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CIRCULAR LETTER No. 57/2002
25 November 2002

**WORLDWIDE ENC DATABASE (WEND)
Chairmanship and Vice-Chairmanship**

Reference: Decision No 17 (a) of the XVIth International Hydrographic Conference

Dear Hydrographer,

The 7th WEND meeting will be held in Lima, Peru on 13-14 May 2003. Meeting and hotel information, including registration and hotel booking forms, are available on the website of the Peruvian Direccion de Hidrografia y Navegacion (www.dhn.mil.pe), and hotel bookings and meeting registration can be made on line. An agenda for the meeting will be provided at a later date. It should be noted that the WEND meeting will immediately be followed on 15-16 May 2003 by the 3rd meeting of the SPWG.

By Decision 17 (a), the XVIth International Hydrographic Conference (Monaco, 15-19 April 2002) approved the revised Terms of Reference for the WEND Committee. They are reproduced at Annex A. These TOR provide for the election of officers following each ordinary Conference. The current Chairman, Dr. Peter Ehlers, has indicated that he is willing to continue as Chairman, although he is conscious of the benefits that new leadership could provide. Also, a Director of the IHB has always served as Secretary. The Directing Committee has adopted a new policy in that Directors will not serve as officers of active committees or working groups; however, the Directing Committee will nominate a Professional Assistant for the position of Secretary, in accordance with para. 2.5 of the Terms of Reference. Therefore, Member States are requested to provide nominations for the positions of Chairman and Vice-Chairman, using the form at Annex B, to reach the Bureau **by 15 January 2003**. If required, an election will be conducted by Circular Letter in order that new officials may prepare for the upcoming meeting.

For your information, the current WEND membership is provided in Annex C. Any change should be reported using the form at Annex B.

On behalf of the Directing Committee
Yours sincerely,

(original signed)
Rear Admiral Kenneth BARBOR
Director

Encls: Annexes A - C

TERMS OF REFERENCE

WORLD-WIDE ELECTRONIC NAVIGATIONAL CHART DATABASE (WEND) COMMITTEE

Objective:

To promote the establishment of a World-wide Electronic Navigational Chart Database (WEND) suitable for the needs of international shipping.

1. Terms of Reference

- 1.1 To provide a forum for the coordination of the activities of Member States in achieving the objective.
- 1.2 To harmonize the policies of regional ENC Coordinating Centres (RENC) with respect to matters related to administration, legality, finances, technical processes, etc.
- 1.3 To take account of the Terms of Reference of, and consult with, other IHO bodies as appropriate, particularly CHRIS.
- 1.4 To report to Member States annually through Circular Letter and make a report to the ordinary sessions of the International Hydrographic Conference.

2. Rules of Procedure

- 2.1 The Committee is composed of representatives duly authorized by Member States and an IHB Director will attend WEND Meetings.
- 2.2 Meetings shall be held once a year. The venue and date will be announced at least three months in advance.
- 2.3 The Committee Members will elect the Chairman and the Vice-Chairman of the Committee at its first meeting following each ordinary session of the International Hydrographic Conference.
- 2.4 Recommendations of the Committee will be submitted to the IHO Member States for adoption through the Directing Committee.
- 2.5 The IHB will serve as the Secretariat for the WEND Committee.

Reference: Decision No 17a of the 16th International Hydrographic Conference, 15-19 April 2002, Monaco.

NOMINATIONS
for the
WORLDWIDE ENC DATABASE COMMITTEE (WEND)
[Chairmanship and Vice-Chairmanship]

QUESTIONNAIRE
(to be returned to the IHB by 15 January 2003
E-mail: info@ihb.mc - Fax: +377 93 10 81 40)

Member State:

.1 Taking into consideration the Terms of Reference for WEND, as in Annex A to IHB CL 52/2002, please confirm your representation on WEND or that you wish to participate in the work of WEND?

YES NO

.2 If yes, please indicate the name of your representative:

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E-mail:

.3 If yes, would your representative be prepared to act as:

- Chairman of WEND : Yes No

- Vice-Chairman of WEND : Yes No

Comments :

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.....
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Name / Signature

Date:

WORLDWIDE ENC DATABASE COMMITTEE (WEND)

Membership
(October 2002)

Country	Name	Fax number	E-mail
Argentina	Capt. Javier A. VALLADARES	+54 13013883	dhidro@hidro.gov.ar
Australia	Mr. Ronald R. FURNESS Capt. Bruce KAUFER	+61 2 4221 8680 +61 2 9498 4014	Ron.Furness@hydro.gov.au hpd@hydro.gov.au
Brazil	Lt. Cdr. João D. C. GONÇALVES JUNIOR	+55 21 2613 8101	322@chm.mar.mil.br
Canada	Mr. Anthony D. O'CONNOR	+1 613 996 9053	oconnorto@dfo-mpo.gc.ca
Chile	Capt. Fernando MINGRAM	+56 32 283542	shoa@shoa.cl
China	Mr. WANG Liangyu Mr. NG Kwok-Chu (HK)	+86 10 652 92893 + 852 2504 4527	tjhjihzx@public.bta.net.cn hydro@mardep.gov.hk
Cuba	Cdr. Rolando FEITÓ SARDUY	+53 7 24 28 69	geocuba@teleda.get.tur.cu
Denmark	Mr. Peter JAKOBSEN Mr. Ole BERG	+45 35875059 +45 35875057	pj@kms.dk olb@kms.dk
Finland	Mr. Juha KORHONEN	+358 204 484620	Juha.Korhonen@fma.fi
France	Ing. en chef Michel LE GOUIC	+33 1 40659998	mlegouic@shom.fr
Germany	Dr. Peter EHLERS Mr. Horst HECHT	+49 40 31905000 " " "	Peter.Ehlers@bsh.d400.de Horst.Hecht@bsh.d400.de
Greece	Comdre H.H. Anastásios SKLAVIDIS	+30 1 652 0224	info@hnhs.gr
India	RAAdm. K.R. SRINIVASAN	+91 135 748 373	nho@sancharnet.in
Indonesia	Capt. T.H. SOESETYO	+62 21 323 577	infohid@indo.net.id
Italy	Capt. Pierpaolo CAGNETTI	+39 10 261 400	iim.sre@marina.difesa.it
Japan	Dr. Masakazu TSUCHIDE	+81 3 32481250	masakazu-tsuchide@kaiho.mlit.go.jp
Korea (Rp.of)	Mr. Se Yun CHO	+82 32 885 3823	choish@nori.go.kr
Malaysia	Capt. Yacob bin ISMAIL	+60 3 2987972	rmnodb@tm.net.my
Netherlands	Capt. Ruurd VAN ROOIJEN	+31 70 316 2843	Info@hydro.nl
New Zealand	Mr. John SPITTAL	+64 4 472-2244	jspittal@linz.govt.nz
Norway (NHS)	Mr. Frode KLEPSVIK	+47 518 58701	klepsvikf@statkart.no
Norway (NMA)	Mr. Knut FLATHEN	+47 321 18 101	flathenk@statkart.no
Oman	Muq. Bahry (Cdr.) Ian E.I. JOLLY	+968 614 730	
Peru	RAAdm. Carlos GAMARRA Elias	+ 51 14 465-2995	dihidronav@dhn.mil.pe

Country	Name	Fax number	E-mail
Philippines	Cmdre. Renato FEIR	+63 2 2422 090	cgsd@namria.gov.ph
Portugal	VAdm. Antonio David da Silva CARDOSO Cdr. Fernando M. PIMENTEL	+351 21 396 05 15 +351 21 396 05 15	hidrografia@hidrografico.pt hidrografia@hidrografico.pt
Russian Federation	Adm. A.A. KOMARITSYN	+7 812 323 7260	gunio@homepage.ru
Singapore	Capt. Wilson CHUA	+65 278 7646	wilson@mpa.gov.sg
South Africa	Capt. Leon REEDER	+27 21 787 2228	hydrosan@iafrica.com
Spain	Cdr. Fernando QUIRÓS Cebriá	+34 56 275358	ihmesp@retemail.es
Sweden	Mr. Göran NORDSTRÖM	+46 11133903	Goran.Nordstrom@sjofartsverket.se
Thailand	VAdm. Suchart YANOTHAI	+66 2 472 1286	hydro@navy.mi.th
United Kingdom	Dr. Chris DRINKWATER	+44 1823325522	chris.drinkwater@ukho.gov.uk
USA (NOAA)	Capt. David B. MacFARLAND	+1 301 7134019	David.Macfarland@noaa.gov
USA (NIMA)	RAdm. Chris ANDREASEN	+1 301 227-7649	AndreasenC@nima.mil
Venezuela	Capt. Manuel FERNANDES Correia	+58 2 4835878	dhn@ifxnw.com
IHB	RAdm. Kenneth BARBOR	+377 93 10 81 40	dir1@ihb.mc
OBSERVERS			
Primar Stavanger	Mr. Asbjorn KYRKJEEIDE	+47 51 93 95 01	Asbjorn.Kyrkjeide@primar.org
IC-ENC	Mr. Philip WAINWRIGHT		phil.wainwright@ic-enc.org
IEC	Dr. Lee ALEXANDER		lee.alexander@unh.edu
IOC	Dr. Dimitri TRAVIN	+33 1 45 68 58 12	d.travin@unesco.org