

**3<sup>rd</sup> NCWG MEETING**  
**ESRI HQ, Redlands, California, USA 16-19 May 2017**

**Paper for Consideration by NCWG**

**WG Procedures**

<b>Submitted by:</b>	Chairman/Secretary
<b>Executive Summary:</b>	NCWG has been operating on the basis of draft procedures that were submitted to NCWG1 meeting and subsequently discussed and slightly amended at NCWG2. Following the HSSC Chair decision not to revise IHO Resolution 2/2007 at this time, NCWG procedures should now be finalized.
<b>Related Documents:</b>	IHO Resolution 2/2007 (as amended) (Res.2/2007). NCWG2 meeting report §6.1 including NCWG2 Action 8. Brief from HSSC Chair group meeting 1-2/06/2016 in Paris §4. IHO CL17/2017. IHO-A1 Redbook, PRO#6 (Doc. <a href="#">A.1/G/02</a> )
<b>Related Projects:</b>	None

**Introduction:**

1. NCWG has been operating on the basis of draft 'Detailed Procedures' that were originally submitted to NCWG1 and subsequently discussed and slightly amended at NCWG2. At NCWG2 the decision was:

The meeting accepted changes recommended in the paper to the draft NCWG Procedures except that:

- The insertion at 1.2 should be '(including IHB, industry representatives and expert contributors)' – now included at Annex;
  - 3.1 should be aligned with the TOR 4b, that is 'the WG should meet about once a year' – now included at Annex;
  - 4.7 and subsequent paragraphs should remain as drafted until after the HSSC Chair Group meeting in June had considered what changes are needed to Res.2/2007, after which Chair (in consultation with Secretary) would redraft the relevant paragraphs for further consideration by correspondence. This paper is mainly focussed on this redrafting.
2. The HSSC Chair Group decided not to revise Res.2/2007 at this time (see Brief from HSSC Chair Group meeting June 2016, available in the HSSC meetings section of the IHO website). NCWG procedures should therefore now be finalized. New draft procedures are attached at Annex, resulting from consultation between Secretary and former NCWG Chair (Jeff Wootton, now IHO TSSO). The proposed changes from the NCWG2 version are shown in red.

**Discussion:**

3. By way of a little history, the Report of NCWG1 states that:

The draft Procedures (Paper CSPWG11-06B) were not discussed in detail but there were no suggestions to change the draft. Chair will include these draft Procedures as an Annex to the paper for HSSC7, highlighting those clauses most affected by Res.2/2007, and the implications on associated standards such as INT1. Depending on the results of discussion at HSSC7, a new draft of the NCWG detailed procedures will need to be prepared for NCWG2.

4. The detail of these draft procedures was not discussed at HSSC7 either. Instead, HSSC7 decided that the HSSC Chair Group should consider the need to revise Res.2/2007. A meeting of the HSSC Chair Group, held 1-2 June 2016, considered the issue and decided not to revise Res.2/2007.
5. Note that an implication of the delay caused by not publishing NCWG agreed revisions until after HSSC approval, and MS approval at least 3 months later, is that new editions of INT1 cannot include such changes that are agreed by NCWG but not yet formally approved (in accordance with INT1subWG procedures §10a). As new editions of INT1 generally follow a cycle of about 3-4 years, such a delay in the approval process can (and did) cause known accumulated and sometimes significant changes to paper chart cartographic practice to not be advised to the mariner for several years. Whether we should change this will be considered at Agenda item 11.1.
6. At NCWG2, Chair (Jeff Wootton) suggested using an S-4 Bulletin system, similar to that used by the ENCWG for announcing and applying changes to ENC encoding guidance for S-57. Although that 'did not seem fully satisfactory' at the time, failure to revise Res.2/2007 to make a 'better fit' for S-4 means that this may now be the best option to pursue. Accordingly, the draft revised 'Detailed Procedures' at Annex have been based on that option. If this is adopted by NCWG and approved by IHO Secretariat, a CL will be required to advise Member States of the existence and utility of the bulletin.
7. In new §4.10 in the Annex, it is important to note that an IHO CL announcing a single individual change to S-4 is only promulgated if the change is navigationally significant or urgent. This is not primarily to give HOs the opportunity to comment (although they can), but to emphasize the importance of the change and advise producers to check their chart portfolios and apply as appropriate.
8. An addition about availability and publications dates of S-4 has been added at §4.17 by IHO Secretariat, which will be explained at NCWG3.
9. A minor change regarding approving new editions of INT2 and INT3, mentioned at §4.21 in the Annex, was agreed at CSPCWG10.

### **Conclusion:**

10. The draft revised procedures would appear to be workable within the constraints imposed by Res.2/2007 (and IHO Secretariat's interpretation and application of it). There may be a change required to INT1 subWG procedures to avoid delays to advising mariners of NCWG approved changes.

### **Recommendation:**

11. Until and unless advised otherwise by HSSC, NCWG adopt these procedures as our preferred method of working, in particular in the process for revising S-4.

### **Justification and Impacts.**

12. These proposed procedures should:

- avoid MS being 'overwhelmed by a long list of proposed changes at the same time';
- allow interested MS to implement NCWG approved changes without waiting for publication of the revised S-4, including timely amendments to national versions of INT1.

### **Action required of NCWG.**

13. The NCWG is invited to:

- Discuss and approve the draft NCWG Detailed Procedures at Annex, taking into consideration the analysis above.
- Approve the establishment of an S-4 Bulletin page, using the ENC Encoding Bulletin page (ENCWG) as a 'template', within the NCWG area of the IHO website.

## NCWG DETAILED PROCEDURES

Updated 2015, following CSPCWG11-NCWG1 meeting

(with proposed changes following NCWG2 to fulfil NCWG2 Action 8 in red)

### 1. Correspondence

- 1.1. The working **language** of the Working Group (WG) is English.
- 1.2. Correspondence (including formal NCWG letters) will **normally** be by email. Respondents are encouraged to use the 'Reply to all' option for responses, to ensure the full Working Group membership (**including IHO Secretariat, industry representatives and expert contributors**) is aware of developing discussions.
- 1.3. It is necessary to ensure that personal address lists are updated when updated membership and contact lists are issued from time to time. These are dated and posted on the NCWG section of the IHO website.
- 1.4. ~~Hard copies of NCWG correspondence will only be mailed if specifically requested by a WG member.~~
- 1.5. Significant correspondence will be supplied to other HSSC WG Chairs and/or Secretaries as appropriate, for their WGs' information and seeking their input.

### 2. Timescales

- 2.1. Except where there is good reason for shortening the timescales, **8 weeks** will normally be allowed for responding to the first correspondence on a new subject. Thereafter, **4 weeks** will be allowed for responding to further correspondence on the same subject. The Chairman may extend the times allowed for complex issues at his discretion. The Secretary will ensure that the response date (if any) is clearly shown on all correspondence.

### 3. Meetings

- 3.1. ~~Meetings of NCWG will be held at least once every two years. The NCWG should meet about once a year.~~ A meeting should last approximately three days.
- 3.2. It is important to have issues which would benefit from a face-to-face discussion on the agenda, which may not be known until near the meeting time. However, the venue and date of the next meeting shall be considered at the previous meeting, in order to facilitate participants' travel arrangements.
- 3.3. Meetings will be hosted either by invitation of a WG member, or at the **IHO Secretariat** in Monaco. If more than one invitation is available, the venue will be agreed by vote at the earliest opportunity.
- 3.4. NCWG Meetings will not be held in the 9-week period before an HSSC meeting.

### 4. Publications

- 4.1. NCWG is responsible for maintaining IHO publications S-4 (The International Chart Regulations and Specifications) with its supplementary documents, INT1, INT2 and INT3; and S-11 Part A. The principles and procedures for making changes to IHO technical standards and specifications are set out in

IHO Resolution 2/2007 as amended (Res.2/2007) and apply to S-4 and S-11 Part A.

- 4.2. **One** of the principal tasks of NCWG is to maintain S-4 to reflect the developing requirements of nautical charting, including changing navigational procedures and developments in cartographic techniques (S-4 B-160). These may be New Editions, Revisions or Clarifications, as defined by Res.2/2007:5.
- 4.3. Any new work items that require significant resources and time (such as the addition of a new section to S-4 or a change of style, resulting in a **New Edition**) will require approval from HSSC before work is commenced (in accordance with Res.2/2007:3.2).
- 4.4. Suggestions for updates (**Revisions and Clarifications** as defined in Res.2/2007: 5.1) to the specifications or proposals for new symbols may be received from IHO Member States (MS) or WG members at any time. Preliminary discussions about such suggestions will be held during NCWG meetings (or by correspondence if the matter is urgent) when a decision will be taken on whether a suggestion merits further work. An accumulation of such changes will eventually be included in a 'Revised Edition' of S-4.
- 4.5. **Revisions and Clarifications of the relevant clauses will be drafted** by Chairman and Editor in 'MS Word' format, changes to existing specifications shown as 'track changes', and circulated to all WG members by NCWG Letter. Where specific guidance is required, WG members may be asked to vote on their preference in an Annex to the Letter.
- 4.6. Feedback from WG members within the timescales above is considered by the Chairman and Editor and incorporated into a revised draft as appropriate. Further drafts are circulated if necessary, until no further or minimal amendments are suggested.
- 4.7. In accordance with Res.2/2007:3.2.4, relevant stakeholders should be invited to comment and participate as appropriate. IHO MS are the most significant stakeholders for **revisions to S-4, and in particular any possible impact of proposed changes to S-4 on ENC encoding and ECDIS performance must be considered. Therefore, any proposed changes classified by the WG as revisions or extensions are additionally to be forwarded to the Chair and Secretary of the ENCWG to elicit comment and feedback from that WG.**
- 4.8. Once approved by NCWG, the changes will be included as 'S-4 Bulletins' on an **S-4 Bulletin** page (accessible from the NCWG section of the IHO website), so that interested Member States can implement them immediately.
- 4.9. **Clarifications** will be included in the next draft Revised Edition by the Editor, **without further consultation**. Where a new version of S-4 incorporating only clarifications is considered necessary (n.n.n), the NCWG has the authority to publish the new version without seeking HSSC and MS approval (Res.2/2007: 5.1 and 5.2).
- 4.10. **When a proposed change is considered to be *navigationally significant and urgent*, as determined by the NCWG Chair, an abbreviated consultation period within the NCWG, as considered appropriate, is initiated. On approval of such changes by the WG, the change is posted immediately on the S-4 Bulletin page, and notification promulgated by IHO Circular Letter (CL).**
- 4.11. ~~A final version of the above revision(s) is prepared by the Chairman and Editor, taking account of any comments from stakeholders, and promulgated~~

~~by a second IHO CL and included in the S-4 Bulletin. This enables MS to implement (or comment on) the changes immediately, before publication of the next New or Revised Edition of S-4.~~

- ~~4.12. Unless urgent, Clarifications will await inclusion at the next New or Revised Edition. Where a new version of S-4 incorporating Clarifications only is considered necessary (n.n.n), the NCWG has the authority to publish the new version without seeking HSSC and MS approval (Res.2/2007: 5.1 and 5.2).~~
- 4.13. When a significant change has been introduced, and/or sufficient Revisions to S-4 have accumulated, the **NCWG Chairman** will propose to HSSC that a New or Revised Edition of S-4 should be published. As **NCWG members and MS (through access to changes from the S-4 Bulletin page)** have already had the opportunity to comment on the proposed changes, the New or Revised Edition can be prepared as soon as HSSC approval is obtained.
- 4.14. The Secretary supplies to **IHO Secretariat**, by email, **a pdf file of the complete S-4**, which is given a New Edition (n.0.0) or Revision number (n.n.0), as appropriate (Res.2/2007: 5.1 and 5.2).
- 4.15. **IHO Secretariat** issues a CL to ~~announce~~**propose** the New or Revised Edition ~~for adoption~~ and explain the changes ~~also drawing attention to any significant Clarifications which the WG has decided to incorporate~~ (by an explanatory note (EN) together with a PDF of the draft revised S-4 in the 'Draft Publications Awaiting Approval by Member States' part of the IHO website). (This is in accordance with Res.2/2007 3.2.8.) The EN will also draw attention to any significant Clarifications which the WG has decided to incorporate.
- 4.16. **IHO Secretariat** makes and retains a CD of each finalized New or Revised Edition of S-4, as an international archive of the development of S-4.
- 4.17. The ~~Secretary~~ **Editor** will also supply a list of all changes, including minor editorials, to ~~France~~ **IHO Secretariat** and Spain to assist with translation work. The list will also be supplied to Republic of Korea to assist in updating the Digital Reference Tool for Cartographers and to other HOs that maintain local translations of S-4, on request (currently Germany). In order to avoid any confusion on the date of availability and effective publication of S-4 French and Spanish versions, the IHO Secretariat indicates on the IHO website and cover pages of S-4 (all versions), the Edition date and Publication date (month, year) in force.
- 4.18. NCWG is also responsible for maintaining S-11 Part A. Any changes will be progressed in a similar way to the above. Any major revision may be facilitated by the establishment of a subWG.
- 4.19. Official INT1 revisions are undertaken by France, Germany and Spain. They consult within the INT1 subWG, with the aim of achieving consistency (eg in English terms and descriptions). New editions are announced by IHO CL and in the 'IHO News' panel on the IHO website home page. **PDF files are provided to IHO Secretariat for display on the IHO website (in a password protected section if required by the producer\*)**. Notice to Mariners updates to INT1 are posted on the IHO website, with links from the Publications download list.
- 4.20. INT2 and INT3 are published by Netherlands and UK respectively, on behalf of IHO. ~~Raster~~ **PDF files are provided to IHO Secretariat for display in a**

~~password protected section~~ on the IHO website (in a password protected section if required by the producer<sup>\*</sup>).

- 4.21. Revisions of INT1, INT2 and INT3 are not subject to HSSC approval. NCWG is the authority for all terms and descriptions used in official S-4 supplementary publications. ~~This authority is delegated to the INT1 subWG for maintaining INT1, and similarly to the producers of INT2 and INT3, except where they deem it necessary to refer to the whole WG.~~ The NCWG should formally approve new editions of INT2 and INT3 (by correspondence), as it does for INT1 via its INT1 sub-WG. Terms and descriptions in S-4's supplementary publications must be strictly in accordance with the specifications agreed by IHO Member States for incorporation into S-4. In INT1 however, they may be abridged to provide only the information essential to the chart user.
- 4.22. WG members are encouraged to advise the Secretary at any time of errors or omissions noticed in publications or information messages for which NCWG is responsible.

\* when the IHO Secretariat receives requests from non-IHO Member States for these publications, they are directed to the producer for subsequent possible actions.