



NAUTICAL CARTOGRAPHY WORKING GROUP

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NCWG Letter: 07/2017

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Date 14 November 2017

Subject: Follow-up to NCWG Letter 02/2017 (Procedures)

Dear Colleagues

Thank you to the 22 respondents to NCWG Letter 02/2017. A consolidated list of responses is attached at Annex A, with my comments added in red.

The main subject for consideration was the possibility of establishing a 'Bulletins' page on the NCWG section of the IHO website. There was unanimous agreement for this, although many respondents considered that widening the scope by changing the proposed name would be a good idea. I agree, so we will call it 'Nautical Cartography Bulletins' to explicitly connect it to the name of our Working Group and allow us to use it to share any items we think appropriate.

In accordance with the majority of respondents, we will divide the Bulletins page into sections (each headed by a definition as suggested by ESRI), although that can now potentially be more than the two originally proposed (e.g. Changes to INT1).

The small change to our procedures resulting from NCWG3 Action10 was approved unanimously. A copy of the draft procedures submitted to NCWG3 (NCWG3-6.1A), updated in blue for these decisions, is attached at Annex B.

We have had two offers to host NCWG4, from Netherlands and Sweden, at different times. New Zealand is also seeking approval to offer: however, we did visit New Zealand in 2014 while we have never been to Netherlands or Sweden. I would therefore be grateful if New Zealand did not progress the offer at this time. We would, of course, welcome an offer for a meeting venue another year (perhaps in 2020?).

The offers received were:

- The Netherlands is willing to host the next NCWG-meeting, preferably in September-October 2018.
- Sweden has the possibility to host the next NCWG-meeting January to February 2019.

NCWG Terms of Reference state that we should meet 'about once a year'. We cannot meet in May because of the date of HSSC10 (as noted in the NCWG3 Report). I would therefore prefer to accept the earlier opportunity proposed by Netherlands, to avoid stretching the gap between meetings longer than necessary. Taking account of the IHO Council meeting 9-11 October and other meetings in September and October, and after consulting with Netherlands, my preference would be to choose the 6-9 November 2018. (This also avoids the deadline for submission of papers falling in the northern hemisphere holiday

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season). It would be good if we could settle on having NCWG meetings in November for the future, as CSPCWG meeting used to be!

Sweden has subsequently confirmed that they would be willing to host NCWG5 in October or November 2019.

While our procedures require a vote where there are two or more offers, in view of Sweden's stated willingness to postpone their offer, I think that is no longer necessary. However, if you disagree with this decision, or any of the decisions in relation to NCWG procedures, please let me know as soon as possible and **not later than 12 December 2017**.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Mikko Hovi', with a short horizontal line above the end of the signature.

Mikko Hovi,
Chair NCWG

Annex A: NCWG Letter 02/2017 Consolidated Response Form
Annex B: NCWG Detailed Procedures

NCWG Procedures - NCWG3 Actions 9, 10 and 41**NCWG Letter 02/2017 Consolidated Response Form**

No.	Question	Yes	No
1	Action 9: Do you agree that there should be an NCWG Bulletins page on the IHO website? Chair: Unanimous!	AU, BR, CA, DE, DK, ES, ESRI, FI, FR, GR, IR, IT, LV, NL, NO, NZ, SE, TSSO, UA, UK, US, ZA	
2	If yes, do you agree it should be called 'NCWG S-4 Bulletins'? Chair: I agree with several respondents who recommend widening the scope of the bulletins by changing the name. I think 'Nautical Cartography Bulletins' is best, to make a specific link to the name of our WG.	AU, ES, ESRI, FR, GR, IR, IT, LV, NL, NO, NZ, SE, ZA	BR, CA, DE, DK, FI, TSSO, UA, UK, US
3	Should the Bulletins page be divided into the following two sections? <ul style="list-style-type: none"> • Clarifications to S-4 agreed by NCWG • NCWG Proposals in progress for IHO approval Chair: Almost unanimous. TSSO has a point, but I am content to accept the majority view to divide the bulletin lists into sections, as originally proposed. There may be more sections, e.g. 'INT1 changes', as we widen the scope. This would answer NCWG3 Action 33.	AU, BR, CA, DE, DK, ES, ESRI, FI, FR, GR, IR, IT, LV, NL, NO, NZ, SE, UA, UK, US, ZA	TSSO
4	Action 10: Do you agree with the wording of the proposed new paragraph 3.5? Chair: Unanimous!	AU, BR, CA, DE, DK, ES, ESRI, FI, FR, GR, IR, IT, LV, NL, NO, NZ, SE, TSSO, UA, UK, US, ZA	
5	Action 41: Could your organization host NCWG4 between September 2018 and February 2019? Chair: see covering letter.	NL, SE, possibly NZ (see comment)	All except NL, SE

Further comments:

CANADA:

2. We would recommend removing the reference to S4. One of the suggestion might be to call it "IHO Nautical Cartographic Bulletin".

DENMARK:

2: We agree that there should be a Bulletins page, but perhaps the name is not appropriate? "Cartographic Bulletins" could be a suited name.

BRAZIL

2. We believe that a generic name is more appropriate as "Nautical Cartographic Bulletins"

ESRI:

2. If the bulletins are kept to changes within S-4 I agree with the name. If the page will contain other content, the name should be more general.

3. NCWG should briefly explain how clarifications pertain to S-4. Cartographers outside of NCWG may not understand how it impacts the document approval process.

Chair: Agree. I think each section of the bulletins needs a brief definition, explaining the 'status' of the items.

FINLAND:

2) Instead of the originally proposed name, a more generic name such as 'Nautical Cartography Bulletins' could be better.

FRANCE:

2. Maybe should we remove "S-4" from the name in order to allow us to inform MS about matters that don't relate to S-4.

GERMANY:

2: I support the comment from France to remove "S-4" from the name of the Bulletin.

NETHERLANDS:

5. The Netherlands is willing to host the next NCWG-meeting, preferably in September-October 2018.

Chair: Thank you. See covering letter.

NEW ZEALAND:

5. Currently NZ response is 'no' as NZ is waiting on managerial confirmation.

Chair: Thank you. However, as we have two offers from WG members who have never hosted a CSPCWG/NCWG meeting, and already approved by their offices, there is no need to pursue confirmation at this time.

SOUTH AFRICA:

2. Consider removing "S-4" from the name in order to allow flexibility about matters that don't relate to S-4, unless the bulletins are only specific to "S-4".

SWEDEN:

5. Sweden has the possibility to host the next NCWG-meeting January to February 2019.

Chair: Thank you. See covering letter.

TSSO (Jeff Wootton):

2. Preference would be "Nautical Cartography/Cartographic Bulletins".

3. I cannot see any purpose in dividing the Bulletins into 2 sections. The key reason for establishing a Bulletins page, as stated in the Letter, is to quickly provide nautical chart compilers with new/amended guidance as agreed by the relevant group of experts in order to promote/provide world-wide consistency in charts. From this perspective all guidance issued as bulletins should be treated the same – in my opinion having 2 separate sections implies that the guidance should be treated differently dependant on which section it is in (and how is this to be interpreted by the reader?). As stated in the letter, there has never been a significant change to NCWGs/CSPCWGs proposals resulting from MS voting to adopt changes to S-4 by CL, so the risk of any significant departure from the guidance published on the Bulletins page is unlikely. This I can also attest to as the coordinator of the ENC Encoding Bulletins page for the ENCWG, which has now been running for over 10 years – all EBs have been eventually incorporated into S-57 without any substantive change.

Chair: this is a valid argument, but there is a clear majority in favour of grouping different

types of bulletins, perhaps more groups than the original two, as we widen the scope by changing the name.

UK

2. Agree with other respondents to widen the scope of the bulletins by removing 'S-4'. Our preference would be 'Nautical Cartography Bulletins', to make the link with our WG title explicit. Then we can include whatever we think useful to share with the wider IHO community, including planned changes to INT1 (as mentioned by US and providing an option to fulfil NCWG3 Action 33).

3. If split into sections, adding a third section: 'Changes to INT1' would be an option. We consider that splitting into sections is useful, as the reader may legitimately take a different view of items not yet endorsed by IHO members.

UKRAINE:

2. NC Bulletins or Cartographic Bulletin.

US:

2. "Cartographic Bulletin" might be a better choice, as the bulletins contain guidance that is not yet approved. Having S-4 in the name implies an authority which the guidance does not yet have.

Having a more generic name also provides more flexibility to use the bulletins for other purposes, commenting on or clarifying entries in INT1 for example.

DRAFT NCWG DETAILED PROCEDURES

Updated 2015, following CSPCWG11-NCWG1 meeting

(with proposed changes following NCWG2 to fulfil NCWG2 Action 8 in red

and

updates from NCWG3 Actions 9 and 10 in blue)

1. Correspondence

- 1.1. The working **language** of the Working Group (WG) is English.
- 1.2. Correspondence (including formal NCWG letters) will ~~normally~~ be by email. Respondents are encouraged to use the 'Reply to all' option for responses, to ensure the full Working Group membership (**including IHO Secretariat, industry representatives and expert contributors**) is aware of developing discussions.
- 1.3. It is necessary to ensure that personal address lists are updated when updated membership and contact lists are issued from time to time. These are dated and posted on the NCWG section of the IHO website.
- 1.4. ~~Hard copies of NCWG correspondence will only be mailed if specifically requested by a WG member.~~
- 1.5. Significant correspondence will be supplied to other HSSC WG Chairs and/or Secretaries as appropriate, for their WGs' information and seeking their input.

2. Timescales

- 2.1. Except where there is good reason for shortening the timescales, **8 weeks** will normally be allowed for responding to the first correspondence on a new subject. Thereafter, **4 weeks** will be allowed for responding to further correspondence on the same subject. The Chairman may extend the times allowed for complex issues at his discretion. The Secretary will ensure that the response date (if any) is clearly shown on all correspondence.

3. Meetings

- 3.1. ~~Meetings of NCWG will be held at least once every two years. The NCWG should meet about once a year.~~ A meeting should last approximately three days.
- 3.2. It is important to have issues which would benefit from a face-to-face discussion on the agenda, which may not be known until near the meeting time. However, the venue and date of the next meeting shall be considered at the previous meeting, in order to facilitate participants' travel arrangements.
- 3.3. Meetings will be hosted either by invitation of a WG member, or at the IHO Secretariat in Monaco. If more than one invitation is available, the venue will be agreed by vote at the earliest opportunity.
- 3.4. NCWG Meetings will not be held in the 9-week period before an HSSC meeting.
- 3.5. **The Secretary will issue an invitation to the next NCWG meeting about 6 months in advance of the agreed date, to allow time for representatives to bid for the necessary budget approval, obtain visas and make travel arrangements. The letter will also request representatives to suggest topics for the agenda.**

4. Publications

- 4.1. NCWG is responsible for maintaining IHO publications S-4 (The International Chart Regulations and Specifications) with its supplementary documents, INT1, INT2 and INT3; and S-11 Part A. The principles and procedures for making changes to IHO technical standards and specifications are set out in IHO Resolution 2/2007 as amended (Res.2/2007) and apply to S-4 and S-11 Part A.
- 4.2. **One of the principal tasks** of NCWG is to maintain S-4 to reflect the developing requirements of nautical charting, including changing navigational procedures and developments in cartographic

techniques (S-4 B-160). These may be New Editions, Revisions or Clarifications, as defined by Res.2/2007:5.

- 4.3. Any new work items that require significant resources and time (such as the addition of a new section to S-4 or a change of style, resulting in a **New Edition**) will require approval from HSSC before work is commenced (in accordance with Res.2/2007:3.2).
- 4.4. Suggestions for updates (**Revisions and Clarifications** as defined in Res.2/2007: 5.1) to the specifications or proposals for new symbols may be received from IHO Member States (MS) or WG members at any time. Preliminary discussions about such suggestions will be held during NCWG meetings (or by correspondence if the matter is urgent) when a decision will be taken on whether a suggestion merits further work. An accumulation of such changes will eventually be included in a 'Revised Edition' of S-4.
- 4.5. **Revisions and Clarifications of the relevant clauses will be drafted** by Chairman and Editor in 'MS Word' format, changes to existing specifications shown as 'track changes', and circulated to all WG members by NCWG Letter. Where specific guidance is required, WG members may be asked to vote on their preference in an Annex to the Letter.
- 4.6. Feedback from WG members within the timescales above is considered by the Chairman and Editor and incorporated into a revised draft as appropriate. Further drafts are circulated if necessary, until no further or minimal amendments are suggested.
- 4.7. In accordance with Res.2/2007: 3.2.4, relevant stakeholders should be invited to comment and participate as appropriate. IHO MS are the most significant stakeholders for **revisions to S-4, and in particular any possible impact of proposed changes to S-4 on ENC encoding and ECDIS performance must be considered. Therefore, any proposed changes classified by the WG as revisions or extensions are additionally to be forwarded to the Chair and Secretary of the ENCWG to elicit comment and feedback from that WG.**
- 4.8. **Once approved by NCWG, the changes will be included as 'Bulletins' on a Nautical Cartography Bulletins page (accessible from the NCWG section of the IHO website), so that interested Member States can implement them immediately.**
- 4.9. **Clarifications will be included in the next draft Revised Edition by the Editor, without further consultation.** Where a new version of S-4 incorporating only clarifications is considered necessary (n.n.n), the NCWG has the authority to publish the new version without seeking HSSC's endorsement and MS approval (Res.2/2007: 5.1 and 5.2).
- 4.10. **When a proposed change is considered to be navigationally significant and urgent, as determined by the NCWG Chair, an abbreviated consultation period within the NCWG, as considered appropriate, is initiated. On approval of such changes by the WG, the change is posted immediately on the Nautical Cartography Bulletins page, and notification promulgated by IHO Circular Letter (CL).**
- ~~4.11. A final version of the above revision(s) is prepared by the Chairman and Editor, taking account of any comments from stakeholders, and promulgated by a second IHO CL and included in the S-4 Bulletin. This enables MS to implement (or comment on) the changes immediately, before publication of the next New or Revised Edition of S-4.~~
- ~~4.12. Unless urgent, Clarifications will await inclusion at the next New or Revised Edition. Where a new version of S-4 incorporating Clarifications only is considered necessary (n.n.n), the NCWG has the authority to publish the new version without seeking HSSC and MS approval (Res.2/2007: 5.1 and 5.2).~~
- 4.13. When a significant change has been introduced, and/or sufficient Revisions to S-4 have accumulated, the NCWG Chair will propose to HSSC that a **New or Revised Edition of S-4** should be published. As **NCWG members and MS (through access to changes from the Nautical Cartography Bulletins page)** have already had the opportunity to comment on the proposed changes, the New or Revised Edition can be prepared as soon as HSSC endorsement is obtained.
- 4.14. The Secretary supplies to IHO Secretariat, by email, **a pdf file of the complete S-4**, which is given a New Edition (n.0.0) or Revision number (n.n.0), as appropriate (Res.2/2007: 5.1 and 5.2).

- 4.15. IHO Secretariat issues a CL to ~~announce-propose~~ the New or Revised Edition for adoption and explain the changes ~~also drawing attention to any significant Clarifications which the WG has decided to incorporate~~ (by an explanatory note (EN) together with a PDF of the draft revised S-4 in the 'Draft Publications Awaiting Approval by Member States' part of the IHO website). (This is in accordance with Res.2/2007: 3.2.8.) The EN will also draw attention to any significant Clarifications which the WG has decided to incorporate.
- 4.16. IHO Secretariat makes and retains a CD of each finalized New or Revised Edition of S-4, as an international archive of the development of S-4.
- 4.17. The **Secretary Editor** will supply a list of all changes, including minor editorials, to ~~France~~ IHO Secretariat and Spain to assist with translation work. ~~The list will also be supplied to Republic of Korea to assist in updating the Digital Reference Tool for Cartographers and to other HOs that maintain local translations of S-4, on request (currently Germany).~~ In order to avoid any confusion on the date of availability and effective publication of S-4 French and Spanish versions, the IHO Secretariat indicates on the IHO website and cover pages of S-4 (all versions), the Edition date and Publication date (month, year) in force.
- 4.18. NCWG is also responsible for maintaining **S-11 Part A**. Any changes will be progressed in a similar way to the above. Any major revision may be facilitated by the establishment of a subWG.
- 4.19. **Official INT1** revisions are undertaken by France, Germany and Spain. They consult within the INT1 subWG, with the aim of achieving consistency (e.g. in English terms and descriptions). New editions are announced by IHO CL and in the 'IHO News' panel on the IHO website home page. ~~PDF files are provided to IHO Secretariat for display on the IHO website (in a password protected section if required by the producer*).~~ Notice to Mariners updates to INT1 are posted on the IHO website, with links from the Publications download list.
- 4.20. **INT2 and INT3** are published by Netherlands and UK respectively, on behalf of IHO. ~~Raster PDF files are provided to IHO Secretariat for display in a password protected section on the IHO website (in a password protected section if required by the producer*).~~
- 4.21. Revisions of INT1, INT2 and INT3 are not subject to HSSC approval. NCWG is the authority for all terms and descriptions used in official S-4 supplementary publications. ~~This authority is delegated to the INT1 subWG for maintaining INT1, and similarly to the producers of INT2 and INT3, except where they deem it necessary to refer to the whole WG.~~ The NCWG should formally approve new editions of INT2 and INT3 (by correspondence), as it does for INT1 via its INT1 sub-WG. Terms and descriptions in S-4's supplementary publications must be strictly in accordance with the specifications agreed by IHO Member States for incorporation into S-4. In INT1 however, they may be abridged to provide only the information essential to the chart user.
- 4.22. WG members are encouraged to advise the Secretary at any time of errors or omissions noticed in publications or information messages for which NCWG is responsible.

* when the IHO Secretariat receives requests from non-IHO Member States for these publications, they are directed to the producer for subsequent possible actions.