



CHART STANDARDIZATION & PAPER CHART WORKING GROUP (CSPCWG)

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

Chairman: Peter JONES
Secretary: Andrew HEATH-COLEMAN

UK Hydrographic Office
Admiralty Way, Taunton, Somerset
TA1 2DN, United Kingdom

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Telephone:
(Chairman) +44 (0)1823 723343
(Secretary) +44 (0) 1823 337900 x 3656
Facsimile: +44 (0)1823 325823
E-mail: peter.jones@ukho.gov.uk
andrew.coleman@ukho.gov.uk

To CSPCWG Members

Date 30 July 2004

Dear Colleagues,

Subject: CSPCWG Meeting, 3-5 November 2004, Monaco (Follow-up to CL05/2004)

Andrew and I are very much looking forward to meeting as many of you as possible, at the IHB offices in Monaco in November, for our first WG meeting.

Further details about the meeting, including available accommodation and how to book it, are available on the IHO website. Go to <http://www.iho.shom.fr> and follow the links:

- Committees/CHRIS/CSPCWG/Meetings. Andrew and I have booked rooms in the Terminus Hotel.

I believe this meeting provides a real opportunity for us to enhance our relationship, and to discuss important issues which cannot readily be progressed by correspondence. I therefore encourage you to attend if you possibly can.

Please find attached:

Annex A, a draft agenda which includes topics arising out of previous correspondence. Over the months since we started corresponding, we have made note of comments, usually in responses to Circular Letters on specific symbols, which seem to us to have more general application and would merit discussion in our meeting. I have indicated against such items the HO which originally raised the issue as “lead” for the item, and I would be grateful if these members would supply an Explanatory Note (EN) to enable us all to prepare properly for the discussion. There is also opportunity for members to propose further items which they would wish to add to the agenda, along with an accompanying EN.

Annex B, a draft of revised Terms of Reference (TOR) for your consideration (with a copy of the existing TOR also attached). There is an action from CHRIS 16 requiring us to bring our TOR into line with the format used by other CHRIS WGs; this format has been used in developing the draft at Annex B. Examples of other CHRIS WGs’ TOR can be found by following the links to the WGs on the CHRIS page of the IHO website.

Annex C, “Instructions for Submission of Proposals to CHRIS and CHRIS Subsidiary Bodies” [CHRIS15-

5B-rev2].

In conclusion, please let me know **whether you will be attending or not as soon as possible**. Also, please supply any proposals for additional agenda items, with all associated ENs. Any formal proposals for new work items should ideally be formatted in accordance with the instructions at Annex C.

Please respond to the Secretary not later than **15 September**. This will provide time to distribute papers, along with any follow-up proposals by **13 October**. We will also arrange to post these documents on the IHO website.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Peter G.B. Jones', with a small 'S. 200' written below it.

Peter G.B. Jones,
Chairman

Annex A: Draft agenda for CSPCWG 1

Annex B: Draft CSPCWG revised Terms of Reference

Annex C: Instructions for Submission of Proposals to CHRIS and CHRIS Subsidiary Bodies

1st CSPCWG MEETING
Monaco, 3-5 November 2004

DRAFT AGENDA

1. **Opening and Administrative Arrangements**
Docs: CSPCWG 1-1A List of documents
CSPCWG 1-1B List of participants
CSPCWG 1-1C List of CSPCWG members
2. **Approval of Agenda**
Docs: CSPCWG 1-2A Agenda
3. **Review Terms of Reference**
Docs: CSPCWG 1-4A Draft TOR
4. **Relationship with CHRIS**
5. **Review CSPCWG procedures**
Docs: CSPCWG 1-5A Former Annex to CSPCWG CL 02/2003
 - 5.1. Hard copies (currently sent to Brazil, Cuba, France, India, Indonesia, Russia, South Africa & Ukraine)
 - 5.2. Consultation timescales (currently 8 weeks, with 4 weeks for follow-up)
 - 5.3. Meeting frequency / location
6. **CSPCWG work plan**
Docs: CSPCWG 1-6A Work plan agreed at CHRIS 16
 - 6.1. Summary of progress
 - 6.2. Priorities
 - 6.3. Timescales for tasks
 - 6.4. Any new items
7. **M-4**
 - 7.1. New format (see draft specifications for B-437, for example)
 - 7.2. Web version v hard copies
 - 7.3. Editorial corrections (e.g. correct typographicals, references, etc)
 - 7.4. Removal of obsolete symbols / specifications (e.g. RCs, all of B-600)
 - 7.5. Requirement for index ("search" available for on-line copies)
 - 7.6. Scope of M-4 (e.g. Small craft charts?) **(AU)**
 - 7.7. Suggestions for new sections/sub-sections of M-4:
 - 7.7.1. "Precise specifications for symbols" **(AU)**
 - 7.7.2. "Purpose of charts/minimum content" **(AU)**
 - 7.7.3. "Maintenance of M-4" **(AU)**
 - 7.7.4. "INT abbreviations"
 - 7.7.5. "Chart Maintenance" (including NM Criteria)
8. **M-11 – Part A**
 - 8.1. Progress with new edition **(IHB)**

9. INT 1 / 2 / 3

- 9.1. German draft New Edition INT 1 **(DE)**
- 9.2. Conflict between the three different language versions **(AU)**
- 9.3. Ownership and maintenance
- 9.4. Removal of obsolete or unnecessary symbols (eg section IS)
- 9.5. Symbols for vacant entries in INT 1 **(AU)**

10. Chart content:

- 10.1. Hierarchies **(AU)**
- 10.2. Use of colour (is it time to accelerate the use of more than four colours?):
 - 10.2.1. Green for ESSAs, etc (cf ENC, radar)
 - 10.2.2. Four colour v process colours in M-4 **(DK)**
- 10.3. Multi feature lines (CSC planned B-439.6; ref at specification B-437.2f) **(AU)**
- 10.4. Magenta stipple bands

11. Any Other Business

12. Date and venue of next meeting

**Annex B
To CSPCWG CL 15/04**

DRAFT CSPCWG REVISED TERMS OF REFERENCE

1. Draft revision of CSPCWG Terms of Reference (TOR) is at Appendix 1 to this Annex.
2. Existing CSPCWG TOR is at Appendix 2 to this Annex.
3. Comparison of the contents of TOR of other CHRIS WGs is as follows :

**CHRIS WG TERMS OF REFERENCE
COMPARISON OF CONTENTS**

	CSMWG	SNPWG	TSMAD	DPSWG	HGMIO
1	Objective	Objective	Objective	Objective	Objective
2	Authority	Definitions	Authority	Authority	Authority
3	Procedures	Authority	Procedures	Procedures	Procedures
4	Composition & Chairman	Execution	Composition & Chairman	Composition & Chairman	Composition & Chairman
5	Guiding principles	Chairmanship & Procedures			Guiding principles

4. CSMWG, TSMAD, DPSWG & HGMIO Terms of Reference (TOR) all have the same sequence of sections (although TSMAD and DPSWG lack Guiding Principles section). Therefore, the revised CSPCWG TOR has been drafted to follow the same layout.
5. Generally, the existing CSPCWG TOR has been:
 - copied into the appropriate section of the draft revision;
 - amended as necessary to improve grammatical sense;
 - amended to conform to the style of wording used by other WGs;
 - amended to simplify, where appropriate;
 - amplified by some additional paragraphs, where these appear regularly in other WG's TOR;
 - simplified by the removal of specific Work Plan items.

(Draft revised)

TERMS OF REFERENCE

for the

CHART STANDARDIZATION AND PAPER CHART WORKING GROUP (CSPCWG)

1. Objectives

- a. To provide a core of expertise on the basic concepts of charting, noting that whatever physical form the chart may take the fundamental concepts and elements of marine cartography remain the same.
- b. To develop and maintain the IHO publications for which it is responsible.

2. Authority

The Working Group (WG) is a subsidiary of CHRIS and its membership and decisions are subject to CHRIS approval.

3. Procedures

- a. The WG's main tasks are to:
 - i. Keep under continuous review the IHO publication M-4 'Regulations of the IHO for International (INT) Charts and Chart Specifications of the IHO', in order to advise the IHO on their updating, design and format. Note: M-4 incorporates:
 - INT 1 'Symbols, Abbreviations and Terms used on Charts'
 - INT 2 'Borders, Graduation, Grids and Linear Scales'
 - INT 3 'Use of Symbols and Abbreviations, as recommended by the IHO'
 - ii. Advise the IHO on suggestions put forward by Member States to update M-4, with the goal of achieving the maximum possible adherence by Member States to the Regulations and Specifications.
 - iii. Keep under continuous review the IHO publication M-11 Part A 'Guidance for the Preparation and Maintenance of International Chart Schemes' in order to advise the IHO on its updating.
 - iv. Advise the IHB and Regional Hydrographic Commissions, as appropriate, on the work of Regional Charting Groups (RCG) in order to promote the production of large- and medium-scale international (INT) charts. The role of the WG is purely consultative.
 - v. Offer advice, based on its experience, to RCG and individual Member States, on chart schemes and cartographic work, in order to encourage adherence to IHO charting standards. The role of the WG is purely consultative.
- b. The WG conducts its business mainly by correspondence. It will also plan to hold meetings at least once every two years, dependant on membership support and business needs.
- c. All members shall inform the Chairman in advance of their intention to attend meetings of the WG.
- d. Decisions should generally be made by consensus. If votes are required on issues or to endorse proposals presented to the WG, votes shall be on the basis of one vote per Member State represented. In the event of a tied vote, the Chairman shall have a casting vote.

- e. The WG will identify a work programme for each year, including expected time frames for progressing tasks.
- f. The WG will maintain close liaison with other CHRIS WGs and other international and IHO bodies, as appropriate and as instructed by CHRIS.
- g. The WG will report progress to meetings of CHRIS and to Member States through the CHRIS report in the Annual Report of the IHB

4. Composition and Chairmanship

- a. Membership of the CSPCWG is open to all Member States wishing to be represented, by request to the Directing Committee of the IHB. Normally there should be not more than one representative from each Member State.
- b. The Chairman will monitor membership to ensure that each regional hydrographic commission is represented on the WG, informing the Directing Committee of the IHB if, at any time, a regional commission is not represented.
- c. A Chairman and Vice-Chairman will be appointed by election from participant Member States of the WG.
- d. Length of tenure of Chairmanship and Vice-Chairmanship is 5 years, after which an election will be conducted.
- e. The Chairman and Vice-Chairman will decide between themselves the organization of the work entailed in these posts.
- f. A Secretary will be appointed, normally from within the organization of the Chairman of the WG, 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 WG.

5. Guiding principles

- a. 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:
 - i. An explanation of the general concepts and rationale behind the portrayal of features on charts, much of which is relevant to both digital and paper charts.
 - ii. Specific guidance for paper charts, including the use of text and symbology.

EXISTING TERMS OF REFERENCE

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.

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

Introduction

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.

Format

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.

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

- .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.

Submission Timetables

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

Introduction

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

General acceptance

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.

General remarks

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.
