

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: 12/2012

UKHO ref: HA317/010/031-10 & HA317/010/034-11

Telephone:  
Chairman) +44 (0) 1823 337900 ext 3311  
(Secretary) +44 (0) 1823 337900 ext 3656  
Facsimile: +44 (0) 1823 325823  
E-mail: peter.jones@ukho.gov.uk  
andrew.coleman@ukho.gov.uk

To CSPCWG Members

Date 19 September 2013

Dear Colleagues,

### **Subject: 10th CSPCWG Meeting, 21-24 January 2011, in Wellington, New Zealand**

As notified in CSPCWG Letter 01/2013, the 10th CSPCWG meeting will take place in Wellington, New Zealand, hosted by Land Information New Zealand (LINZ). The venue has now been confirmed as the James Cook Hotel Grand Chancellor. The meeting will commence on Tuesday 21 January 2014 and is scheduled to close not later than lunch time on Friday 24 January.

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.

### **CSPCWG9 Actions**

I have included at **Annex A** the current status of the Actions from CSPCWG9. 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 indicated in bold; 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 (as an INF paper at item 15 at Annex B).

### **CSPCWG10 papers**

I have also included at **Annex C** the 'Recommended format for Submission of Proposals to CSPCWG10'. 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.int> 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. These should be submitted at least 8 weeks before the meeting (allowing an extra week for the Christmas/New Year holiday period). This allows for follow-up submissions at least 3 weeks before the meeting. Such submissions may:

- (1) raise alternative proposals for consideration,
- (2) propose substantial amendments to proposals, or
- (3) provide comments from those delegates unable to attend a meeting.

Please provide all submissions to the Secretary in Microsoft Word® format.

### **Logistics**

LINZ has made a block reservation at the hotel. Further details are provided in **Annex D**, with other helpful information. Previous experience has demonstrated that it is a significant advantage to stay with the group in the conference hotel.

### **Respond please**

Please also use **Annex E** to advise the Secretary and host (Jennifer Ryan) of your intentions and any subjects you wish added to the agenda, **whether or not you plan to attend CSPCWG10**.

### **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 (see Annex A).
- Advise the Secretary of subjects for the agenda (see Annex B).

#### **As soon as possible and before 25 November 2013:**

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

#### **As soon as possible and before 20 December 2013:**

- Book your room directly with the hotel. Remember to quote appropriate Attendee Code (see Annex D).
- Advise the Secretary and Jennifer Ryan whether or not you plan to attend (see Annex E).

The meeting starts on **Tuesday 21 January 2014** in the James Cook Hotel Grand Chancellor. Please arrive in the conference room at 0900.

Yours sincerely,



Peter G.B. Jones,  
Chairman

Annex A: Status of CSPCWG9 actions

Annex B: Draft agenda for CSPCWG10

Annex C: Recommended format for Submission of Proposals to CSPCWG10

Annex D: Logistics Information

Annex E: CSPCWG10 Meeting Response Form

**10<sup>th</sup> CSPWG MEETING****ACTIONS from CSPCWG9**

(at 19 September 2013)

No	Agenda item	Action	Delegate	Status 'completed' includes items noted for WG10 meeting agenda
1.	3	Secretary to produce draft report of CSPCWG9 by end of December 2012, for participants to approve.  <a href="#">Final report distributed 2/01/13 (WG Letter 1/13)</a>	Sec	Completed
2.	3	All WG members to make early bids for travel budget to CSPCWG10; advise Chairman if any difficulties.  <a href="#">Carry forward as new action from WG10</a>	All WG members	Time expired
3.	3	All WG members to note agenda items for CSPCWG10 throughout the year (and forward to Secretary as they arise). ENs may be sent before meeting calling letter.  <a href="#">Carry forward as new action from WG10</a>	All WG members	Time expired
4.	4.2	J Wootton to ask DIPWG to take into consideration the portrayal of non-IALA buoys, and to widen discussion of 'real-world' items versus 'intended usage' to include CSPCWG and possibly others.	AU	
5.	4.5.1	IHB to make representation to Microsoft to include the word 'hydrographic' in on-line dictionaries.	M Huet	
6.	4.5.2	Secretary to include definitions of height and elevation as suggested in HSSC4-05.9B in revision of S-4 B-300 and explain in CL. (Also highlight in WG Letter covering report of this meeting).  <a href="#">Included in B-300. CL 03/2013 refers. Also included in Annex to WG Letter 1/13 (revised)</a> <a href="#">See agenda item 9.7</a>	Sec	Completed
7.	5	IHB to amend TOR para 2 as instructed by HSSC (wording in paper CSPCWG9-05A Annex).	M Huet	Completed
8.	6	Secretary to amend CSPCWG procedures as drafted in paper CSPCWG9-06A Annex: <ul style="list-style-type: none"> <li>• Delete fax alternative</li> <li>• Remove 'Technical' in front of 'Resolution'</li> <li>• Add reference to CL20/12.</li> </ul>	Sec	Completed
9.	7	Secretary to remove items reported as completed to HSSC4 from work plan.  <a href="#">See record of WG9 (WG Letter 1/13)</a>	Sec	Completed

No	Agenda item	Action	Delegate	Status 'completed' includes items noted for WG10 meeting agenda
10.	8.1	Secretary to consider all references to 'major' lights in S-4 with a view to enhancing the guidance in line with the 2 <sup>nd</sup> proposed 'definition' in CSPCWG9-08.1A.  <a href="#">Proposed definition agreed by UK's IALA representatives (WG letters 6 &amp; 11/13)</a>	Sec	Completed
11.	8.1	INT1 subWG to remove references to 'major' and 'minor' lights from the term at P1; instead, just refer to 'position of light'.  <a href="#">Discussed at INT1 subWG meeting, July 2013. Noted for next INT1s</a>	INT1 subWG	Completed
12.	8.1	Secretary to draft clarification on application of 'Dir' to lights with sectors which are too narrow to chart.  <a href="#">See WG letters 6 &amp; 11/13.</a>	Sec	Completed
13.	8.1	Secretary to inform IALA of CSPCWG preference for usage of VQ and discontinuation of IVQ.  <a href="#">Discussed 14/12 – see Appendix to WG Letter 6/13. On-going correspondence with UK GLA</a>	Sec	Completed
14.	8.1	IHB to consider how S-12 should be updated.  <a href="#">HSSC5-04.2A refers: suggested for allocation to SNPWG</a>	M Huet	
15.	8.1	Secretary to draft a CL for Member States approval on the 'generic' magenta flare.  <a href="#">Part included in S-4 edition 4.4.0 (B-470.4 – other references held for next edition - CLs 5 &amp; 44/2013)</a>	Sec	Completed
16.	8.1	Secretary to clarify the guidance on charting multicoloured lights in accordance with WG letter 08/2012 and the changes above.  <a href="#">Included in S-4 edition 4.4.0 (B-470.4)</a>	Sec	Completed
17.	8.1	Secretary to circulate draft S-4 entry on 'highlighting' by WG Letter, for review, before preparing for MS.  <a href="#">See WG Letters 6 and 11/13</a>	Sec	Completed
18.	8.2	Secretary to draft revision on light vessels in S-4 for WG review. [New work plan item]  <a href="#">See WG Letter 6/13. To be revisited – see agenda item 8.4</a>	Sec	Completed
19.	8.2	INTsubWG to consider where and how to include a simplified version of the old light vessel symbol in INT1; also review place of other floating light structures.  <a href="#">Discussed at INT1 subWG meeting, July 2013</a>  <a href="#">To be revisited – see agenda item 8.4</a>	INT1subWG	Completed

No	Agenda item	Action	Delegate	Status 'completed' includes items noted for WG10 meeting agenda
20.	8.2	Secretary to ask IALA to advise on relevance of 'LANBY's.  <a href="#">Advised that LANBYs no longer exist (WG Letter 6/13)</a>	Sec	Completed.
21.	8.4	Secretary to clarify B-457.3 parenthesis to include examples 'BnTr' and 'Bn in general'.  <a href="#">Included in S-4 edition 4.4.0</a>	Sec	Completed.
22.	8.5	AU to continue discussion on dividing regulatory from navigation restrictions (for S-101), keeping Secretary informed.	AU	
23.	8.5	Secretary to draft proposals for S-4 based on resolution of discussions at above action.	Sec	<a href="#">Wait for 22</a>
24.	8.6	Secretary to draft proposal to improve guidance in S-4 on discontinuities between surveys.  <a href="#">See WG Letter 7/13</a>	Sec	Completed
25.	8.6	INT1subWG to consider whether some explanation of the [discontinuity between surveys] break could be added (possibly in I25).  <a href="#">Discussed at INT1 subWG meeting, July 2013.</a> <a href="#">See report proposals – agenda item 11.2</a>	INT1subWG	Completed
26.	8.6	INT1subWG to consider options to add CATZOC explanatory table to INT1.  <a href="#">Discussed at INT1 subWG meeting, July 2013.</a> <a href="#">See report proposals – agenda item 11.2</a>	INT1subWG	Completed
27.	8.6	INT1subWG to amend K3/30 i.a.w. NZ wording.  <a href="#">Discussed at INT1 subWG meeting, July 2013.</a> <a href="#">See report proposals – agenda item 11.1 &amp; 2</a>	INT1subWG	Completed
28.	8.6	INT1subWG to review whether terms for data quality indicators can be clarified.  <a href="#">Discussed at INT1 subWG meeting, July 2013.</a> <a href="#">See report proposals – agenda item 11.1 &amp; 2</a>	INT1subWG	Completed
29.	8.6	INT1subWG to make I4 obsolescent.  <a href="#">Discussed at INT1 subWG meeting, July 2013.</a> <a href="#">See report proposals – agenda item 11.1</a>	INT1subWG	Completed
30.	8.6	Secretary to draft revised wording on 'Rep', to remove danger line for depths>30m.  <a href="#">See WG Letter 7/13</a>	Sec	Completed
31.	8.6	INT1subWG to consider options, consequences and scope of rearranging INT1. J Wootton should be involved as possible.  <a href="#">Discussed at INT1 subWG meeting, July 2013.</a> <a href="#">See report proposals – agenda item 11.2</a>	INT1subWG	Completed
32.	8.7	KR to advise WG on further developments with WIG services.	KR	
33.	8.8	All WG members to advise whether the use of radio-activated fog signals is more extensive than US.  <a href="#">See WG Letters 6 and 11/13 – agenda item 8.3</a>	All WG	Completed

No	Agenda item	Action	Delegate	Status 'completed' includes items noted for WG10 meeting agenda
34.	8.9	Secretary to clarify B-462.5 to include 'toroidal-shaped' buoys. [New work plan item]  <a href="#">Included in S-4 edition 4.4.0</a>	Sec	Completed
35.	8.10	Secretary to include two clarifications in S-4 re charting of submarine cables (NMs, disused).  <a href="#">Included in S-4 edition 4.4.0 (B-443.7, B-620.3b)</a>	Sec	Completed
36.	8.14	Secretary to draft new specification on maximum draught (and consider placement in S-4). [New work plan item]  <a href="#">See WG Letter 7/13 – agenda item 8.2</a>	Sec	Completed
37.	8.14	INT1subWG to include symbols for maximum draught and minimum depth at I26/27.  <a href="#">Discussed at INT1 subWG meeting, July 2013. Awaiting outcome of WG Letter 7/13 responses – agenda item 8.2</a>	INT1subWG	Completed
38.	8.17	Secretary to draft new specification for 'footbridge' (and bridge on small scale charts). (Include as annex to meeting record letter). [New work plan item]  <a href="#">Included in S-4 edition 4.4.0 (B-381.1)</a>	Sec	Completed
39.	8.17	INT1subWG to include new footbridge symbol by splitting D20 (move vertical clearance to D22).  <a href="#">Discussed at INT1 subWG meeting, July 2013. Noted for next INT1s. See report – agenda item 11.1</a>	INT1subWG	Completed
40.	8.18	Secretary to draft clarification on application of contours and spot heights in B-300.  <a href="#">Included in S-4 edition 4.4.0 (B-351, B-352)</a>	Sec	Completed
41.	8.19	Secretary to draft clarification on sounding selection. (Include as annex to meeting record letter). <a href="#">Not included in WG Letter 1/13(rev) for reasons stated in Annex. See WG Letters 4 &amp; 8/13</a>	Sec	Completed
42.	8.20	Secretary to draft addition to B-415.2 (X-ref to B-434.5) for showing survey limits in exceptional circumstances.  <a href="#">See WG Letter 7/13</a>	Sec	Completed
43.	8.22	Secretary and AU to continue consulting about charting of dredged areas to produce a detailed proposal for WG consideration.  <a href="#">Secretary's draft proposal with AU</a>	Sec, AU	
44.	9.1	Secretary to include clarification for removal of obsolescent symbols from S-4 in next edition of S-4  <a href="#">Included in S-4 edition 4.4.0 (B-120.6)</a>	Sec	Completed

No	Agenda item	Action	Delegate	Status 'completed' includes items noted for WG10 meeting agenda
45.	9.2	Secretary to include clarification for convention on upright and sloping text styles in next edition of S-4.  <a href="#">Included in S-4 edition 4.4.0 (B-133)</a>	Sec	Completed
46.	9.3	Secretary to consider appropriate placement and draft guidance about updating large scale charts first. [New work plan item]  <a href="#">See WG Letters 4 &amp; 8/13</a>	Sec	Completed
47.	9.4	Chairman to review where and how the principle of referring all charts to WGS84 can be expressed in S-4 (ready for HSSC approval).  <a href="#">Included in S-4 edition 4.4.0 (B-201.3). Paper HSSC5-05.5C refers</a>	Chairman	Completed
48.	9.4	IHB to consult on whether 'WGS84' is the best term to use for horizontal datum reference for all charts (paper and electronic).  <a href="#">HSSC5-05.5C refers</a>	M Huet	Completed
49.	9.5	Secretary to remove index to S-4 Part C at next NE (and include a clear 'end' to S-4 in its place).  <a href="#">Removed from S-4 edition 4.4.0</a>	Sec	Completed
50.	9.6	All WG members to advise Secretary whether, with experience, any improvements should be made to S-4 B-600.  <a href="#">One minor point from NZ (B-631.2: 'chart user' in lieu of 'corrector') included in S-4 edition 4.4.0</a> <a href="#">Other comments from NZ: see agenda item 9.3</a>	All	Completed
51.	9.8	Secretary to draft a new specification for underwater volcanic action (and consider placement in S-4). [New work plan item]  <a href="#">Included in S-4 edition 4.4.0 (as a clarification B-428.4, implementing B-355.1 for section B-400)</a>	Sec	Completed
52.	9.8	Secretary to include clarification on land boundary symbols in next edition of S-4.  <a href="#">Included in S-4 edition 4.4.0 (B-127, B-360)</a>	Sec	Completed
53.	10.2	DP/JW/MW to consult and prepare a paper on the future of the paper chart.  <a href="#">WG Letter 9/13 &amp; agenda item 13.1 refers</a>	DP/JW/MW	
54.	10.2	Chairman/Secretary to revisit previous discussion about the naming of this working group and draft a new proposal  <a href="#">See WG Letter 10/13 &amp; HSSC5-05.5B</a>	Chair/Sec	Completed
55.	10.3	Secretary to update table at A-204.2 for INT numbers allocated to Arctic region.  <a href="#">Included in S-4 edition 4.4.0</a>	Sec	Completed



No	Agenda item	Action	Delegate	Status 'completed' includes items noted for WG10 meeting agenda
56.	13	Secretary & Chairman to update Work Plan and include in record of meeting.  <a href="#">See WG Letter 1/13</a>	Chair/Sec	Completed
57.	14.6	Secretary to advise Chairman/Secretary of TSMAD and DIPWG that it would be useful to include INF3 [Use of Topography...] at their next meeting.  <a href="#">Email 27/11/12</a>	Sec	Completed
58.	14.6	AU to produce a sample INT1 register for next meeting.	AU	
59.	15	Chairman to arrange date of next meeting with NZ.  <a href="#">WG Letters 1 &amp; 12/13</a>	Chair	Completed

**Draft Agenda for 10th CSPCWG MEETING  
Wellington, New Zealand 21-24 January 2014**

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 CSPCWG9**
4. **Relationship with HSSC**
  - 4.1. Notes from HSSC5 (**Chairman**)
  - 4.2. Report from DIPWG (**Vice Chairman**)
  - 4.3. Report from TSMAD (**Vice Chairman**)
  - 4.4. Report from HDWG (**Vice 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. Maintained/dredged areas (**Sec, AU**)
  - 8.2. Maximum draught/minimum depth (**AU**)
  - 8.3. Radio activated lights and fog signals (**CA**)
  - 8.4. Light vessels (**UK**)
  - 8.5. Submerged posts and piles (**US-NOAA**)
  - 8.6. Dangerous cargo berth (**NL**)
  - 8.7. Wind farms under construction (**UK**)
  - 8.8. Quarantine Area (or Zone) line symbol (**AU**)
9. **S-4**
  - 9.1. Draft B-100.5: further development (**CA**)
  - 9.2. B-424: Doubtful dangers review (**Chairman**)
  - 9.3. B-600: comments by **NZ/UK**:
    - 9.3.1. B-631.6 Use of asterisk for original information
    - 9.3.2. B-632.6 Block size
    - 9.3.3. B-633.6 Sample note (including use of such notes)
  - 9.4. NMs for AIS AtoN (**UK**)
  - 9.5. NM data formats (**US – NGA**)
  - 9.6. Use of seals of non-IHO members on INT charts (**Chairman**) [refer also to HSSC4 poll item 36 and CSPCWG8-09.8A]
  - 9.7. Review HDWG redrafted definitions of Height, Elevation and Altitude (**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. Possible reorganization of INT1 (**Sec**)
12. **Lessons learned from Marine Incidents**
  - 12.1. USS Guardian (**US**) [NB: PPT SNPWG 16-21 refers]

12.2. ...?

**13. Strategic direction**

13.1. Future of paper charts **(AU/CA/SE)**

13.2. Future direction of CSPCWG **(Chairman)**

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

14.1. Actions

14.2. New items for Work Plan

14.3. Priorities

14.4. Timescales for tasks

**15. INF papers, reports and Any Other Business,**

15.1. INF1: Counterfeit navigational products **(UK)**

15.2. INF2: Use of QR codes on Admiralty charts **(UK)**

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

16.1. Rostock 2015 **(DE)**

**Recommended format for Submission of Proposals to CSPCWG10**  
**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 CSPCWG10, 21 – 24 January 2014

## Logistics Information

Information for CSPCWG members attending the 10th Meeting hosted by Land Information New Zealand

### Meeting Venue

The meeting proceedings on Tuesday 21 January will commence at 0900 and will be held at the James Cook Hotel Grand Chancellor in the "Chancellor 2" room.

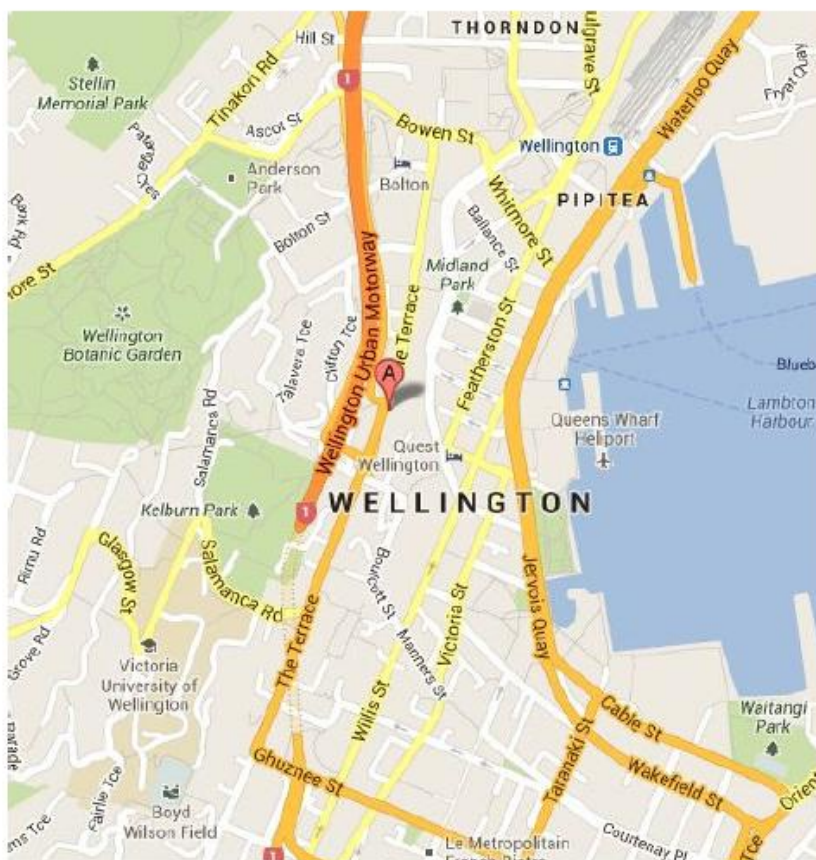
James Cook Hotel Grand Chancellor is located at:

147 The Terrace, Wellington (or lift access via James Cook Arcade on Lambton Quay)

Phone: +64 4 499 9500

Facsimile: +64 4 499 9504

Web: <http://www.ghihotels.com/hgc/JamesCookWellington/hotels.aspx>



### Laptop Computers

Extension cords and wireless broadband access for multiple users (up to a limit of 1000MB per day) will be available for delegates' laptops.

### Getting to the Hotel

Public Transport from the airport	Cost	Time
<b>Bus: Airport Flyer</b> <a href="http://www.metlink.org.nz/section10.php">http://www.metlink.org.nz/section10.php</a>	\$6.50-\$7.50	15-25 minutes
<b>Shuttle: Airport Shuttles</b> <a href="http://www.wellington-airport.co.nz/html/parkingtransport/bus.php">http://www.wellington-airport.co.nz/html/parkingtransport/bus.php</a>	\$18.00-\$24.00	15-25 minutes
<b>Taxi: Wellington Combined Taxis</b> <a href="http://www.taxis.co.nz/">http://www.taxis.co.nz/</a>	Approximately \$30.00	Approximately 15 minutes

## Accommodation

A block booking has been reserved from Monday 20 January, until Friday 24 January at the James Cook Hotel. There is direct access to Lambton Quay (Shopping District) and The Terrace (Central Business District) from the hotel.

The following room option is available for a Lambton Room (note currency is NZ dollars):



\$185.00 per night incl. GST - room only

\$195.00 per night incl. GST - includes breakfast for 1

\$220.00 per night incl. GST - includes breakfast for 2

Includes: couch, mini bar, shower over bath, wireless and broadband internet access, desk, air conditioning, tea/coffee making facilities.

## How do I reserve a room?

When booking a room, the following codes must be quoted to ensure the special room rates above:

Attendee Code: 087759 (for accessing room only rates)

Attendee Code: 096022 (for accessing breakfast inclusive rates)

Booking accommodation can be done via the following methods:

1. Contact group reservations directly:

- [reservations04@jamescookhotel.co.nz](mailto:reservations04@jamescookhotel.co.nz)
- phone +64 4 495 0279 or fax +64 4 499 9800

2. Online booking:

- Online booking link (room only rates):  
<https://bookings.ihotelier.com/bookings.jsp?hotelID=10799&userType=GRP>
- Online booking link (breakfast inclusive rates):  
<https://bookings.ihotelier.com/bookings.jsp?hotelID=10799&userType=GRP>

Prices include GST tax of 15%

Rates quoted are per room, per night on a single, double or twin occupancy.

**Please make your room reservation before Friday 20th December, 2013.** After this date all rooms and rates are subject to availability.

Check-in time is available from 2pm on the day of arrival. Check-out time is 11:00am on day of departure. Guests arriving earlier or departing later can store their luggage with concierge.

## Electricity

New Zealand uses the following power plug configuration:



## Contact and additional information

Contact person at Land Information New Zealand (LINZ) is Jennifer Ryan ([jryan@linz.govt.nz](mailto:jryan@linz.govt.nz))

**CSPCWG10 MEETING RESPONSE FORM**

(Please return to CSPCWG Secretary and copy to Jennifer Ryan, LINZ  
as soon as possible, **not later than 20 December 2013 – NZ time!**)

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

[jryan@linz.govt.nz](mailto:jryan@linz.govt.nz)

		Yes	No
1	Do you plan to attend CSPCWG10 in Wellington, New Zealand?		
2	Have you made a reservation at the James Cook Hotel Grand Chancellor?		
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 25 November.** 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.....