Clarifications, as defined by Res.2/2007:5.
- 4.3. Any new work items that require significant resources and time (such as the addition of a new section to S-4 or a change of style, resulting in a New Edition) will require approval from HSSC before work is commenced (in accordance with Res.2/2007:3.2).
- 4.4. Suggestions for updates (Revisions and Clarifications as defined in Res.2/2007: 5.1) to the specifications or proposals for new symbols may be received from IHO Member States (MS) or WG members at any time. Preliminary discussions about such suggestions will be held during NCWG meetings (or by correspondence if the matter is urgent) when a decision will be taken on whether a suggestion merits further work. An accumulation of such changes will eventually be included in a 'Revised Edition' of S-4.
- 4.5. Clarifications will be noted by the Editor of the publication (currently the Secretary) for inclusion at next Revised Edition. Draft revisions will be prepared by Chairman and Editor in 'MS Word' format, changes to existing specifications shown as 'track changes', and circulated to all WG members by NCWG Letter. Where specific guidance is required, WG members may be asked to vote on their preference in an Annex to the Letter.
- 4.6. Feedback from WG members within the timescales above is considered by the Chairman and Editor and incorporated into a revised draft as appropriate. Further drafts are circulated if necessary, until no further or minimal amendments are suggested.
- 4.7. In accordance with Res.2/2007: 3.2.4, relevant stakeholders should be invited to comment and participate as appropriate. IHO MS are the most significant stakeholders for changes to S-4; therefore any proposed revisions should be submitted for review by IHO Circular Letter (CL) as soon as possible. A period of three months is allowed for MS to comment.
- 4.8. A final version of the revisions is prepared by the Chairman and Editor, taking account of any comments from MS, and promulgated by a second IHO CL. This enables MS to implement the changes immediately, before publication of the next New or Revised Edition of S-4.

- 4.9. Unless urgent, Clarifications will await inclusion at the next New or Revised Edition. Where a new version of S-4 incorporating Clarifications only is considered necessary (*n.n.n*), the NCWG has the authority to publish the new version without seeking HSSC and MS approval (Res.2/2007: 5.1 and 5.2).
- 4.10. When a significant change has been introduced, and/or sufficient Revisions to S-4 have accumulated, the Chairman will propose to HSSC that a New or Revised Edition of S-4 should be published. As MS have already had the opportunity to comment on the proposed changes, the New or Revised Edition can be prepared as soon as HSSC approval is obtained.
- 4.11. The Secretary supplies to IHB, by email, **a pdf file of the complete S-4**, which is given a New Edition (*n.0.0*) or Revision number (*n.n.0*), as appropriate (Res.2/2007: 5.1 and 5.2).
- 4.12. IHB issues a CL to announce the New or Revised Edition and explain the changes, also drawing attention to any significant Clarifications which the WG has decided to incorporate.
- 4.13. IHB make and retain a CD of each New or Revised Edition of S-4, as an international archive of the development of S-4.
- 4.14. The Secretary will also supply copies of all changes, including minor editorials, to France and Spain to assist with translation work.
- 4.15. NCWG is also responsible for maintaining S-11 Part A. Any changes will be progressed in a similar way to the above. Any major revision may be facilitated by the establishment of a subWG.
- 4.16. Official INT1 revisions are undertaken by France, Germany and Spain. They consult within the INT1 subWG, with the aim of achieving consistency (eg in English terms and descriptions). New editions are announced by IHO CL and in the 'IHO News' panel on the IHO website home page. Notice to Mariners updates to INT1 are posted on the IHO website, with links from the Publications download list.
- 4.17. INT2 and INT3 are published by Netherlands and UK respectively, on behalf of IHB. Raster files are provided to IHB for display in a password protected section of the IHO Website.
- 4.18. Revisions of INT1, INT2 and INT3 are not subject to HSSC approval. NCWG is the authority for all terms and descriptions used in official S-4 supplementary publications. This authority is delegated to the INT1 subWG for maintaining INT1, and similarly to the producers of INT2 and INT3, except where they deem it necessary to refer to the whole WG. Terms and descriptions in S-4's supplementary publications must be strictly in accordance with the specifications agreed by IHO Member States for incorporation into S-4. In INT1 however, they may be abridged to provide only the information essential to the chart user.
- 4.19. WG members are encouraged to advise the Secretary at any time of errors or omissions noticed in publications or information messages for which NCWG is responsible.

Copy of existing procedures

CSPCWG PROCEDURES

(Updated 2012, following CSPCWG9 meeting – Action 8)

5. Correspondence

- 5.1. The working **language** of the Working Group (WG) shall be English.
- 5.2. Correspondence (including formal CSPCWG letters) will normally be by email. Respondents are encouraged to use the 'Reply to all' option for responses, to ensure the full Working Group membership is aware of developing discussions.
- 5.3. It is necessary to ensure that personal address lists are updated when updated membership and contact lists are issued from time to time. These are dated and posted on the CSPCWG section of the IHO website.
- 5.4. Hard copies of CSPCWG correspondence will only be posted if specifically requested by a WG member.
- 5.5. Significant correspondence will be supplied to other HSSC WG Chairmen and/or Secretaries as appropriate, for their WGs' information and seeking their input.

6. Timescales

- 6.1. Except where there is good reason for shortening the timescales, **8 weeks** will normally be allowed for responding to the first correspondence on a new subject. Thereafter, **4 weeks** will be allowed for responding to further correspondence on the same subject. The Chairman may extend the times allowed for complex issues at his discretion. The Secretary will ensure that the response date (if any) is clearly shown on all correspondence.

7. Meetings

- 7.1. Meetings will be held at least once every two years. During the revision of S-4, while activity in the WG is high, meetings will be held approximately annually. A meeting should last approximately three days.
- 7.2. It is important to have issues which would benefit from a face-to-face discussion on the agenda, which may not be known until near the meeting time. However, the venue and date of the next meeting shall be considered at the previous meeting, in order to facilitate participants' travel arrangements.
- 7.3. Meetings will be held either by invitation of a WG member, or at the IHB in Monaco. If more than one invitation is available, the venue will be agreed by vote at the earliest opportunity.
- 7.4. CSPCWG Meetings will not be held in the 9 week period before an HSSC meeting.

8. Publications

- 8.1. CSPCWG is responsible for maintaining IHO publications S-4 (The International Chart Regulations and Specifications) and its supplementary documents, S-11 Part A and S-49. The principles and procedures for making changes to IHO technical standards and specifications are set out in IHO Resolution 2/2007 and apply to CSPCWG documents. However, for S-4, the

existing approval arrangements set out in B-160 of S-4 and accepted by Member States remain in force until the current major revision of S-4 is completed, which is expected in 2013. This is to avoid changing a well-established and accepted practice midway through the revision process (IHO CL 87/2010 and 84/2012 refer).

- 8.2. The principal task of CSPCWG at present is to update S-4. This is being progressed by sections with drafts prepared by Chairman and Secretary in 'MS Word' format, changes shown as 'track changes'. Where specific guidance is required, WG members may be asked to vote on their preference in an annex to the draft.
- 8.3. Feedback from WG members within the timescales above is considered by the Chairman and Secretary and incorporated into a revised draft as appropriate. Further drafts are circulated, until no further or minimal amendments are suggested.
- 8.4. Sometimes, after more than one round, the document becomes too big to be easily conveyed by email. In such cases, the Secretary may break it into parts, or if that does not solve the problem, arrange for the version, complete with track changes, to be posted on the IHO website as a pdf file.
- 8.5. The secretary then prepares an 'InDesign' pdf file, including the final graphics and layout, which is circulated to IHO Member States (under IHO CL) for comment and endorsement in accordance with S-4 B-160. A period of three months is allowed. A final version is prepared by the Secretary, taking account of any comments, and promulgated by a second IHO CL.
- 8.6. The Secretary supplies to IHB by email:
 - **A pdf file of the revised section.** This will be available to download and incorporate into any extant hard copies, by replacing just the revised section.
 - **A pdf file of the complete S-4**, which is given a new edition or revision number 'n.n.n'.

Note: From 2011, version control numbering to identify changes (n) to IHO technical standards and specifications, including S-4, was standardized as:

- New Editions denoted as n.0.0
- Revisions denoted as n.n.0
- Clarifications denoted as n.n.n

An explanation of these terms can be found in IHO Resolution 2/2007. Unless urgent, clarifications will await inclusion at the next new edition or revision. A new edition or revision may also include minor editorial corrections at the discretion of the Chairman. Significant clarifications outside the revised section will be advised to IHO Member States in the covering IHO CL. The Secretary will also supply copies of all changes, including minor editorials, to France and Spain to assist with translation work.

- **A MS Word version** of the revised section (if there is one) which has new text highlighted in colour (and deletion retained as track changes). This copy is primarily intended to assist translators, but is useful to show what has been changed. In this version, formatting and graphics have not been updated.
- 8.7. All the above are posted on the IHO Website, the Word version being password protected for use only by IHO Member States. IHB issues a CL to announce the new edition and explain the changes, also drawing attention to any significant changes outside the revised section.

- 8.8. IHB make and retain a CD of each new edition of S-4, as an international archive of the development of S-4.
- 8.9. CSPCWG is also responsible for maintaining S-11 Part A and S-49. Any changes will be progressed in a similar way to the above, although the final documents may be produced in different formats from that used for S-4, eg MS Word. Any major revision of these documents may be facilitated by the establishment of a subWG.
- 8.10. Official INT1 revisions are undertaken by France, Germany and Spain. They consult within the INT1 subWG, with the aim of achieving consistency (eg in English terms and descriptions). New editions are announced by IHO CL and in the 'IHO News' panel on the IHO website home page. Notice to Mariner updates are posted on the IHO website, with links from the Publications download list.
- 8.11. INT2 and INT3 are published by Netherlands and UK respectively, on behalf of IHB. Raster files are provided to IHB for display in a password protected section of the IHO Website.
- 8.12. The CSPCWG is the authority for all terms and descriptions used in official S-4 supplementary publications. This authority is delegated to the INT1 subWG for maintaining INT1, and similarly to the producers of INT2 and INT3, except where they deem it necessary to refer to the whole WG. Terms and descriptions in S-4's supplementary publications must be strictly in accordance with the specifications agreed by IHO Member States for incorporation into S-4. In INT1 however, they may be abridged to provide only the information essential to the chart user.
- 8.13. WG members are encouraged to advise the Secretary at any time of errors or omissions noticed in publications or information messages for which CSPCWG is responsible.