

**4th CSPCWG MEETING
Monaco, 13-15 November 2007**

**CSPCWG PROCEDURES
(at 8 February 2007)**

1. Correspondence

- 1.1. Correspondence (including formal CSPCWG letters) will normally be by email (except where fax is necessary for sending non-digital graphics). Respondents are encouraged to use the 'Reply to all' option for responses, to ensure the full Working Group membership is aware of developing discussions.
- 1.2. 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.
- 1.3. Those WG members who have requested a hard copy will be sent follow-up hard copies of formal CSPCWG Letters. It is hoped that this requirement will cease in the near future.
- 1.4. Significant correspondence will be supplied to other CHRIS WG Chairmen 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 will be held at least once every two years. During the revision of M-4, while activity in the WG is high, meetings will be held approximately annually. Although 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, in practice most members need to plan and budget for travel well in advance of the meeting. A meeting should last approximately three days.
- 3.2. Experience has shown that the majority of active WG members will not travel outside Europe for meetings, making a meeting elsewhere in the world unlikely to be viable. Meetings will therefore be held either at a European hydrographic office (by invitation) or at the IHB in Monaco. If practicable, meetings will be arranged 'back to back' with other meetings which non-European members attend, in order to assist their travel arrangements.

4. Publications

- 4.1. The principal task of CSPCWG at present is to update M-4 (The International Chart Regulations and Specifications). 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.

- 4.2. 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.
- 4.3. 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.
- 4.4. 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 M-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.
- 4.5. The Secretary supplies to IHB a CD containing:
 - 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 M-4, which is given a new edition number '3.xxx'. This may also include minor editorial corrections at the discretion of the Chairman. More significant corrections outside the revised section will be advised to IHO Member States in the covering IHO CL.
 - A MS Word version 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.
- 4.6. 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.
- 4.7. The CD is retained by IHB, as an international archive of the development of M-4.
- 4.8. CSPCWG is also responsible for maintaining M-11 Part A. Any changes will be dealt with in a similar way to the above, except that the final document is prepared in MS Word, not InDesign.
- 4.9. Official INT 1 revisions are undertaken by France, Germany and Spain (in consultation, via the WG's INT 1 subWG). New editions are announced by IHO CL. Notice to Mariner updates are posted on the IHO website, with links from the Publications download list and an announcement via a banner on the Homepage.
- 4.10. INT 2 and INT 3 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.
- 4.11. 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.