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NAUTICAL CARTOGRAPHY WORKING GROUP

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Date **2 July** 2018

Subject: Logistics Information and Registration for 4th NCWG meeting

Dear Colleagues

As announced in NCWG Letter 03/2018 the 4th NCWG meeting will be held in the Hague, the Netherlands 6-9 November 2018. This letter provides further details regarding the meeting.

Logistics Information

The meeting will be held at the Badhotel Scheveningen in the Hague. Further logistics information is provided in **Annex A**.

Attendance

The attendance of participants is a key component for the success of any IHO meeting. However, in order to minimize the workload and associated side costs, Member States should consider the possibility of limiting the number of their delegations (in general up to two participants in addition to working groups' office bearers, if any), so meeting rooms and seating arrangements can be optimized. If more participants are planned, it is important to liaise with the host country to ensure it is feasible.

Registration

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 NCWG4 documents page, click 'Login' and then 'Create User Account'.

All participants intending to participate in the meeting should register by **15 October 2018**.

Participants that are unable to confirm attendance before the deadline are invited to inform the host (B.Timmerman@mindef.nl) and the IHO Secretariat (adcs@iho.int) on their plans to attend and the number of potential participants at the deadline.

I would also appreciate it, if all working group members that are not able to attend meeting could inform the IHO Secretariat (adcs@iho.int) about this.

Visa

Delegates requiring any assistance for issues related to visa requirements are invited to liaise with Ben Timmerman (B.Timmerman@mindef.nl) at their earliest convenience.

It should be noted, that it is the responsibility of participants to commence with their visa application process as early as possible, noting that a Schengen visa (which is required for the Netherlands) takes

a minimum of six weeks from application and some others even longer. The host country cannot be blamed for the non-issue of visas in the case of late applications.

Timetable summary

In conclusion, and as a reminder, 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 of NCWG Letter 03/2018).
- Advise the Secretary of subjects for the NCWG4 agenda (see Annex B of NCWG Letter 03/2018).

As soon as possible and before 18 September 2018:

- Submit explanatory notes (ENs) for new items and any agenda items for which you are designated as lead (see Annexes B and C of NCWG Letter 03/2018).

As soon as possible and before 15 October 2018:

- Register for the meeting.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Mikko Hovi', with a long horizontal stroke extending to the right.

Mikko Hovi,
Chair NCWG

Annex A: Logistics Information

4th Nautical Cartography Working Group (NCWG) Meeting

**Bad Hotel – Den Haag, the Netherlands
6-9 November 2018**

Logistics Information

1. Meeting Venue

The meeting will take place in the conference room of the Badhotel* in Scheveningen, near Den Haag.
Address:

Badhotel Scheveningen
Gevers Deynootweg 15
2586 BB Den Haag (The Hague)
The Netherlands



* “Bad” means “bath” or “beach” in Dutch, so no worries...



Participants can book a room in this hotel (price level about €89,=/night, incl. breakfast and excl. Citytax €3,40 pppn). When booking this hotel please quote “**NCWG-2018**” and specify credit card details. Please note that this block-booking arrangement must be made at least 6 weeks before the meeting starts. Website hotel <http://www.badhotelscheveningen.nl/>

2. Contact Information:

Contact Person: Ben Timmerman
Telephone: +31 70 3162814 (Central nr +31 70 3162800)
Email: B.Timmerman@mindef.nl

3. Hotel Information

For details of the Conference Hotel (Badhotel) see information above.

There are a large number of other hotels in the surrounding area, see booking websites and www.scheveningen.com.

4. Local Travel Information

Most travellers will arrive at Schiphol Airport. From there you can travel by train to Den Haag (The Hague) Central Station or Hollands Spoor Station. For information about ticket machines see below.

The Badhotel in Scheveningen can be reached as follows:

From The Hague Central Station:

- Bus 22, this stops 50 meters from the hotel, stop Badhuisgade .

- Or Tram 9, (direction Scheveningen Noorderstrand) till tram stop Circustheater. Walk 500 meters on the Gevers Deynootweg direction Harbour (South).
- Or tram 9, exit tram stop Kurhaus then transfer to tram 1 (direction Delft Tanthof), exit tram stop Badhuiskade (50 metres opposite to our hotel)

From The Hague Hollands Spoor Station:

- Tram 1 (direction Scheveningen Noorderstrand) exit tram stop Badhuiskade tram stop (50 meters opposite to our hotel).

5. Registration

Please use the on-line registration system on the IHO website to register for the meeting.

6. Lunch

Lunch can be taken in the hotel or one of the many local restaurants in the neighbourhood.

7. Social events

The Netherlands Hydrographic office will host an Icebreaker in the Badhotel on Monday 5 November from 18:00-19:00.

8. Electricity - plug and socket

[Electrical voltage is 230V, 50 HZ. Plugs Type A or B](#)



9. NS Ticket Machines

NS Ticket Machines

Ticket machines can be found at every station in the Netherlands. There are 3 types of machine. All the machines have multiple functions, but there are differences between them.

NS Ticket Machine with blue sign is the one you need

You can recognise this NS ticket machine by the blue illuminated sign displaying the NS logo on top of the machine. In addition, this ticket machine has a characteristic 'rounded front'. There is at least one of these machines at every station. All functions are available at this type of ticket machine:

- Buy a separate ticket (single-use chipkaart)
- Buy an anonymous OV-chipkaart
- Buy tickets to go abroad
- Pay with coins



NS Ticket Machine inside the gates

This NS ticket machine is becoming increasingly common at stations. It is possible that you have enough balance to check in, but not enough to pay for your entire journey. You will then be unable to open the gate. For this reason, you can find this machine inside the gates at the station, so that you can top up the balance on your OV-chipkaart. You can use this machine to:

- Top up your balance
- Pay using your debit or credit card
- There is a special button for disabled passengers which causes the buttons on the screen to move to the bottom half of the screen

Checking in and out at the gates and poles

The OV-chipkaart gives access to the station if you have an NS season ticket or enough balance on your card (€10 or € 20). The NS-Business Card provides access to the station at all times.

Checking in and out at the gates and poles

By holding your OV-chipkaart, NS-Business Card or single-use chipkaart in front of the card reader on the right of the gate, you can open the gates and check in simultaneously. You will hear a single tone when the reader reads your card. At the end of your journey, simply hold your card in front of the card reader at the gate to open the gate and check out. You will hear two tones to indicate that you have checked out successfully.

You can only go through gates indicated with a green arrow. A red cross indicates that you may not go through a gate. Hold your ticket on the card reader on the right hand side of the gate and then walk through the gate when it opens.

Traveling with an e-ticket?

Then you can open the gates using the barcode on the e-ticket.