

WORLDWIDE ENC DATABASE WORKING GROUP (WENDWG)

[A working group of the Inter-Regional Coordination (IRCC)]

WENDWG/Letter 1, 4 November 2019

Letter from WENDWG Chair

To: WENDWG Members, RENC/RECC Representatives and Member States

Copy: Council Chair, IRCC Chair/Secretary

WENDWG-10 and 5th Joint RENC Meeting
18 – 20 February 2020, Hong Kong, China

Invitation, Logistic Information, Draft Provisional Agenda, Call for the Position of Vice-Chair

Dear colleagues,

1. Thanks to the very kind invitation of the Hydrographic Office of Hong Kong Marine Department, the tenth meeting of the Worldwide ENC Database Working Group (WENDWG-10) and fifth Joint RENC Meeting will take place from Tuesday 18 to Thursday 20 February 2020 in Hong Kong, China, at the Heritage Discovery Centre, Kowloon Park, Tsim Sha Tsui, Kowloon.

The Joint RENC meeting¹ will be held on Tuesday 18 February from 10:00 to noon, while the WENDWG-10 plenary meeting will start at 14:00 only, on the same day. The WENDWG-10 meeting is planned to end at noon on Thursday 20 February, followed by an optional visit of the East Asia RECC at the Hong Kong Hydrographic Office in the afternoon, from 14:00 to 16:00.

2. **Venue and Accommodation, Registration, Logistic Information.** Logistic information, information on the venue and hotel location and booking are available on the WENDWG-10 webpage (See Logistic Information). Participants are invited to make their own hotel arrangements at their earliest convenience.

Should you have any queries regarding accommodation and travel arrangement, or need invitation letters for visa purposes, please contact Mr. Donald Chan (khchan5@mardep.gov.hk) who will assist you.

The WENDWG-10 registration is now opened through the IHO on-line registration system². Registration should be made **no later than 10 January 2020**.

3. **Minutes of WENDWG-9.** The minutes and the actions of the WENDWG-9 are available via the WENDWG page on the IHO website. Members are kindly invited to provide the WENDWG Secretary (yves.guillam@iho.int) with their updates so the Action List from the WENDWG-9 meeting can be kept updated on the IHO website.

4. **Draft Agenda for WENDWG-10.** A preliminary draft agenda and timetable for WENDWG-10 is provided in Annex. This draft agenda takes into account the decisions made and actions raised at IRCC-11 and C-3 meetings. WENDWG Members are invited to make their suggestions on the draft agenda, if any, **by 10 January 2020** to the WENDWG Secretary (yves.guillam@iho.int).

¹ Attendance limited to RENC/RECC managers, operators, Chair of RENC/RECC boards, IHO Secretariat, Chair/Vice-Chair of the WENDWG only.

² Request for user account first (for those who do not have one yet), then register for the specific event (WENDWG-9).

5. Call for nomination for the position of Vice-Chair of the WENDWG.

5.1 As announced on 24 October by email by the former Chair, the position of Vice-Chair is now vacant. An election for the position of Vice-Chair of the WENDWG will therefore be held during WENDWG-10, to take effect at the beginning of the meeting.

5.2 In order to facilitate the process of this forthcoming election, Member States are invited to nominate suitable candidates for the position of Vice-Chair at their earliest convenience via e-mail to the WENDWG Secretariat at yves.quillam@iho.int. Nominations will be accepted until 30 January 2020.

5.3 It should be noted that in accordance with the WENDWG Rules of Procedures (Art. 4.3), another election for the positions of Chair and Vice-Chair will be held at WENDWG-11 in 2021, as the first meeting after the 2nd Session of the IHO Assembly.

6. Submission deadlines for WENDWG-10 Documents and other milestones.

Documents intended for consideration at WENDWG-10 should be submitted to the WENDWG Secretary in accordance with the "Guidelines for the Submission of Reports and Proposals for consideration by WENDWG", as follows:

Proposals and reports requiring consideration and a decision by WENDWG	no later than 31 December 2019 (Seven weeks before commencement of the meeting)
Registration	no later than 10 January 2020
Proposals for agenda items	no later than 10 January 2020
Subsequent comments and contributions (Such supplementary submissions should contain a maximum of 4 pages)	no later than 28 January 2020 (Three weeks before commencement of the meeting)
Nomination for the position of Vice-Chair	no later than 28 January 2020
Information papers (documents received after deadline will be treated as information documents only)	no later than 28 January 2020 (Three weeks before commencement of the meeting)

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

7. Stakeholders: Noting the orientation provided by the Council on the strategic evolution of the WENDWG and its scope (C-3 Summary Report refers), time will be needed at this meeting to brainstorm among Members only (see agenda items 4.1 and 4.2). It is therefore not planned to invite expert contributors from industry and stakeholders to participate in this meeting at this stage.

8. Miscellaneous. The current WENDWG Membership List is available on the WENDWG page on the IHO website. Any changes should be communicated to the WENDWG Secretary at: yves.quillam@iho.int or info@iho.int at the earliest opportunity. Proposals for hosting subsequent WENDWG meetings are welcome at any time and preferably **not later than at WENDWG-10.**

Yours sincerely,



John Nyberg
WENDWG Chair

Annex: Preliminary Draft Agenda and Timetable

DRAFT AGENDA AND TIMETABLE

Tuesday 18 February	5th Joint RENC Meeting
09h30	Registration - Coffee
10h00	5th Joint RENC Meeting³
	...
12h15 – 13h45	Lunch break (Buffet served at a Hotel nearby)
Tuesday 18 February	DAY 1 OF WENDWG-10
13h30	Registration
14h00	<p>1. Opening - Welcome address by Assistant Director (Planning and Services) of Hong Kong Marine Department - and Administrative Arrangements</p> <p><i>Docs: WENDWG10-01A List of Documents (Sec.)</i> <i>WENDWG10-01B List of Participants (Sec.)</i> <i>WENDWG10-01C WENDWG Membership (Sec.)</i> <i>WENDWG10-01D Terms of Reference for WENDWG (Sec.)</i> <i>WENDWG10-01E WEND Principles (Sec.)</i> <i>WENDWG10-01F Guidelines for the Implementation of the WEND Principles (Sec.)</i></p>
14h15	<p>2. Objectives of the meeting - Approval of Agenda – Election of Vice-Chair</p> <p><i>Doc: WENDWG10-02A Agenda and Timetable (Sec.)</i> <i>WENDWG10-02B Election of Vice-Chair (Sec.)</i></p>
14h30	<p>3. Matters arising from WENDWG-9 Meeting, IRCC-11 and C-3</p> <p><i>Docs: WENDWG10-03A Minutes of WENDWG9 (Sec.)</i> <i>WENDWG10-03B Status of Actions List from WENDWG9 (Sec.)</i> <i>WENDWG10-03C Outcome of IRCC11 and C3 affecting WENDWG (Chair)</i> <i>WENDWG10-03D Follow-up on Action IRCC11/04⁴: Report on the Status of the Production of High Density ENCs by Region (All/RHCs Representatives)</i></p>
15h30	Coffee break and Group Photo

³ Open to RENC Directors/Managers, RENC Operators, EAHC RECC, WENDWG Chair, IHO Sec.

⁴ IRCC11 Report, paragraph 6.1 refers.

15h50	<p>4. S-100 Implementation Strategy - Preparation of the transition from WEND to WENS⁵</p> <p>4.1 WENDWG Restructuration, drafting the new TORs of the “WENSWG”? <i>Docs: WENDWG10-04.1A Draft TORs to be established (Chair/All)</i></p> <p>4.2 “WENS” Principles: towards a new IHO Resolution compliant with the S-100 Implementation Roadmap <i>Docs: WENDWG10-04.2A Draft “WENS” Principles to be finalized (Chair/All)</i></p> <p><u>Useful References:</u> C-3 Summary Report, paragraph 4.2. Draft WENS Principles, version 26 Sept 2019, Timetable</p>
17h00	<p>5. Outcome of the Workshop for Charting Regions Coordinators (NCWG-5, November 2019) that may affect the WENDWG – INTogIS II</p> <p>5.1 Outcome of the Workshop for Charting Regions Coordinators <i>Docs: WENDWG10-05.1A Presentation (WENDWG Sec.)</i></p> <p>5.2 INTogIS II <i>Docs: WENDWG10-05.2A Presentation (WENDWG Sec.)</i></p>
17h30	END OF DAY 1

⁵ Subject to the discussion and approval of the wording “WENS”.

Wednesday 19 February	DAY 2 OF WENDWG-9
09h00	<p>6. Review of progress made on the work items of the WENDWG Programme of Work</p> <p>6.1 ENC Coverage, Gaps and Overlapping issues, ENC Schemes</p> <p><i>Docs: WENDWG10-06.1A Report on global ENC coverage (UK/All)</i> <i>WENDWG10-06.1B Assessment of existing gaps/overlaps/implementation of ENC Schemes (RHCs Reps)</i> <i>WENDWG10-06.1C Monitoring of overlapping ENCs (RENCs)</i></p>
10h30	Coffee break
10h50	<p>6.1 ENC Coverage, Gaps and Overlapping issues, ENC Schemes (cont.)</p> <p><i>Docs: WENDWG10-06.1A Report on global ENC coverage (UK)</i> <i>WENDWG10-06.1B Assessment of existing gaps/overlaps/implementation of ENC Schemes (RHCs Reps)</i> <i>WENDWG10-06.1C Monitoring of overlapping ENCs (RENCs)</i></p>
11h30	<p>6.2 RENC Harmonization and ENC Distribution</p> <p><i>Docs: WENDWG10-06.2A Report on Harmonization Issues (IC-ENC, PRIMAR, EAHC RECC) – PRIMAR Presentation – IC-ENC Presentation – RECC Presentation - Joint RENC meeting Report & Recommendations</i> <i>WENDWG10-06.2B RENC/RECC Update of the Data Flow Diagram – Provision of CATZOC Data (IC-ENC, PRIMAR, RECC)</i></p>
12h30	Lunch (Buffet served at a hotel nearby)
14h00	<p>6.3 Capacity Building</p> <p><i>Docs: WENDWG10-06.3A Requests (if any) for capacity building support for compelling requirements in the scope of the WENDWG activities (RHCs Reps.)</i></p>

14h30	<p>4. [Back to] S-100 Implementation Strategy - Preparation of the transition from WEND to WENS⁶ (cont.)</p> <p>4.1 WENDWG Restructuration, drafting the new TORs of the “WENSWG”? <i>Docs: WENDWG10-04.1A Draft TORs to be established (Chair/All)</i></p> <p>4.2 “WENS” Principles: towards a new IHO Resolution compliant with the S-100 Implementation Roadmap <i>Docs: WENDWG10-04.2A Draft “WENS” Principles to be finalized (Chair/All) – Version</i></p> <p><u>Useful References:</u> C-3 Summary Report, paragraph 4.2. Draft WENS Principles, version 26 Sept 2019, Timetable</p>
15h30	Coffee break
15h50	<p>7. Review of options and recommended actions that expand the value of the Worldwide ENC Database to all marine data users</p> <p><i>Docs: WENDWG10-07A Proposals for...(All/RENCs)</i> <i>WENDWG10-07B Proposals for...</i></p>
17h00	END OF DAY 2
19h00-22h00	Social Event
Thursday 20 February	DAY THREE OF WENDWG-9
09h00	<p>6. Review and update of the WENDWG Programme of Work – – Preparation of Report to IRCC-12 and inputs expected from the WENDWG to IRCC/Council Chairs, if any, for A-2</p> <p><i>Docs: WENDWG10-06A WENDWG Programme of Work for 2019-20 (as approved at IRCC-11)</i> <i>WENDWG10-06B WENDWG Programme of Work for 2020-21 (to be approved at IRCC-12)</i></p>
10h00	Coffee break
10h20	<p>8. Any other business</p> <p>8.1: ... 8.2: ...</p>
11h00	9. Review of the WENDWG-10 List of Decisions and Actions

⁶ Subject to the discussion and approval of the wording “WENS”.

11h45	10. Next meeting dates and venue - Conclusion
12h00	Lunch (self arrangements, no-host basis)
14h00-16h00	Visit East Asia-RECC and Hong Kong Hydrographic Office (<i>optional, to be confirmed</i>)