



Worldwide ENC Database Working Group (WENDWG)

WENDWG/Letter 2 dated 21 November 2014

Letter from WENDWG Chair to WENDWG Members

WENDWG-5 Meeting – Invitation & Logistics Information

Dear Colleagues,

1. Thanks to the kind invitation of the Maritime and Port Authority of Singapore, the fifth meeting of the Worldwide ENC Database Working Group (WENDWG-5) will take place on 3 - 5 March 2015, Concorde Hotel Singapore in Singapore.

2. **Venue and Accommodation, Registration Form.** A meeting/hotel registration form for WENDWG-5 is given 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 Mr Tan Siong Koon, email: TAN_Siong_Koon@mpa.gov.sg, phone: +65 63751567.

The Registration Form should be submitted no later than 13 January 2015 to:

- asimah.chelon@concorde.net (for those who have decided to stay in this hotel);

- TAN_Siong_Koon@mpa.gov.sg;

with copy to: info@ihb.int, adcs@iho.int.

3. **Minutes of WENDWG-4.** The minutes of the WENDWG-4 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-4 meeting can be kept updated on the IHO website.

4. **Draft Agenda for WENDWG-5.** A preliminary draft agenda for WENDWG5 is provided in attachment as Annex C. WENDWG Members are invited to make their suggestions if any **by 13 Jan. 2015**.

5. **Submission deadlines for WENDWG-5 Documents.** Documents intended for consideration at WENDWG-5 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 13 January 2015 (Seven weeks before commencement of the meeting)
Subsequent comments and contributions (Such supplementary submissions should contain a maximum of 4 pages)	no later than 10 February 2015 (Three weeks before commencement of the meeting)
Information papers (documents received after 10	no later than 10 February 2015

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February 2015 will be treated as information documents only)	(Three weeks before commencement of the meeting)
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All the documents will be posted on the IHO website as soon as they are received.

6. **WENDWG Membership.** 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.

Yours sincerely,



Captain Jamie McMichael-Phillips
WEND-WG Chairman

Annexes:

A – Meeting/Hotel Registration Form

B – Preliminary Draft Agenda