



NAUTICAL CARTOGRAPHY WORKING GROUP (NCWG)

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

Chair: Mikko HOVI
Finnish Transport Agency
Opastinsilta 12 A
00520 Helsinki
Finland
Tel: +358 29 5343463
Email: mikko.hovi@liikennevirasto.fi

Secretary: Andrew HEATH-COLEMAN
United Kingdom Hydrographic Office
Admiralty Way, Taunton, Somerset
United Kingdom

Tel: +44 1823 483218
Email: andrew.coleman@ukho.gov.uk

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Date 19 January 2017

Dear Colleagues

Subject: 3rd NCWG meeting, 16-19 May 2017, in Redlands, California, USA.

As stated in NCWG Letter 08/2016, I accepted an offer from ESRI to meet at Redlands, California during the week commencing 14 May 2017. The NCWG meeting will commence on Tuesday 16 May 2017 at 0930 (0900 on other days) and is scheduled to close not later than 1500 on Thursday 18 May (planned finish 1600 on other days). However, Friday 19 May is reserved for contingency dependant on the extent of the NCWG3 agenda and any requirements for break-away meetings.

NCWG2 Actions

I have included at **Annex A** the current status of the Actions from NCWG2 (and a few left over from earlier meetings). I would be grateful if you would review these and advise the Secretary as soon as possible of any updates to actions which are allocated to you, or to the WG in general.

Agenda

I have included an outline draft agenda at **Annex B**, which mainly consists of our standing items, plus items noted during the year (not very many so far!). Those items from WG members have the lead member nation indicated in bold; please let the Secretary and myself know as soon as possible whether you are content for these to be on the agenda. In order to maximise the value of the meeting, I encourage you to propose your own topics of interest as soon as possible. Perhaps there are subjects that you are currently reviewing within your own office, which would benefit from input from a wider viewpoint. Please note that the invitation to submit topics equally applies to those WG members who are unable to attend the meeting, provided they are accompanied by sufficiently detailed explanatory notes.

Additionally, you may consider submitting a report of any activities or issues regarding chart standardization which might be of interest to the NCWG (as an INF paper at item 15 at Annex B). You may also consider in advance of the meeting whether your office would like to host the next meeting (item 17 at Annex B).

NCWG3 papers

I have also included at **Annex C** the 'Recommended format for Submission of Proposals to NCWG3'. It would be helpful if you could use this as a guide for your submissions. We will arrange to post meeting documents on the IHO website: go to www.iho.int and follow the links: Committees & WG / NCWG / Meetings. You may also find it useful to refer to submissions made to previous meetings (available in the same place) and to the guidance at Committees & WG / HSSC / Instructions for Submission of Reports and Proposals. These should be submitted at least 7 weeks before the meeting. This allows for follow-up submissions at least 3 weeks before the meeting. Follow-up submissions may:

- (1) raise alternative proposals for consideration,
- (2) propose substantial amendments to proposals, or
- (3) provide comments from those delegates unable to attend a meeting.

Please provide all submissions to the Secretary in Microsoft Word® format.

Logistics Information and Registration

Logistics information is provided in **Annex D**.

Previous experience has demonstrated that it is a significant advantage to book your rooms in advance.

Please register for the meeting as soon as possible, using the 'Online Registration' page on the IHO website. Note that you will need to create a user account if you have not already done so: use the link from the NCWG3 documents page, click 'Login' and then 'Create User Account'.

Election of Chair and Vice Chair

The 1st Session of IHO Assembly will be held 24-28 April 2017. Our Terms of Reference (3d) require that 'the election of the Chair and Vice-Chair shall be decided at the first meeting after each ordinary session of the Assembly and shall be determined by vote of the MS present and voting'. Therefore, elections for the Chair and Vice Chair of NCWG will be held at our meeting.

The process to be followed is outlined at **Annex E**. Please consider whether you wish to make yourself available for either (or both) positions and advise ADCS (Yves Guillam) as soon as possible. A short bio would be useful, for distribution to WG members before the meeting.

NIPWG workshop on the Visualization of Nautical Information

This workshop will be hosted by the University of New Hampshire, United States, from Monday morning 22 May to noon Wednesday 24 May 2017 (details in the NIPWG section of the IHO website). NIPWG plans to invite 3-4 NCWG members to attend the workshop. NCWG2 Action 5 was for the Chair to initiate a portrayal subWG, to liaise in the first instance with this workshop (and would therefore be the likely representatives attending it). Volunteers at NCWG3 were Mikko, Colby and Jackie; if any other WG members wish to be part of this subWG, they should contact me urgently and should consider whether attendance at the workshop should be included in their travel arrangements.

Timetable summary

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

As soon as possible:

- Advise the Secretary of the latest status of outstanding NCWG action items allocated to you (see Annex A).
- Advise the Secretary of subjects for the NCWG3 agenda (see Annex B).

As soon as possible and before 28 March 2017:

- Submit explanatory notes (ENs) for new items and any agenda items for which you are designated as lead (see Annexes B and C).
- Register for the meeting.

I look forward to another productive NCWG meeting, which will provide the opportunity for us to enhance our NCWG activities and to discuss important issues which cannot readily be progressed by correspondence. The meeting also provides a valuable opportunity to share our knowledge, experience and practices in nautical cartography to the benefit of us all when we return to the challenges in our own hydrographic offices. Some will be renewing professional acquaintances and I hope the attendance of new members will further strengthen the NCWG. I encourage you to attend if you possibly can.

Yours sincerely,



Mikko Hovi,
Chair NCWG

Annex A: Status of NCWG Actions (at 10 January 2017)
Annex B: Draft Agenda for 3rd NCWG Meeting
Annex C: Recommended format for Submission of Proposals to NCWG3
Annex D: Logistics Information
Annex E: NCWG Elections

NCWG2 MEETING
IHB Monaco 26-28 April 2016

Status of NCWG Actions (at 10 January 2017)
 (Chair actions updated post-HSSC, split between JW and MH)

RETAINED ACTIONS from CSPCWG9

No	WG9 Agenda item	WG9 Action	Delegate	Status
58	14.6	WG9 58: AU to produce a sample INT1 register for next meeting. <i>With JW (Jeff Wootton IHO TSSO), related to 2/45 and 2/46.</i>	AU	

RETAINED ACTIONS from CSPCWG10

No	WG10 Agenda item	WG10 Action	Delegate	Status
40	15.4	AU to forward CSPCWG10-INF4 on Ice product specification and discuss with S-100WG. <i>JW: I have chased up that Ice PS paper from CSPCWG10. This is really just a summary of the progress that had been made by the WMO Ice people on the Product Specification development up to that time (January 2014). I hope you will agree with me that this has well and truly been overtaken by events! So no further action on this one required, which can be the report to NCWG3.'</i> <i>MH (Mikko Hovi, Chair NCWG): The Ice Information Product Specification has been published as S-411 later in 2014.</i>	AU	Time expired

RETAINED ACTIONS from CSPCWG11/NCWG1

No	NCWG1 Agenda item	NCWG1 Action	Delegate	Status
7	4.4	Chair to progress the action about a revised definition for ED (in place of WG10 Action 25)	Chair (JW)	

NCWG2 ACTIONS

No	NCWG2 Agenda item	NCWG2 Action	Delegate	Status
1.	3	Secretary to produce draft report of NCWG2 by end of May 2016, for participants to approve.	Sec	Completed
2.	3	All WG members to make early bids for travel budget to NCWG3; advise Chairman if any difficulties.	All WG members	

No	NCWG2 Agenda item	NCWG2 Action	Delegate	Status
3.	3	All WG members to note agenda items for NCWG3 throughout the year (and forward to Secretary as they arise). Explanatory Notes may be sent before meeting calling letter.	All WG members	
4.	3	Inform Chair HDWG that NCWG has endorsed revised definitions for height, elevation and altitude, as in letter 02 HDWG 6/04/16. Completed by IHB 4/05/2016; see after-meeting note in report	Sec or IHB	Completed
5.	4.2	Chair to initiate a Portrayal subWG and liaise in first instance with the NIPWG Workshop on Visualization of Nautical Information at University of New Hampshire, USA (22-26 May 2016).	Chair (JW&CH)	
6.	4.4	Chair to consider further the need for separate generic and IALA special purpose V-AIS symbols.	Chair (JW)	
7.	5.1	IHB to amend TOR last sentence 4c to: 'Votes by correspondence shall be on the basis of one vote per responding MS represented in the WG' and refer to it as a clarification in the TOR header.	IHB (YG)	Completed
8.	6.1	Chair (in consultation with Secretary) to redraft relevant paragraphs touching on Res.2/2007 for further consideration by correspondence, following meeting of HSSC Chair Group in June. Res.2/2007 not to be revised (outcome of HSSC Chair Gp Mtg). Draft in progress with Sec	Chair (JW) /Sec	
9.	7.1	Secretary to raise priority of A16 to High and mark E8 as redundant in the NCWG Work Plan.	Sec	Completed
10.	8.1	Secretary to draft specifications for user activated AtoN and circulate to WG for comment and approval. Letters 05 and 09/2016	Sec	Completed
11.	8.1	Pending HSSC approval INT1 producers to include at P56, R2 and in the list of abbreviations. Noted for next editions INT1	INT1 prod	
12.	8.2	Secretary to draft clarification to S-4 about LED lights and circulate to WG for comment and approval. Letters 04 and 10/2016	Sec	Completed
13.	8.3	Secretary to amend S-4 B-340.3 and B-540.1 as a clarification re conspicuous features and circulate to WG for comment and approval. Letters 04 and 10/2016	Sec	Completed
14.	8.3	INT1 producers to amend the water tower example at E2 to 'WATER TR' Noted for next editions INT1	INT1 prod	
15.	8.4	Secretary to amend draft for sub-surface floating pipeline and circulate to WG for comment and approval. Letters 05 and 09/2016	Sec	Completed

No	NCWG2 Agenda item	NCWG2 Action	Delegate	Status
16.	8.5	Secretary to draft clarification on intermittent lakes for S-4 and circulate to WG for comment and approval. Letters 05 and 09/2016	Sec	Completed
17.	8.5	INT1 producers to agree an amended entry for intermittent lakes. Noted for next editions INT1	INT1 prod	
18.	8.5	Chair to draft encoding guidance for intermittent lakes for S57 and submit a proposal to the S-100WG (S-101 PT) for the addition of a status attribute to the Lakes feature.	Chair (JW)	
19.	8.6	Chair to communicate to Chair NIPWG that none of the options for displaying DQ in S101 were considered satisfactory.	Chair	Completed
20.	8.6	Chair to discuss DQ options with Ron Furness (ICA) JW will make the first contact, then hand over to MH	Chair	
21.	8.6	IHB (Yves Guillam) to communicate Colby Harmon's suggestion about using emoticon faces to DQWG Completed at DQWG11; see after-meeting note in report.	IHB (YG)	Completed
22.	8.8	Portrayal subWG to establish protocol for considering portrayal submissions from ENC and other producers of overlays. JW in progress (21/11)	Portrayal subWG	
23.	8.9	Secretary to circulate proposed revisions on seagrass to S-4 to WG for approval. Letters 05 and 09/2016. HSSC8-05.5B	Sec	Completed
24.	8.9	Chair to propose changes to definitions for seagrass and seaweed in S-32 to HDWG (and consider whether any related definitions, such as kelp, need adjusting).	Chair (JW)	
25.	8.10	Secretary to draft amendment to S-4 to allow use of yellow for chart limits and circulate to WG for comment and approval. Letters 05 and 09/2016. HSSC8-05.5B	Sec	Completed
26.	8.10	Secretary to draft amendment to S-4 to include all options for referencing smaller scale and adjoining charts for consideration by the WG. Letters 05 and 09/2016. HSSC8-05.5B	Sec	Completed
27.	8.11	Secretary to draft some clarifications to the various parts of S-4 which cover restricted area and ESSA symbology, to ensure no contradictions or ambiguities. Letters 04 and 10/2016	Sec	Completed

No	NCWG2 Agenda item	NCWG2 Action	Delegate	Status
28.	8.12	Secretary to circulate draft amendment to B-422.2, allowing use of K25-27 for nearly invisible stranded wrecks, to WG for comment and approval. <i>Letters 04 and 10/2016</i>	Sec	Completed
29.	8.12	Chair to suggest necessary changes to UOC on attribute WATLEV.	Chair (JW)	
30.	8.14	Colby Harmon to discuss with Julia Powell (Chair S-100WG) a requirement for a more refined request for help in designing symbols for S-101.	CH	
31.	8.14	Chair and Colby Harmon to slim down the list of possibly required symbols for S-101 and then share them out among volunteers. <i>In progress, see CH email 04/08, JW 05/08 – n.f.</i>	Chair (JW) & CH	
32.	8.14	Chair to consider requesting other WG Chairs to form a PT to consider symbolization for S-101. <i>Chair (MH) to consider in due course. Might be taken over by the establishment of a Domain Control Body within IHO GI Registry framework. Waits S-100WG action regarding DCB.</i>	Chair (MH)	
33.	8.15	Secretary to draft a clarification to B-489.2 to provide a cross reference to B-125.2 for V-AIS out of position for consideration by the WG. <i>Letters 04 and 10/2016</i>	Sec	Completed
34.	9.1	IHB to consult with Chair HSSC to gain approval to issue a reminder, advising MS that all NMs should be issued in English language within the IHO CL reporting on the outcome of HSSC8. <i>HSSC8 Action 37</i>	IHB	Completed
35.	9.2	Secretary to include the clarification on hanging light sectors in S-4 for consideration by the WG. <i>Letters 04 and 10/2016</i>	Sec	Completed
36.	9.4	Secretary to apply clarification re non-HO seals to S-4 for consideration by the WG. <i>Letters 04 and 10/2016</i>	Sec	Completed
37.	10.1	Chair and Secretary to correspond to prepare further version of S-11A for approval of the WG and submission to HSSC8. <i>Letters 06 and 11/2016. HSSC8-05.5C.</i>	Chair, Sec	Completed
38.	10.2	ALL WG members to forward suggestions for changes to the INT chart checklist to Secretary by end June to consolidate and forward to IHB. <i>Forwarded to IHB 5/07. Included comments from AU, BR, FR, IN and Secretary.</i>	ALL, Sec	Completed
39.	10.2	IHB to report progress with NCWG Task B4 to IRCC8. <i>Check list referred to coordinators to experiment with and report to IRCC9 by 31/03/2017.</i>	IHB	Deferred to IRCC9

No	NCWG2 Agenda item	NCWG2 Action	Delegate	Status
40.	11.1	INT1 subWG to consider a change to the 'General Principles for Reviewing and Maintaining INT 1' to link publication of S-4 and INT1 more closely if possible.	INT1 subWG	
41.	11.2	INT1 producers to add fm, fms to INT1. Noted for next editions INT1	INT1 subWG	
42.	11.2	Secretary to add fm, fms to list of INT abbreviations in S-4 and add remaining vacant entries to the 'retired' list at B-151.2. Letters 04 and 10/2016. HSSC8-05.5B Rev 1	Sec	Referred to HSSC8
43.	11.2	Secretary to draft new spec for 'bubbler' and circulate to WG for comment and approval. Letters 05 and 09/2016. HSSC8-05.5B	Sec	Completed
44.	11.2	INT1 subWG to decide on placement of 'barriers and bubblers' and on 'e.g.' consistency issues. Noted for next editions INT1	INT1 subWG	
45.	11.4	UK to consult whether we can supply symbol set for universal use.	UK	
46.	11.4	Colby Harmon to consider naming conventions, etc, for symbol library.	Colby Harmon	
47.	11.4	FR to advise IHB which symbols to use in French S-4.	FR	
48.	11.5	UK to check whether the PDF of INT3 could be released from the password protected section of IHO website. Request denied – INT3 to remain in members only section.	UK	
49.	11.6	INT1 subWG plus CH and volunteers to consider revising M20 graphic. Noted for next editions INT1	INT1 subWG Colby Harmon	
50.	11.6	Ben Timmerman to ask colleague to contribute to discussions about M20.	Ben Timmerman	
51.	14	Chair and Secretary to include new items with priorities and timescales in the updated Work Plan to be attached to this report.	Chair/Sec	Completed
52.	15.3	All to consider whether they could volunteer for the Vice-Chair role and if so, indicate availability between now and September. Letters 01-03/2016. Mikko Hovi appointed.	ALL	Completed
53.	16	All to consider hosting NCWG meeting in May 2017 and 2018 and offer by 1 September. ESRI offer accepted and announced in Letter 08/2016. Waiting on IT for 2018 venue (see response to letter 07/2016).	ALL	

Draft Agenda for 3rd NCWG MEETING
16-19 May 2017, Redlands, California, USA

Please assemble at 0915 for 0930 start (Tuesday) and 0845 for 0900 start (other days).
Close by approximately 1600 (1500 on Thursday). Friday contingency.

1. **Welcome, Introductions and Administrative Arrangements**
2. **Approval of Agenda**
3. **Status of Actions from NCWG2**
4. **Relationship with HSSC**
 - 4.1. Notes from HSSC8 (**Chair**)
 - 4.2. Report from S-100WG (**Chair**)
 - 4.3. Report from ENCWG (**Chair**)
 - 4.4. Report from NIPWG (**IHO Sec**)
 - 4.5. Report from HDWG (**IHO Sec**)
 - 4.6. Report from DQWG (**IHO Sec**)
5. **Terms of Reference**
 - 5.1. Changes consequent to HSSC8 and 1st IHO Assembly (**Chair**)
6. **NCWG procedures**
 - 6.1. Changes consequent to HSSC Chair group meeting (**Chair**)
7. **NCWG work plan**
 - 7.1. Summary of progress, items completed (**Sec**)
 - 7.2. Consideration of the future of paper charts (Work item A16) (**Chair**)
 - 7.3. Protocol for considering portrayal requirements (Work item A26) (**Chair**)
 - 7.4. Future of S-4 (Work item A28) (**Chair**)
 - 7.5. Quality assurance check list for INT Chart coordinators (Work item B4) (**IHO Sec**)
 - 7.6. Liaison with IHO subsidiary bodies (Work item H1) (**Chair**)
 - 7.7. Document on 'equivalent' T&P NMs (Work item H3) (**Chair**)
 - 7.8. Visualizing uncertainty of bathymetric data in S101 (Work item H4) (**Chair**)
8. **Chart content**
 - 8.1. Coloured flood lighting on multicoloured charts (**UK**)
 - 8.2. Small craft anchorage: would it benefit from a dedicated symbol? (**UK**)
 - 8.3. Charting of submarine cables (Work item A29) (**ICPC**)
9. **S-4**
 - 9.1. Changes consequent on revision of Res. 3/1919 (Work item H2) (**Chair**)
 - 9.2. Should we delete or update reference to LORAN (B-480.2)? (**Sec**)
 - 9.3. Question about magnetic annual rate of change (**Sec, for Estonia**)
10. **Other NCWG publications**
 - 10.1. S-11 Part A (**IHO Sec**)
11. **INT 1 / 2 / 3**
 - 11.1. Report from Secretary of INT1 subWG (**Sec**)
 - 11.2. Development of new section V on data quality (Work item E9) (**AU**)
12. **Lessons learned from Marine Incidents**
13. **Review of Actions and Work Plan**
 - 13.1. Actions
 - 13.2. New items for Work Plan

13.3. Priorities

13.4. Timescales for tasks

14. INF papers, reports and Any Other Business,

14.1. INF1: Web-based charting (**ESRI**)

14.2. INF2:

15. Election of NCWG officers (required at first meeting after IHO Assembly – TOR 3d)

16. Date, duration and venue of next meeting

Note: Members considering to host NCWG4 and NCWG5 should note that due to IHO Council meetings, that will be held annually in October, HSSC meetings will move to May starting 2018. This means that the future NCWG meetings will be held between September and January.

Recommended format for Submission of Proposals to NCWG3

Paper for Consideration by NCWG

[Short descriptive title]

Submitted by:	MS or Organisation
Executive Summary:	Brief summary outlining the intention of the paper.
Related Documents:	Any relevant documents and references to the extent that they are known to the originator.
Related Projects:	Any related projects that may impact upon considerations

Introduction / Background

An introduction and any relevant background.

Analysis / Discussion

An analysis and/or discussion of the issues involved.

In analysing the issues, the following should be considered and addressed as appropriate:

- is the subject addressed by the paper within the scope of IHO objectives?
- is the subject of the paper within the scope of an item of the current IHO work programme?
- do adequate industry standards exist?
- do the benefits justify the proposed action?
- are there any potential cost impacts on the maritime industry, Member States or other involved parties?

Conclusions

Any conclusions that may be drawn from the analysis/discussion.

Recommendations

Any resultant recommendations.

Justification and Impacts

Justification for any proposed action or recommendations. This should include:

- identifying the benefits which would accrue from any proposed action;
- identifying any resource implications resulting from the recommendations, such as the number of working group sessions, expertise, need for expert consultants, funding, etc;
- identifying which HSSC working group(s) are essential to completing any proposed new work items;
- the date when any proposed new work item is expected to be completed;
- the proposed priority (high, medium or low);
- any related activities that may impact on a proposed work item or decision.

Action required of NCWG

The NCWG is invited to:

- a. endorse
- b. agree
- c. note
- etc.

3rd Nautical Cartography Working Group (NCWG) Meeting

**Esri Headquarters - Redlands, CA USA
16-19 May, 2017**

Logistics Information

1. Meeting Venue

The meeting will take place in the main conference room, Briefing Room B, at the Esri Headquarters, Building Q, located at:

380 New York Street
Redlands, CA 92373

Further information is available on Esri's website at:

<http://www.esri.com/about-esri/campusmap> (contains information on transportation, hotels, restaurants, etc)

2. Contact Information:

Contact Person: Patricia Sheatsley
Telephone: +1 (909) 793-2853 X5048
Email: PSheatsley@esri.com

3. Hotel Information

Details of hotels in Redlands near the Esri Headquarters can be found on Esri's webpage:

<http://www.esri.com/about-esri/campusmap>

The following hotels are recommended:

- **Ayers Hotel Redlands**
1015 West Colton Avenue
Redlands, CA
+1 909-335-9024
[Website](#)
Free shuttle to Esri and return from 8:00am-5:00pm
Special Esri Rate.
Complementary full American breakfast
Complimentary Evening Reception (M-TH)
Complimentary High Speed Wireless Internet

- **Comfort Suites**
1230 Colton Avenue
Redlands, CA
+1 909-335-9988
[Website](#)
Esri Rate \$80.00
Free hot breakfast
Free Wireless High Speed Internet Access

4. Local Travel Information

For information about traveling to Esri from local airports, please see Esri's web site at:

<http://www.esri.com/about-esri/campusmap>

5. Registration

Please use the on-line registration system on the [NCWG3 documents](#) page to register for the meeting. All delegates should register by **28 March 2017**.

6. Lunch

Esri will host lunch on Tuesday, May 16. For the remainder of the conference, lunch can be taken in local restaurants on one's own account (~ \$15).

7. Electricity - plug and socket

Electrical voltage is 120V, 60 Hz. Plugs Type A or B



How to Determine if You Need a Transformer or Converter

<https://www.rei.com/learn/expert-advice/world-electricity-guide.html>

Multi-voltage items use a dash to indicate the range of voltages. Example: 100–240V. Common multi-voltage devices include laptops, e-readers, tablets, smartphones, cell phones, MP3 players, cameras and battery chargers. These do not require a transformer or converter.

8. Contacts

Assistance can be provided as needed by Esri, with Patricia Sheatsley, +1 (909) 793-2853 X5048 or psheatsley@esri.com

NCWG Elections

Elections for the Chair and the Vice-Chair of NCWG will be held at its 3rd meeting in Redlands, California, USA May 2017.

Basis for Elections:

Section 4c of the CSPCWG Terms of Reference states:

the election of the Chair and Vice-Chair shall be decided at the first meeting after each ordinary session of the Assembly and shall be determined by vote of the MS present and voting.

The 1st Session of the IHO Assembly was held 24-28 April 2017. Thus, the 3rd NCWG meeting will be the 'first meeting after each ordinary session of the IHO Assembly'.

Nominations

Names of candidates for the following positions may be submitted in advance via e-mail to Mr. Yves Guillam at adcs@iho.int

- a. NCWG Chair
- b. NCWG Vice-Chair

Information for each nomination must include: 1. Name of Nominee; 2. E-mail address of Nominee; 3. Name of Nominee's Member State.

Incumbents currently serving may be nominated for an additional term of office.

Nominations from the floor may also be made at the 3rd NCWG meeting.

Note: the Secretary is appointed, in accordance with Terms of Reference Section 3e.

Voting Procedure

- Each Member State having a representative present at the 3rd NCWG meeting will be allowed to cast one vote for each position.
- Voting for the Chair will be conducted prior to voting for the Vice-Chair.
- Nominations for Vice-Chair will be held open until the election result for Chair is announced.
- Voting for positions for which a person is running unopposed will be conducted by a show of hands.
- Voting for positions for which more than one person is running will be conducted by secret ballot.

Results of Election

- Ballots will be counted and the results announced by Yves Guillam or other person designated by him.
- Those elected will take office at the conclusion of the 3rd NCWG meeting.