



IHB File N° S3/8152

CIRCULAR LETTER 23/2013
14 March 2013

**THIRD MEETING OF THE WORLDWIDE ENC DATABASE WORKING GROUP
(WENDWG3)
13-14 May 2013, IHB, Monaco**

Reference: CL 78/2012 dated 10 August – *Request for input to the guidelines for the implementation of the WEND Principles*

Dear Hydrographer,

1. The third meeting of the Worldwide ENC Database Working Group (WENDWG3) will take place on 13-14 May 2013 at the International Hydrographic Bureau, Monaco. **The meeting will be preceded by the RENC Harmonization Sub-Group (RHSG) meeting from 0900 to 1200, on 13 May 2013, at the same venue.**

2. Venue and Accommodation. The meeting will be held in the IHB Conference Room. Logistics information, such as details of available hotels, and a registration form for WENDWG3 have been posted on the IHO website:

www.iho.int > Committees & WG > WENDWG

Attendees are invited to make their own hotel arrangements at their earliest convenience. Delegates' attention is drawn to the fact that the meeting will be held two weeks before the Formula 1 Grand Prix. Ms Mireille Mollet at: info@iho.int is available to assist in the event of difficulties with accommodation or other logistic arrangements. Registration forms for WENDWG3 should be submitted to the IHB **no later than 19 April 2013**.

3. Minutes of WENDWG2. The minutes of the WENDWG2 meeting are available via the WENDWG page on the IHO website. The updated Action List from the meeting is provided in Annex A to this letter.

4. Draft Agenda for WENDWG3. A provisional agenda for WENDWG3 is provided in Annex B. WENDWG Members are kindly requested to review the draft agenda and provide any comments or proposals for new agenda items to the Secretary **no later than 25 March 2013**. If necessary, a revised draft agenda will be prepared and published on the IHO website after that date.

5. Submission Deadline for WENDWG3 Documents. Documents intended for consideration at WENDWG3 should be submitted to the Secretary at: info@iho.int in accordance with the "*Guidelines for the Submission of Reports and Proposals for consideration by WENDWG*", as follows:

Document	Submission Deadline
Proposals and reports requiring consideration and a decision by WENDWG	no later than 25 March 2013 (Six weeks before commencement of the meeting)
Subsequent comments and contributions (Such supplementary submissions should contain a maximum of 4 pages)	no later than 22 April 2013 (Three weeks before commencement of the meeting)

Document	Submission Deadline
Information papers (documents received after 25 March 2013 will be treated as information documents only)	no later than 22 April 2013 (Three weeks before commencement of the meeting)

All the documents will be posted on the IHO website as soon as possible after they are received.

6. WENDWG Membership. The current WENDWG Membership list is provided in **Annex C** to this letter and is also available on the WENDWG page on the IHO website. Any changes should be communicated to the Secretary at: info@iho.int at the earliest opportunity.

7. WENDWG Chair and Vice Chair. Nominations for Chair and Vice Chair of WENDWG will be considered by WENDWG3 in order to submit its preferences to IRCC5 for endorsement by the Committee. Nominations for these positions should be submitted to the Secretary at info@iho.int.

On behalf of the Directing Committee

Yours sincerely,



Mustafa IPTES
Director

Copy to:

WENDWG Members

Annexes:

- A. List of Actions from WENDWG2 and Status Report
- B. Draft Agenda and Timetable
- C. WENDWG Membership

LIST OF ACTIONS FROM WENDWG2 AND STATUS REPORT

Number	Action	Responsible	Agenda Item	Deadline	Status/Remarks
WENDWG2/01	to inform IRCC Chair that Action IRCC4/14 deadline will not be met.	Chair	6	Dec 2012	Ongoing
WENDWG2/02	to create a task group to develop a simple risk assessment tool	Chair	7	February 2013	Ongoing Report to WENDWG3
WENDWG2/03	to form a drafting group for the guidelines	Canada, UK, Turkey, USA, Secretary	7	31 Oct 2012 (first draft) 31 Dec 2012 (comments) 31 Jan 2013 (final)	DONE See WENDWG3-04.
WENDWG2/04	to send amplification letter on the limitations of the list of ports not covered by larger scale ENCs	Chair	8	15 Feb 2013	DONE See WEND-WG/Letter 01-2013 dated 5 February 2013
WENDWG2/05	to feedback on problems in the list of ports not covered by larger scale ENCs.	RHC Chairs	8	18 Apr 2013	Ongoing
WENDWG2/06	to invite UKHO to amplify CL 40 with the policy and procedures to verify consistency between ENCs and the corresponding paper charts.	Chair	9	15 Feb 2013	Ongoing
WENDWG2/07	to circulate Annex F (<i>WEND Task Group Discussion document</i>) for additional comments.	Chair	9	Dec 2012	DONE See Annex F to Minutes of WENDWG2
WENDWG2/08	to discuss the Hydro International article in the IHB and inform Members.	Secretary	9	WENDWG3	Report to WENDWG3
WENDWG2/09	to invite IHB to send a CL inviting MSs to adopt standard periods for ENCs licenses.	Chair, UKHO	10A	15 Feb 2013	Ongoing
WENDWG2/10	to develop a policy to address the withdrawn of ENCs and nautical publications after they are issued.	Task Group	10A	WENDWG3	Report to WENDWG3
WENDWG2/11	to intervene on behalf of WENDWG to HSSC4 on the interest on investigating ENC scheme in conjunction with the NSHC ENC harmonization group.	USHC	10B	At HSSC4	DONE

Number	Action	Responsible	Agenda Item	Deadline	Status/Remarks
WENDWG2/12	to intervene on behalf of WENDWG to express its intention to assess EUSP ENC databases and the RENCs database, as this work can contribute to the development of PIs and inform findings in advance of HSSC5.	USCHC	10B	At HSSC4	DONE
WENDWG2/13	to propose to IRCC5 to endorse the changes in TOR.	Chair	11	Before IRCC5	Ongoing
WENDWG2/14	to seek nominations for Chair and Vice Chair to WENDWG3.	Chair	11	Before WENDWG3	Ongoing

**THIRD MEETING OF THE WORLDWIDE ENC DATABASE WORKING GROUP
(WENDWG3)
13-14 May 2013, IHB, Monaco**

DRAFT AGENDA AND TIMETABLE

Monday 13 May	RENC HARMONIZATION SUB-GROUP (RHSG2) Meeting
0900	Monday 13th May 09:00-12:00, IHB Conference Room, Monaco 1. Welcome and Introductions 2. Adoption of RHSG1 minutes 3. Review of actions from RHSG 4. Discussion on progress made, including: Update on IC-ENC / PRIMAR Cooperation Programme IHO RENC model options Barriers to RENC membership 5. Summary and work plan 6. Agree report to WENDWG3 7. Any other Business
1200	End of the meeting

Monday 13 May	DAY ONE OF WENDWG3
1400	1. Opening and Administrative Arrangements <i>Docs: WENDWG3-01A List of Documents, by IHB</i> <i>WENDWG3-01B List of Participants, by IHB</i> <i>WENDWG3-01C WENDWG Membership, by IHB</i> <i>WENDWG3-01D Terms of Reference for WENDWG, by IHB</i>
1430	2. Approval of Agenda <i>Doc: WENDWG3-02 Agenda and Timetable</i>
1445	3. Matters arising from Minutes of WENDWG2 Meeting <i>Docs: WENDWG3-03A Minutes of WENDWG2, by IHB</i> <i>WENDWG3-03B Status of Actions List from WENDWG2, by IHB</i>
1530	Group Photo followed by Coffee Break
1600	4. Guidelines for the implementation of the WEND principles <i>Docs: WENDWG3-04 Guidelines Drafting Group Report, by Task Group</i>
1700	5. WENDWG Risk Assessment Tool Task Group (Terms of Reference, conclusions, etc) <i>Docs: WENDWG3-05, by Task Group</i>
1730	6. List of ports not covered by larger scale ENCs <i>Doc: WENDWG3-06 List of ports not covered by larger scale ENCs, by UK</i>

1800	7. Policy and procedures to verify consistency between ENC's and the corresponding paper charts <i>Docs: WENDWG3-07 Policy and procedures to verify consistency between ENC's and the corresponding paper charts, by UK</i>
1830	END OF DAY ONE
1900 - 2030	Reception at the IHB

Tuesday 14 May	DAY TWO OF WENDWG3
0900	8. Development of a policy to address the withdrawal of ENC's and nautical publications after they are issued <i>Doc: WENDWG3-08 Development of a policy to address the withdrawal of ENC's and nautical publications after they are issued, by Task Group</i>
1000	9. Development of a Performance Monitoring Procedure <i>Doc: WENDWG3-09 Development of a Performance Monitoring Procedure, by UK</i>
1030	Coffee Break
1100	10. The requirement for an IHB ENC reference (library) collection <i>Doc: WENDWG3-10 The requirement for an IHB ENC reference (library) collection, by IHB</i>
1230	Lunch
1400	11. Capacity Building Project for short-term Secondments to RENCs <i>Doc: WENDWG3-11 Capacity Building Project for short-term Secondments to RENCs, by IHB</i>
1430	12. Development of an IHO RENC/WENC <i>Doc: WENDWG3-12 Development of an IHO RENC/WENC, by RHSG</i>
1500	13. Development of the 2013 WENDWG Work Programme (Chair)
1530	Coffee Break
1600	14. Review of the Actions (Secretary)

1620	<p>15. Preparation of the WENDWG3 Report to IRCC5 (Chair)</p> <ul style="list-style-type: none"> a) Revised Guidelines for the Implementation of the WEND Principles b) Proposal for a Risk Assessment Tool c) List of ports not covered by large scale ENC's d) Policy and procedures to verify consistency between ENC's and the corresponding paper charts e) Development of a policy to address the withdrawn of ENC's and nautical publications after they are issued f) Proposal of a Performance Monitoring Procedure g) Progress report and recommendations concerning the IHB ENC reference (library) collection h) Proposal of a Capacity Building Project for Short Secondments to RENC's i) Way forward RENC/WENC development
1640	16. Any other business (All)
1650	17. Election of the next Chair and Vice Chair
1700	END OF THE MEETING

WENDWG MEMBERSHIP*(February 2013)*

RHC		
BSHC	Mr. Juha KORHONEN, Finland	Juha.Korhonen@liikennevirasto.fi
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MACHC	Ms. Kathryn RIES, USA	Kathryn.Ries@noaa.gov
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NSHC	Capt Jamie MCMICHAEL-PHILLIPS, United Kingdom (Chair)	Jamie.McMichael-Phillips@UKHO.gov.uk
RSAHC	Commander Thani AL MAHOKI, Oman	los@omantel.net.om
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