

INTERNATIONAL HYDROGRAPHIC
ORGANIZATION



ORGANISATION HYDROGRAPHIQUE
INTERNATIONALE

9 December 2008

To All Members of the IHO Tidal Committee

Dear Member,

1st Meeting of the Tidal and Water Level Working Group (TWLWG1)

You are cordially invited to attend the 1st Meeting of the IHO Tidal and Water Level Working Group which will be held from 30 March to 1 April 2009 at the offices of the Brazilian Directorate of Hydrography and Navigation (DHN) located in Niteroi, Rio de Janeiro, Brazil.

You will be aware that the IHO Committee Structure will change on 1 January 2009; the former Tidal Committee becoming the Tidal and Water Level Working Group (TWLWG) a subsidiary body of the Hydrographic Services and Standards Committee (HSSC). At the last meeting of the Tidal Committee in Halifax, Canada we prepared revised Terms of Reference (ToR) and Rules of Procedure (RoP) for consideration by the Committee on Hydrographic Requirements for Information Systems (HSSC as from 1 January 2009). At its recent meeting the CHRIS approved the draft ToR and RoP with the exception of the name of the group which, following a proposal from Finland, was changed from Tidal Working Group to Tides and Water Level Working Group. The ToR and RoP have been amended accordingly. The final text of the ToR and RoP will be placed on the IHO web site and the 1st TWLWG Meeting page as soon as the final report of CHRIS is approved.

A logistical information document has been prepared by the Brazilian Authorities and is attached to this letter of invitation. Accommodation has been reserved at the Hotel Solar do Amanacer at favourable rates. Delegates are of course free to stay at any hotel of their choosing but in that case will be responsible for their own transport to and from the DHN facilities. **Please note that it is your individual responsibility to make the accommodation reservation as set at out in the Logistical Information Document.**

You are requested to complete the accompanying Registration Form and return it to Carol Anchieta at DHN and Steve Shipman at the IHB by 20 January 2009. If you are not able to complete the full registration form, for instance you have not booked your flights or have not had your travel authorised, but anticipate attending the meeting then please forward as much information as you can by 20 January and forward the

completed form as soon as you are able. **Anyone requiring a letter of invitation from Brazil to accompany a visa application should contact Carol Anchieta as soon as possible.**

You will also find attached a Provisional Agenda and time table covering matters that need to be discussed by the WG, but I would be grateful if you could forward to me any additional items you may wish to include by 16 February 2009. Please also note that the timetable is flexible and intended for guidance only. Whilst session timings are precise the agenda items considered during each session will depend on the progress made. Further the timing of the visit to the Brazilian Primary Tide Gauge remains to be confirmed.

Documents for consideration by the WG should be sent to me, with a copy to Steve Shipman, by 9 March 2009. Files should be named TWLWG1-AI-X (where AI = the agenda item number and X is a sequential number which will be allocated by the IHB e.g. The attached draft agenda is TWLWG1-2-1-1).

Please let me know also whether you wish to make a presentation to the Committee under Agenda Item 3.1 so that we can plan accordingly. I hope to see you in Brazil.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'S. Gill', written in a cursive style.

Stephen Gill

Chairman IHO Tidal Committee

Enclosures: TWLWG1_Logistics.pdf
TWLWG1_Registration_Form.doc
TWLWG1-2-1-1_Provisional_Agenda.pdf
TWLWG1_Timetable.pdf