



## WORLDWIDE ENC DATABASE WORKING GROUP (WENDWG)

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

WENDWG/Letter 2 **Rev1**, 16 November 2018

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

**WENDWG-9 and 4<sup>th</sup> Joint RENC Meeting**  
**26 – 28 February 2019, Brest, France**

#### **Invitation, Logistic Information, Draft Provisional Agenda**

Dear colleagues,

1. Thanks to the very kind invitation of Shom, the Hydrographic Service of France, the ninth meeting of the Worldwide ENC Database Working Group (WENDWG-9) and fourth Joint RENC Meeting will take place from Tuesday 26 to Thursday 28 February 2019 in Brest, France, in the premises of Shom. The Joint RENC meeting will be held on Tuesday 26 **February** from 09:30 to noon, while the WENDWG-9 plenary meeting will start at 14:00 only, on the same day. The WENDWG-9 meeting is planned to end before noon on Thursday 28 February.

2. **Venue and Accommodation, Registration, Logistic Information.** Logistic information, information on the venue and hotel location and booking will be made available soon on the WENDWG-9 webpage (See Logistic Information). When the hotel is confirmed, participants will be 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 Ingenieur en chef Laurent Louvart ([laurent.louvart@shom.fr](mailto:laurent.louvart@shom.fr)) who will assist you.

The WENDWG-9 registration is now opened through the IHO on-line registration system<sup>1</sup>. Registration should be made **no later than 31 January 2019**. For security reasons, Shom also requires you to complete and send the Registration Form, which will be made available soon on the the WENDWG-9 webpage.

3. **Minutes of WENDWG-8.** The minutes and the actions of the WENDWG-8 are available via the WENDWG page on the IHO website. Members are kindly invited to provide the WENDWG Secretary ([yves.guillam@iho.int](mailto:yves.guillam@iho.int)) with their updates so the Action List from the WENDWG-8 meeting can be kept updated on the IHO website.

4. **Draft Agenda for WENDWG-9.** A preliminary draft agenda and timetable for WENDWG-9 is provided in Annex. This draft agenda takes into account the decisions made and actions raised at IRCC-10 and C-2 meetings. WENDWG Members are invited to make their suggestions on the draft agenda, if any, **by 8 January 2019** to the WENDWG Secretary. They are also kindly invited to submit their proposals in support of the relevant agenda items, (item 5 in particular).

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<sup>1</sup> Request for user account first (for those who do not have one yet), then register for the specific event (WENDWG-9).

5. **Submission deadlines for WENDWG-9 Documents.** Documents intended for consideration at WENDWG-9 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	<b>no later than 8 January 2019</b> (Seven weeks before commencement of the meeting)
Subsequent comments and contributions (Such supplementary submissions should contain a maximum of 4 pages)	<b>no later than 5 February 2019</b> (Three weeks before commencement of the meeting)
Information papers (documents received after <b>deadline</b> will be treated as information documents only)	<b>no later than 5 February 2019</b> (Three weeks before commencement of the meeting)

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

6. **Stakeholders:** As agreed at the previous WENDWG meetings (See Actions WENDWG6/24 and WENDWG7/19), expert contributors from industry and stakeholders were present at WENDWG-8 so it is not planned to invite them to participate in this meeting.

7. **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.guillam@iho.int](mailto:yves.guillam@iho.int) or [info@iho.int](mailto: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-9**.

Yours sincerely,



Jamie McMichael-Phillips  
WENDWG Chair

Annex: Preliminary Draft Agenda and Timetable

**DRAFT AGENDA AND TIMETABLE**

<b>Tuesday 26 February</b>	<b>4<sup>th</sup> Joint RENC Meeting</b>
09h30	<b>Registration - Coffee</b>
10h00	<b>4<sup>th</sup> Joint RENC Meeting<sup>2</sup></b>
12h30	<b>Lunch break</b>
<b>Tuesday 26 February</b>	<b>DAY 1 OF WENDWG-9</b>
13h30	<b>Registration</b>
14h00	<p><b>1. Opening - Welcome address by Shom's Director General - and Administrative Arrangements</b></p> <p><i>Docs: WENDWG9-01A List of Documents (Sec.)</i>  <i>WENDWG9-01B List of Participants (Sec.)</i>  <i>WENDWG9-01C WENDWG Membership (Sec.)</i>  <i>WENDWG9-01D Terms of Reference for WENDWG (Sec.)</i>  <i>WENDWG9-01E WEND Principles (Sec.)</i>  <i>WENDWG9-01F Guidelines for the Implementation of the WEND Principles (Sec.)</i></p>
14h15	<p><b>2. Approval of Agenda</b></p> <p><i>Doc: WENDWG9-02A Agenda and Timetable (Sec.)</i></p>
14h30	<p><b>3. Matters arising from WENDWG-8 Meeting, from HSSC-10, IRCC-10 and C-2</b></p> <p><i>Docs: WENDWG9-03A Minutes of WENDWG8 (Sec.)</i>  <i>WENDWG9-03B Status of Actions List from WENDWG8 (Sec.)</i>  <i>WENDWG9-03C Outcome of IRCC10<sup>3</sup> and C2<sup>4</sup> affecting WENDWG (IRCC Sec.) –</i></p>
15h30	<b>Coffee break and Group Photo</b>

<sup>2</sup> Open to RENC Directors/Managers, RENC Operators, EAHC RECC, WENDWG Chair, IHO Sec.

<sup>3</sup> See Objective 6, and Tasks L and M, of the WENDWG Programme of Work as approved at IRCC10

<sup>4</sup> Addressed under item 5.

15h50	<p><b>4. Review of progress made on the work items of the WENDWG Programme of Work<sup>5</sup></b></p> <p><b>4.1 ENC Coverage and Overlapping issues</b></p> <p><i>Docs: WENDWG9-04.1F1 Report on global ENC coverage (UK)</i>  <i>WENDWG9-04.1F2 Assessment of existing gaps (RHCs Reps)</i>  <i>WENDWG9-04.1B3 Monitoring of overlapping ENCs (RHCs Reps, RENCs)</i></p>
17h00	<p><b>4.2 IHO ENC Catalogue</b></p> <p><i>WENDWG9-04.2H1 Progress report on the development of the IHO ENC Catalogue (Sec.)</i></p>
17h30	<b>END OF DAY 1</b>

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<sup>5</sup> Documents number are like WENDWG9-04.1F1, where 4.1 is the WENDWG-8 agenda item, and F1 is the number of work item in the WENDWG programme of work.

<b>Wednesday 27 February</b>	<b>DAY 2 OF WENDWG-9</b>
9h00	<p><b>4.3 RENC Harmonization and ENC Distribution</b></p> <p><i>Docs: WENDWG9-04.3C2 Report on Harmonization Issues (IC-ENC, PRIMAR, EAHC RECC) – PRIMAR Presentation – IC-ENC Presentation – Joint RENC meeting Report &amp; Recommendations</i></p> <p><i>WENDWG9-04.3D3&amp;J5 RENC Update of the Data Flow Diagram (IC-ENC, PRIMAR) - Status report on the ENC Producers who distribute their ENCs through a RENC – Progress Report on ENC full accessibility (All, RENCs, Sec.)</i></p>
10h00	<p><b>4.4 The Full Implementation of the WEND Principles – Report by RHCs’ Reps on the implementation of ENC Schemes (in accordance with Action IRCC8-13)</b></p> <p><i>Docs: WENDWG9-04.4H3 Report on the development of approved ENC schemes in every charting regions (S-57 ENCs, then S-101 ENCs), at least for small scales (RHCs Reps.)</i></p> <p><i>WENDWG9-04.4H4 Update on INTOGIS Phase II (KR/Sec.)</i></p>
10h30	<b>Coffee break</b>
10h50	<p><b>4.4 The Full Implementation of the WEND Principles – Report by RHCs’ Reps on the implementation of ENC Schemes (in accordance with Action IRCC8-13) (cont.)</b></p> <p><i>Docs: WENDWG9-04.4H3 Report on the development of approved ENC schemes in every charting regions (S-57 ENCs, then S-101 ENCs), at least for small scales (RHCs Reps.)</i></p> <p><i>WENDWG9-04.4H4 Update on INTOGIS Phase II (KR/Sec.)</i></p>
12h30	<b>Lunch</b>
14h00	<p><b>4.5 Capacity Building</b></p> <p><i>Docs: WENDWG9-04.5I1 Requests (if any) for capacity building support for compelling requirements in the scope of the WENDWG activities (RHCs Reps.)</i></p>
14h30	<p><b>5. Workshop Session 1 – Impact of the new TORs and Following on Actions C2/30 and C2/31</b></p> <p><i>Docs: WENDWG9-05A Proposals for ...</i>  <i>WENDWG9-05B Proposals for ...</i></p>
15h30	<b>Coffee break</b>
16h00	<p><b>5. Workshop Session 2 –Following on Actions C2/27 and C2/28</b></p> <p><i>Docs: WENDWG9-05C Proposals for...</i>  <i>WENDWG9-05D Proposals for...</i></p>
17h30	<b>END OF DAY 2</b>

19h30-22h00	<b>Hosted Social Event</b>
<b>Thursday 28 February</b>	<b>DAY THREE OF WENDWG-9</b>
8h30	<p><b>6. Review and update of the WENDWG Programme of Work – – Preparation of Report to IRCC-11 and inputs expected from the WENDWG to C-3 and A-2</b></p> <p><i>Docs: WENDWG9-06A      <u>WENDWG Programme of Work for 2018-19 (as approved at IRCC-10)</u></i></p> <p><i>WENDWG9-06B      WENDWG Programme of Work for 2019-20 (to be approved at IRCC-11)</i></p>
9h30	<b>7. Review of the WENDWG-9 List of Decisions and Actions</b>
10h00	<b>Coffee break</b>
10h20	<p><b>8. Any other business</b></p> <p>8.1: ...</p> <p>8.2: ...</p>
11h00	<b>10. Next meeting dates and venue - Conclusion</b>
11h30	<b>Proposed End of the Meeting - <i>subject to any agenda amendment proposals</i></b>