

INTERNATIONAL HYDROGRAPHIC
ORGANIZATION



ORGANISATION HYDROGRAPHIQUE
INTERNATIONALE

CHART STANDARDIZATION & PAPER CHART WORKING GROUP (CSPCWG)

[A Working Group of the Hydrographic Services and Standards Committee (HSSC)]

Chairman: Peter JONES
Secretary: Andrew HEATH-COLEMAN

UK Hydrographic Office
Admiralty Way, Taunton, Somerset
TA1 2DN, United Kingdom

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Telephone:
(Chairman) +44 (0) 1823 337900 ext 5035
(Secretary) +44 (0) 1823 337900 ext 3656
Facsimile: +44 (0) 1823 325823
E-mail: peter.jones@ukho.gov.uk
andrew.coleman@ukho.gov.uk

To CSPCWG Members

Date 10 March 2010

Dear Colleagues,

Subject: 7th CSPCWG Meeting, 23-26 November 2010 in South Africa

In CSPCWG Letter 01/2010, I informed you that we have accepted an invitation for the 7th CSPCWG meeting to be in South Africa and that I would inform you of the agreed dates as soon as possible.

The South African Hydrographic Office (SANHO) has now booked rooms at the Quayside Hotel in Simon's Town, available 21-27 November 2010. The hotel will also be the venue for the conference. More information is at Annex.

I encourage you to make early arrangements for your travel and accommodation. All arrangements must be made not later than 21st October. This is very important! We have been informed that it is a 'Boutique Hotel' and that the block booking of 25 rooms means the 'whole' hotel has been booked just for our meeting. This means that if we do not impose a time limit we may lose the hotel booking and the venue as such. I strongly recommend that we all choose to stay in this hotel. Please note that anybody who does not stay here will be liable to a conference fee of R305 per day.

My main purpose of writing to you now is to give you the longest possible notice in order that you can make an early bid for budgetary approval to attend. If you consider that a further letter of invitation may assist, then please let me know. I would very much welcome an early indication of how many will plan to attend the meeting.

It is hoped to include a visit to the SANHO during the final day of the conference.

In conclusion, the sequence of events requiring your action is:

As soon as possible:

Advise the Secretary of whether or not you plan to attend.

Throughout the year:

Advise the Secretary of subjects you consider would benefit from discussion at the meeting (CSPCWG6 Action 49 refers).

Not later than 21 October (but preferably earlier):

Book your room directly with the hotel. Remember to mention that you are a CSPCWG delegate (see Annex for details).

Provide registration form (Appendix to Annex) to SANHO and the Quayside Hotel.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Peter G.B. Jones', with a small 's.m.' or similar mark at the end.

Peter G.B. Jones,
Chairman

Annex: Logistics information

The 7th Chart Standardization & Paper Chart Working Group (CSPCWG) Meeting 23 – 26 November 2010 – Simon's Town, South Africa

Logistics Information



The South African Navy Hydrographic Office, welcomes the 7th CSPCWG Meeting to South Africa. The meeting venue is the Quayside Hotel, which is situated in the quaint seaside town Simon's Town, adjacent to the historic Naval Dockyard.

GPS coordinates
34 deg 11 min 34.57 sec SOUTH
18 deg 25 min 55.68 sec EAST

[Map Location](#)



I. ACCOMMODATION



Set on the water's edge of the Simon's Town Yacht Basin, the Quayside Hotel offers views over False Bay, the Simon's Kloof mountains, and the Quayside Waterfront. The contemporary, three-storey hotel opens to a 24-hour front desk offering complimentary newspapers, and has wireless internet access throughout.

To make a booking please contact Gideon Le Roux on +27 21 7863838 or sending registration form to conference@quayside.co.za with hydrosan@iafrica for information.

REMEMBER to mention that you are a delegate of the CSPCWG Meeting if you make a telephone booking.

PLEASE SEND YOUR ATTENDANCE INFORMATION (see Annex A) BY NO LATER THAN 21 October 2010. This is an extremely busy time in Cape Town so you are requested to confirm your accommodation bookings without delay.

II. TRANSPORT

Transport will be provided from Cape Town International Airport to the hotel and from hotel back to the airport.

III. VISA REQUIREMENTS

Depending on your nationality, and the purpose and duration of your visit, you may not need a visa to visit South Africa at all.

[Countries exempt from South African visas](#)

[Countries subject to South African visa fees](#)

Special rates that includes room costs, the cost of the meeting room, light lunch and morning/afternoon teas/coffees, have been negotiated with the hotel. This price also includes the 14% VAT charge and a 1% tourism tax), for an estimated 30 attendees.

During Meeting dates 23 – 25 November (26 Nov spare)

En-Suite room Single R1165 per person / night.

With partner additional R285.

Before and after Meeting dates 21 – 27 November

En-Suite room Single R880 per person / night.

With partner additional R285.

Note:

- The above rates include VAT and a 1% tourism tax
- All rooms are equipped with en-suite bathroom, air-conditioning/heating and/or fans, remote control colour T.V, mini-bars, tea & coffee making facilities and safety deposit box
- Exclude extras such as telephone calls and laundry.
- Breakfast is included
- Any delegate electing for alternative accommodation will be held liable for conference fees of R305 per person / day.

**The 7th Chart Standardization & Paper Chart Working Group (CSPCWG) Meeting
Registration Form**

IMPORTANT Note: All members must please complete the information requested in this form, and forward it to the SAN Hydrographic Office (hydrosan@iafrica.com) and Quayside Hotel (conference@quayside.co.za) no later than 21 October 2010.

SANHO Contact Information:

Email: hydrosan@iafrica.com
Phone: +27 (21) 7872408 or + 27(21) 7872444
Fax: +27 (21) 7872233

Personal details

First name:

Surname:

Name of partner (if applicable):

Organization:

Nationality:

Accommodation

Arrival date: Departure date:

Room type – En-Suite room Single Y / N
En-Suite room Double Y / N
Smoking / non-smoking Y / N

Travel Information

Your Arrival at C.T. International Airport

Your Departure from C.T. International Airport

Flight No:
Airline:
Arrival time:

Flight No:
Airline:
Departure time:

Please book my transfer from CTI Airport to the Quayside Hotel Y / N

Please book my transfer the Quayside Hotel to CTI Airport Y / N

Comments or additional information:

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Date: