

**5th CSPCWG MEETING
Sydney, 18-21 November 2008**

Paper for Consideration by CSPCWG

CSPCWG Procedures

Submitted by:	Chairman
Executive Summary:	Minor updates are required to CSPCWG procedures.
Related Documents:	None.
Related Projects:	None

Introduction / Background

The CSPCWG Procedures were last reviewed at CSPCWG4 (November 2007) and subsequently updated by correspondence (CSPCWG Letters 7 & 11/2008 refer), particularly to include the activities of the INT1 subWG. The agreed wording is in document CSPCWG 5-06A.

Five paragraphs deserve consideration for further review.

Analysis / Discussion

Paragraph 1.3 states:

‘Those WG members who have requested a hard copy will be sent follow-up hard copies of formal CSPCWG Letters. It is hoped that this requirement will cease in the near future’.

The numbers of members requiring hard copies had dwindled. Consequently, the remaining ones were invited to advise the secretary whether hard copies are still required; none did so, so the practice of sending them has ceased. It is suggested therefore that paragraph 1.3 should be replaced by:

‘1.3 Hard copies of CSPCWG correspondence will only be posted if specifically requested by a WG member’.

Paragraph 3.2 states:

‘Experience has shown that the majority of active WG members will not travel outside Europe for meetings, making a meeting elsewhere in the world unlikely to be viable. Meetings will therefore be held either at a European hydrographic office (by invitation) or at the IHB in Monaco. If practicable, meetings will be arranged ‘back to back’ with other meetings which non-European members attend, in order to assist their travel arrangements.’

This had been the experience until 2008, when sufficient members confirmed they would travel to Australia for CSPCWG5. There has also been little advantage found in arranging back to back meetings. Consequently, the paragraph needs to be amended or deleted. It is therefore suggested that the paragraph should be replaced by:

‘3.2 Meetings will be held either by invitation of a WG member, or at the IHB in Monaco. If more than one invitation is available, the venue will be agreed by vote at the preceding meeting.’

Paragraphs 4.5 & 4.7: IHB have indicated that they will prepare the CD from the emailed copy (see 4.5) in future. This will save postage and time.

Paragraph 4.8 states:

‘CSPCWG is also responsible for maintaining M-11 Part A. Any changes will be dealt with in a similar way to the above, except that the final document is prepared in MS Word, not InDesign.’

Subsequent to the ‘Procedures’ being originally drafted, CSPCWG has been requested to revise S-49 (and a draft will be prepared by a subWG lead by DE). M-15 is also included on the list of publications allocated to the WG following reorganization of IHO bodies. It is therefore suggested that the paragraph should be replaced by:

CSPCWG is also responsible for maintaining M-11 Part A, M-15 and S-49. Any changes will be dealt with in a similar way to the above, although the final documents may be produced in different formats from that used for M-4, eg MS Word.’ Any major revision of these documents may be facilitated by the establishment of a subWG.

Recommendations

The ‘Procedures’ should be updated as suggested above and in associated paper CSPCWG5-06A rev1.

Action required of CSPCWG

The CSPCWG is invited to endorse the recommendation.