



CHART STANDARDIZATION & PAPER CHART WORKING GROUP (CSPCWG)

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

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To CSPCWG Members

Date 14 December 2004

Dear Colleagues,

Subject: Record of the 1st Chart Standardization & Paper Chart Working Group Meeting

Please find attached the record of the 1st CSPCWG Meeting, held at Monaco 3-5 November 2004, for your information. Thank you to all the participants who supplied amendments to the draft record.

We are grateful to the IHB for making us welcome and providing excellent facilities and support. The meeting was conducted in a splendid spirit, covered a wide range of topics and provided useful guidance to the WG's officers. It also allowed those WG members who were able to attend an opportunity to meet each other informally, which will be valuable as we continue to conduct most WG business by correspondence.

You will see from the record that many actions resulted from the meeting. The Secretary has provided a 'status list' detailing progress made to date (Attachment 2). I would encourage you to inform the Secretary as soon as any actions have been completed, so that this list can be updated.

The WG agreed (Record item 13) to plan for another meeting in approximately November 2005, lasting three days. This early advice will provide opportunity for members to note their diaries, and consider budget implications. While IHB have indicated that they would be happy to host the meeting again, it was also suggested that it might be advantageous to meet at a WG member's Hydrographic Office, to facilitate attendance of members for whom travel to Monaco presents a difficulty. Therefore, please would all members consider whether they would be willing to host CSPCWG 2 in November 2006, and **advise me by 17 January 2005**. After this date, I will write to you again regarding the selection of the venue.

Yours sincerely,

Peter G.B. Jones,
Chairman

Attachments: 1. Record of CSPCWG 1 (with annexes A-F).
2. Status of Actions

**1st CSPCWG MEETING
Monaco, 3-5 November 2004**

RECORD

Note: The paragraph numbering is the same as in the agenda (CSPCWG 1-2A rev 2)

1. Welcome, Introductions and Administrative Arrangements

*Docs: CSPCWG 1-1A rev 1 List of Documents
CSPCWG 1-1B rev 1 List of meeting participants and WG members*

Rear Admiral Kenneth Barbor, IHB Director, welcomed the members of the CSPCWG on behalf of the IHB. A final list of attendees is at Annex A. (Please note a changed email address for Cdr Carlo Dardengo, Italy and a spelling correction for Mr Jeff Wootton, Australia).

The Chairman outlined his plans for the meeting, thanked members for attending and acknowledged that others could not attend for a variety of valid reasons. He stated that the record of the meeting would focus on main points, proposals and actions; full detailed minutes would not be taken.

ACTION 1: Secretary to draft a record of CSPCWG 1 by end November 2004, in accordance with the Chairman's instructions, for review by the meeting participants.

2. Approval of Agenda

Docs: CSPCWG 1-2A rev 2 Agenda

The WG approved the agenda. As each section of the agenda had been arranged in priority order, the Chairman outlined planned milestones in progressing through it, and reserved the right to postpone discussion on some lower priority items if the milestones were not achieved.

3. Review Terms of Reference

*Docs: CSPCWG 1-3A Existing TOR
CSPCWG 1-3B Draft TOR
CSPCWG 1-3C Annotated TOR
CSPCWG 1-3D Comments by AU & Chairman*

The WG approved the draft Terms of Reference (TOR), subject to the following amendments:

- 3.1. Paragraph 2 to be amended to reflect the decision that CSPCWG can submit its decisions to IHO Member States through the IHB, without requiring endorsement by CHRIS, members of which are kept informed and have opportunity to comment during the correspondence phase.
- 3.2. A reference to M-4 B-160 to be added to Paragraph 3a.ii.
- 3.3. Various amendments to be made to paragraph 4, to reflect decisions as follows:
 - Remove references to the Directing Committee of the IHO (as the WG is under CHRIS authority)
 - Amend sub-paragraph (b) so that the Chairman invites each RHC to be represented, as he cannot ensure it. This paragraph to be moved to (e), as a more appropriate position
 - The length of tenure for the Chairman and Vice-Chairman was endorsed as 5 years
 - It was agreed that the Secretary is a member of the WG. (Whether he/she has a vote is governed by paragraph 3d).

ACTION 2: Secretary to revise TOR as agreed and distribute to the WG. Note: A copy of the revised Terms of Reference is at Annex B – action completed.

ACTION 3: Chairman to advise CHRIS of revised TOR (in accordance with CHRIS 16 action 1).

4. Relationship with CHRIS

Docs: CSPCWG 1-4A Notes from CHRIS 16

The Chairman briefed the meeting on the CHRIS 16 meeting (28-31 May 2004), noting the actions required by CSPCWG to amend the TOR and Work Plan, as detailed in CSPCWG 1-4A.

5. Review CSPCWG procedures

Docs: CSPCWG 1-5A Former Annex to CSPCWG CL 02/2003

The WG reviewed and endorsed its procedures, which have been working well. Particular points considered at later agenda items were the frequency and venue for meetings (see item 13), web-site version of M-4 (see item 7.2) and priorities for work items (see item 11).

6. CSPCWG work plan

Docs: CSPCWG 1-6A Work plan agreed at CHRIS 16 (updated)

The Secretary briefed the meeting on progress with items on the work plan. IHB updated the WG on reactions from Member States (M/S) to new symbols proposed in IHO CLs 46 & 49/04 (dates now passed for responses):

- 46/04 (ASL, ESSA, ATBA) 8 responses, 7 approvals, 1 objection (Indonesia).
- 49/04 (Entry prohib.) 15 responses, 14 approvals, 1 objection (India).
- For both items above, the WG considered comments contained in the responses and agreed changes as appropriate.

7. M-4

Docs: CSPCWG 1-7A Items 7.1-7.3 (Format, web, editing)
CSPCWG 1-7B Item 7.7.4 (INT abbreviations)
CSPCWG 1-7C Item 7.7.5 (Chart maintenance)
CSPCWG 1-7D Item 7.8 (Requirement for index)
CSPCWG 1-7E Item 7.9 (Obsolete symbols/specs)

7.1. New format (see draft specifications for B-445 (Turbines), for example)

The Secretary explained the rationale behind the proposed new format, and the use of the 'InDesign' publishing package. The WG viewed and endorsed examples of the proposed new-look layout.

7.2. Web version v hard copies

The WG endorsed the proposal to provide PDF versions of new sections of M-4 on the IHO web-site. It agreed that an updated, searchable PDF version of the whole of M-4 should also be made whenever a new section was published. It agreed that the IHO CL promulgating a new section to IHO M/S should state the significant changes. The WG requested UK to ensure that digital record copies of each change to M-4 should be held, for audit trail purposes. IHB will administer translation of the text into the other official languages.

ACTION 4: Secretary to arrange for sequential copies of M-4 to be archived.

7.3. Editorial corrections (e.g. correct typographicals, references, etc)

The WG gave its approval for the Secretary to make editorial changes to M-4 (such as updating cross-references and amending errors), at the discretion of the Chairman. All WG members are encouraged to inform the Secretary of any amendments required. AU asked to be advised of any changes to specification numbers, as these may have an impact on S-57.

ACTION 5: Secretary to advise AU of any changes to specification numbers in M-4

7.4. **Definitions of “strength of wording” terms used in M-4 (B-120.4) (AU)**

The WG decided that the ‘strength of wording’ terms in B-120.4 should be reduced to three: **must** (mandatory), **should** (preferred option) and **may** (optional), to follow the same definitions as used in the S-57 ‘Use of Objects Catalogue’. Qualifying statements (e.g. ‘normally’) are likely to be still required, but their occurrence is to be minimised.

ACTION 6: AU to confirm that strength of wording terms are still approved by TSMAD.

ACTION 7: Secretary to amend M-4 drafts to reflect the reduced number of terms, and add examples of the use of each term at B-120.4.

7.5. **Precise scale ranges for chart terms large, medium and small scale (AU)**

The WG decided that the issue was only a problem in defining the boundary between small-scale and medium-scale charts (i.e. at 1:2 000 000). It was agreed that an earlier draft explanatory paragraph, which was thought to have been dropped, should be re-instated. [After meeting note: subsequent research has shown that the subject paragraph had not been dropped; it still exists, as a note at B-103.1, and is to be retained.]

ACTION 8: Secretary to add a cross reference to B-103.1 at B-126 (to explain the different uses for 1:2 000 000 scale charts).

7.6. **Continued development of B-100 (AU)**

The WG agreed that the draft B-100 should be published as soon as possible. Further updates may be issued as required during the on-going revision of M-4, if any general conventions are agreed.

ACTION 9: Secretary & Chairman to progress draft B-100 to IHO consultation stage.

A discussion on the application of B-160 followed, with particular reference to IHO M/S responses to IHO CLs proposing new or amended symbols or specifications. The WG agreed that the Chairman and Secretary can make editorial corrections to include minor points in M/S responses to IHO CLs, but major objections require a further CSPCWG CL. It also decided that the current draft of B-160 requires no further changes. After a specific and detailed discussion about the single objection to the proposed ‘Entry Prohibited’ symbol (by India), the WG decided that the proposed symbol should be implemented.

ACTION 10: Chairman to advise India that the use of the symbol in lieu of legend will be optional (as indicated by the word ‘may’ at the beginning of B-439.3).

ACTION 11: IHB to inform M/S that the new specification for ‘Entry Prohibited’ has been adopted.

7.7. **Suggestions for new sections/sub-sections of M-4:**

7.7.1. **“Precise specifications for symbols” (AU)**

The WG agreed in principle that a precise specification would be helpful. This would be particularly valuable for software manufacturers who support HOs in the development of automated cartography. It recognised that this is not practicable for existing symbols, but decided that all proposals for **new** symbols should include a precise specification, e.g. dimensions, line weight, colour (possibly including indicative CMYK values), etc.

The WG also decided that existing symbols which are used as part of other symbols (e.g. certain maritime limits) should have precise specifications to assist in defining new symbols for which they are a component part.

The WG decided that B-100 should contain an explanation that where a precise specification is given, it is prescriptive, and that all other symbols are illustrative only.

ACTION 12: Secretary to make proposals in respect of existing symbols which require precise specifications, and what they should be.

ACTION 13: Secretary to draft a new entry for B-100, explaining the use of exact specifications for new symbols.

7.7.2. **“Purpose of charts/minimum content” (AU)**

WG members were asked to consider whether a minimum content specification may be required as a product specification for deriving charts automatically from future databases. The WG agreed not to include this as a work item at present.

7.7.3. **“Maintenance of M-4” (AU)**

The WG decided that the need for a record of M-4’s revision is adequately covered by the records of discussions summarised in WG CLs; no further action is required. However, WG members were encouraged to keep record copies for their own purposes, as they see fit

7.7.4. **“INT abbreviations”**

The WG agreed that the existing list of International abbreviations in INT 1 is incomplete, and the opportunity of the current revision should be taken to update and reformat the list to provide an alphabetical index of International abbreviations used in INT 1. Such a revised list could be forwarded to the S-32 WG (when re-formed) for consideration as an annex. No action is required for M-4.

ACTION 14: DE to draft a revised, alphabetical, list of abbreviations for INT 1, and circulate to WG members for review.

7.7.5. **“Chart Maintenance” (including NM Criteria)**

The WG decided to include an item in the work plan to provide some broad (non-prescriptive) guidelines on the maintenance of charts (by NM and new edition) in a suitable place in M-4. A new section may not be necessary.

ACTION 15: All WG members to supply any internal or published guidance on chart maintenance to the Secretary to help draft M-4 entry.

7.7.6. **“Glossary” (AU)**

The WG agreed that B-120 is an appropriate place to include definitions of any terms which are specific to M-4. Any ill-defined terms of wider scope should be referred to the S-32 WG (when re-formed). No glossary is necessary for M-4.

7.8. **Requirement for index (“search” available for on-line copies)**

The WG agreed that an index to M-4 would be useful, but not essential, as digital search facilities would be available, and INT 1 (column 5) provides a quick cross reference for most needs. No significant resource should therefore be committed to preparing an index; however, the possibility of an automatically produced index should be explored.

ACTION 16: Secretary to consult UK experts on ‘InDesign’ as to whether an index can be produced automatically.

7.9. **Removal of obsolete symbols / specifications (e.g. RCs, all of B-600)**

The WG decided that any plan to remove obsolete symbols or specifications from INT 1 and M-4 should be approved by IHO M/S. Specific ones to consider at present include lattice chart symbols/specifications, various radio-beacons and compass points circles.

ACTION 17: Secretary to draft IHO CL regarding obsolete symbols. [After meeting note: action completed]

ACTION 18: IHB to publish CL regarding obsolete symbols, after draft received from Secretary. [After meeting note: action completed – see IHO CL 74/2004 dated 9 November 2004]

7.10. Scope of M-4 (e.g. Small craft charts?) (AU)

IHB advised the WG that IHO has no remit covering the charting of inland waters; it monitors developments. The WG agreed that special Antarctic chart symbols (see Agenda item 10.5) should be included in INT 1 in due course, but that no special specifications are needed for polar charts. The format of small craft/leisure charts is a matter for individual HOs; however, the WG decided that a new work item should be added to consider symbols for the vacant International numbers for various small craft (SC) facilities (Section U in INT 1) and include other vacant entries in the new work item as opportunity arises (see item 10.3). Such SC symbols would need to be referenced to M-4, possibly in specification B-320.

ACTION 19: Secretary to include a new proposed work item on small craft symbols in the CSPCWG Work Plan (low priority).

8. Chart content:

- Docs: CSPCWG 1-8A Item 8.1 (ASL)*
CSPCWG 1-8B Item 8.2.3 (Magenta tint bands)
CSPCWG 1-8.3.2 Item 8.3.2 (Spot & Process Colours)
CSPCWG 1-8.4 Item 8.4 (Fairway Area Symbols)
CSPCWG 1-8.5 Item 8.5 (Symbol for GOFREP)
CSPCWG 1-8C Item 8.6 (Pilot boarding areas)
CSPCWG 1-8D Item 8.7 (Designated Shipping Areas)
CHRIS 16-INF4 Item 8.8 (Port Security Limits)

8.1. ASL symbols

To address the comments made by AU in response to IHO CL 46/2004, the WG agreed the following changes to the draft specification B.435.10 (ASL):

- Sub-paragraph g.iv:
...IM17 should be inserted at intervals along the axis line, and may be inserted within the lanes....
- Sub-paragraph g.v:
The outer limit of an ASL, including where the 10% rule applies, should be indicated as:.....
If appropriate, the full outer limit may be charted.
- Sub-paragraph g.vi:
Linear symbols should be inserted as....
- Two separate example notes to be included, to avoid confusion.

A copy of the revised specification is at Annex C.

ACTION 20: Secretary to provide revised ASL specification to IHB for posting on web-site.

ACTION 21: Chairman to communicate CSPCWG decisions regarding ASL to Indonesia.

ACTION 22: IHB to inform M/S that the revised specification for ASL has been adopted.

8.2. Area Limits:

The WG agreed that it would be beneficial to publish some guidelines on conventions for hierarchies of charted limits, the combining of symbols to form multi-feature lines and the use of coloured tint bands to provide emphasis for important (usually safety-critical) features. AU will prepare an initial draft, probably to be located eventually at B-439.6.

ACTION 23: AU to draft guidelines for area limits, covering hierarchies, multi-feature lines and tint bands, and submit to WG for review.

8.3. Use of colour (is it time to accelerate the use of more than four colours?):

8.3.1. Green for ESSAs, etc (cf ENC, radar)

The WG noted the possible conflict of charted green detail with green radar information when raster charts are displayed on dual-fuelled ECDIS. Some HOs represented use green on paper charts, but none had carried out any special research into its use. It was agreed that no action by the WG is required for the moment.

8.3.2. **Four colour printing / process colours in M-4 (FI)**

The WG agreed that the draft entry for B-140 now covers 'multi-coloured' charts satisfactorily. FI suggested it would be helpful if some guidelines on colour proportions for CMYK and codes for spot colours were made available for new HOs, or HOs who may be changing their printing processes or chart style. The WG decided that these could only be guidelines, as individual HOs have varying preferences for the tones of colours used, for example for land tint. It was suggested that a Bulletin board could be developed for providing this kind of information, as they may not belong in M-4.

ACTION 24: Secretary to enquire whether any standards exist for the inks used for spot colours at UK.

ACTION 25: FI to prepare draft guidelines for CMYK and spot colours and submit to the WG.

8.4. **Fairways (FI)**

FI presented their initial proposal for a new Fairway Area symbol for discussion.

ACTION 26: FI to prepare a detailed submission for Fairway areas, taking account of the need for a symbol which could be widely used, and appropriate for use by HOs using the minimum colours.

8.5. **VTS and Reporting Areas (FI)**

The WG considered FI's draft proposal for a reporting line to be generally sound, but the use of blue was not approved (as blue is generally reserved for depth information and would be difficult to see over shallow water and intertidal areas; impossible for charts printed using four spot colours). It was suggested magenta would be better. The use of a continuous line was also questioned, as these are generally reserved for national territorial limits and boundaries. A preference for use of the general maritime limit (magenta dashes) was expressed.

The WG was advised that the existing work item D.3 'VTS guidance' was derived from the Report of Proceedings of the 2002 International Hydrographic Conference (IHC XVI – CONF.16/WP.3 p109), and is believed to have been proposed because of the proliferation of VTS systems, with very little existing guidance in M-4 on how to chart relevant details.

ACTION 27: FI to prepare a detailed submission for WG review, taking into account the views expressed.

8.6. **Pilot boarding areas (AU)**

The WG decided that a special symbol is not necessary. The symbols for a pilot boarding position and for a general maritime limit already exist; HOs are free to combine these symbols as appropriate if the need arises.

8.7. **Designated Shipping Areas (DSA) (AU)**

AU provided examples of charts with DSA included, using a proposed new symbol (a dash followed by 7 dots based on Morse code), and also the same area shown by symbol N 2.1 (magenta T shaped dashes) highlighted by a magenta tint band. Following detailed discussion and deliberation, the WG decided that the latter was a much better depiction, complying with the convention to highlight particular areas as used, for example, for PSSA. The proposed dash/dots new line would not be accepted as an INT symbol as it is not intuitive, would be meaningless to the mariner and would not be consistent with ENC portrayal. When the DSA was coincident with other limits, the new symbol was lost, whereas when the magenta band was used, the continuation of the DSA was more evident and followed established charting conventions. AU was encouraged to use the standard symbol for a two-way route M 28.2 inside the DSA, as this would make it stand out better. The standard symbol has more frequent, longer and separate arrows, and a bolder dashed line style (M 15) for the outer limits. The Secretary confirmed that the use of such symbols is not confined to IMO-adopted Routeing measures. Note: B-435.b, referring to Routeing Measures, states 'HOs should advise their governments on appropriate terms and symbols,

particularly for national measures, to ensure that the international symbols are correctly applied to such national measures.'

ACTION 28: AU to note the WG decision relating to DSA symbol, and its advice on improving the depiction of the two-way routes.

8.8. Port Security Limits (AU)

The WG decided that there is no current requirement for new symbols to be developed for Port Security Limits. US (NOAA) has some experience with applying existing symbols in a novel way (such as a magenta infill in the area), and undertook to keep the WG informed of any further developments. They also advised that some removable floating barriers had been established around some areas, and proposed to use a dashed black line similar to that used for log ponds (N 61). Such a symbol may also be appropriate for floating oil barriers (F 29).

ACTION 29: US (NOAA) to advise the WG of any developments requiring new symbols, or unusual applications of existing symbols for Port Security Limits.

ACTION 30: Secretary to note 'floating barrier' symbol for inclusion in general revision of B-400.

9. M-11 – Part A: Progress with new edition (IHB)

IHB advised that no progress had been made with the assimilation of the draft M-11 Part A into the existing M-11. The next stage is to invite M/S to endorse the draft.

ACTION 31: IHB to invite M/S by CL to endorse the draft M-11 Part A. [After meeting note: action completed – see IHO CL 75/2004 dated 10 November 2004]

10. INT 1 / 2 / 3

10.1. German draft New Edition INT 1 (DE)

Germany presented the draft new edition of the official English language version of INT 1, planned for publication mid-2005. The WG thanked DE for undertaking this task and made decisions on the following points:

- The 'I' prefix and the references to the old 'Standard List' in column 5 are to be deleted (subject to endorsement by M/S - See item 7.9).
- The new entry prohibited symbol is to be oriented along the line, not 'north-up' (to simplify automated cartography and follow normal conventions for including point symbols within lines). This was decided after review of a comment by Algeria in response to IHO CL 49/2004.
- The 'seal' symbol is to be solid (for consistency with the 'bird' symbol and other animal silhouettes depicted on Antarctic charts).
- A text note is to be added to state that other animal silhouettes may be used on certain charts for specialised areas (thus eliminating the need to show several different symbols such as the seahorse, penguin and petrel).
- A text note is to be added for PSSA to state that the coloured tint band may vary in width between 1 and 5mm.
- 'Turning area' is to be listed in section O. No symbol is to be provided yet, pending discussion on location in INT 1 and M-4, and the style and colour of any symbol. This will need to be developed during the review of B-400. Note: B-439.1 already lists 'Turning Area' as black, but no detailed specification is provided.
- The removal or marking as obsolescent of certain symbols (for lattice charts and some radio beacons) is to be subject to M/S endorsement. See item 7.9.
- Any change to numbering is to be notified to AU, in case it has an effect on S-57.

ACTION 32: DE to continue progress on revision of INT 1, taking account of the WG's decisions and notifying AU of any changes to numbering.

ACTION 33: IHB to advise M/S when the new edition of INT 1 is published. (Note: this should become an established principle whenever new editions of official INT 1, 2 or 3 are published).

10.2. Inconsistencies between the three different language versions (AU)

The WG considered these to be not significant and to a certain extent inevitable. Revisions

of the different language versions are subject to national resources and cannot therefore be readily synchronized. However, the IHB will draw M/S' attention to this issue when informing them of the new edition of INT1.

10.3. Symbols for vacant entries in INT 1 (AU)

The WG recognized a need to consider whether symbols are required for the vacant numbered entries in INT 1. Ideally, all national Symbols & Abbreviations booklets should be examined to see if there is a requirement for a particular symbol, but the WG accepted that at present resources are not available. The WG decided to add this as a low priority work item (see also item 7.10).

ACTION 34: Secretary to include a new proposed work item on symbols for vacant entries in INT1, in the CSPCWG Work Plan (low priority).

10.4. Title of INT 1 (AU)

The WG decided that a change to the title of INT 1 ('USED ON PAPER CHARTS') is not necessary.

10.5. Symbols for Polar charts (S-59 I26-28) (AU)

The WG agreed that INT 1 is the correct place for any chart symbols for standard charts (including those for Polar Regions). Most of the symbols listed in S-59 are already covered by existing symbols in INT 1. The textual note agreed for entry N 22 (ESSAs) referring to 'other animals' will cover some of the remaining symbols (see item 10.1). S-59 is currently being subsumed into a revised S-55; the Hydrographic Committee on Antarctica (HCA), as owners of S-59, should be formally asked whether they wish CSPCWG to include the remaining symbols in INT 1.

ACTION 35: IHB to ask HCA what action they require CSPCWG to take for the Antarctic symbols listed in S-59.

10.6. INT 2 & 3: any requirement to update?

The WG agreed that both INT 2 and INT 3 need updating.

- INT 2 should be updated following publication of the revised B-200, as NL resources allow. NL would value examples of other HO's versions of INT 2. DE offered to supply a CARIS copy of the German version.
- INT 3 should be updated following implementation of new symbols currently under consideration, as UK resources allow.

The WG agreed that the word 'supplementary' should be substituted for 'complementary' at B-150.

ACTION 36: Secretary to draft CL to WG members asking for examples of national versions of INT 2 to be provided to NL.

ACTION 37: NL to update INT 2 after publication of revised M-4 section B-200.

ACTION 38: UK to update INT 3 after current proposed new symbols are implemented.

ACTION 39: Secretary to amend B-150 to 'supplementary', in lieu of 'complementary', in respect of INT 1, 2 & 3.

11. Review of Work Plan

11.1. New items

The WG agreed the following new work items (subject to CHRIS approval):

- A.7: Development of guidelines on chart maintenance
- D.7: Development of conventions for limit styles, hierarchies of limits and multi-feature lines
- E.1: New edition INT 1
- E.2: New edition INT 2
- E.3: New edition INT 3
- E.4: Symbols for vacant entries in INT 1.
- E.5: Small craft symbols.

11.2. **Priorities**

The WG agreed priorities for the listed tasks.

11.3. **Timescales for tasks**

The WG decided that the Secretary and Chairman should revise the Work Plan (to include milestones and target dates for all tasks, noting the assigned priorities).

ACTION 40: Chairman and Secretary to complete the columns of the work plan and submit to the WG for review, and subsequently to CHRIS 17 (September 2005). The revised Work Plan is at Annex D.

12. **Any Other Business**

Docs: CSPCWG 1- INF1 (IC-ENC)

CSPCWG 1- INF2 (M-4 as standard)

CSPCWG 1- INF3 (AU comments on agenda)

12.1 **Items to bring to attention of CHRIS**

ACTION 41: Chairman to report on WG activities to CHRIS 17

12.2 **INF papers: M-4 as standard**

IHB advised that when this issue had been previously discussed (by CSC), no clear response had been received from ISO on the question of responsibility for maintaining M-4, if it were to become an ISO standard. AU suggested that it may be possible to register M-4 with ISO (as some S-57 documents already have been), without losing control of the document. The WG decided that this subject should be put forward for discussion by CHRIS.

ACTION 42: Secretary to seek to recover old CSC papers on previous discussions relating to including M-4 as ISO Standard, and distribute to the WG for information.

12.3 **ZOC Diagrams**

NL questioned the use of ZOC diagrams on paper charts in areas of rapidly changing seabed. UK agreed with the point of view that ZOC diagrams were not suitable in such areas. AU suggested that in such areas, mariners should be encouraged to use ENCs, where meta-data could be made available to warn the user of the date of the survey. AU confirmed that for Navy surveys, the hydrographic surveyor attributes the ZOC category before delivery of the survey to the HO. AU also advised that the proposed new wording for ZOC diagrams allows for the dates of surveys to be added to the ZOC diagram if considered to be important by the HO.

13. **Date, duration and venue of next meeting**

The WG agreed that, during the on-going revision of M-4, it is likely that sufficient issues will arise to justify a meeting in about one year (approximately November 2005, following CHRIS 17). The WG discussed the merits of holding the next meeting at an HO to facilitate attendance. IHB stated that the WG would be welcome to use the IHB conference facilities in Monaco again. The WG agreed that 3 days should be allowed for the meeting. The WG agreed that a CL should be drafted, inviting CSPCWG members to consider attendance at, and possibly hosting, the meeting.

ACTION 43: Secretary to draft CL inviting CSPCWG members to consider attending and hosting CSPCWG 2.

Concluding remarks

Following expressions of thanks to the IHB as hosts, and to all participating members, the meeting closed at 1215, Friday 5 November.

Annexes:

- A Participants in CSPCWG 1
- B Revised Terms of Reference

- C Revised specification for ASL
- D Revised Work Plan
- E List of Actions
- F CSPCWG 1-1A rev 2: List of Documents

Annex A to CSPCWG 1 Record

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Spain	Cdr Angel CHANS	ihmesp@retemail.es
United Kingdom	Mr Peter JONES (Chairman)	peter.jones@ukho.gov.uk
United Kingdom	Mr Andrew HEATH-COLEMAN (Secretary)	andrew.coleman@ukho.gov.uk
USA (NOAA)	Mr Robert HEELEY	robert.heeley@noaa.gov

* Guest (Non-member of CSPCWG)

† Representing Japan

Annex B to CSPCWG 1 record

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 work plans are subject to CHRIS approval. The WG has the authority to reach decisions for endorsement by IHO M/S.

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, in accordance with IHO Specification B-160, 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 should identify a work programme for each year, including expected time frame 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. Normally there should be not more than one representative from each Member State.
- b. A Chairman and Vice-Chairman will be appointed by election from participant Member States of the WG.
- c. Length of tenure of Chairmanship and Vice-Chairmanship is 5 years, after which an election will be conducted.
- d. The Chairman and Vice-Chairman will decide between themselves the organization of the work entailed in these posts.
- e. The Chairman will monitor membership to ensure that each regional hydrographic commission is invited to be represented on the WG.
- 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 is 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.

Annex C to CSPCWG 1 Record

B-435.10 Archipelagic Sea Lanes (ASLs)

a. **Definition.** Article 53 of the United Nations Convention on the Law of the Sea (UNCLOS) states that

‘an archipelagic State may designate sea lanes ..., suitable for the continuous and expeditious passage of foreign ships ... through ... its archipelagic waters and the adjacent territorial sea. ... All ships ... enjoy the right of archipelagic sea lanes passage in such sea lanes ... [which] include all normal passage routes used as routes for international navigation ... through archipelagic waters’.

(Note: references to aircraft and air routes in UNCLOS have been omitted in these extracts from Article 53).

b. Any archipelagic State which wishes to designate ASLs shall propose them to IMO for adoption as ASLs including all normal passage routes and navigational channels as required by UNCLOS. ASLs are adopted by IMO in accordance with the relevant provisions of UNCLOS.

c. Details of ASLs are given in Part H, General Provisions, of IMO’s Ships’ Routeing. Further information is provided in the IHO publication S-51 (Manual on Technical Aspects of the United Nations Convention on the Law of the Sea).

d. **Characteristics.** The **unique character** of the Archipelagic Sea Lanes (ASLs) routing measure is reflected in the very specific considerations required for charting them. UNCLOS states that:

- ‘ASLs shall be defined by a series of **continuous axis lines** from the entry points of passage routes to the exit points.’
- ‘Ships in archipelagic sea lanes passage **shall not deviate more than 25 nautical miles** to either side of such axis lines during passage, provided that such ships **shall not navigate closer to the coasts than 10 per cent** of the distance between the nearest points on islands bordering the sea lane’ (referred to subsequently as ‘the 10% rule’). (Note: The word “coast” is interpreted by IHO to mean the charted High Water line).
- ‘The archipelagic State shall clearly indicate the axis of the sea lanes...on charts, to which due publicity shall be given.’

e. Traffic within ASLs is not separated, except in any traffic separation schemes which may be designated in an ASL for the safe passage of ships; see B-435.1.

f. The **axis line** of an archipelagic sea lane is shown on charts for the purpose of defining the sea lane. The axis line does not indicate any routes or recommended tracks as defined in B-434 and Part A of ‘Ships’ Routeing’.

g. The **symbols** for ASLs must be inserted in magenta as follows:

i. Axis line of archipelagic sea lane:



Magenta line long dashes 12mm, short dashes 5mm, gaps 4mm.
Line weight bold (if screened tint) or light (if full strength).

ii. Dashes should be joined at turning points:



iii. The axis line must be shown through other routing measures without interruption, since it may not necessarily form the centre line of a routing measure established in Archipelagic Sea Lanes, in accordance with Part A of the IMO Publication on Ships' Routing.

iv. The abbreviated legend

ASL (see Note) IM 17

should be inserted at intervals along the axis line, and may be inserted within the lanes.

The full legend *Archipelagic Sea Lane (see Note)* may be used in cases where it is considered appropriate.

v. The outer limit of an ASL, including where the 10% rule applies, should be indicated as:



Length of each dash 6mm, gap 2mm. Base of triangle 3.3mm, height 1.62mm.


The triangles must point into the ASL.

If appropriate, the full outer limit of the ASL may be charted.


vi. Linear symbols should be inserted as a bold line in a tint light enough to be printed over hydrographic detail without obscuring it. If a tint is not used, the line should be fine. Associated legends be inserted in full strength magenta.

vii. An **explanatory note**, providing information on the unique characteristics of ASLs, should be inserted, preferably in the title area of relevant charts. The following notes provide examples of the type of information which should be included in the note. The first note is appropriate when the full outer limit is charted. The second note is appropriate when the outer limit is only charted where the 10% rule applies.

ASL — ARCHIPELAGIC SEA LANE

Archipelagic Sea Lanes, as defined in UNCLOS, have been designated in the area of this chart. Vessels exercising archipelagic sea lanes passage shall not navigate to shoreward of the limits indicated thus:  . The axis line of the ASL does not indicate the deepest water nor any recommended route or track. [For further details see *any relevant publications*]

ASL — ARCHIPELAGIC SEA LANE

Archipelagic Sea Lanes, as defined in UNCLOS, have been designated in the area of this chart. Vessels exercising archipelagic sea lanes passage shall not navigate to shoreward of the limits indicated thus:  and shall not deviate more than 25 miles from the charted axis line. The axis line of the ASL does not indicate the deepest water nor any recommended route or track. [For further details see *any relevant publications*]

Details in [] are optional.

Draft CSPCWG Work Plan (November 2004)

- *Tasks and Work Items are pursued in accordance with IHO Work Programme 2003-2007, Programme 3 (Techniques and Standards Support), Element 3.1 Nautical Cartography. In particular, the objectives: 3.1.1.1 the refinement and expansion of specifications and standards; 3.1.2 the development of standards for cartography and geographic information; 3.1.3 the development of the international [paper] chart series, including development of new symbology (3.1.3.1) and the extension of the INT chart scheme (3.1.3.3); task 3.1.1 the revision, development and maintenance of publications, including M-4 (Chart Specifications of the IHO & Regulations of the IHO for INT Charts) and M-11 (Catalogue of INT Charts).*
- *The focus is on maintaining and enhancing the cartographic standards in paper charts to suit the needs of the modern mariner in support of safe navigation, whilst drawing together, wherever possible, common issues of paper/digital charting.*
- *As a Plan it will and should evolve; accordingly, contributions from WG members and others are welcomed at any time. This version is an evolution from that produced for CHRIS 16, and shows progress since that plan, and includes draft plans (next milestones and dates) for continuing the work.*

- A Revise, develop and maintain Publication M-4 “Chart Specifications of the IHO & Regulations of the IHO for INT Charts”, including creation of digital version of M-4 (IHO T3.1.1 refers) - *Revised digital version being developed by UKHO.*
- B Revise, develop and maintain Publication M-11 “Catalogue of INT Charts” (IHO T3.1.1 refers) - *New format and content for M-11 agreed with IHB.*
- C Review requirement for standardization of International Notices to Mariners (IHO O3.1.3.2 refers) - *Completed. Follow-on work item at A.8.*
- D Development of new symbology (IHO O3.1.3.1 refers).
- E Maintenance of M-4 supplementary publications INT 1, 2 & 3.

Task	Work item	Priority *	Next Milestone	Start Date	End Date	Status **	Contact Person(s)	Affected Pubs/Standard	Remarks
A.2	Revise M-4 Part B Section 100	H	Assess responses to CL 18/2004	2003	2005	O	Sec CSPCWG	M-4 / B-100	CL 18/2004, responses received
A.3	Revise M-4 Part B Section 200	H	Assess responses to CL 17/2004	2004	2005	O	Sec CSPCWG	M-4 / B-200	CL 17/2004, responses received
A.4	Revise M-4 Part B Section 400	H	Review sub-section B-400-409	2005	2006	P	Sec CSPCWG	M-4 / B-400	After A.3 (in sub-sections)
A.5	Revise M-4 Part B Section 300	L	Completion A.4			P	Sec CSPCWG	M-4 / B-300	After A.4
A.6	Revise M-4 Part B Section 500	L	Completion A.5			P	Sec CSPCWG	M-4 / B-500	After A.5
A.7	Revise M-4 Part B Section 600	none	M/S approval to cancel	2004	2005	O	Sec CSPCWG	M-4 / B-600	Lattice charts obsolescent. IHO CL 74/04 refers.
A.8	New specification for Chart Maintenance	L	Receipt of responses to CSPCWG 1 Action 14			P	Sec CSPCWG	M-4	Position in M-4 to be determined
B.1	Review S-48 and amalgamate within M-11	L	IHB to issue CL distributing draft Part A to M/S	2004	2005	O	IHB – M Huet	M-11	IHB to incorporate in M-11 and add to IHO web-site
C.1	Review requirement for the standardization of International Notices to Mariners				2004	C	Chairman CSPCWG		Consultation completed; no requirement for INT NMs. See new action A.8
D.1	Review and develop depiction of ESSAs (including PSSAs & ATBAs)	H	IHB CL to M/S to confirm adoption of symbols	2003	2004	O	Sec CSPCWG	M-4 / B-437, INT 1	IHO CL 46/2004 responses – approved by M/S
D.2	Develop new symbology: ASLs	H	IHB CL to M/S to confirm adoption of symbols	2003	2004	O	Sec CSPCWG	M-4 / B-432, 434-436, INT 1	IHO CL 46/2004 responses considered by CSPCWG 1. Amendments agreed.
D.3	Vessel Traffic Services guidance	L	Review of B-480				Sec CSPCWG	M-4 / B-435 & 488	Requirement from IHC XVI, include review under A.4

* H = High, M = Medium, L = Low

** P = Planned, O = Ongoing, C = Completed

Task	Work item	Priority *	Next Milestone	Start Date	End Date	Status **	Contact Person(s)	Affected Pubs/Standard	Remarks
D.4.1	Review and develop depiction of offshore wind farms (and other offshore renewables)	H	Approval by M/S	2004	2005	O	Sec CSPCWG	M-4, INT 1	IHO CL 59/04 refers – responses requested by 01/01/05
D.4.2	Review symbology for Restricted Areas (inc Activities Inadvisable)	M	IHB CL to M/S to confirm adoption of symbols	2004	2004	O	Sec CSPCWG	M-4, INT 1	IHO CL 49/2004 for Entry Prohibited. Responses received– approved by M/S. Other proposals not to be progressed at present. New work item required if re-submitted
D.5	Review requirement for Fairway symbology	M	Revised proposal from Finland	2004	2005	O	Vice Chairman CSPCWG	M-4, INT 1	Requirement under review by FI/SE HOs
D.6	Review Wreck depth definitions	M	Review of sub-section B-420 – see A.4			P	Sec CSPCWG	M-4, INT 1	Not started. NL previously supplied information to CSC
D.7	Limit styles, hierarchies, multi-feature lines	L	Draft by AU	2005		P	C Roberts, AU	M-4 B-439	CSPCWG 1 Action 21
E.1	New edition INT 1	H	Responses to IHO CL 74/2004	2003	2005	O	S Spohn, DE	INT 1	In prep - planned for publication mid-2005
E.2	New edition INT 2	M	Publication B-200	2005		P	M de Graaf, NL	INT 2	CSPCWG 1 Action 33 – input required from WG members
E.3	New edition INT 3	M	Implementation new symbols D1, 2 and 4	2005		P	Sec CSPCWG	INT 3	
E.4	Symbols for vacant entries in INT 1	L				P	Sec CSPCWG	INT 1, M-4 part B	
E.5	Small craft symbols	L				P	Sec CSPCWG	INT 1, M-4 part B	

Annex E to CSPCWG 1 Record

CSPCWG 1 ACTION LIST

No	Action	Delegate
1	To draft a record of CSPCWG 1 by end November 2004, in accordance with the Chairman's instructions, for review by the meeting participants.	Secretary
2	To revise TOR as agreed and distribute to the WG. Note: A copy of the revised Terms of Reference is at Annex B - action completed.	Secretary
3	To advise CHRIS of revised TOR (in accordance with CHRIS 16 action 1).	Chairman
4	To arrange for sequential copies of M-4 to be archived.	Secretary
5	To advise AU of any changes to specification numbers in M-4.	Secretary
6	To confirm that strength of wording terms are still approved by TSMAD.	AU
7	To amend M-4 drafts to reflect the reduced number of terms, and add examples of the use of each term at B-120.4.	Secretary
8	To add a cross reference to B-103.1 at B-126 (to explain the different uses for 1:2 000 000 scale charts).	Secretary
9	To progress draft B-100 to IHO consultation stage.	Secretary & Chairman
10	To advise India that the use of the Entry Prohibited symbol in lieu of legend will be optional (as indicated by the word 'may' at the beginning of B-439.3).	Chairman
11	To inform M/S that the new specification for 'Entry Prohibited' has been adopted	IHB
12	To make proposals in respect of existing symbols which require precise specifications, and what they should be.	Secretary
13	To draft a new entry for B-100, explaining the use of exact specifications for new symbols.	Secretary
14	To draft a revised, alphabetical, list of abbreviations for INT 1, and circulate to WG members for review.	DE
15	WG members to supply any internal or published guidance on chart maintenance to the Secretary to help draft M-4 entry.	All WG members
16	To consult UK experts on 'InDesign' as to whether an index can be produced automatically.	Secretary
17	To draft IHO CL regarding obsolete symbols. [After meeting note: action completed]	Secretary
18	To publish CL regarding obsolete symbols, after draft received from Secretary. [After meeting note: action completed – see IHO CL 74/2004 dated 9/11/04]	IHB
19	To include a new proposed work item on small craft symbols in the CSPCWG Work Plan (low priority)	Secretary
20	To provide revised ASL specification to IHB for posting on web-site.	Secretary
21	To communicate CSPCWG decisions regarding ASL to Indonesia.	Chairman
22	To inform M/S that the revised specification for ASL has been adopted.	IHB
23	To draft guidelines for area limits, covering hierarchies, multi-feature lines and tint bands, and submit to WG for review.	AU
24	To enquire whether any standards exist for the inks used for spot colours at UK.	Secretary
25	To prepare draft guidelines on CMYK and spot colours and submit to the WG.	FI

No	Action	Delegate
26	To prepare a detailed submission for Fairway areas, taking account of the need for a symbol which could be widely used, and appropriate for use by HOs using the minimum colours.	FI
27	To prepare a detailed submission on VTS and Reporting Areas for WG review, taking into account the views expressed.	FI
28	To note the WG decision relating to DSA symbol, and its advice on improving the depiction of the two-way route.	AU
29	To advise the WG of any developments requiring new symbols, or unusual applications of existing symbols for Port Security Limits.	US(NOAA)
30	To note 'floating barrier' symbol for inclusion in general revision of B-400.	Secretary
31	To invite M/S by CL to endorse the draft M-11 Part A.	IHB
32	To continue progress on revision of INT 1, taking account of the WG's decisions and notifying AU of any changes to numbering.	DE
33	To include a new proposed work item on symbols for vacant entries in INT1, in the CSPCWG Work Plan (low priority)	Secretary
34	To advise M/S when the new edition of INT 1 is published.	IHB
35	To ask HCA what action they require CSPCWG to take for the Antarctic symbols listed in S-59.	IHB
36	To draft CL to WG members asking for examples of national versions of INT 2 to be provided to NL.	Secretary
37	NL to update INT 2 after publication of revised M-4 section B-200.	NL
38	UK to update INT 3 after current proposed new symbols are implemented	UK
39	To amend B-150 to 'supplementary', in lieu of 'complementary', in respect of INT 1, 2 & 3.	Secretary
40	To complete the columns of the work plan and submit to the WG for review, and subsequently to CHRIS 17 (September 2005). [The revised work plan is at Annex D]	Secretary & Chairman
41	To report on WG activities to CHRIS 17.	Chairman
42	To recover old CSC papers on previous discussions relating to including M-4 as ISO Standard, and distribute to the WG for information.	Secretary
43	To draft CL inviting CSPCWG members to consider attending and hosting CSPCWG 2.	Secretary

LIST OF DOCUMENTS**CSPCWG papers:**

CSPCWG 1-1A	<i>List of documents</i>
CSPCWG 1-1B	<i>List of meeting participants and WG members</i>
CSPCWG 1-2A rev 1	<i>Agenda</i>
CSPCWG 1-3A	<i>Existing TOR</i>
CSPCWG 1-3B rev 1	<i>Draft TOR</i>
CSPCWG 1-3C	<i>Annotated TOR</i>
CSPCWG 1-3D	<i>Comments by AU & Chairman</i>
CSPCWG 1-4A	<i>Notes from CHRIS 16</i>
CSPCWG 1-5A	<i>Former Annex to CSPCWG CL 02/2003</i>
CSPCWG 1-6A	<i>Work plan agreed at CHRIS 16 (updated)</i>
CSPCWG 1-7A	<i>Items 7.1-7.3 (format, web, editing)</i>
CSPCWG 1-7B	<i>Item 7.7.4 (INT abbreviations)</i>
CSPCWG 1-7C	<i>Item 7.7.5 (Chart maintenance)</i>
CSPCWG 1-7D	<i>Item 7.8 (Requirement for index)</i>
CSPCWG 1-7E	<i>Item 7.9 (Obsolete symbols/specs)</i>
CSPCWG 1-8A	<i>Item 8.1 (ASL)</i>
CSPCWG 1-8B	<i>Item 8.2.3 (Magenta tint bands)</i>
CSPCWG 1-8C	<i>Item 8.6 (Pilot boarding areas)</i>
CSPCWG 1-8D	<i>Item 8.7 (Designated Shipping Areas)</i>
CSPCWG 1- INF 1	<i>A guide to IC-ENC</i>
CSPCWG 1- INF 2	<i>M-4 as standard</i>
CSPCWG 1- INF 3	<i>Australia comments on agenda items</i>

Other papers:

CHRIS 16- INF 4	<i>Port Security Limits (pdf)</i>
Adobe InDesign CS	<i>Frequently Asked Questions (pdf)</i>

Late papers (presented at the meeting):

CSPCWG 1-8.3.2	<i>Spot colour printing / process colours</i>
CSPCWG 1-8.4	<i>Fairway Area symbol</i>
CSPCWG 1-8.5	<i>Symbol for GOFREP</i>

STATUS OF CSPCWG 1 ACTIONS

At 14 December 2004

No	Action	Delegate	Status
1	To draft a record of CSPCWG 1 by end November 2004, in accordance with the Chairman's instructions, for review by the meeting participants. <i>Draft record sent to participants 12 November 2004, responses requested by 9 December 2004. 7 responses received and amendments included in revised record, as appropriate.</i>	Secretary	Completed
2	To revise TOR as agreed and distribute to the WG. <i>A copy of the revised Terms of Reference is at Annex B of record.</i>	Secretary	Completed
3	To advise CHRIS of revised TOR (in accordance with CHRIS 16 action 1).	Chairman	
4	To arrange for sequential copies of M-4 to be archived. <i>Revised versions of M-4 will be provided to IHB on CD, for posting on web-site. It is suggested that IHB should archive the CDs, thus providing an international archive of sequential copies of M-4. To identify each new version, the number to the right of the full-stop in the M-4 edition number will be increased by one digit. This version number will be referenced in the record of corrections in the appropriate part, to indicate why a new version was published. UK will retain a second copy of the CD as a back-up.</i>	Secretary	Completed
5	To advise AU of any changes to specification numbers in M-4.	Secretary	
6	To confirm that strength of wording terms are still approved by TSMAD.	AU	
7	To amend M-4 drafts to reflect the reduced number of terms, and add examples of the use of each term at B-120.4. <i>This has been included in the latest revision of section B-100, to be sent to IHB shortly. It has also been included in the second draft of B-200 (see CSPCWG CL 20/2004)</i>	Secretary	Completed
8	To add a cross reference to B-103.1 at B-126 (to explain the different uses for 1:2 000 000 scale charts). <i>This has been included in the latest revision of section B-100, to be sent to IHB shortly.</i>	Secretary	Completed
9	To progress draft B-100 to IHO consultation stage. <i>Awaiting transfer to InDesign, before supplying to IHB.</i>	Secretary & Chairman	
10	To advise India that the use of the Entry Prohibited symbol in lieu of legend will be optional (as indicated by the word 'may' at the beginning of B-439.3). <i>Letter sent 23 November 2004. Final Word documents provided to IHB 10 December 2004.</i>	Chairman	Completed
11	To inform M/S that the new specification for 'Entry Prohibited' has been adopted.	IHB	
12	To make proposals in respect of existing symbols which require precise specifications, and what they should be.	Secretary	
13	To draft a new entry for B-100, explaining the use of exact specifications for new symbols. <i>This has been included in the latest revision of section B-100, to be sent to IHB shortly.</i>	Secretary	Completed
14	To draft a revised, alphabetical, list of abbreviations for INT 1, and circulate to WG members for review.	DE	

No	Action	Delegate	Status
15	WG members to supply any internal or published guidance on chart maintenance to the Secretary to help draft M-4 entry. <i>None received to date. FI have indicated that they have no such guidance.</i>	All WG members	
16	To consult UK experts on 'InDesign' as to whether an index can be produced automatically. <i>Unfortunately, to generate such an index, each entry to be included needs to be manually tagged; consequently, the provision of an index does not justify the use of resource.</i>	Secretary	Completed
17	To draft IHO CL regarding obsolete symbols. <i>Draft sent to IHB 8 November 2004.</i>	Secretary	Completed
18	To publish CL regarding obsolete symbols, after draft received from Secretary. <i>See IHO CL 74/2004 dated 9 November 2004.</i>	IHB	Completed
19	To include a new proposed work item on small craft symbols in the CSPCWG Work Plan (low priority) <i>See Annex D to CSPCWG 1 Record.</i>	Secretary	Completed
20	To provide revised ASL specification to IHB for posting on web-site.	Secretary	
21	To communicate CSPCWG decisions regarding ASL to Indonesia. <i>Letter sent 26 November 2004.</i>	Chairman	Completed
22	To inform M/S that the revised specification for ASL has been adopted.	IHB	
23	To draft guidelines for area limits, covering hierarchies, multi-feature lines and tint bands, and submit to WG for review.	AU	
24	To enquire whether any standards exist for the inks used for spot colours at UK. <i>Information provided to FI 10 December 2004.</i>	Secretary	Completed
25	To prepare draft guidelines on CMYK and spot colours and submit to the WG.	FI	
26	To prepare a detailed submission for Fairway areas, taking account of the need for a symbol which could be widely used, and appropriate for use by HOs using the minimum colours.	FI	
27	To prepare a detailed submission on VTS and Reporting Areas for WG review, taking into account the views expressed.	FI	
28	To note the WG decision relating to DSA symbol, and its advice on improving the depiction of the two-way route.	AU	
29	To advise the WG of any developments requiring new symbols, or unusual applications of existing symbols for Port Security Limits.	US(NOAA)	
30	To note 'floating barrier' symbol for inclusion in general revision of B-400. <i>Noted in Secretary's Master Copy.</i>	Secretary	Completed
31	To invite M/S by CL to endorse the draft M-11 Part A. <i>See IHO CL 75/2004 dated 10 November 2004.</i>	IHB	Completed
32	To continue progress on revision of INT 1, taking account of the WG's decisions and notifying AU of any changes to numbering.	DE	
33	To advise M/S when the new edition of INT 1 is published.	IHB	
34	To include a new proposed work item on symbols for vacant entries in INT1, in the CSPCWG Work Plan (low priority) <i>See Annex D to CSPCWG 1 Record.</i>	Secretary	Completed
35	To ask HCA what action they require CSPCWG to take for the Antarctic symbols listed in S-59.	IHB	
36	To draft CL to WG members asking for examples of national versions of INT 2 to be provided to NL.	Secretary	

No	Action	Delegate	Status
37	NL to update INT 2 after publication of revised M-4 section B-200.	NL	
38	UK to update INT 3 after current proposed new symbols are implemented	UK	
39	To amend B-150 to 'supplementary', in lieu of 'complementary', in respect of INT 1, 2 & 3. <i>This has been included in the latest revision of section B-100, to be sent to IHB shortly. Various other similar references will be amended in the new format version of M-4 in preparation.</i>	Secretary	Completed
40	To complete the columns of the work plan and submit to the WG for review, and subsequently to CHRIS 17 (September 2005). <i>See Annex D to CSPCWG 1 Record.</i>	Secretary & Chairman	Completed
41	To report on WG activities to CHRIS 17.	Chairman	
42	To recover old CSC papers on previous discussions relating to including M-4 as ISO Standard, and distribute to the WG for information.	Secretary	
43	To draft CL inviting CSPCWG members to consider attending and hosting CSPCWG 2. <i>See covering letter (CL 21/2004).</i>	Secretary	Completed