



CHART STANDARDIZATION & PAPER CHART WORKING GROUP (CSPCWG)

[A Working Group of the Committee on Hydrographic Requirements for Information Systems – CHRIS]

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CSPCWG Circular Letter: 01/2003

UKHO ref: HA317/010/031-01

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To CSPCWG Members

Date 21 August 2003

Dear Working Group Colleague

1. This is the first circular letter (CL) of the new Chart Standardization and Paper Chart Working Group (CSPCWG). In accordance with earlier IHO decisions, our working group effectively succeeds the former Chart Standardization Committee (CSC) and now forms a part of the extended Committee on Hydrographic Requirements for Information Systems (CHRIS).
2. I sent an early email of introduction to you in April. Following this, I attended the meeting of CHRIS 15 at the IHB Monaco in June. The aim of this first CL is to:
 - welcome all of you to the WG;
 - introduce the nominated officers and WG membership to you;
 - provide the basic documentation of the WG;
 - make proposals and seek your views on the way our WG will conduct its business.
3. Although this is a new WG, it has a responsibility to take forward the work already started by the former CSC. Many of you were members of the CSC, and your experience will be valuable, particularly as we progress items already in hand. For those work items which were well advanced, I hope to be able to complete these effectively and quickly without having to restart the process from the beginning.
4. In order to provide you with some introductory details regarding our WG, I have attached as annexes to this CL:
 - biographies of myself, Jarmo Makinen (Vice-Chairman) and Andrew Heath-Coleman (Secretary) - Annex A;
 - a members list - Annex B;
 - the WG's Terms of Reference - Annex C;
 - two CHRIS papers on procedures - Annexes D & E;
 - the WG's first report and Work Plan, agreed at the recent CHRIS 15 meeting – Annex F & G.

5. You will be aware that the purpose of replacing CSC with our new WG, within CHRIS, was to improve the links between paper and digital chart development. The potential benefits from this change should be clear. However, with a wider group now contributing to decisions about chart standards and specifications, we need to ensure that we can be responsive to changing needs and that our decision-making processes do not become overly extended.
6. One purpose of this letter is to ask for your thoughts on how we might conduct WG business, with a particular emphasis on streamlining processes in order to achieve a faster result. Some areas for discussion include how best to conduct correspondence and how the publications for which we are responsible should be maintained. To address these points, please respond using the form at Annex H.
7. Another issue I would welcome your views on is the requirement in our Terms of Reference (Annex C - under Organization, paragraph 4) that the WG holds meetings at least every two years. The CSC rarely met, although it did meet in 2000, and the former secretary advises that it was a useful experience. The membership of our WG is large and scattered across the world and, wherever a meeting were to be held, it would entail long journeys for some, so the meeting would need to have value. Please let me have your opinions on the usefulness of meetings by responding to the questions at Annex H.
8. In working together on the development of the nautical chart, please be assured that I will value your contributions as we build a constructive working relationship with each other, and with the other CHRIS groups. I hope in due course to meet most or all of you.
9. Finally, I look forward to working with you all and to hearing your views on these matters; I encourage you to respond as quickly as possible, and not later than 19 September, using the form at Annex H. A paper copy of this email will follow in the post for CSPCWG members, on this occasion.

Yours sincerely,

Peter G.B. Jones,
Chairman

Annexes:

- A Biographies
- B CSPCWG Membership list
- C CSPCWG Terms of Reference
- D Principles and Procedures for making changes to IHO Technical Standards
- E Instructions for Submission of Proposals to CHRIS And CHRIS Subsidiary Bodies
- F CSPCWG Report to CHRIS 15
- G CSPCWG Work Plan
- H Questionnaire (please return as soon as possible)

CSPCWG Officers



Peter JONES,
Chairman
(UK Hydrographic
Office)

Peter joined the UK Hydrographic Office in 1978. His career in UKHO has encompassed a variety of appointments across the core professional, charting and sciences, and operational directorates. These have included responsibility for Admiralty navigational charts in a number of geographic regions, the management of UKHO's regional chart branches, the review of charts in respect of product risk and liability, geodesy in support of hydrographic surveying and cartography, physical oceanography, fleet product support and a number of staff appointments. Peter holds a B.Sc. joint honours degree in Geography & Geology from the University of Leeds and is currently studying for a Masters degree at the University of Exeter in his 'spare' time. He is married to Cathy, also a chart specialist at UKHO, and has two teenage children.

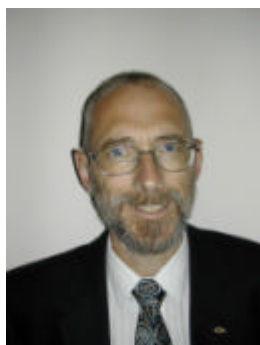
August 2003



Jarmo MÄKINEN
Vice-chairman
(Finnish Maritime
Administration)

Jarmo joined the Finnish Maritime Administration (FMA) in 1988. Among the first tasks he accomplished was to take into use the first digitally based chart production system in Finland. At the same time he started to compile the Finnish version of the book INT 1. Over the years he has been involved in many varied projects concerning chart production; the most recent as chairman of the working group responsible for planning and organizing a historical transition of Finnish traditional paper charts to new modern (INT) charts. For the past five years he has been responsible for paper chart production in the FMA as production manager. In the spring of 2003 he took over as head of the Chart Division. Jarmo graduated with a B.Sc degree, majoring in Geography from Helsinki University. Outside of his work, his passions include ice hockey, fishing, reading and his family. He is married to Annukka and has two young promising ice hockey stars (a daughter Ella 4 years, and a son Oula 5 months).

August 2003



Andrew
HEATH-COLEMAN
Secretary
(UK Hydrographic
Office)

Andrew joined the UK Hydrographic Office from school in 1969, as a cartographic draughtsman. Most of the first twenty-five years of his career were spent, at progressively higher levels of responsibility, on chart compilation, mainly as part of the UK Waters metrication programme and later on the charting of the Mediterranean, where he gained extensive experience of chart scheming. Shorter spells of duty were spent in specialist charting areas and two years in Management Support, including International Charting and Liaison, which brought experience in providing briefs and other support to senior management. In 1994, Andrew was promoted to Head of Chart Branch level and has held responsibility for the charting of the North Sea and Baltic Sea areas, before taking up his present role. Andrew is married to Frances, with three grown up children and a long term foster child.

August 2003

Annex B
To CSPCWG CL 1/03

MEMBERSHIP OF CSPCWG
(June 2003)

Member State	Name	Email
Australia	Mr Chris ROBERTS	chris.roberts@defence.gov.au
Brazil	Cdr Luiz Antonio FELIX	32@chm.mar.mil.br
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Germany	Mr Peter HANNKEN	peter.hannken@bsh.d400.de
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CHRIS Chair	Mr Ole BERG	olb@kms.dk
SNPWG Chair	Mr Johannes MELLES	johannes.melles@bsh.d400.de
TSMAD Chair (des)	Mr Mike BROWN	mike.brown@noaa.gov
C&SMWG Chair	Mr Mathias JONAS	mathias.jonas@bsh.de

CHART STANDARDIZATION AND PAPER CHART WORKING GROUP (CSPCWG)

TERMS OF REFERENCE

(as agreed by the 14th CHRIS Meeting, 15-17 August 2002, Shanghai, China)

Membership

Membership of the Chart Standardization Committee and Paper Chart Working Group (CSPCWG) is open to all Member States wishing to be represented, by request to the Directing Committee of the International Hydrographic Bureau (IHB). Normally there should be one representative from each Member State. The Chairman will monitor membership to ensure that each regional hydrographic commission is represented on the CSPCWG. He will inform the Directing Committee of the IHB if, at any time, a regional commission is not represented.

Organization:

1. A Chairman and Vice-Chairman of the CSPCWG will be appointed from participant Member States of the CSPCWG. They will be determined by the CSPCWG, from amongst its members, by election conducted by the CSPCWG Chairman.
2. The previous Chairman and Vice-Chairman will discuss and decide between themselves the organization of the work entailed in these posts.
3. A Secretary will be appointed from within the organization of the Chairman of the CSPCWG to ensure the smooth running of business, and to administer consultation and collation of members' views. The Secretary will not be a member of the Working Group.
4. The CSPCWG conducts its business mainly by correspondence but holding meetings at least every two years.

* Length of tenure of Chairmanship and Vice-Chairmanship is governed by TR T1.1.

Objectives:

The CSPCWG, and the publications for which it is responsible, provides a core of expertise on the basic concepts of charting. Whatever physical form the chart or publications may take, the fundamental concepts and elements of marine cartography remain the same.

Tasks:

Specifically, the IHO Chart Standardization Committee and Paper Chart Working Group's (CSPCWG) tasks are:

Chart Specifications of the IHO

M-4 Part B provides an internationally-agreed product specification for both national and international (INT) charts at medium- and large-scale. The role of M-4 Part B is twofold, in that it provides:

- a. an explanation of the general concepts and rationale behind the portrayal of features on charts, much of which is relevant to both digital [ie electronic] and analogue [ie paper] charts.

- b. specific guidance for paper charts, including the use of text and symbology.

Specific guidance for digital (vector) charts is provided by S-52 and S-57; specific guidance for digital (raster) charts is provided by S61. All make full use of the background material contained in M-4 and include cross references where appropriate. Duplication of information is thus (rightly) avoided.

1. Keep under continuous review in all respects the “Chart Specifications of the IHO”, in order to advise the IHB on their updating, including future design and format.

* Maintain INT 1, INT 2, INT 3 and their relations to Annex D of S-57 Appendix B.1.

2. Advise the IHB on suggestions, put forward by Member States, to update the “Chart Specifications of the IHO”, with the goal of achieving the maximum possible adherence by Member States to the Specifications.

Regulations of the IHO for International (INT) Charts

3. Keep under continuous review in all respects the “Regulations of the IHO for International (INT) Charts” in order to advise the IHB on their updating.
4. Advise the IHB on suggestions, put forward by Member States, to update the “Regulations of the IHO for International (INT) Charts”.

International (INT) Chart Scheming

5. Advise the IHB, as appropriate, in the setting-up of regional hydrographic commissions or working groups in order to accelerate the production of large- and medium-scale international (INT) charts.
6. Offer advice on chart schemes and cartographic work of such commissions or groups, in order to ensure homogeneity and so that these commissions might take advantage of its experience.

Note: With regard to 5 and 6, the role of the CSPCWG vis-a-vis the regional commissions and groups is purely of a consultative nature.

Guidelines for Regional Coordinators of International (INT) Chart Schemes

7. Keep under continuous review the “Guidelines for Regional Coordinators of International (INT) Chart Schemes” in order to advise the IHB on their updating.

* Complete the inclusion of the Guidance in M-11 in accordance with IHO Work Programme.

Liaison with other IHO bodies

8. Maintain close liaison with other CHRIS Working Groups and other international and IHO bodies, as appropriate.

Reports of activities

9. Report progress to meetings of CHRIS and its Working Groups, and to Member States through the CHRIS report in the Annual Report of the IHB, and by means of a report to each ordinary session of the IH Conference.

PRINCIPLES AND PROCEDURES
FOR MAKING CHANGES TO IHO TECHNICAL STANDARDS Administered by CHRIS

(as approved by the 13th CHRIS and amended at the 15th CHRIS Meeting, IHB, Monaco 10-13 June 2003)

Improvements to standards and systems can only occur by change. However, change can lead to problems such as incompatibility between systems, high updating costs, market monopoly, dissatisfied users, or increased risk to safety of navigation. These principles have been developed to avoid these circumstances.

- A. Any proposed changes to existing standards should be technically assessed and commercially evaluated before approval.
- B. Assessment should involve all relevant parties including IMO, maritime administrations, manufacturers, distributors, users, etc.
- C. Changes should be "backwards compatible", or the existing version must be supported for a specified time.
- D. If changes are required for the basis of product enhancement rather than for safety of navigation, then the previously approved system must be allowed to continue to be used at sea for a sufficient time to allow changes to be implemented on board.
- E. If not already specified by IMO, the timeline for making changes should be defined.
- F. In exceptional cases (e.g., is dangerous for safety of navigation), it may be necessary to make immediate changes to shipborne systems
- G. All interested parties should be encouraged to "continuously improve" IHO technical standards. All rejected proposals should therefore have a proper explanation.
- H. Principles of a quality management system (~~i.e., ISO~~) should be followed.

Procedures

These procedures are recommended to ensure that any proposed changes are properly assessed and implemented. The procedures should be simple to encourage their use.

- 1. All parties may submit a "change proposal" to IHB for logging and processing.**
2. The "change proposal" must contain a justification for the change, a recommended action list and a proposed time frame for implementation. This should adhere to the "Instructions for Submission of Proposals to CHRIS and CHRIS subsidiary bodies".
3. The IHB forwards the "change proposal" to CHRIS for evaluation and decision.
4. CHRIS will either reject or accept the proposal. If accepted, CHRIS will involve all the

relevant bodies in assessing the proposal and planning any subsequent work. If rejected, it will be returned to the originator with the reasons.

5. Accepted proposals will be assigned to the CHRIS work program. Depending on the urgency, it may be for immediate action or deferred until a later date.
6. Following approval, a “progress report” should be issued after each milestone. At the end of the process" a change note" should be issued to relevant bodies providing a summary of changes, documents affected, a recommended action list, and the timetable for implementation.
7. Relevant bodies include representation from maritime administrations, or manufacturers, distributors and users. In particular, liaison with professional organizations (e.g., CIRM, IALA, ICS, etc.) is encouraged.

**INSTRUCTIONS FOR SUBMISSION OF PROPOSALS TO
CHRIS AND CHRIS SUBSIDIARY BODIES**

1 In the past, guidance for the submission of proposals to CHRIS has been lacking. This has sometimes resulted to inefficiencies and greater difficulty in reaching informed decisions. To address this, the following guidelines are to be followed for all submissions.

2 Proposals should comprise the following sections as applicable:

- .1 **Summary.** The text of all documents containing proposals for consideration by CHRIS should begin with a brief summary prepared in the form, and containing the information, as set out below.

Submitted by:	
Executive summary:	Description outlining the proposal including information on whether the proposal will have financial implications for the shipping industry or for the IHO budget.
Actions to be taken:	A reference should be made to the paragraph of the document, which states the action to be taken by CHRIS.
Related documents:	Other key documents should be listed to the extent they are known to the originator of the document.
Related Projects:	

- .2 **Introduction / Scope.** An introduction, background and an indication of the scope of the proposal.
- .3 **Analysis/Discussion.** An analysis and/or discussion of the issues involved including any potential cost impacts on the maritime industry or Member States. In analysing the issues, the following should be addressed:
 - .1 is the subject addressed by the proposal considered to be within the scope of IHO objectives?
 - .2 is the subject of the proposal within the scope of an item of the current IHO work programme?
 - .3 do adequate industry standards exist? and
 - .4 do the benefits justify the proposed action?
- .4 **Resource implication** This would identify such matters as number of working

group sessions, expertise, need for expert consultants, funding, etc.

- .5 Benefits. Identify the benefits, which would accrue from the proposal.
- .6 Working Groups. Identify which CHRIS working group(s) are essential to completing the work.
- .7 Any other relevant information not covered elsewhere.
- .8 Justification. See Annex A.
- .9 Target completion date.
- .10 Related activities and dependencies
- .11 Action Required. Specific indication of the action required.

3 Documents for consideration at meetings should be received by the Chairman and secretary of CHRIS as follows:

- .1 documents containing proposals for new work programme items and documents requiring consideration and a decision from the relevant meeting; not later than 7 weeks before the commencement of the meeting.
- .2 documents, containing 4 pages or less, for those MS who wish to raise alternative proposals or make substantial amendments to a proposal or who wish to make comments in absentia on those referred to in subparagraphs (.1) above; not later than 3 weeks before the commencement of the meeting.

4 In order that meeting delegates and other M/S may consider and prepare for each meeting, chairman and secretary should strictly enforce the deadlines in paragraph 3 above. Only in the most exceptional circumstances should new items be introduced after the deadlines.

5 To facilitate the processing of documents, digital versions, preferably in Microsoft Word, should be sent via the Internet to the e-mail address of the secretary and chairman.

6 The IHB will place the submitted proposal on the IHO website as soon as possible in order to facilitate comments and approval.

[Note: Information documents should reach the IHB three weeks before the commencement of the meeting.]

Annex A to CHRIS15-5B rev2

Guidelines on the Evaluation of Proposals in the work of CHRIS and subsidiary bodies

1 In order to best use the limited resources available to CHRIS and its subsidiary bodies it is necessary to evaluate the work programme. The purpose of these guidelines is to provide a uniform basis for the evaluation of such projects. The final decision on priorities rests with CHRIS.

2 The evaluation should be done in a two-stage process

- .1 general acceptance; and
- .2 establishment of priorities

3 Before deciding to include a new item in the work programme of CHRIS or its subsidiary bodies, the following factors should be taken into account:

- .1 is the subject addressed by the proposal considered to be within:
 - a. the scope of IHO objectives?
 - b. the current IHO work programme?
- .2 has a need for the measure proposed been identified (e.g., client demand, internal improvements)
- .3 do adequate industry standards or solutions exist or are they being developed thereby reducing the need for action through CHRIS?
- .4 is the objective achievable in the existing CHRIS work program?

Establishment of priorities

4 Priorities for accepted work items should be assigned based on consideration of the following factors:

- .1 measures aimed at substantially preventing maritime casualties or marine pollution incidents;
- .2 measures to overcome identified deficiencies in existing IHO standards and technical resolutions;
- .3 measures needed to align IHO standards and resolutions with those of other relevant international standards and recommendations;
- .4 measures required to take into account the introduction of new technologies and methods in maritime transportation;
- .5 measures required to take into account new measuring, surveying and production

techniques in hydrography;

.6 increased hydrographic office efficiency.

5 Follow up actions in response to specific requests emanating from the Conference and other international and intergovernmental organisations should be evaluated in light of paragraph 4 above unless specifically identified as urgent matters.

6 When setting priorities, a certain flexibility should be allowed for initiatives that could not be foreseen.

7 Once a decision has been made on the basis of the above for a new work item to be included in the work programme of CHRIS or a CHRIS subsidiary body, an appropriate target completion date for the completion of the item should be established, taking into account the urgency of the matter concerned.

IHO CHRIS-15 – MONACO, JUNE 2003

AGENDA ITEM 6 – REPORTS BY CHRIS WORKING GROUPS

6.5 CHART STANDARDISATION AND PAPER CHART (CSPCWG) – REPORT ON ACTIVITIES (by Peter Jones, UK)

- 1 **Actions from CHRIS-14** (listed in CHRIS letter 1/2003 Annex E, ref 7.5)
 - *IHB to conduct by correspondence the election of a CSPCWG Chair and Vice-Chair.*

Completed. CL51/2002 refers. Peter Jones (UK) and Jarmo Makinen (Finland) respectively appointed.
 - *New Chair of CSPCWG to initiate work of WG according to TOR.*

Work commenced; action closed.
 - *IHB to advise MS on the minor change made to CHRIS TOR, as a result of CSC becoming a CHRIS WG.*

Completed. CL51/2002 refers.

- 2 **Status and Organisation of CSPCWG**
 - 2.1 Following reorganisation of the IHO's committee structure, the CSPCWG has been established as a new WG, reporting to CHRIS. CHRIS Letter No1/2003, 6 March 2003, and Terms of Reference (Annex A to IHO CL 51/02) refer.
 - 2.2 The WG has evolved out of the former Chart Standardization Committee (CSC) whose Chairman, Dr Peter Cox (UK), relinquished his post in 2002. It is acknowledged that there has been a hiatus in progressing work since the IH Conference in April 2002, whilst awaiting clarification of organisational status. This is reflected in the actions from CHRIS-14, noted in 1 above.
 - 2.3 The nominated WG officers are: Chair Mr Peter Jones (UK), vice-chair Mr Jarmo Makinen (Finland), with UKHO providing the resource for the secretarial duties.
 - 2.4 Membership of the WG is at Annex A. This currently stands at 24 nations, representing all International charting regions and is the largest WG in terms of spread across IHO member states. Noting the nature of the WG's work and the size and spread of its membership, business is conducted mainly by correspondence.

- 3 **CSPCWG Work Plan**
 - 3.1 In commencing the WG's activities, the principal thrust is to:
 - take forward the outstanding work of the former CSC
 - review and consider emerging requirements and
 - establish all appropriate lines of communication with the other CHRIS WGs, noting the revised organisational status, to ensure that common interests are addressed.
 - 3.2 A draft Work Plan has been developed and is attached at Annex B. This will inevitably, and appropriately, evolve. Particular issues are summarised below:
 - 3.2.1 **Revision of M-4** "Chart Specifications of the IHO and Regulations of the IHO for

International (INT) Charts”:

- Part A (Regulations...) – reviewed and revised by CSC; issued and available in digital (Word) form.
- Part B (Chart Specifications for medium & large scale charts) – review and revision is ongoing; intention to provide each new revised section in digital form:
 - Section 100 – draft revision circulated; at second draft stage; nearing completion.
 - Section 200 – reviewed and necessary revisions identified; in hand.
 - Section 400 - reviewed and necessary revisions identified; in hand.
 - Sections 300, 500 & 600 - reviewed and necessary revisions identified; awaiting take-up.
- Part C (Chart Specifications for small scale charts) – reviewed and revised by CSC; awaiting issue by IHB (including its availability in digital form).

3.2.2 **Study for International Notices to Mariners.** This was undertaken by former Vice-Chair of CSC. SNPWG Chair to obtain status report prior to the individual's imminent retirement.

3.2.3 **Develop new symbology.** Conclude and formally issue items relating to Archipelagic Sea Lanes (ASL), Vessel Traffic Services (VTS) and Environmentally Sensitive Sea Areas (ESSA), all of which are well advanced.

4 Reporting and Liaison

4.1 As successor to the CSC, this is the first report of the CSPCWG to CHRIS.

4.2 The CSC conducted its day-to-day business by correspondence and CL (the last being CSC CL 4/2002). It is intended that the CSPCWG will continue in similar manner.

4.3 In order to maintain good practice and appropriate liaison it is intended that:

- Regular reports on activities are made in accordance with the WG's TOR.
- CHRIS WGs exchange substantive reports for information, in particular highlighting:
 - (a) issues of mutual interest (including those dormant and requiring resurrection) and
 - (b) any issues where it is judged more appropriate for another WG to take the lead.
- The IHO web-site is exploited to provide visibility to the WG's activities and references. This is in accordance with the spirit of the CHRIS guidance (CHRIS letter 1/2003, para 3 refers).

Peter Jones
Chair CSPCWG
UK Hydrographic Office

Annex G
To CSPCWG CL 1/03

CSPCWG Work Plan (approved at CHRIS 15, reformatted as portrait)

A Revise, develop and maintain Publication M-4 “Chart Specs and Regulations for INT Charts”, including creation of digital Version (IHO T3.1.1 refers).

B Revise, develop and maintain Publication M-11 “Catalogue of INT Charts” (IHO T3.1.1 refers).

C Review requirement for standardization of International Notices to Mariners (IHO O3.1.3.2 refers).

D Development of new symbology (IHO O3.1.3.1 refers).

Task	Work item	Priority	Milestones	Start Date	End Date	Status ¹	Contact Person(s)	Affected Pubs/Standard	Remarks
A.1	Revise M-4 Part C	Medium	Final draft by CSC	2001	2003	O	Sec CSPCWG	M-4 / C	CSC provided to IHB for issue
A.2	Revise M-4 Part B Section 100	Medium	1 st draft by CSC	2001	2003	O	Sec CSPCWG	M-4 / B / 100	
A.3	Revise M-4 Part B Section 200	Medium	1 st draft by CSC	2001	2003	O	Sec CSPCWG	M-4 / B / 200	
A.4	Revise M-4 Part B Section 400	Medium	1 st draft by CSC	2001	2003	O	Sec CSPCWG	M-4 / B / 400	
A.5	Revise M-4 Part B Section 300	Medium			2004	P	Sec CSPCWG	M-4 / B / 300	After A.1-A.3
A.6	Revise M-4 Part B Section 500	Medium			2004	P	Sec CSPCWG	M-4 / B / 500	After A.1-A.3
A.7	Revise M-4 Part B Section 600	Medium			2004	P	Sec CSPCWG	M-4 / B / 600	After A.1-A.3
B.1	Review S-48 and amalgamate within M-11	Low			2004	P	Sec CSPCWG	M-11 (& S-48)	Integration of S-48 (Guidelines for Regional Coordinators of INT Schemes) into M-11
C.1	Review requirement for the standardization of International Notices to Mariners	Medium	Initial work by CSC Vice-Chair	2002		O	Chair CSPCWG		Liaise with SNPWG for IHO WP O3.1.3.2 CHRIS15 Action 13
D.1	Review and develop depiction of ESSAs (including PSSAs & ATBAs)	High	Draft M-4 /B-437 by CSC	2001	2003	O	Sec CSPCWG	M-4 /B-437, INT 1	Liaise with C&SMWG and TSMAD for ENC & ECDIS issues. Linked to IMO PSSA routing measures CHRIS15 Action 7 & doc 15-5.4A
D.2	Develop new symbology: ASLs	High	Draft M-4 /B432-436 by CSC	1998	2003	O	Sec CSPCWG	M-4 /B-432, 434-436, INT 1	Symbology included in IMO Ship's Routing Implemented by Indonesia Dec 02
D.3	Vessel Traffic Services guidance	Medium	Draft M-4 /B435 & 488 by CSC		2003	O	Sec CSPCWG	M-4 /B-435 & 488	
D.4	Review and develop depiction of offshore wind farms & ATBAs	Medium			2004	P	Sec CSPCWG	M-4, INT 1	Liaise with C&SMWG and TSMAD for ENC & ECDIS issues CHRIS15 Action 8 & doc 15-5.6A
D.5	Review requirement for Fairway symbology	Medium			2004	P	Sec CSPCWG	M-4, INT 1	Liaise with FI (WG Vice-Chair)
D.6	Review Wreck depth definitions	Low				P	Sec CSPCWG	M-4, INT 1	Variations in national standards apparent

¹ P = Planned, O = ongoing, C = completed

CSPCWG QUESTIONNAIRE

Please confirm your details
Name:
Email
Telephone No:
Fax No:
Postal address:

Alternative point of contact

Please insert your own details above, plus those of an alternative point of contact if one is available, if required during absences.

CORRESPONDENCE *Our preferred normal method of correspondence will be by email, although fax may be used when non-digital graphics need to be sent. Please confirm that you accept this method: YES / NO.*

If NO, please indicate your preferred method of correspondence (e.g. letter, IHO Bulletin board): LETTER / BULLETIN BOARD / OTHER (please specify)

If YES, please indicate whether a hard copy of the email is also required, by post: YES / NO

TIME SCALES *This is to agree normal time scales for initial responses to issues, and to follow up discussions on proposals from WG chairman, before agreement with the proposal may be assumed. There may, of course, be times when the usual time scale has to be reduced because of the urgency of the matter, or increased because of its complexity. The agreed time scales will therefore be treated as guidelines for the Chairman, actual deadlines will be specified in the Circular Letter, with each case treated on its merits. We suggest 6 weeks for the initial proposal, and 3 weeks for follow up discussions. However, please indicate your own preference below:*

INITIAL DISCUSSION:

4 WEEKS / 6 WEEKS / 8 WEEKS / 10 WEEKS / OTHER (please specify)

FOLLOW-UP PROPOSAL:

2 WEEKS / 3 WEEKS / 4 WEEKS / 5 WEEKS / 6 WEEKS / OTHER (please specify)

It is intended that all Circular Letters on issues should be copied to other relevant CHRIS WGs at the same time as CSPCWG members, to allow for their comments and views to be taken into account when working up a proposal. Do you agree with this intention? YES / NO (If NO, please explain).

MEETINGS *The terms of reference agreed by CHRIS specify that the CSPCWG should hold meetings at least every two years (Annex B – Organization: para 4).*

Do you consider meetings would be a useful way to pursue WG business? YES / NO

Do you agree they should be held at least every two years? YES / NO

Would you attend a WG meeting at least every two years? YES / NO

Where do you suggest such meetings should be held? UK / IHB / OTHER (please specify).

How long should the meetings last? ONE DAY / TWO DAYS / OTHER (please specify).

PUBLICATIONS *For those publications for which the WG is responsible, please comment on how you think they should be maintained. We have asked IHB to consider whether an "Edit" version could be made available on the IHB Website, with read access for WG members, and write access for the WG secretary (First option below).*

IHB "EDIT" VERSION / HARD COPY CHANGE PAGES / OTHER (please specify).

WORK PLAN

Please comment on the Work Plan (annex G) approved by CHRIS.

Do you agree with the main issues which should be addressed by the WG, and the priorities allocated to them? Are there additional issues that we should be addressing?

COMMENTS:

Do you wish to make any further comments or suggestions on any of the preceding questions, or on any other matters relevant to the business of the WG?

FURTHER COMMENTS OR SUGGESTIONS:

Please return completed questionnaires by 19 September, preferably by email to the secretary coleman.andrew@ukho.gov.uk.

Alternatively fax: +44 (0)1823 325823

or post to:

Andrew Heath-Coleman

OS(SS-IHO)

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