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NAUTICAL CARTOGRAPHY WORKING GROUP

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NCWG Letter: 04/2020

To NCWG Members

Date 25/09/ 2020

Subject: Update regarding arrangements for NCWG-6, Virtual Meeting

References:

A. NCWG letter 03/2020 - Update regarding arrangements for NCWG-6, 3-6 November 2020, Cadiz, Spain

Dear Colleagues,

Thank you for your patience whilst we have reviewed the arrangements for NCWG-6. Following the feedback received from members and consultation with the Instituto Hidrográfico de la Marina, it has been decided that due to the unfortunate evolution of the pandemic in the world and its consequences for Member States, it is no longer a viable option to conduct the NCWG meeting in Spain. Instead we will now have a video teleconference meeting (VTC) using the open 'Go To Meeting' VTC facility provided by the IHO Secretariat. We would like to thank the Instituto Hidrográfico de la Marina for the support that they have provided and the early preparations that they made, hopefully there will be an opportunity in the future for the meeting to be hosted in Spain.

NCWG-6 VTC

The VTC will be held on **November 3rd and 4th from 10:00 to 13:00 UTC time** on both days. The meeting will use the 'Go to Meeting' link¹ that will be provided by the IHO. Members will have the opportunity to conduct a test call before the meeting, details of the test meeting will be provided nearer the time.

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 NCWG6 documents page, click 'Login' and then 'Create User

¹ Likely: <https://global.gotomeeting.com/join/912159205>. In case of a change, participants will be informed on the NCWG6 webpage

Account'. Record your own credentials, and then register in the event. All participants intending to participate in the meeting should register **by 31 October 2020**. Participants that are unable to confirm attendance before the deadline are invited to inform the IHO Secretariat (yves.quillam@iho.int) and the NCWG Secretary (James.Timmins@UKHO.gov.uk) on their plans to attend and the number of potential participants at the deadline.

NCWG-6 Agenda

Due to the shorter meeting times it will be important for members to have supplied and read all papers in advance of the meeting so that our time can be focused on discussion. All papers will be uploaded to the IHO website and made available to members. One of the matters for us to discuss at NCWG-6 will be how to plan our work during the ongoing pandemic and consider which topics we should focus on. We should consider if it would be useful to hold further regular VTC meetings to discuss specific topics in greater detail. For instance, we could have a separate VTC meeting to discuss baseline symbology and then arrange a further meeting to consider the future of S-4. These are both large and important matters that may benefit from a different approach to our standard annual meeting.

NCWG-6 papers

The deadline for papers has passed but please still forward any late submissions to the secretary and chair for consideration. We will provide an updated agenda in due course now that the decision has been made to have a VTC meeting. Some reports and agenda items may be circulated for awareness but not reported during the VTC to allow us to maximise our discussion time.

I have included at **Annex B** the 'Recommended format for Submission of Proposals to NCWG6'. 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.

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.

NCWG-5 Actions

Please may members continue to provide updates to any actions that they may have, these are listed at **Annex A**

NCWG Chair, Vice-Chair and Secretary

Noting that the Assembly of the IHO was initially planned in April, it has been agreed in accordance with the NCWG Terms of Reference, that elections for the positions of Chair and Vice-Chair of the NCWG will be held during NCWG-6, to take effect at the end of the meeting. Member States are invited to nominate suitable candidates for the positions of Chair and Vice-Chair at their earliest convenience via email to the IHO Secretariat at yves.quillam@iho.int and **no later than 30 October 2020**. In order to facilitate the process of the nominations and elections, I would like to confirm that I remain available to continue the role of Chair after NCWG-6.

The current Vice Chair, Jackie Barone (US NGA) has indicated that she will not be standing for re-election and will stand down from the role of vice chair at NCWG-6. We would like to thank Jackie for all her work and support for the group over the years. Although not part of the

formal nomination process, the role of NCWG Secretary will also become available from NCWG-6 as James Timmins (UK) will be standing down from this role. We would welcome candidates with a good level of English language skills to volunteer for this role.

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)
- Advise the Secretary of subjects for the NCWG6 agenda

As soon as possible and before 31 October 2020:

- Register for the meeting.

Yours sincerely,



Mikko Hovi,
Chair NCWG

Annex A

NCWG5 ACTIONS

No	NCWG5 Agenda item	NCWG5 Action	Delegate	Status
5/1	4.6	All members to consider proposal and provide feedback to DQWG.	All members	
5/2	5.1	NCWG to review terms of reference during NCWG5. UK, CA, SE, IHO Sec circulate via minutes and respond in 4-6 weeks and Chair to submit	UK, CA, SE, IHO SEC	Submitted to HSSC and awaiting outcome of their meeting
5/3	6.4	IHO Sec to update IHO GIS systems for region D and E limits and provide UK with amendments for S-4 clarification. (IHO Sec)	IHO SEC	In progress
5/4	6.4	UK to update S-4 (A204.8) and diagram with footnotes and positions of limits of charting regions D and E. (UK)	SEC, UK	In progress
5/5	6.7	NL to re-draft proposed S-4 wording for swept wrecks based upon the comments received.	NL	Included in letter 1 of 2020
5/6	6.8	IHO SEC and NCWG SEC to report back to HSSC requesting guidance on how we proceed and then liaise with NIPWG.	IHO SEC , NCWG SEC	
5/7	6.1	FOPNC sub WG to develop recommendations based upon discussions during NCWG5 meeting for inclusion in FOPNC report. Recommendations to be distributed to NCWG following timescales in FOPNC timeline.	FOPNC subWG (AU, BR, CA, DK, FI, FR, DE, IT, KR,NL, RU, SE, UK, US NGA, US NOAA, IHO Sec, ESRI, CARIS)	Being finalised and submitted to HSSC soon
5/8	6.10	Report to HSSC about WIG craft and seek guidance on WIG craft.	Chair	In progress at HSSC 12 in October
5/9	6.11	UK to provide summarised comments regarding ASL in TSS and two way route symbols in ENC, to sec and Indonesia.	UK	completed

No	NCWG5 Agenda item	NCWG5 Action	Delegate	Status
5/10	12.1	UK to formulate final text for S4 regarding unexploded ordnance exceptional circumstances based upon discussion had.	UK	
5/11	9.2	NCWG to review paper on Harmonised portrayal and provide comments to NCWG by end of January 2020. Chair will then send comments to group.	all	Deadline has passed
5/12	6.1d	ICA to consider paper NCWG5-06.1d Future of paper chart -a different perspective and provide feedback.	ICA	
5/13	9.3	members to review paper NCWG5-09.3A and provide feedback to DCWG via their delegate or via NCWG chair. Deadline for comments is 15 th December. If passing comments via NCWG chair please pass comments earlier.	all	Deadline has passed
5/14	7.1	DE to provide confirmation that they will provide support for English int 1 by 2020. UK to confirm date for new edition. Aim to coordinate dates to avoid gaps.	DE, UK	In progress
5/15	12.6	Aus to check if there is a proposal to ncsr7 to submit a new definition on back up paper charts.	AU	Completed – no proposal made at this stage
5/16	12.7	KR to provide update on S-100 portrayal project	KR	

**Recommended format for submission of proposals to NCWG-6
Paper for Consideration by NCWG**

[Short descriptive title]

Submitted by:	MS or Organization
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 or impacts of any proposed action or recommendation. 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.;
- possible impact on ENC;
- possible impact on standards (S-4, S-1xx...) and possible impact for the implementation of the consequences of the proposed action or recommendation
- identifying which other 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 ...