

INTERNATIONAL HYDROGRAPHIC  
ORGANIZATION



ORGANISATION HYDROGRAPHIQUE  
INTERNATIONALE

## CHART STANDARDIZATION & PAPER CHART WORKING GROUP (CSPCWG)

[A Working Group of the Hydrographic Services and Standards Committee (HSSC)]

Chairman: Peter JONES  
Secretary: Andrew HEATH-COLEMAN

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

### CSPCWG Letter: 10/2012

UKHO ref: HA317/010/031-09 & HA317/010/034-10

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To CSPCWG Members

Date 9 August 2012

Dear Colleagues,

### **Subject: 9th CSPCWG Meeting, 13-16 November 2012, in Seoul, Republic of Korea**

As notified in CSPCWG Letter 02/2012, the 9th CSPCWG meeting will take place in the Republic of Korea, at the kind invitation of the Korea Hydrographic and Oceanographic Administration (KHOA). The venue has now been confirmed as the Seoul Kyo Yuk MunHwa HoeKwan (Hotel) in Seoul. The meeting will commence on Tuesday 13 November 2012 and is scheduled to close not later than lunch time on Friday the 16 November.

I look forward to another productive meeting, which will provide the opportunity for us to enhance our CSPCWG activities and to discuss important issues which cannot readily be progressed by correspondence. The meeting also provides a valuable opportunity to share our knowledge, experience and practices in nautical cartography to the benefit of us all when we return to the challenges in our own hydrographic offices. Some will be renewing professional acquaintances and I hope the attendance of new members will further strengthen the CSPCWG. I encourage you to attend if you possibly can.

### **CSPCWG8 Actions**

I have included at **Annex A** the current status of the Actions from CSPCWG8. I would be grateful if you would review these and advise the Secretary as soon as possible of any updates to actions which are allocated to you, or to the WG in general.

### **Agenda**

I have included an outline draft agenda at **Annex B**, which consists of our standing items, plus items we have noted during the year. Those from WG members are highlighted yellow; please let me know as soon as possible whether you are content for these to be on the agenda. In order to maximise the value of the meeting, I encourage you to propose your own topics of interest as soon as possible. Perhaps there are subjects that you are currently reviewing within your own office, which would benefit from input

from a wider viewpoint. 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.

Additionally, you may consider submitting a report of any activities or issues regarding chart standardization which might be of interest to the WG (item 14 at Annex B). You may also consider in advance of the meeting whether your office would like to host the next meeting (item 15 at Annex B).

### **CSPCWG9 papers**

I have also included at **Annex C** the 'Recommended format for Submission of Proposals to CSPCWG9'. 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.iho-ohi.net> and follow the links: Committees & WG / CSPCWG / Meetings. You may also find it useful to refer to submissions made to previous meetings (available in the same place) and to the guidance at Committees & WG / HSSC / Instructions for Submission of Reports and Proposals.

### **Logistics**

KHOA has made a block reservation at the hotel. Further details are provided in **Annex D**, with other helpful information.

### **Election of Officers**

Since the last meeting, there has been an International Hydrographic Conference. Therefore, in accordance with our Terms of Reference (4c), we are required to appoint officers for the WG at this meeting. Please consider whether you wish to put your name forward for the role of Chairman or Vice-Chairman. Please follow the procedure explained in **Annex E**. For information, I intend to put my name forward to continue as Chairman (with Andrew as Secretary).

### **Respond please**

Please also use **Annex F** to advise the Secretary and host (Yong Baek) of your intentions and any subjects you wish added to the agenda, **whether or not you plan to attend CSPCWG9**.

### **Timetable summary**

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

#### **As soon as possible:**

- Advise the Secretary of the latest status of action items allocated to you.
- Advise the Secretary of subjects for the agenda.

#### **As soon as possible and before 24 September:**

- Submit explanatory notes (ENs) for new items and agenda items for which you are designated as lead.

#### **As soon as possible and before 6 October:**

- Advise the Secretary and Yong Baek whether or not you plan to attend.
- Book your room directly with the hotel. Remember to quote 'IHO – CSPCWG' in the reservation (see **Annex D** for details).

The meeting starts on **Tuesday 13 November** in the Seoul Kyo Yuk MunHwa HoeKwan. Please arrive in the conference room at 0900.

Yours sincerely,



Peter G.B. Jones,

Chairman

Annex A: Status of CSPCWG8 actions

Annex B: Draft agenda for CSPCWG9

Annex C: Recommended format for Submission of Proposals to CSPCWG9

Annex D: Logistics Information

Annex E: CSPCWG Elections

Annex F: CSPCWG9 Meeting Response Form

**LIST OF ACTIONS from 8th CSPCWG MEETING**

(at 8 August 2012)

| No  | Agenda ref | Action   | Delegate       | Status   |
|-----|------------|--|----------------|--|
| 1.  | 2          | Secretary to send late papers to IHB (M Huet) to add to CSPCWG8 documents on website: 08.3A; 08.7A; 08.10A; 08.18A; 14.2A; INF8.   | Sec            | Completed  |
| 2.  | 3          | Secretary to produce draft report of CSPCWG8 by end of December 2011, for participants to approve.   | Sec            | Completed  |
| 3.  | 3          | All WG members to make early bids for travel budget to CSPCWG9; advise Chairman if any difficulties.   | All WG members |  |
| 4.  | 3          | All WG members to note agenda items for CSPCWG9 throughout the year (and forward to Secretary as they arise).  | All WG members |  |
| 5.  | 4.4        | AU & UK to produce papers explaining the pros and cons of the definitions for Elevation, Height and Altitude proposed by HDWG (not more than one side A4 each, by end 2011). To include graphic derived from UOC. HDWG & TWLWG Chairs to be consulted. Ideally to be included as Annex to IHO CL (delayed if necessary).<br><br>IHB declined to include the papers in CL11/2012. They were therefore circulated to WG members by Ltr 04/12 to assist fulfilling Action 6. CL76/2012 also refers. | AU, Sec, IHB   | Completed, but see new agenda item 4.4.2 for WG9 |
| 6.  | 4.4        | WG members to advise their respective HOs on response to HDWG proposed definitions CL<br><br>CL11 and 76/2012 refer  | All WG members | Time expired                                     |
| 7.  | 4.4        | WG to propose update to S-32 Nautical Chart definition 1: Sec to draft for circulation to WG Members<br><br>WG Ltr 06/12   | Sec            | Completed  |
| 8.  | 6          | Sec to add a requirement to [WG Procedures] to copy any editorial and clarification changes to S-4 to FR and ES  | Sec            | Completed  |
| 9.  | 6          | Sec to amend [WG Procedures] 4.10: amend 'banner' to 'IHO News' and relate to NE of INT1, rather than NMs  | Sec            | Completed  |
| 10. | 8.1        | Sec to draft amendment to S-4 for limit of marine farms (based on AU proposal), with additional sentence.<br><br>WG Ltr 06/12  | Sec            | Completed  |

| No  | Agenda ref | Action  | Delegate                                 | Status   |
|-----|------------|---|--|--|
| 11. | 8.3        | Sec to draft amendment to S-4 B-445.5 for FPSO safety zones. FPSO, FSO and FSU to be added to list of INT abbreviations [S-4 B-122.1].<br><br>WG Ltr 06/12. Abbreviations included in S-4 Edition 4.3.0. Noted for next edition INT1  | Sec, INT1 producers                      | Completed  |
| 12. | 8.5        | Sec to amend S-4 guidance on lights on multicoloured charts: <ul style="list-style-type: none"> <li>two different lights charted in same position to have separate flares</li> <li>if coloured sector arcs shown, there should be no flare</li> </ul> WG Ltr 08/12                                | Sec                                      | Completed  |
| 13. | 8.5        | INT1 producers to add example of all-round light with circle to INT1<br><br>Noted for next edition INT1   | INT1 producers                           | Completed  |
| 14. | 8.6        | Sec to research further the issue of 'major' lights and, if required, propose any changes to S-4 and INT1 by correspondence.<br><br>Referred to IALA AtN meeting Nov 2012   | Sec                                      | Completed  |
| 15. | 8.9        | AU & UK to work up proposal to clarify terms of dredged/maintained area symbols in INT1 and, if required, S-4.  | AU, UK                                   | Draft with AU  |
| 16. | 8.11       | Chairman and Sec to clarify guidance on safe clearances when revising B-380<br><br>WG Ltr 09/12: Included in revision B-380   | Chair, Sec                               | Completed  |
| 17. | 8.12       | Draft a proposal for S-4 (but not INT1) for dotted magenta line for 'after disaster' use.<br><br>WG Ltr 06/12   | Sec                                      | Completed  |
| 18. | 8.12       | Record of discussion [on the 'after disaster' proposal] and all papers to be advised to DQWG, by Sec and all WG members with contacts in DQWG, ie AU, BR, CA, DK, FI, FR, ID, IT, JP, KR, NL, NO, SE, UK, US.<br><br>Discussed at DQWG6 (July 2012) item 10 (JP papers), no record available yet. | Sec and all WG members with reps on DQWG | Completed by Sec. No visibility of other WG members action |
| 19. | 8.12       | JP to consider presenting the subject at TSMAD<br><br>JP submitted paper to TSMAD23 (NZ - Jan 12) too late for discussion. It will be progressed via correspondence.  | JP                                       | Completed  |

| No  | Agenda ref | Action   | Delegate            | Status     |
|-----|------------|--|---------------------|------------|
| 20. | 8.18       | INT1 producers to include additional example of fairway, with maximum authorized draught in INT1 M18 (similar to UK's depiction in 5011)<br><br>Noted for next edition INT1. Already included in FR 2012 Edition                       | INT1 producers      | Completed  |
| 21. | 8.19       | Sec to add advice about recording stations to S-4, as a clarification. AU to supply Sec with some draft words for clarifying the nature of obstructions at B-422.9<br><br>WG Ltr 06/12. Included in S-4 Edition 4.3.0.                 | AU, Sec             | Completed. |
| 22. | 9.1        | Sec to amend S-4 as paper for GNSS in lieu of GPS, where appropriate, as a clarification<br><br>Included in S-4 Edition 4.3.0.   | Sec                 | Completed  |
| 23. | 9.1        | INT1 producers and Sec to add GNSS as INT abbreviation in INT1 and S-4 B-122.1<br><br>Included in S-4 Edition 4.3.0. Noted for next edition INT1   | INT1 producers, Sec | Completed  |
| 24. | 9.3        | Sec to Draft CL inviting MS to advise IHB of any changes to their printing capacities in S-11 Part A Annex B<br><br>CL22/2012 and CL56/2012 refer.   | Sec                 | Completed  |
| 25. | 9.4        | Sec to add clarification to S-4 B-120.2 (3 <sup>rd</sup> bullet) that this is an exception to ISO 80 000<br><br>Included in S-4 Edition 4.3.0.   | Sec                 | Completed  |
| 26. | 9.4        | FR to raise the issue of ISO 80 000 compliance with HSSC (for other IHO publications)  | FR                  |            |
| 27. | 9.5        | Sec to add explicit guidance in S-4 to not print plans on back of charts as proposed in paper as a clarification. There should be a new clause 'd' at A-202.1, rather than adding to clause 'c'.<br><br>Included in S-4 Edition 4.3.0. | Sec                 | Completed  |
| 28. | 9.6        | Sec to add new clause B-100.4 to S-4 as clarification, as approved by HSSC3<br><br>Included in S-4 Edition 4.3.0.  | Sec                 | Completed  |
| 29. | 11.1       | INT1 subWG to consider reorganizing INT1 Sections K & L (and subsequently other sections) to remove composite symbols, ready for next round of INT1 new editions.<br><br>Noted for next edition INT1                                   | INT1 subWG          | Completed  |
| 30. | 11.2       | Chair to take advice from UKHO colleagues on practicalities of populating an INT1 references register  | Chair               |            |

| No  | Agenda ref | Action  | Delegate       | Status         |
|-----|------------|---|----------------|----------------|
| 31. | 11.3       | US to distribute draft 12 <sup>th</sup> edition of US Chart 1 to WG members (via Sec) for comments<br><br>Up to section E forwarded to WG Members for comment 15/02/12                            | US             | Part completed |
| 32. | 13         | Chair and Secretary to populate the work plan with new items and adjust priorities and dates as appropriate and circulate with the meeting report<br><br>Meeting report issued Ltr 2/12, 18/01/12 | Chair/Sec      | Completed      |
| 33. | 14.1       | SE or FI to give a similar presentation on exchange of ENC data to TSMAD  | SE or FI       |                |
| 34. | INF2       | Chairman and Secretary to consider DQWG questionnaire in more detail and advise WG members of the best way to take forward the requests from DQWG<br><br>WG Ltr 07/12                             | Chair/Sec      | Completed      |
| 35. | INF5       | All WG members to provide any comments on US proposals for improving Q130 to Colby Harmon (Chairman DIPWG) and INT1 subWG officers by end March 2012<br><br>Noted for next edition INT1           | All WG members | Time expired   |
| 36. | INF7       | Sec to further research into defining Dir lights, in consultation with IALA and HDWG<br><br>Referred to IALA AtN meeting Nov 2012   | Sec            | Completed      |
| 37. | INF8       | Sec to further research into Arc-pointer, and any other methods of making light positions more visible, and suggest options to CSPCWG.<br><br>WG Ltr 08/12  | Sec            | Completed      |

**Draft Agenda for 9th CSPCWG MEETING  
Republic of Korea, 13-16 November 2012**

Please assemble at 0900, for 0915 start. Close by approximately 1700.

1. **Welcome, Introductions and Administrative Arrangements**
2. **Approval of Agenda**
3. **Status of Actions from CSPCWG8**
4. **Relationship with HSSC**
  - 4.1. Notes from HSSC4 **(Chairman)**
  - 4.2. Report from DIPWG **(Vice Chairman)**
  - 4.3. Report from TSMAD **(Vice Chairman)**
  - 4.4. HDWG
    - 4.4.1. Report from HDWG **(Vice Chairman)**
    - 4.4.2. Definitions of height, elevation and altitude **(Chairman)**
  - 4.5. Report from DQWG **(Chairman)**
5. **Terms of Reference**
6. **CSPCWG procedures**
7. **CSPCWG work plan**
  - 7.1. Summary of progress **(Sec)**
8. **Chart content:**
  - 8.1. Update on lights matters: Major, Direction, Group v Int for VQ lights **(UK)**
  - 8.2. Light vessels **(UK)**
  - 8.3. Submerged posts and piles **(US)?**
  - 8.4. Disused lit beacons **(SE)?**
  - 8.5. Magenta v green 'no entry' symbols **(UK)**
  - 8.6. Toroidal buoys **(UK)**
  - 8.7. Hovercraft and WIG effect craft routes **(KR)?**
  - 8.8. Radio-activated fog signals **(US)?**
  - 8.9. Submarine cables **(UK)**
  - 8.10. Use of symbol K27 (swept wreck) **(UK)**
  - 8.11. Underwater mooring buoys **(UK)**
9. **S-4**
  - 9.1. Clarification on obsolete symbols **(Sec)**
  - 9.2. Specification on lettering styles **(AU)?**
  - 9.3. Recommendations for compilation practice (large scales first?) **(Chairman)**
  - 9.4. Strengthening requirement to construct charts on WGS84 **(Chairman)**
  - 9.5. Layout of S-4 (eg remove blank pages?) **(Chairman)**
  - 9.6. Impact and value of B-600 **(Chairman)**
10. **Other CSPCWG publications**
  - 10.1. S-11 Part A
  - 10.2. S-49
11. **INT 1 / 2 / 3**
  - 11.1. Report from Secretary of INT1 subWG **(Sec)**
  - 11.2. ENC symbols: status reports on paper guides
    - 11.2.1. P/ECDIS **(US)**
    - 11.2.2. NP5012 **(UK)**



**12. Lessons learned from Marine Incidents**

12.1. Rocknes **(NO)?**

12.2. Clipper Adventurer **(CA)?**

**13. Review of Actions and Work Plan**

13.1. Actions

13.2. New items for Work Plan

13.3. Priorities

13.4. Timescales for tasks

**14. Any Other Business**

14.1. SE further update on outcomes from using ENC data from other nations to update charts  
– extension of area **(SE)**

14.2. Reports from WG members (including non-attendees)

14.3. Items to bring to attention of HSSC

14.4. Election of officers **(M Huet)**

14.5. INF papers:

14.5.1. INF1: IEC 80/661/CD Maritime navigation and radiocommunication equipment and systems  
(draft – unnumbered pdf document: see pages 76-77) **(UK)**

14.5.2. INF2: Use of bathymetric surfaces **(UK)**

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

**Recommended format for Submission of Proposals to CSPCWG9**  
**Paper for Consideration by CSPCWG**  
**[Short descriptive title]**

|                           |  |
|---------------------------|--|
| <b>Submitted by:</b>      | MS or Organisation   |
| <b>Executive Summary:</b> | Brief summary outlining the intention of the paper.  |
| <b>Related Documents:</b> | Any relevant documents and references to the extent that they are known to the originator. |
| <b>Related Projects:</b>  | 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 HSSC 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.

IHO CSPCWG9, 13 November – 16 November 2012

## Logistics Information

### Meeting Venue

The meeting will be held at the Seoul Kyo Yuk MunHwa HoeKwan (Tue, Wed, Thu, Fri). The meeting will commence at 9:00 on Tuesday morning and should be closed by lunchtime on Friday.

#### **Seoul Kyo Yuk MunHwa HoeKwan**

202 Yangjae2-dong Seocho-gu, Seoul, South Korea  
<http://www.temf.co.kr/eng/index.asp>

### Registration

Please email your intention to attend the meeting **before 6 October 2012** to Mr. Yong BAEK ([ybaek@korea.kr](mailto:ybaek@korea.kr) and [infokhoa@korea.kr](mailto:infokhoa@korea.kr)) and Andrew Heath-Coleman (<mailto:andrew.coleman@ukho.gov.uk?subject=CSPCWG9>).

### Lunch

Lunch will be provided each day during the meeting.

### Accommodation

A block reservation has been made at

#### **Seoul Kyo Yuk MunHwa HoeKwan**

202 Yangjae2-dong  
Seocho-gu, Seoul  
South Korea

T: 82-2-571-8100

F: 82-2-571-7055

E: [reservation@temf.co.kr](mailto:reservation@temf.co.kr)

Rates (per night per room) for standard rooms are 140,000 KRW (Deluxe Twin) included V.A.T. This rate does not include breakfast. Reservations should be made directly with hotel by phone, fax or email **before 6 October 2012**. The group name "IHO CSPCWG" must be quoted in the reservation.

Other room types and their rates can be enquired directly from the hotel.

**Social Program**      *Let you know later*

### Getting to Seoul

Public transportation is well connected from Incheon International Airport or Gimpo International Airport. Limousine Bus is recommended when traveling from Incheon Airport to the Hotel, and Subway is recommended if traveling from Gimpo Airport.

**Incheon International Airport** (<http://www.airport.kr/eng/>) is a world-class airport located 60km West of Seoul city. Limousine Bus (Line 6009) leaves Incheon Airport to Yang-jae subway station which is located close to the hotel. The Bus arrives every 13-17 minutes, fare 15,000 KRW (one way), duration 70 minutes.

Bus tickets can be purchased at the Passenger Terminal 1<sup>st</sup> Floor (Arrival Area) and the bus stops are located on the 1<sup>st</sup> Floor Exit 5A, 11B. (First bus

5:20, Last bus 23:05)

Travelling by Taxi takes 60 minutes and cost 70,000-80,000 KRW.

### Gimpo International Airport

([http://www.airport.co.kr/doc/gimpo\\_eng/index.jsp](http://www.airport.co.kr/doc/gimpo_eng/index.jsp)) is located 20km West within Seoul city. To take the subway to the hotel, take the train at the Gimpo Airport station(Line9) transfer at the Express Bus Terminal(Line9→Line3) and get off at Yang-jae station(Line3). Single ticket costs 1,550 KRW, duration 57 minutes. City buses are available at the airport as well.

Travelling by Taxi takes 60 minutes and cost 30,000- KRW.

**Seoul Metro** is a convenient way to travel within Seoul city. You can either buy a one-way ticket or a re-chargeable T-money card from vending machines located in any subway station. You may get off at either Yang-jae Station (Line3, Orange line) Exit Gate #9 or Yangjae Citizen Forest Station on Shinbundang Line(Red line) Exit Gate #5.

**Free Shuttle bus** is provided by the hotel as the transportation from subway station to the hotel. If you arrived at Yang-jae Station Exit Gate #9, come to Seocho Citizen Hall on foot and free shuttle bus service is available in front of Seocho Citizen Hall (every 20 minutes).

If you arrived at Yangjae Citizen Forest Station Exit Gate #5, you may take the free shuttle bus available every 20 minutes, or you can take the crosswalk from the station, turn left, and take a 7 minute walk from the station to the hotel.

For more information, refer to the website direction from Airport to the Hotel ([http://www.temf.co.kr/eng/company/comLocation\\_Airportinfo.asp](http://www.temf.co.kr/eng/company/comLocation_Airportinfo.asp)) and free shuttle bus schedule



([http://www.temf.co.kr/eng/company/comLocation\\_Businfo.asp](http://www.temf.co.kr/eng/company/comLocation_Businfo.asp)).

During early November it is late fall in Seoul. The weather change may be sudden so it is recommended to prepare autumn clothes and an umbrella. The average temperature is approximately 6.9 °C, however, it can vary between 18 °C and -1 °C according to last year. Please confirm the latest weather in advance. (<http://web.kma.go.kr/eng/index.jsp>)

## Daylight

During the meeting sunrise is at 7 am and sunset at 5:30 pm.

## Official Language

The official language of South Korea is Korean. However, Most of the street and road signs in Seoul are written both in Korean and English. English service is available in Airports and hotels.

## Tourist information

Seoul is the capital of Korea with over 600 years of history, so you can find traditional and historic sites as well as modern shopping and entertainment districts. Seoul provides cultural activities all year, so make sure what is offered from <http://english.visitkorea.or.kr/enu/index.kto>

## Travel documents, Visa

Check the required travel documents by country on [http://www.mofat.go.kr/ENG/visa/application/index.jsp?menu=m\\_40\\_10](http://www.mofat.go.kr/ENG/visa/application/index.jsp?menu=m_40_10)

## Electricity

Electrical voltage is 220V. Power sockets are of Type C Europlug, and Type E, F Schuko.



## Contact and additional information

For further information, please contact:

Yong BAEK  
Korea Hydrographic and Oceanographic Administration  
Tel: +82-(0)32-880-0478  
Email: [ybaek@korea.kr](mailto:ybaek@korea.kr) or [infokhoa@korea.kr](mailto:infokhoa@korea.kr)

## CSPCWG Elections

Elections for the Chairman and the Vice-Chairman of CSPCWG will be held at its 9th meeting in Seoul, Republic of Korea, 2012.

### Basis for Elections:

Section 4c of the CSPCWG Terms of Reference states:

*The Chair and Vice-Chair shall be a representative of a Member State. The election of the Chair and Vice-Chair shall be decided at the first meeting after each ordinary session of the Conference (Conference to be replaced by Assembly when the revised IHO Convention enters force) and shall be determined by vote of the Member States present and voting.*

The XVIIIth International Hydrographic Conference was held 23-27 April 2012. Thus, the 9<sup>th</sup> CSPCWG meeting will be the 'first meeting after each ordinary session of the Conference'.

### Nominations

Names of candidates for the following positions may be submitted in advance via e-mail to Mr. Michel Huet at <mailto:michel.huet@iho.int>:

- a. CSPCWG Chairman
- b. CSPCWG Vice-Chairman

Information for each nomination must include: 1. Name of Nominee; 2. E-mail address of Nominee; 3. Name of Nominee's Member State.

Incumbents currently serving may be nominated for an additional term of office.

Nominations from the floor may also be made at the 9th CSPCWG meeting.

Note: the Secretary is appointed, in accordance with Terms of Reference Section 4g.

### Voting Procedure

- Each Member State having a representative present at the 9<sup>th</sup> CSPCWG meeting will be allowed to cast one vote for each position.
- Voting for the Chairman will be conducted prior to voting for the Vice-Chairman.
- Nominations for Vice-Chairman will be held open until the election result for Chairman is announced.
- Voting for positions for which a person is running unopposed will be conducted by a show of hands.
- Voting for positions for which more than one person is running will be conducted by secret ballot.

### Results of Election

- Ballots will be counted and the results announced by Michel Huet or other person designated by him.
- Those elected will take office at the conclusion of the 9<sup>th</sup> CSPCWG meeting.

**CSPCWG9 MEETING RESPONSE FORM**

(Please return to CSPCWG Secretary and copy to Yong Baek as soon as possible, not later than 6 October 2012)

[andrew.coleman@ukho.gov.uk](mailto:andrew.coleman@ukho.gov.uk)

[ybaek@korea.kr](mailto:ybaek@korea.kr) and [infokhoa@korea.kr](mailto:infokhoa@korea.kr)

|   |  | Yes | No |
|---|--|-----|----|
| 1 | Do you plan to attend CSPCWG9 in Seoul, Republic of Korea?       |     |    |
| 2 | Have you made a reservation at the Seoul Kyo Yuk MunHwa HoeKwan? |     |    |
| 3 | Have you any subjects to add to the agenda?                      |     |    |

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 24 September. Papers submitted after that date will be taken at the discretion of the Chairman depending on time available, and usually be numbered as 'INF' papers.

6. Any further comments:

Name.....

Member State.....