



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 24 August 2006

Dear Colleagues,

Subject: 3rd CSPCWG Meeting, 22-24 November 2006, Monaco

As stated in our letter 01/2006, the 3rd CSPCWG meeting is scheduled for 22-24 November, at the IHB's offices in Monaco. Andrew and I are very much looking forward to meeting as many of you as possible. It will be good to see again those of you we met at previous meetings, and it would be really great to meet some new faces!

IHB has booked 20 rooms at Hotel Terminus for the participants. The price is:

115 Euros for a single room, breakfast included
145 Euros for a double room, breakfast included

Please contact IHB (Mireille MOLLET email: info@ihb.mc) to make your booking.

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

Please find attached:

Annex A: Status of Actions from CSPCWG 2 (updated to 22 August 2006). If you have outstanding actions, please advise the status to Andrew, our Secretary, as soon as possible.

Annex B: a draft agenda, with 'standing items' from our previous agendas. Also a few possible subjects which we have noted arising out of correspondence since our last meeting, which seem to us to have more general application and would merit discussion in our meeting. Now is the opportunity for members to propose further items which they would wish to add to the agenda, and to supply an accompanying Explanatory Note (in accordance with Annex C).

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

In conclusion, please let me know as soon as possible **whether you will be attending or not** (you may find **Annex D** useful to provide this response to the Secretary **not later than 4 October**). This will

provide time to distribute papers, along with any follow-up proposals by **1 November**. We will also arrange to post these documents on the IHO website. Go to <http://www.iho.shom.fr> and follow the links: Committees/CHRIS/CSPCWG/Meetings.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Peter G.B. Jones', with a small date '31.10.10' written at the end of the signature.

Peter G.B. Jones,
Chairman

Annex A: Status of Actions from CSPCWG 2

Annex B: Draft agenda for CSPCWG 3

Annex C: Recommended format for Submission of Proposals to CSPCWG 3

Annex D: CSPCWG 3 Meeting Response Form

CSPCWG 2 ACTIONS

(updated to 22 August 2006)

No	Action	Delegate	Status
1	Produce draft report of CSPCWG 2 by end November 2005 in accordance with the Chairman's instructions, for participants to approve.	Sec	Completed
2	Supply any internal or published guidance on chart maintenance to the Secretary to help draft M-4 entry, by end of January 2006. <i>Action 15 from CSPCWG 1 carried forward until end January 2006. Recd from AU, DE, FR</i>	All WG members	Completed
3	Add revised TOR to IHO website.	M Huet	Completed
4	Improve links to M-4 on CSPCWG web page. <i>Link exists, sometimes slow to open.</i>	M Huet	
5	Discuss within IHB whether M-4 & M-11 can be made 'free'. <i>Included in M-4 Edition 3.003 M-4 marked 'free', M-11 not yet available</i>	M Huet	
6	Examine CSPCWG web-page, and provide suggestions for improvements to Secretary and IHB by end February 2006	All WG members	Time expired
7	Discuss resourcing for M-4 translation.	IHB, FR, CA & ES	
8	Prepare paper for discussion by WG on status of INT 1, 2, 3, for presentation to CHRIS 18 (Sept 2006). <i>Sent to CHRIS 21 July 2006</i>	Sec, Chair	Completed
9	Prepare a Letter on the 'Principles for Portraying Maritime Limits' as drafted at CSPCWG 2, for further discussion by WG. <i>Included in Annex D to CSPCWG2 report and covering letter to CSPCWG2 Report</i>	Sec, Chair	Completed
10	Include UK's brief on Territorial limits as annex to CSPCWG2 Report and note sub-section B-440 for including during review. <i>See Annex E to CSPCWG2 report</i>	Sec	Completed
11	Consider CSPCWG2 discussion on Fairways and develop proposal further in consultation with Chair and Secretary, for inclusion within revision of B-430 to 439. <i>Include in B430 round 3</i>	FI, Chair, Sec	Continuing
12	Brief the S-32 WG (via S Shipman at IHB) on the various terms used in Ships' Routing. <i>Letter sent to S Shipman 09/11/05</i>	Sec	Completed
13	Note M-4 specifications B-370.8 (for refuge) and B-353.8 and B-449.1 (for ice limit date) for inclusion during the on-going revision.	Sec	Completed
14	Advise IHB of outcome (by letter to HCA Secretary - M Huet), including reference to 'Glacier' symbol in advance of HCA (2 November 2005). <i>Letter sent 26/10/05</i>	Chair	Completed
15	Advise HCA that the WG accepted the recommendations of the CSPCWG Chairman.	M Huet	
16	Invite WG members to contribute colour mix percentages for use in 'examples annex' in M-4 B-100. <i>Included in covering letter to CSPCWG2 Report</i>	Sec	Completed
17	Supply dimensions of reporting line symbol to Secretary. <i>Included in covering letter to CSPCWG2 Report</i>	DE	Completed
18	Draft Letter outlining Reporting line proposals (to include explanations of VTS, reporting points, areas), for consideration by full WG, TSMAD and C&SMWG. <i>Included in covering letter to CSPCWG2 Report</i>	Sec, Chair, FI	Completed
19	Draft Letter to WG members, TSMAD and C&SMWG re proposal for abbreviation '(sync)'. To include consideration of location in INT 1. <i>Included in covering letter to CSPCWG2 Report</i>	Sec, Chair	Completed

No	Action	Delegate	Status
20	Contact IALA (via Trinity Ho) to advise of proposal (sync). <i>Email sent 18/01/06. Awaiting IALA response, chased 17/08/06</i>	Sec	Completed
21	Include coloured version of oscillating light sectors at INT 1 P30.3 (at next revision).	DE, FR, ES	
22	Note M-4 B-475.7 to include explanation of PEL and methods of depiction for oscillating PEL and to advise TSMAD and C&SMWG. <i>Included in covering letter to CSPCWG2 Report</i>	Sec	Completed
23	Draft Letter to WG members, TSMAD and C&SMWG, re proposal for DGPS stations, to include suggested placement of specification in M-4. <i>Included in covering letter to CSPCWG2 Report</i>	Sec, Chair	Completed
24	Include <i>Bo</i> as Nature of seabed in M-4 B-425.5 revision, with '(usually used in intertidal areas)' comment. <i>Included in M-4 Edition 3.003</i>	Sec	Completed
25	Add <i>Bo</i> as Nature of seabed at INT 1 J9.1 and sections V and W (at next revision).	DE, FR, ES	
26	Note B-300 for inclusion of solitary, conspicuous boulders, for inclusion at revision. <i>Noted to probably include at B-312.5</i>	Sec	Completed
27	Include revised wording for B-131 in draft IHO CL for M/S approval of B-400 to B-429. <i>Included in IHO CL 30-2005. Now included in M-4 Edition 3.003</i>	Sec	Completed
28	Remove the 2nd paragraph of B-302 at the next revision of M-4. <i>Removed from M-4 version 3.002</i>	Sec	Completed
29	Draft additional wording in B-422.5-.7 (Wrecks) to include FR proposal. <i>Included in B-400 to B-429 Round 4 (Ltr 16/05)</i>	Sec	Completed
30	Include further amendments to B-400-429 as discussed, and circulate to WG as 'Round 4'. <i>Ltr 16/05</i>	Sec	Completed
31	Collaborate on revised preface to M-11. <i>Email exchange 27-31/01/06</i>	Sec, M Huet	Completed
32	Consider whether DE, FR & ES INT 1 versions can be placed on IHO website.	DE, FR, ES	
33	Respond to Brazil regarding INT 1 (in consultation with DE). <i>Email sent 21/11/05</i>	Chair	Completed
34	NMs for INT 1 – DE, FR, ES to advise Secretary and IHB so CL can be issued. <i>IHO CL 47/2006 refers</i>	DE, FR, ES	Completed
35	Enquire whether a low resolution version of INT 3 could be made available for the IHO website. <i>Licence and CD sent to IHB 12/05</i>	Sec	Completed
36	Update Work Plan as discussed and include in report (see Annex F).	Sec	Completed
37	Respond to IHB re marking of wind farms, for IHO's formal response to IALA. <i>Sent to IHB 15/12/05 (& forwarded to IALA)</i>	Chair	Completed
38	Raise IALA paper at TSMAD12 (November 2005)	AU	
39	Include a paragraph to increase visibility to the WG's activities and as a means of seeking maximum involvement of M/S in next appropriate IHO CL. <i>Included in IHO CL 121/2005 of 6/12/05</i>	M Huet	Completed
40	Consider whether to offer to host CSPCWG3, and advise Secretary by 26/01/06. <i>No offers received. CSPCWG3 therefore in Monaco.</i>	All WG members	Completed

3rd CSPCWG MEETING
Monaco, 22-24 November 2005

DRAFT AGENDA

**Please assemble at 0845, for 0900 start. Lunch break 1230-1400 approximately.
Close 1700 approximately (Friday 1200).**

- 1. Welcome, Introductions and Administrative Arrangements**
- 2. Approval of Agenda**
- 3. Status of Actions from CSPCWG 2**
- 4. Relationship with CHRIS**
 - 4.1. Notes from CHRIS 18
- 5. Review Terms of Reference**
- 6. Review CSPCWG procedures**
- 7. CSPCWG work plan**
 - 7.1. Summary of progress
- 8. Chart content:**
 - 8.1. Emergency wreck buoy
- 9. M-4**
 - 9.1. Conventions:
 - 9.1.1. Colours (black v magenta) **(AU)**
 - 9.2. Approve draft specifications
 - 9.2.1. Radio reporting line
 - 9.2.2. DGPS station
- 10. M-11**
 - 10.1. Progress with new edition **(IHB)**
 - 10.2. INT charting principles
- 11. INT 1 / 2 / 3**
 - 11.1. Status of INT 1/2/3 (CHRIS 18 response)
 - 11.2. INT 1 subWG
 - 11.3. Section W (International abbreviations)
 - 11.4. Progress with NE INT 2 **(NL)**
- 12. Review of Work Plan**
 - 12.1. New items
 - 12.2. Priorities
 - 12.3. Timescales for tasks
- 13. Any Other Business**
 - 12.1 Items to bring to attention of CHRIS
 - 12.2 INF papers:
- 14. Date, duration and venue of next meeting**

Paper for Consideration by CSPCWG

[Short descriptive title]

Submitted by:	MS or Organisation
Executive Summary:	Brief summary outlining the intention of the paper.
Related Documents:	Any relevant documents and references to the extent that they are known to the originator.
Related Projects:	Any related projects that may impact upon considerations

Introduction / Background

An introduction and any relevant background.

Analysis / Discussion

An analysis and/or discussion of the issues involved.

In analysing the issues, the following should be considered and addressed as appropriate:

- is the subject addressed by the paper within the scope of IHO objectives?
- is the subject of the paper within the scope of an item of the current IHO work programme?
- do adequate industry standards exist?
- do the benefits justify the proposed action?
- are there any potential cost impacts on the maritime industry, Member States or other involved parties?

Conclusions

Any conclusions that may be drawn from the analysis/discussion.

Recommendations

Any resultant recommendations.

Justification and Impacts

Justification for any proposed action or recommendations. This should include:

- identifying the benefits which would accrue from any proposed action;
- identifying any resource implications resulting from the recommendations, such as the number of working group sessions, expertise, need for expert consultants, funding, etc;
- identifying which CHRIS working group(s) are essential to completing any proposed new work items;
- the date when any proposed new work item is expected to be completed;
- the proposed priority (high, medium or low);
- any related activities that may impact on a proposed work item or decision.

Action required of CSPCWG

The CSPCWG is invited to:

- a. endorse
 - b. agree
 - c. note
- etc.

CSPCWG 3 MEETING RESPONSE FORM

(Please return to CSPCWG Secretary as soon as possible, not later than 4 October)

andrew.coleman@ukho.gov.uk

- 1. Do you plan to attend CSPCWG 3 in Monaco? Yes / No

- 2. Title(s) of any additional agenda item(s) you wish to propose:

Please provide Explanatory Notes for agenda items already allocated to you as lead and for any additional items you are proposing for the agenda. Preferably format as Annex C, especially if these constitute a new work item for the CPCSWG.

- 3. Any further comments:

Name.....

Member State.....