

INTERNATIONAL HYDROGRAPHIC
ORGANIZATION



ORGANISATION HYDROGRAPHIQUE
INTERNATIONALE

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

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CSPCWG Letter: 12/2008

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To CSPCWG Members

Date 30 July 2008

Dear Colleagues,

Subject: 5th CSPCWG Meeting, 18-21 November 2008, Sydney

You will recall that at our last meeting, CSPCWG4, we agreed that the next meeting should be in November, in Australia. Our Vice-Chairman, Jeff Wootton has been working hard planning for the meeting and has prepared some very useful information which is attached at Annex A to this letter. He does require you to confirm as soon as possible your attendance at the meeting and also whether you, and anyone accompanying you, will join the harbour trip planned for Friday 21 November.

We really need to make the most of this opportunity to get together. I have included an outline agenda at Annex B, which consists of our standing items, plus a few items we have noted during the year. You will see quickly that there is plenty of room for more topics; I will therefore be very pleased to receive your suggestions for discussion topics as soon as possible. This may include items that you are currently reviewing within your own office.

Please note that the invitation to submit topics equally applies to those WG members who are unable to attend the meeting, provided they are accompanied by sufficiently detailed explanatory notes. Alternatively, you may consider submitting a report of any activities or issues regarding chart standardization which might be of interest to the group (item 14.1 on Annex B).

We have added a new heading 'Liability issues' to the agenda (item 12). We thought this might allow an exchange of experiences that might be for the mutual benefit of chart producing HOs.

I have also included at Annex C the 'Instructions for Submission of Proposals to CHRIS and CHRIS Subsidiary Bodies'. It would be helpful if you could use this as a guide for your submissions.

We will arrange to post meeting documents on the IHO website: go to <http://www.ihoint.org> and follow the

links: Committees/CHRIS/CSPCWG/Meetings.

In conclusion, the sequence of events requiring your action is:

- Book your hotel room not later than **29 August**.
- Suggest topics for discussion as soon as possible (and not later than **18 September**).
- Inform Andrew and Jeff as soon as possible whether you will be attending or not (you may find Annex D useful, to provide this response not later than **18 September**).
- Inform Jeff whether you (and any person accompanying you) will participate in the Harbour Cruise by **18 September**.
- Any papers (eg Explanatory notes) to be provided to the Secretary by **29 September**. This will provide time to distribute papers.
- Comments on papers and any follow-up proposals by **27 October**.
- The meeting starts on Tuesday **18 November** at Wharf 7 Conference Room – Australian National Maritime Museum, Sydney. Please arrive at 0900.

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. Andrew, Jeff 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 new attendees will be made very welcome.

Yours sincerely,



Peter G.B. Jones,
Chairman

Annex A: Logistics document prepared by Jeff Wootton

Annex B: Draft agenda for CSPCWG5

Annex C: Recommended format for Submission of Proposals to CSPCWG5

Annex D: CSPCWG5 Meeting Response Form

CSPCWG5 - Logistics



**IHO Chart Standardization and
Paper Chart Working Group**



**CSPCWG5
18-20 Nov 2008
Sydney, AUSTRALIA**

- Title:** Accommodation and meeting information, IHO/CSPCWG in Sydney, Australia, 18-20 Nov 2008.
- Target date:** 18-20 November 2008.
- Status:** Meeting information and registration.
- Required action:** For information – Please register to confirm attendance, accommodation and interest in Sydney Harbour cruise on 21st November.
- Distribution:** CSPCWG members
IHO website (CSPCWG section)

CSPCWG5 Meeting co-ordinator

Jeff Wootton

Manager, Charting Standards and Specifications
Charting and Information Management Group
Australian Hydrographic Service - R.A.N.

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Fx +61 2 4223 6599

Em jeff.wootton@defence.gov.au

IHO/CSPCWG 5th MEETING – SYDNEY, AUSTRALIA 18-20 NOVEMBER 2008.

TRAVEL AND MEETING INFORMATION

The Australian Hydrographic Office is pleased to welcome CSPCWG members and accompanying persons to Sydney, Australia for CSPCWG5.

MEETING VENUE

The meeting will be held at:

Wharf 7 Conference Room – Australian National Maritime Museum
2 Murray Street
Darling Harbour
SYDNEY, NSW
AUSTRALIA 2000
TP: +61 2 9298 3649
FX: +61 2 9298 3880
Email: venues@anmm.gov.au

www.anmm.gov.au/venues

A map of Darling Harbour showing the location of the venue is at **Appendix 1**.



MEETING SESSIONS

Each day will commence with tea/coffee at 0900 in the reception area at Wharf 7, with formal proceedings commencing at 0915. Morning tea will commence at 1030 until 1050, lunch will be between 1230 and 1330 at delegates own expense, and afternoon tea will commence at 1500 until 1520. Each day must conclude at 1700. Unfortunately, due to restrictive venue opening hours, any break-away meetings outside these hours will have to be held at the convenor's hotel room (possibly over a couple of beers).

REGISTRATION

All members and/or observers intending to attend the meeting must notify Jeff WOOTTON and Andrew HEATH-COLEMAN as soon as possible to assist in finalising numbers and details for the venue. **Please email your intention to attend the meeting before 18 September 2008 to:**

Jeff.Wootton@defence.gov.au
andrew.coleman@ukho.gov.uk

LUNCH

Darling Harbour is one of the most popular tourist and shopping areas in Sydney. As such, there are many restaurants, cafes and pubs within easy walking distance of Wharf 7.

ACCOMMODATION

A block booking of 22 rooms has been arranged at the **Four Points Sheraton, Darling Harbour, Sydney**, at the group rate of **AUD\$255:00** per room per night (single occupancy) or **AUD\$275:00** per room per night (double occupancy). These rates include buffet breakfast and the rooms are available at the above rates from Saturday 15th November to Sunday 23rd November. Delegates please note that if you wish to hire a car during your visit, there is a AUD\$35:00 per night parking charge at the hotel. The hotel is on the eastern side of Darling Harbour, about 5-10 minutes walk from the Wharf 7 Conference Room, and is adjacent to the Sydney CBD. See location of hotel on map at **Appendix 1**. Check In time at the hotel is 1500. Address and contact details for the hotel are as follows:

Four Points by Sheraton, Darling Harbour, Sydney.
161 Sussex Street,
SYDNEY, NSW
AUSTRALIA 2000.
TP: +61 2 9290 4887
FX: +61 2 9290 4874
Email:

www.FourPoints.com/Sydney



These rooms have been booked at a corporate rate which can only be guaranteed for a limited amount of time. Delegates are therefore advised to confirm their booking, preferably by faxing the attached reservation form at **Appendix 2** before **29th August 2008** to the fax number on the form. Rooms cannot be guaranteed after this date and rates will only be available at the going commercial rate at the time of booking after this date. If there are any questions or problems please contact Jeff.

Delegates who may wish to organise alternative accommodation may check options and availability by Googling "Darling Harbour Sydney Hotels", or let Jeff know of any special requirements. Please note that November is an extremely busy month in Sydney for meetings and conferences so accommodation in Sydney at this time is at a premium.

HARBOUR CRUISE

A social cruise/field trip on Sydney Harbour is being arranged for **Friday 21 November**, with kind courtesy of Chris Roberts and his father. It is intended that the cruise will take up most of the day and will be an ideal opportunity for delegates and their partners to see the sights of Sydney from one of the most beautiful (without bias) harbours in the world, as well as participate in some practical sightseeing such as viewing coastal mangroves. A small charge of **AUD\$20:00 per person** will be required to cover the cost of fuel, drinks and nibbles aboard the vessel. It is also planned that we will stop for lunch at a harbour side restaurant/café; with lunch being at the delegates own expense.

In order to organise catering for the day, it is important that delegates register their intention to participate in the harbour cruise. **Please email your intention (or otherwise), including number of people (e.g. partner, children), to participate in the harbour cruise to Jeff before 18 September 2008.**

GENERAL INFORMATION

PASSPORTS, VISAS AND VACCINATIONS

Please check the latest information from the Australian Department of Immigration's website, www.immi.gov.au. Vaccinations are not required unless you have come from, or have visited, a yellow fever infected country or zone within 6 days prior to arrival. You do not need any other health certificate to enter Australia.

QUARANTINE

Australia is an island continent, well protected from most animal and agricultural pests and diseases. To help maintain this, strict quarantine regulations apply, and the casual importation of food, seeds, animals, plants and animal or plant products is prohibited.

Quarantine regulations are strictly enforced, and penalties are very high. When you arrive in Australia, if you have any doubts about an item in your possession, **declare it**, and one of our helpful Customs Officers will assess it. More information is available from www.daff.gov.au/aqis.

CUSTOMS

In common with most other countries, Australia allows in-bound passengers to import modest amounts of duty free alcohol, tobacco and perfume. High value gifts imported into Australia may be subject to a tax. More information is available at www.customs.gov.au/site/page.cfm.

Note that all Australian international inbound and outbound flights are subject to **security screening restrictions for liquids, aerosols and gels (LAG's)**. **Passengers are not able to carry onboard (in carry-on luggage) more than one litre in total of LAG's. LAG's must be in containers no larger than 100ml each and fit comfortably within a one litre transparent re-sealable plastic bag.** If you purchase duty free alcohol or perfume in containers/bottles of more than 100ml at your place of origin, **it will be confiscated by Customs Officials before you board your flight** unless it is packed in your checked luggage. For more information go to: www.customs.gov.au/webdata/resources/files/GuideForTravellers.pdf.

Note that you will pass a duty free outlet when you disembark the plane in Sydney before going through customs where you can buy products that you wish to consume in Australia. There are also duty free outlets in Sydney and at the airport to purchase duty free products to take back home if you wish, but please be mindful of the restrictions on LAG's.

CURRENCY AND CREDIT CARDS

The unit of currency in Australia is the Australian Dollar (AUD\$). Notes come in AUD\$100, AUD\$50, AUD\$20, AUD\$10 and AU\$5 denominations. Coins come in 5, 10, 20, 50 (cents), AUD\$1 and AUD\$2 denominations.

Major credit cards such as American Express, Visa, MasterCard and Diners Club are widely accepted. ATMs (Cashpoints) are very commonplace throughout Australia, and generally accept a wide range of cards, including Cirrus/Maestro cards. Please take care in Sydney early in the morning and at night when using ATM machines.

Currency converters such as Travelex can be found at the airport and in the city.

TAX REFUNDS

Australia has a Goods and Services Tax (GST) of 10%, which by law is always included in the displayed or marked price. For tourists buying goods in excess of AUD\$300 as part of a single purchase, a refund of the tax is available when the goods are exported. This can be obtained through the Tourist Refund Scheme (TRS) desk at your airport of departure. Please note, however, that most Australian shops serving tourists do provide a tax-free purchasing option on presentation of a valid passport and airline ticket. TRS does not apply in these cases.

AIRPORT TRANSPORT

Several shuttle bus services operate between Sydney Airport and Sydney hotels. The largest (and most cost effective) company that I could find was **KST Sydney Airporter**. The prices are around AUD\$13:00 one way or AUD\$22:00 return per person. It is recommended that the service be pre-booked and you will need to provide flight and arrival time details. For bookings go to www.kst.com.au/airport.php. If there are any problems with bookings please contact Jeff.

For those that would rather take a taxi from the airport, there are taxi ranks directly outside both the International and Domestic terminals at Sydney Airport. The taxi fare into the city is approximately AUD\$50:00 and all passengers going to/from the airport must also pay a AUD\$2:50 per person airport toll.

For train buffs, there is an airport train which goes directly to the city. Trains leave approximately every 10 minutes and the journey to the city takes about 15 minutes. The nearest station to the Four Points Sheraton Hotel is Town Hall, which is about 5-6 blocks away. You can catch a taxi or walk from the station to the Hotel. Trains leave from both the International and Domestic terminals at Sydney Airport and tickets are about AUD\$15:00 one way or AUD\$22:00 return. To find the station at the airport, which is below the terminals, follow the railway signs.

Public bus services run from the airport, but it is not recommended as it is about a 1km walk to the bus stop at the airport, a change of buses is required half-way to the city and there are no public bus stops for the relevant routes close to the hotel.

Self drive rental cars are available at Sydney Airport and in the city (Avis, Budget, Eurocar, Hertz etc.) starting at about AUD\$45:00 per day. Advance booking is recommended if you intend to hire a car. Please note that parking in the city is at a premium, and it will cost AUD\$35:00 per day to park a car at the Hotel.

CLIMATE

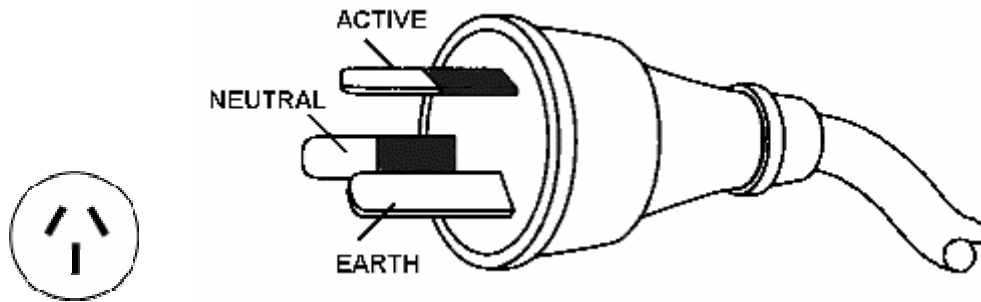
November in Australia is late spring and the weather is generally very nice at this time of year. The average temperature ranges from about 14°C minimum to about 24°C maximum. Being the end of spring, the weather may vary so come prepared for warmer temperatures and possibly rainy conditions. Average rainfall in Sydney in November is about 85mm over an average of 8 days. Additional information on Australian climate can be found at www.bom.gov.au.

INSURANCE

The organisers and hosts cannot accept any responsibility for the above information, nor for any accidents, losses and/or damages that may occur. Delegates are advised to obtain travel, medical, personal accident and luggage insurance in their home countries prior to departure.

TRAVEL TIPS

Electrical voltage is 240V AC, 50Hz. Power outlet boards will be available for use in the meeting room. You will need an adaptor to fit your plug into an Australian 3 pin socket.



Tipping is not obligatory. It is at your own discretion and only for very good service. As a guide, add 7-10% to a restaurant bill.

Smoking is not permitted within public buildings, including clubs and pubs, and is also not permitted on any public transport, including domestic air flights.

TOURIST INFORMATION AND SIGHTSEEING TOURS

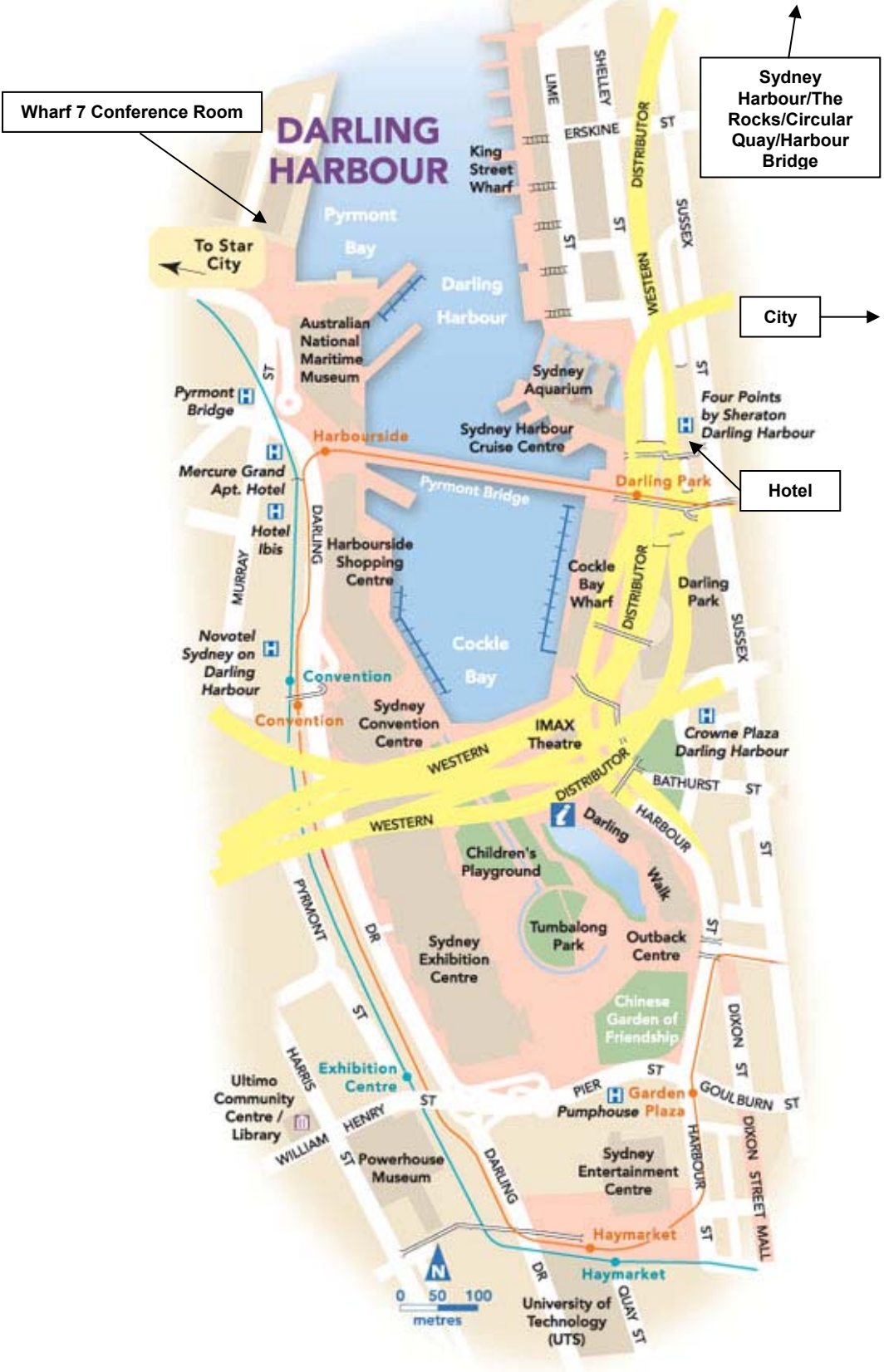
Local sightseeing and tourist information will be available at the Hotel for Sydney and the surrounding area. All arrangements should be made and paid for individually. If anyone has any particular interest, please contact Jeff directly. There is a very good tourist information centre in The Rocks, which is about a 15 minute walk from the Hotel. For further information on tourist activities go to www.sydney.com.au. Anyone who wants to know more about Sydney when you arrive at the airport, you can grab a booklet from the terminal corridor before you reach customs.

DEPARTING AUSTRALIA

All persons 12 years and older departing Australia must pay various Departure Taxes. This should be included in the price of your air fare, but it is advised that you check.

We look forward to welcoming you to Australia

APPENDIX 1 to ANNEX A:





**CHART STANDARDIZATION AND PAPER CHART WORKING GROUP
18 – 21 NOVEMBER 2008**

GUEST DETAILS

Guest Name: _____

Arrival Date: _____

Departure Date: _____

Contact Details: _____

Email Address: _____

(Hotel check-in is at 3pm. To guarantee check-in prior to 3pm on day of arrival, you must pre-register your room from the night prior at a cost of 1 night's room rate).

RESERVATION CONDITIONS AND METHOD OF PAYMENT

To guarantee your reservation, a one night's no refundable deposit is required. **In the event of a cancellation within 48 hours of arrival, a one night's room rate will be charged.**

- Visa Mastercard Diners Club American Express
 Other (specify) _____

Name of Credit Card Holder: _____

Credit Card Number: _____

Credit Card Expiry Date: _____

Signature of Credit Card Holder: _____

Starwood Preferred Guest Number: _____

- Run of House Room AUD\$255.00* (Includes buffet breakfast for One)**
 Run of House AUD\$275.00* (Includes buffet breakfast for Two)

Run of House Rooms refer to the guest receiving either a City Side or Harbour View Room with King or Twin bedded configuration. Room allocation is at the discretion of the Hotel once final rooming list is received.

***The above Rates are valid from 16 – 22 November 2008 and include all Australia Taxes.**

Room Preference Request King Twin
 (Request is Subject to availability) Smoking Non Smoking

**PLEASE RETURN COMPLETED FORM TO
GROUP RESERVATIONS
FAX +61 2 9290 4888 or EMAIL sydney.groups@fourpoints.com**

Draft Agenda for 5th CSPCWG MEETING
Sydney, 18-20 November 2008

**Please assemble at 0900, for 0915 start. Lunch break 1230-1330 approximately.
Close promptly by 1700.**

- 1. Welcome, Introductions and Administrative Arrangements**
- 2. Approval of Agenda**
- 3. Status of Actions from CSPCWG4**
- 4. Relationship with CHRIS**
 - 4.1. Notes from CHRIS 20
- 5. Terms of Reference**
- 6. CSPCWG procedures**
- 7. CSPCWG work plan**
 - 7.1. Summary of progress
- 8. Chart content:**
 - 8.1. Rounding rules **(AU)**
 - 8.2. Tonnage **(AU)**
 - 8.3. Pipelines in tunnels **(NO)**
 - 8.4. Bridge supports **(Chairman)**
 - 8.5. Offshore Renewable Energy Devices (OREI) **(Chairman)**
 - 8.6. Inadequately surveyed/unsurveyed areas **(SE)**
- 9. M-4**
 - 9.1. Use of pictures/photographs in M-4 **(UK)**
- 10. Other CSPCWG publications**
 - 10.1. M-11 Part A
 - 10.2. M-15
 - 10.3. S-49 review **(DE)**
- 11. INT 1 / 2 / 3**
 - 11.1. Report of subWG on INT1 **(Sec)**
- 12. Liability issues**
 - 12.1. Sharing experience of marine incidents and claims against chart producers **(Chairman)**
- 13. Review of Work Plan**
 - 13.1. New items
 - 13.2. Priorities
 - 13.3. Timescales for tasks
- 14. Any Other Business**
 - 14.1. Reports from non-attendees
 - 14.2. Items to bring to attention of CHRIS
 - 14.3. Report of Capacity Building activities to CBC
 - 14.4. INF papers:
- 15. 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.

CSPCWG5 MEETING RESPONSE FORM

(Please return to CSPCWG Vice-Chairman and Secretary as soon as possible,
not later than 18 September)

Jeff.Wootton@defence.gov.au

andrew.coleman@ukho.gov.uk

| | | Yes | No |
|---|--|-----|----|
| 1 | Do you plan to attend CSPCWG5 in Sydney? | | |
| 2 | Will you be staying in the Four Points Sheraton Hotel? You must book your room by 29 August, using the fax form or email provided in Annex A to this letter. (If you are making alternative accommodation arrangements, please provide contact details below). | | |
| 3 | Will you be joining the Sydney Harbour cruise? Please indicate number of places required. You must advise Jeff Wootton by 18 September at latest, including whether you will be accompanied by family members. | | |

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

Please provide Explanatory Notes (ENs) for agenda items already allocated to you as lead and for any additional items you are proposing for the agenda. Preferably format the EN as Annex C, especially if it constitutes a new work item for the CSPCWG. ENs should be submitted by 29 September.

5. Any further comments:

Name.....

Member State.....