

**INTERNATIONAL HYDROGRAPHIC
ORGANIZATION**

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NAUTICAL CARTOGRAPHY WORKING GROUP

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NCWG Letter: 02/2019

Ref: TRAFICOM/87202/04.05.01/2019

To NCWG Members

Date 20 May 2019

**Subject: 5th NCWG Meeting , 5-8th November 2019 with a provisional INT Charts/ENC
Coordinators workshop on 4th November in Stockholm**

Dear Colleagues,

As agreed at the 4th NCWG meeting in the Netherlands, the 5th NCWG meeting will take place in Stockholm, Sweden on 5-8th November kindly hosted by the Swedish Maritime Administration.

The NCWG meeting will commence on Tuesday 5th November at 0930 (0900 on other days) and is scheduled to close not later than lunchtime on Friday 8th November (planned finish 1630 on other days). I look forward to another productive NCWG meeting and continuing the important work on the future of the paper nautical chart in particular. This meeting will provide a valuable opportunity to share our ideas, knowledge and coordinate actions to take forward.

NCWG4 Actions

I have included at **Annex A** the current status of the Actions from NCWG4. 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.

Icebreaker Event

The Swedish Maritime Administration is kindly considering the possibility of hosting an icebreaker event on the evening of Monday 4th. Therefore please consider this when making your travel plans.

Provisional INT Charts/ENC Coordinators Workshop

The IHO Secretariat is currently considering the possibility of holding an INT Charts/ENC Coordinators workshop on the afternoon of 4th November. The IHO Secretariat will provide confirmation and details of this provisional event when full details have been agreed. Please be aware that the attendance capacity for this event is likely to be limited to 15-20 attendees only (Charting Region Coordinators having a priority).

NCWG members, especially those that might take over the role of INT Charts/ENC Coordinators in the future, are more than welcome to attend the provisional INT Charts/ENC coordinators workshop on Monday 4th November afternoon as well. It is hoped that this will provide the opportunity to demonstrate the new functionalities of INTGIS II and the management procedures. INT Charts/ENC Coordinators are also invited to attend all or parts of the NCWG5 meeting as Observers if desired. Confirmation of this proposed event and further details will be issued by the IHO Secretariat as soon as possible and no later than 1st September.

Logistics Information

The meeting will be held at the Garnisonen conference centre in Stockholm. Further logistics information is provided in **Annex D**.

Attendance

The attendance of participants is a key component for the success of any IHO meeting. However, in order to minimize the workload and associated side costs, Member States should consider the possibility of limiting the number of their delegations (in general up to two participants in addition to working groups' office bearers, if any), so meeting rooms and seating arrangements can be optimized. If more participants are planned, it is important to liaise with the host country to ensure it is feasible.

Registration

Please register for the meeting as soon as possible, using the '[Online Registration](#)' page on the IHO website. Note that you will need to create a user account if you have not already done so: use the link from the NCWG5 documents page, click 'Login' and then 'Create User Account'.

All participants intending to participate in the meeting should register by **14 October 2019**.

Participants that are unable to confirm attendance before the deadline are invited to inform the host (Magnus.Hovberg@Sjofartsverket.se) and the IHO Secretariat on their plans to attend and the number of potential participants at the deadline.

I would also appreciate it, if all working group members that are not able to attend meeting could inform me about this.

Visa

Delegates requiring any assistance for issues related to visa requirements are invited to liaise with Magnus Hovberg (Magnus.Hovberg@Sjofartsverket.se) at their earliest convenience.

It should be noted, that it is the responsibility of participants to commence with their visa application process as early as possible.

Agenda

I have included an outline draft agenda at **Annex B**, which mainly consists of our standing items, plus items noted during the year. Those items from WG members have the lead member nation indicated in bold; please let the Secretary and myself 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 NCWG (as INF paper at item 12, Annex B).

NCWG5 papers

I have also included at **Annex C** the 'Recommended format for Submission of Proposals to NCWG5'. 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 www.iho.int and follow the links: Committees & WG / NCWG / 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 7 weeks before the meeting. This allows for follow-up submissions at least 3 weeks before the meeting. Follow-up 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.

Timetable summary

In conclusion, and as a reminder, the sequence of events requiring your action is:

As soon as possible:

- Advise the Secretary of the latest status of outstanding NCWG action items allocated to you (see Annex A)
- Advise the Secretary of subjects for the NCWG5 agenda (see Annex B).

As soon as possible and before 17 September 2019:

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

As soon as possible and before 14 October 2019:

- Register for the meeting.

Yours sincerely,



Mikko Hovi,
Chair NCWG

Annex A: Actions from NCWG-4

Actions from NCWG4

No	NCWG 4 Agenda item	NCWG4 Action	Delegate	Status
4\1	4.6	Discuss and agree a new S-101 symbol for QOBD (Quality of Bathymetric Data) as part of missing symbols work. Inform S-101 project team when considering alarms and indications.	Chair	ongoing
4\2	6.1B	Delegates who volunteered to write new sections for future of paper chart document to submit content to Colby Harmon by 31 st December 2018	UK, TR, ES, SE, ESRI, CO,NGA, DE, NOAA, IHO Sec	completed
4\3	6.6	Nations using Satellite Derived Bathymetry (SDB) should share their practices with the UK. The UK will then prepare a consolidated report to identify any common SDB practices and share their findings back to the nations using SDB. If further wording in S-4 required then submit a new paper.	UK and all members who use satellite derived bathymetry	ongoing
4\4	6.7	Considering discussions had UK to send paper NCWG4-06.7A to NIPWG	UK	completed
4\5	6.8	Considering discussions had NL to send paper NCWG4-06.8A to S100WG	NL	ongoing
4\6	6.8	Formulate S-4 wording regarding solar farms and circulate to NCWG members.	Secretary	completed
4\7	6.9	Draft a plan regarding pilot boarding area (and other) boundary symbols and a centralised symbol alternative if boundary symbols not permitted. Submit plan to S-100WG and ENCWG.	UK and FI	ongoing
4\8	6.10	Review S-4 guidance at B400 so that it is more product neutral. Identify areas that effect ENCs then contact Aus and member states.	Secretary	ongoing
4\9	6.12	Contact IALA to discuss FFI and draft proposal for S4 depending upon their view. Also consider S-101.	Secretary and NGA	ongoing
4\10	6.14	NCWG to offer support to review or update S-49.	Chair	ongoing
4\11	6.15	Draft S-4 amendment regarding 'Existence Doubtful' and circulate to members.	Secretary and Chair	ongoing
4\12	6.15	Chair to notify other working groups regarding change of wording in S-4 regarding 'Existence Doubtful'.	Chair	ongoing

No	NCWG 4 Agenda item	NCWG4 Action	Delegate	Status
4\13	6.16	Chair to check Hydrographic Dictionary WG and S-101WG regarding Seagrass. All nations should report any identified inconsistencies between s-4 and S101 to S-101WG.	Chair and all nations	ongoing
4\14	12.1 INF1	Netherlands to draft wording for S-4 regarding swept wrecks and also consider impact on S-57.	NL	ongoing
4\15	12.2 INF2	Draft wording for S-4 regarding recommendation to issue chart correcting notice to mariners when shoaler wreck depths from snagged fishing nets are discovered. Also include need for temporary notice until nets cleared.	UK	ongoing
4\16	12.5 INF5	Further consider issue of distinguishing between obstructions and foul ground, propose changes for S-4.	FR, AU	ongoing
4\17	6.4	Chair and Secretary to draft amendments to B443 and C408.1 Submarine cables, to include reference to IHO resolution 4/1967 as well as minor changes to wording. Circulate wording to members for review.	Chair and Secretary	ongoing
4\18	7.2	INT1 SubWG to continue work with section V and confirm if it will be included in INT1.	INT1 SubWG	ongoing
4\19	7.2	UK to share any user feedback received regarding new section V in NP5011 (UK INT 1 version) to INT1 SubWG and also NOAA.	UK	ongoing
4\20	7.4	DE to report back any developments regarding volunteers to take on responsibility for English INT1 version.	DE	ongoing
4\21	12.3	If needed Germany to resubmit paper regarding chart references.	DE	ongoing
4\22	10.3	Chair NCWG to report back findings to HSSC regarding vessel incidents and 'alarm fatigue'	Chair	ongoing

Annex B – Draft Agenda NCWG5

Draft Agenda for 5th NCWG MEETING
5-8 November 2019, Stockholm, Sweden

Please assemble at 0915 for 0930 start (Tuesday) and 0845 for 0900 start (other days).
Close by approximately 1630 (1300 on Friday).

- 1. Welcome, Introductions and Administrative Arrangements**
- 2. Approval of Agenda**
- 3. Status of Actions from NCWG4**
- 4. Matters arising from HSSC**
 - 4.1. Notes from HSSC11 **(Chair)**
 - 4.2. Actions from HSSC11 **(Chair)**
 - 4.3. Report from S-100WG **(Chair)**
 - 4.4. Report from ENCWG **(Chair)**
 - 4.5. Report from NIPWG **(IHO Sec)**
 - 4.6. Report from DQWG **(DQWG Chair)**
- 5. NCWG Administration and Work Plan**
 - 5.1. Review of Terms of Reference and Detailed Procedures **(Chair)**
 - 5.2. Summary of progress, items completed **(Sec)**
- 6. S-4 Chart Specifications, New and revised symbology**
 - 6.1. Future of Paper Chart [Work item A16] **(Harmon)**
 - 6.2. Future of S-4 [A28] **(Chair)**
 - 6.3. Protocol for considering portrayal requirements [A26] **(Chair)**
- 7. INT 1 / 2 / 3**
 - 7.1. Report from Secretary of INT1 subWG [E1] **(Sec)**
- 8. S-11 Part A**
- 9. Liaison with other working groups**
 - 9.1. S-101 Portrayal **(Chair)**
- 10. Lessons learned from Marine Incidents**
- 11. Review of Actions and Work Plan**
 - 11.1. Review of Meeting Actions
 - 11.2. New items for Work Plan
- 12. INF papers, reports and Any Other Business**
- 13. Date and location of next meetings**

NCWG6 - November 2020 – (tbd)
NCWG7 - November 2021 (tbd)
- 14. Closure of meeting**

Annex C – Recommended format for submission of proposals to NCWG-5

Paper for Consideration by NCWG
[Short descriptive title]

Submitted by:	MS or Organization
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 or impacts of any proposed action or recommendation. 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.;
- possible impact on ENC;
- possible impact on standards (S-4, S-1xx...) and possible impact for the implementation of the consequences of the proposed action or recommendation
- identifying which other 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 NCWG

The NCWG is invited to:

- a. endorse
- b. agree
- c. note

Annex D - Logistics Information for NCWG-5

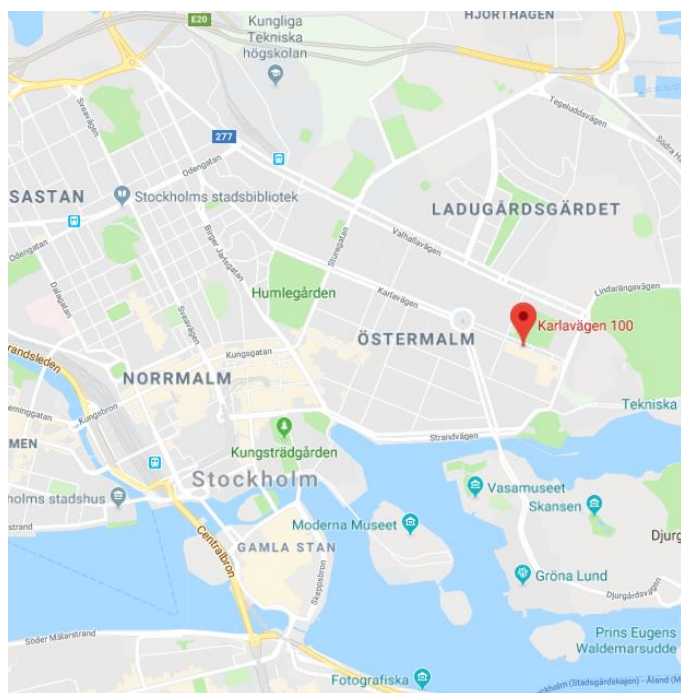
Meeting venue

The meeting will take place at the conference center Garnisonen, conference room Berzelii Park.

Address:

Karlavägen 100

104 51 Stockholm



Contact information

Contact Person: Magnus Hovberg

Telephone: +46 10 478 46 99 (Switch board +46 771 63 00 00)

Email: magnus.hovberg@sjofartsverket.se

Hotel

Participants can book hotel room at Best Western Hotel Karlaplan.

It's about a 10 minutes' walk to the Conference center, see map below.

Rooms are pre-booked until 30th of September.

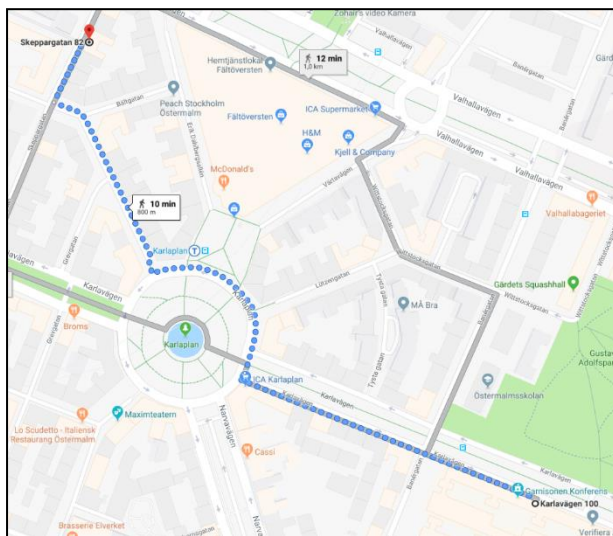
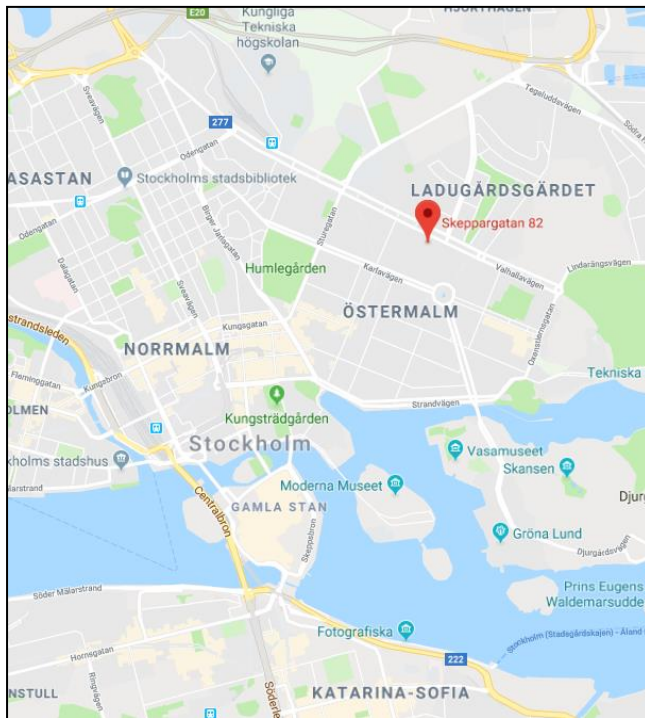
Price level about 125€ per night including breakfast. When booking this hotel use e-mail info@hotelkarlapan.se, please sign with booking number **247951** and booking reference **Sjofartsverket**.

Hotel address:

Best Western Hotel Karlaplan

Skeppargatan 82

114 59 Stockholm



Local travel information

Arlanda Airport to Stockholm central station

ArlandaExpress (<https://www.arlandaexpress.com/>)

- The travel time is 20 mins.
- Trains depart six times every hour during peak hours, and every fifteen minutes at other times. At 22.35 from Stockholm C and at 23.05 from Arlanda Airport the trains run every 30 minutes.

- The first stop from Stockholm Central Station is at Arlanda South (terminal 2, 3 and 4). The second and last stop is at Arlanda North (terminal 5). The travel time between Arlanda South & Arlanda North is only 1 min.
- All departures and arrivals are local Swedish time.

You can buy tickets at the following locations:

- Arlanda Express app.
- The ticket vending machines at Stockholm Central Station and Arlanda Airport terminal 2, 4, 5
- Website.
- The ticket office at track 1&2 at Stockholm Central Station: opening hours Sun-Fri from 4.00 a.m. to 12.00 p.m; Sat from 4.00 a.m. to 9.00 p.m.
- Arlanda Visitor Centre in Terminal 5 and in the information counters at Arlanda Airport terminal 2 and 4.
- Onboard (SEK100 surcharge per ticket).
- From your travel agency.
- Stockholm Info at Stockholm Central station.

Public transport Stockholm

SL (<https://sl.se/en/>)

The best way to travel in the city of Stockholm is by subway or bus.

The nearest subway station to the Conference center Garnisonen and the recommended Hotel is Karlaplan.

Travelling from T-Centralen to Karlaplan Subway-line 13 to Ropsten.

Fares and tickets

In order to travel with the SL services you will need a ticket. There are tickets and travelcards for short and longer periods of time.

Nearly all tickets are loaded on an SL Access card, which is an electronic smart card. You need to pay a fee of 20 SEK for the card itself, but you can re-use your card at future visits to Stockholm. There are single use travelcards with tickets valid 75 minutes, 24 or 72 hours.

When you travel place your travelcard or SL Access card on the card reader at the automatic barriers in the Metro and at the commuter train stations, the blue card readers on board the buses or the blue cardreaders on poles placed on tram and light railway stops as well as at some commuter boat jetties.

You cannot purchase a ticket onboard the buses, onboard most of the trams and light railway trains, or onboard commuter ferries.

For more information about travelling by public transport please go to the SL website, the link above.

Information about Visas for business trips and to attend conferences

If you are visiting Sweden on a business or conference trip and are a citizen of a non-EU country, you may need a visa. A visa is a permit to travel to and stay in a country for a limited period. To be granted a visa, you need an invitation from the company or person who is arranging the conference. You must show that you have enough money for your keep and

for your home trip. You also need health insurance that covers the costs if you become ill during your visit to Sweden.

For more information about Visa, please go to, <https://www.migrationsverket.se/English/Private-individuals/Visiting-Sweden/Visiting-on-business-and-for-conferences.html> .

Electric sockets

In Sweden the power plugs and sockets are of type F, see picture. The standard voltage is 230 V and the standard frequency is 50 Hz.



Additional information

Sweden will host an ICE breaker party on Monday the 4th of November and a Conference dinner at 6th of November. Invitations will be sent out separately.