



## CHART STANDARDIZATION & PAPER CHART WORKING GROUP (CSPCWG)

[A Working Group of the Committee on Hydrographic Requirements for Information Systems – CHRIS]

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### CSPCWG Letter: 10/2007

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To CSPCWG Members

Date 21 August 2007

Dear Colleagues,

### **Subject: 4th CSPCWG Meeting, 13-15 November 2007, Monaco**

You will recall that at our last meeting, CSPCWG 3, we agreed that the next meeting should be in week 46 of 2007 (week commencing 12 November). We also noted that, because of the difficulty in completing the agenda, it may be necessary to increase the duration to three full days. As we have already noted a significant number of items for this meeting, and experience suggests more items will be offered in the lead up to the meeting, we have planned for three full days: Tuesday 13 to Thursday 15 November.

Netherlands are unable to host the meeting in the week following the CHRIS 19 meeting in Rotterdam. CSPCWG 4 will therefore be held in Monaco, which is easy to access for those members who are already in Europe for the CHRIS or its associated meetings.

IHB has booked 15 rooms at Hotel Terminus for the participants. The price is the same as last year:

- 115 Euros for a single room, breakfast included
- 145 Euros for a double room, breakfast included

Please contact IHB (Mireille MOLLET email: [info@ihb.mc](mailto:info@ihb.mc)) to make your booking.

Since the last meeting, there has been an International Hydrographic Conference. Therefore, in accordance with our Terms of Reference (4c-d), we are required to appoint officers for the WG at this meeting. Please consider whether you wish to put your name forward for the role of chairman or vice-chairman. Please indicate on the response form at Annex D. For information, I am prepared to continue as Chairman (with Andrew as Secretary).

I believe this meeting provides a real opportunity for us to enhance our WG activities, and to discuss important issues which cannot readily be progressed by correspondence. I encourage you to attend if you possibly can. Andrew and I are very much looking forward to meeting as many of you as possible. It will be good to see again those of you we met at previous meetings, and new attendees will be made very welcome.

Please find attached:

**Annex A:** Status of Actions from CSPCWG 3 (updated to 14 August 2007). If you have outstanding actions, please advise the status to Andrew, our Secretary, as soon as possible.

**Annex B:** a draft agenda, with 'standing items' from our previous agendas. Also a few possible subjects which we have noted arising out of correspondence since our last meeting, which seem to us to have more general application and would merit discussion in our meeting. Now is the opportunity for members to propose further items which they would wish to add to the agenda, and to supply an accompanying Explanatory Note (in accordance with Annex C).

**Annex C:** "Instructions for Submission of Proposals to CHRIS and CHRIS Subsidiary Bodies".

In conclusion, please inform Andrew as soon as possible **whether you will be attending or not** (you may find **Annex D** useful to provide this response to the Secretary **not later than 25 September**). This will provide time to distribute papers, along with any follow-up proposals by **23 October**. We will also arrange to post these documents on the IHO website: go to <http://www.iho.shom.fr> and follow the links: Committees/CHRIS/CSPCWG/Meetings. I look forward to seeing as many of you as possible in Monaco for CSPCWG4.

Yours sincerely,



Peter G.B. Jones,  
Chairman

Annex A: Status of Actions from CSPCWG 3

Annex B: Draft agenda for CSPCWG 4

Annex C: Recommended format for Submission of Proposals to CSPCWG 4

Annex D: CSPCWG 4 Meeting Response Form

**CSPCWG 3 ACTIONS**  
(updated to 14/08/2007)

No	Action	Delegate	Status
1	Update personal email lists to reflect the latest contact details.	All WG members	
2	Draft record of meeting for members to examine by end December <i>Draft record sent 04/12, final record sent under Letter 01/2007</i>	Sec	Completed
3	IHB to remove 'key' symbol from M-11 on download list	M Huet	Completed
4	IHB to include 'change' copies of M-4 revisions in password protected section of CSPCWG page on website. To include warning on use and clear 'draft' caveat (possibly by watermark) <i>See section IHO Publication M-4 in IHO website</i>	M Huet (in consultation with Sec)	Completed
5	Draft additional paragraph for M-4 B140 on colour tones, and supply available material to IHB, to advise 'emerging' HOs <i>Draft sent to WG under Letter 02/2007 (11/01/07)</i>	Sec	Completed
6	To include note about new 'colour' paragraph in next appropriate IHO CL and to add available material to CSPCWG page. <i>See IHO CL 58/2007</i>	M Huet	Completed
7	To consider possible new names for WG under new structure, and advise Secretary or preference by end January 2007. <i>Requested by Letter 01/2007. (Replies equally divided between Nautical Charting WG and Chart Specifications WG – referred to CHRIS Chairman 15/02/07)</i>	All WG members	Completed
8	Post CSPCWG procedures on IHO website <i>Approval of procedures requested under Letter 01/2007</i>	M Huet	Completed
9	Advise CSMWG and TSMAD of CSPCWG conclusions on charting practice for emergency wreck buoys. <i>Email sent 18/01/07</i>	Chair	Completed
10	Advise IALA (via Trinity House) of decisions on charting practice for emergency wreck buoys (when trial complete) <i>Email sent 18/01/07</i>	Sec	Completed
11	Advise CHD (S Shipman) of possible need to clarify definition of 'phase' in S-32. <i>Email sent 14/12/07</i>	Sec	Completed
12	IHB (in consultation with Chairman) to issue CL to advise M/S of decisions on emergency wreck buoys, and recommend (T)NM action. <i>IHO CL 25/07 refers</i>	M Huet	Completed
13	Research charting of mangrove areas in relation to the AU proposal and current practice, ready for next CSPCWG meeting.	All WG members that chart mangroves	<b>Action for CSPCWG 4</b>
14	Issue WG letter to enquire whether the second mangrove symbol at INT 1 C32 is still used by any HO <i>Included in Letter 02/2007 (11/01/07)</i>	Sec	Completed
15	Draft specification for the charting of deeper wrecks and circulate for comment. <i>Included in Letter 02/2007 (11/01/07)</i>	Sec	Completed
16	Include (sync) in next IHO CL asking for endorsement of CSPCWG proposals. [After-meeting note: AU has recommended that MS should not be asked to endorse the abbreviation 'sync' until an accompanying specification is developed, noting the combining of two terms (sequential and synchronized) into one abbreviation. This action will not therefore be progressed until that is done, as part of the revision of B-470.]	M Huet	Cancelled (subsumed into Work Plan item A.4.4.1)
17	Advise TH of CSPCWG decision re (sync) <i>Email sent 18/01/07</i>	Sec	Completed

No	Action	Delegate	Status
18	Write to TSMAD Chairman and PRIMAR/IC-ENC technical committee regarding (T)&(P)NM. <i>Email sent 17/05/07</i>	Chair	Completed
19	Send national guidance on (T)&(P)NMs to Secretary by end February 2007.	All WG members	Time expired
20	Review and comment on the Contents List for new Maintenance Section B-600 of M-4 (Draft) – Annex F by end February 2007.	All WG members	Time expired
21	Draft and circulate to WG a revised specification for chart seals placement for adopted co-produced charts <i>Included in Letter 02/2007 (11/01/07)</i>	Sec	Completed
22	Include 'profile' seaplane symbol in revision of B-449, including a point symbol version. <i>Included in Letter 03/2007 (26/01/07)</i>	Sec	Completed
23	Include new specifications for DGPS station and Reporting line in M-4 at next edition. Attention to be drawn in the accompanying IHO CL. <i>Included in draft revision B-430, with annex in IHO CL – to IHB 19/01/07</i>	Sec	Completed
24	Revise draft for 'coloured lights' in accordance with discussions and include in revision of section B-470 <i>Revision in preparation, lights on multi-coloured charts included</i>	Sec	In preparation
25	Amend draft B-430 as discussed and arrange for issue to M/S <i>Draft revision to IHB 19/01/07 for promulgation to M/S</i>	Sec	Completed
26	Examine M-11 on website and feedback any comments to M Huet	All WG members	
27	Review IHC 1997 Decision 9 and consider implications for M-4 (especially B-241) and INT 1. <i>Included in Letter 05/2007 (04/04/07)</i>	Chair/Sec	Completed
28	Remove prefix 'Chart' from INT 1 in M-4 as editorial amendment at next opportunity <i>Included in M-4 Edition 3.004</i>	Sec	Completed
29	Draft some wording for M-4 and P-4 on the status of INT 1/2/3, derived from the report of CHRIS 18 when available.	Sec	
30	Add hyperlinks from publications download list to INT 1 updates	M Huet	
31	Prepare paper on abbreviations to be considered for INT <i>Used by INT 1 subWG, for further discussion at CSPCWG4</i>	ES & FR	Completed
32	Update INT 1 at next revision for distance markers at B25, position of term 'sounding' at H20, offshore position for tidal levels at H47, quayside depth out-of-position at I11 and link for colour abbreviations in section Q and M-4 references. Sec to note M-4 for editorial changes as appropriate. <i>Noted by INT 1 subWG at meeting 18-20/04/07</i>	Sec, DE, FR, ES	Awaiting publication of New Editions of INT 1
33	Inform TSMAD and CSMWG of minor changes to INT 1 above	AU	
34	Check draft English text for INT2 and advise NL by end December 2006. <i>Email to M de Graaf 01/12/2006</i>	Sec	Completed
35	Prepare translations of INT2 text <i>French and Spanish text included on new edition INT 2</i>	FR, ES	Completed
36	Investigate possibility of printing INT 2 (possibly under co-publication agreement) <i>UK unable to print INT 2</i>	UK	Completed
37	Publish INT 2 <i>New Edition of INT published and available on IHO website</i>	NL	Completed
38	Write to CHRIS Chairman to bring various matters to his attention. <i>Letter sent 15 February 2007</i>	Chairman	Completed
39	Write to Captain Gorziglia to bring Capacity Building matters to his attention (as detailed in Annex K). <i>Letter sent 25 January 2007</i>	Chairman	Completed

No	Action	Delegate	Status
40	Note agenda items for CSPCWG 4 through year (and forward to Secretary).	All WG members	Ongoing
41	Consider whether it would be able to host the next CSPCWG meeting, informing Chairman accordingly. <i>NL unable to host CSPCWG 4</i>	NL	Completed

**Draft Agenda for 4th CSPCWG MEETING**  
**Monaco, 13-15 November 2007**

**Please assemble at 0845, for 0900 start. Lunch break 1230-1400 approximately.  
Close 1700 approximately.**

- 1. Welcome, Introductions and Administrative Arrangements**
- 2. Approval of Agenda**
- 3. Election of officers (Chairman and Vice-chairman)**
- 4. Status of Actions from CSPCWG 3**
- 5. Relationship with CHRIS**
  - 5.1. Notes from CHRIS 19
- 6. Review Terms of Reference**
- 7. Review CSPCWG procedures**
  - 7.1. Additional principle **(AU)**
- 8. CSPCWG work plan**
  - 8.1. Summary of progress
- 9. Chart content:**
  - 9.1. Mangrove symbol (see Action 13 from CSPCWG3) **(AU)**
  - 9.2. AIS **(UK)**
  - 9.3. Glossaries on charts **(DE)**
- 10. M-4**
  - 10.1. Symbol library **(AU)**
  - 10.2. Procedures for new/revised routeing measures (including ENC) **(UK)**
  - 10.3. Conventions for use of capital letters v upper/lower case letters **(UK)**
- 11. M-11**
  - 11.1. no items
- 12. INT 1 / 2 / 3**
  - 12.1. Report from INT 1 subWG
  - 12.2. Section W (International abbreviations)
  - 12.3. INT 1 Annex to M-4
  - 12.4. K31 – position of 'Foul' in INT 1
  - 12.5. Sections G and O
  - 12.6. Basic routeing measure symbols only shown in diagram
  - 12.7. Rearrangements of sections K and L **(DK)**
- 13. Review of Work Plan**
  - 13.1. New items
  - 13.2. Priorities
  - 13.3. Timescales for tasks
- 14. Any Other Business**
  - 12.1 Items to bring to attention of CHRIS
  - 12.2 Report of Capacity Building activities to CBC
  - 12.3 INF papers:
- 15. Date, duration and venue of next meeting**

**Paper for Consideration by CSPCWG**

**[Short descriptive title]**

<b>Submitted by:</b>	MS or Organisation
<b>Executive Summary:</b>	Brief summary outlining the intention of the paper.
<b>Related Documents:</b>	Any relevant documents and references to the extent that they are known to the originator.
<b>Related Projects:</b>	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 for any proposed action or recommendations. 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;
- identifying which CHRIS 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 CSPCWG**

The CSPCWG is invited to:

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

**CSPCWG 4 MEETING RESPONSE FORM**

(Please return to CSPCWG Secretary as soon as possible, not later than 25 September)

[andrew.coleman@ukho.gov.uk](mailto:andrew.coleman@ukho.gov.uk)

1. Do you plan to attend CSPCWG 4 in Monaco?      Yes / No
  
2. Please advise whether you are planning to stay in the Terminus Hotel and have booked through IHB (Mireille MOLLET email: [info@ihb.mc](mailto:info@ihb.mc))
  
3. I wish to be considered for the role of:  

Chairman	Yes / No
Vice-chairman	Yes / No

Appointment will be made at the meeting, by election (agenda item 3)

4. Title(s) of any additional agenda item(s) you wish to propose:

Please provide Explanatory Notes for agenda items already allocated to you as lead and for any additional items you are proposing for the agenda. Preferably format as Annex C, especially if these constitute a new work item for the CSPCWG.

5. Any further comments:

Name.....

Member State.....