



Worldwide ENC Database Working Group (WENDWG)

WENDWG/Letter 2, 19 October 2016

Letter from WENDWG Chair to WENDWG Members, RENC Representatives and Member States

WENDWG-7 and Joint RENC Meeting 31 January to 2 February 2017 Invitation & Logistics Information

Dear Colleagues,

1. Thanks to the very kind invitation of the United States National Oceanic and Atmospheric Administration (NOAA), the seventh meeting of the Worldwide ENC Database Working Group (WENDWG-7) and Joint RENC Meeting will take place on 31 January - 2 February 2017 in Washington, DC at the Hyatt Place Washington/Georgetown/West End. The Joint RENC meeting will be held on Tuesday 31 January from 09:00, while the WENDWG meeting will start at 14:00 on the same day.

2. **Venue and Accommodation, Registration Form, Logistic Information.** A meeting/hotel registration form for WENDWG-7 is provided in Annex A. Attendees are invited to make their own hotel arrangements at their earliest convenience.

Should you have any queries regarding accommodation and travel arrangement, please contact Ms. Maria Cici who will assist you if needed. Her email is Maria.Cici@noaa.gov, office phone: +1-713-2725 x103. The Registration Form should be submitted **no later than 1 December 2016**.

3. **Minutes of WENDWG-6.** The minutes and the actions of the WENDWG-6 are available via the WENDWG page on the IHO website. Members are kindly invited to provide the Secretary (adcs@iho.int) with their updates so the Action List from the WENDWG-6 meeting can be kept updated on the IHO website.

4. **Draft Agenda for WENDWG-7.** A preliminary draft agenda and time table for WENDWG-7 is provided in attachment as Annex B. WENDWG Members and Stakeholders are invited to make their suggestions on the draft agenda, if any, **by 1 December 2016** to the WENDWG Secretary (adcs@iho.int).

5. **Submission deadlines for WENDWG-7 Documents.** Documents intended for consideration at WENDWG-7 should be submitted to the Secretary (adcs@iho.int) 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 12 December 2016 (Seven weeks before commencement of the meeting)
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Subsequent comments and contributions (Such supplementary submissions should contain a maximum of 4 pages)	no later than 9 January 2017 (Three weeks before commencement of the meeting)
Information papers (documents received after 9 January 2017 will be treated as information documents only)	no later than 9 January 2017 (Three weeks before commencement of the meeting)

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

6. **Miscellaneous.** The current WENDWG Membership List is available on the WENDWG page on the IHO website. Any changes should be communicated to the Secretary at: adcs@iho.int or info@iho.int at the earliest opportunity. Proposals for hosting subsequent WENDWG meetings if any are welcome at any time and preferably **not later than at WENDWG-7.**

Yours sincerely,



Jamie McMichael-Phillips
WENDWG Chair

Annexes:

A – Meeting/Hotel Registration Form

B – Preliminary Draft Agenda and Time Table

Annex A

WENDWG7 meeting 31 January – 2 February 2017 in Washington, DC, United States

Venue

The venue for the meeting will be:
Hyatt Place Washington/Georgetown/West End
2121 M Street, N.W.
Washington, DC 20037

Hotel

To book a reservation by phone, call: 1-800-992-0698. Please refer to the reservation code:
UCAR JOSS – NOAA WEND
You may reserve your room on-line as well. Visit this link and it will take you to the page with our contracted rate:

http://washingtondcgeorgetown.place.hyatt.com/en/hotel/home.html?corp_id=g-ucar

A negotiated price per night is USD \$179.00 Plus all taxes. The following are included in the price of the room:

Hot Skillet Breakfast Buffet

WiFi Connection in all guest rooms and public areas

Free access to our Stayfit Gym and indoor pool

Complimentary electrical outlets set up in the conference room for each participant.

This price is available for 31 January through 2 February. The hotel will hold this rate a few days before and a few days after our block upon availability. A card number is needed for guaranteeing the booking. Payment is completed upon departure. There are several other hotels within walking distance of the venue, but it is not likely to obtain a better price without reducing the standard significantly.

You must reserve your room **no later than 8 January 2017**. The block of rooms will be released and you might not be able to reserve at the contracted rate. The hotel will attempt to offer this rate after the block is dropped, but there are no guarantees.

Transport

The distance from Dulles International airport to the hotel is 27 Miles. It will take you approximately 40 minutes during non-rush hour traffic and cost around \$75.00 w/o tip. During rush hour, it could take over an hour. The distance from Ronald Reagan Washington National airport is approximately 5 to 6 miles and will cost you around \$27.00 w/o tip. Approximate time to get to the hotel by cab is 15 minutes. You can also use the Metro on the Blue line exiting at the Foggy Bottom – GWU Station. This runs approximately every 12 minutes. All taxies accept credit cards.

Point of contact

Ms. Maria Cici will assist you if needed. Her email is Maria.Cici@noaa.gov, office phone: +1-713-2725 x103.

Registration Form

Please fill in the registration form below.

Visa

Any visa requirement to be checked well in advance. For visa information, please visit <https://travel.state.gov/content/visas/en.html>

Worldwide ENC Database Working Group (WENDWG)

WENDWG-7 Meeting, Washington, DC, 31 January - 2 February 2017

Registration Form

Please complete this registration form and e-mail it to maria.cici@noaa.gov copy to: adcs@iho.int or yves.guillam@iho.int), **by 1 December 2016.**

Rank or Title		
Surname or Family Name		
First Name		
Name of Accompanying Person(s)		
E-mail		
Telephone		
Representing (Nation, RHC, other)		
Arrival	date	
	time	
	Flight number	
Departure	date	
	time	
	Flightnumber	
Accommodation (Hotel Name)		

DRAFT AGENDA AND TIMETABLE

Monday 30 January	Arrival of delegations and transfer to the hotels
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Tuesday 31 January	DAY ONE OF WENDWG 7
08h30	Registration
09h00	Joint RENC Meeting
14h00	1. Opening and Administrative Arrangements Chair opens the meeting and host delivers the welcoming address and logistics information. Participants are invited to introduce themselves. Secretary presents the administrative documents.
14h15	2. Approval of Agenda <i>Agenda and Timetable (IHB)</i> Participants are invited to comment on the agenda and timetable including proposing any revisions as appropriate. Agenda is adopted.
14h30	3. Matters arising from Minutes of WENDWG6 Meeting <i>Docs:</i> Pending Actions from previous meeting are reviewed or agreed to be reported under the relevant agenda items as appropriate. Quick review of the completed Actions.
15h00	4. Review of progress made on the work items of the WENDWG 6 Programme of Work 4.1 Overlapping issues and ENC Coverage
15h30	Coffee break and Photo
16h00	4.3 IHO Performance Indicators, IHO ENC Catalogue – Preparation of 1st Session of IHO Assembly, Support to IRCC Report
17h00	End of day one (drafting group if appropriate).

Wednesday 1 February	DAY TWO OF WENDWG7
9h00	4.4 RENC Harmonization and Distribution

	4.5 The Full Implementation of the WEND Principles – Report by RHCs’ Reps on the implementation of ENC Schemes (in accordance with Action IRCC8-13)
10h30	Coffee break
11h00	4.6 IRCC-8 Decisions and Actions that impact WENDWG (IRCC8-14: draft an IHO Resolution to address the overlapping issues and report to the IRCC)
12h30	Lunch
13h30	4.6 IRCC-8 Decisions and Actions that impact WENDWG (IRCC8-14: draft an IHO Resolution to address the overlapping issues and report to the IRCC) (Cont.)
15h00	Coffee break
15h30	5. Review of Information Papers
16h00	6. Drafting Session Drafting groups to continue their work. One drafting group to prepare the final WENDWG report to IRCC-9 and 1 st Session of IHO Assembly.
17h30	End of day two
Thursday 2 February	DAY THREE OF WENDWG7
08h30	Report(s) of drafting groups WENDWG will consider reports of drafting groups and any proposals and agree action as appropriate
9h30	7. Review and update of the WENDWG Programme of Work Chair will present the way forward and proposals to update the WENDWG programme of work for 2017-18 to be approved at IRCC-9 and assess the need for WENDWG continuation.
10h00	8. Review of the WENDWG7 Action List Chair Working Group will review the draft WENDWG7 Action List.
10h30	9. Any other business Participants will review additional subjects if any.
11h00	10. Next meeting dates and venue Working Group agrees on the next meeting dates and venue.
11h30	Proposed End of the meeting - subject to any agenda amendment proposals