# Instructions

**Please** **join** **the** **TWCWG** **meeting** **from** **your** **computer,** **tablet** **or** **smartphone** **using** **this** **link**

**LINK: tbc**

**Time** **Zone** **Information** **for** **start** **time** **on** **each** **day, using Tuesday 20 February 2024 as an example:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | ***Tuesday 20 February 2024*** | ***11:00 UTC*** |  |
| **Region** | **Country** | **LOCAL** **Start** **Date** | **LOCAL** **Start** **Time** | **Time** **Zone** **in**  **force** |
| Wollongong | Australia | Tue 20 Feb 2023 | 22:00 | AEDT |
| Brussels | Belgium | Tue 20 Feb 2023 | 12:00 | CET |
| Rio de Janeiro | Brazil | Tue 20 Feb 2023 | 08:00 | BRT |
| Halifax | Canada | Tue 20 Feb 2023 | 07:00 | AST |
| Vancouver | Canada | Tue 20 Feb 2023 | 03:00 | PST |
| Santiago | Chile | Tue 20 Feb 2023 | 08:00 | CLST |
| Beijing | China | Tue 20 Feb 2023 | 19:00 | CST |
| Bogota | Colombia | Tue 20 Feb 2023 | 06:00 | COT |
| Copenhagen | Denmark | Tue 20 Feb 2023 | 12:00 | CET |
| Tallinn | Estonia | Tue 20 Feb 2023 | 13:00 | EET |
| Helsinki | Finland | Tue 20 Feb 2023 | 13:00 | EET |
| Brest | France | Tue 20 Feb 2023 | 12:00 | CET |
| Hamburg | Germany | Tue 20 Feb 2023 | 12:00 | CET |
| Hyderabad | India | Tue 20 Feb 2023 | 16:30 | IST |
| Jakarta | Indonesia | Tue 20 Feb 2023 | 18:00 | WIB |
| Rome | Italy | Tue 20 Feb 2023 | 12:00 | CET |
| Tokyo | Japan | Tue 20 Feb 2023 | 20:00 | JST |
| Monaco | Monaco | Tue 20 Feb 2023 | 12:00 | CET |
| Amsterdam | Netherlands | Tue 20 Feb 2023 | 12:00 | CET |
| Wellington | New Zealand | ***Wed 21 Feb 2023*** | 00:00 | NZDT |
| Stavanger | Norway | Tue 20 Feb 2023 | 12:00 | CET |
| Lima | Peru | Tue 20 Feb 2023 | 06:00 | PET |
| Lisbon | Portugal | Tue 20 Feb 2023 | 11:00 | WET |
| Cape Town | South Africa | Tue 20 Feb 2023 | 13:00 | SAST |
| Busan | South Korea | Tue 20 Feb 2023 | 20:00 | KST |
| Madrid | Spain | Tue 20 Feb 2023 | 12:00 | CET |
| Stockholm | Sweden | Tue 20 Feb 2023 | 12:00 | CET |
| Taunton | UK | Tue 20 Feb 2023 | 11:00 | UTC |
| Billings | USA | Tue 20 Feb 2023 | 04:00 | MST |
| Washington DC | USA | Tue 20 Feb 2023 | 06:00 | EST |
| Caracas | Venezuela | Tue 20 Feb 2023 | 07:00 | VET |

<https://www.timeanddate.com/worldclock/converter.html>

# Read-ahead Materials

See TWCWG8 Document list for download of all documents (https://iho.int/en/twcwg8-2024). Participants are requested to read all the documents available ahead of the meeting.

Summary of the three days:

# Day 1: Tuesday 20 February 2024

* + TWCWG7 Report
  + TWCWG7 Actions - Chair Comments
  + S-104 Product Specification Edition 2.0.0 and related discussions / actions / presentations
  + S-111 Product Specification Edition 2.0.0 and related discussions / actions / presentations
  + Programme Matters reports and updates

# Day 2: Wednesday 21 February 2024

* S-104 / S-111 continued (if required)
* Programme Matters reports and updates (if required)
* Agreed revisions to relevant IHO resolutions & Charting Specifications
* Any Other Business

# Day 3: Thursday 22 February 2024

* Any Other Business continued (if required)
* Capacity Building (Tides training course material)
* IOC Updates
* TWCWG documents
  + - Draft Work Plan 2024-2025
    - ToRs

1. Draft Agenda

# Day 1: Tuesday 20 February 2024 *All* *times* *in* *GMT* / UTC *Time* *Zone*

11:00 – 11:30 – ***Opening,*** ***Welcome*** ***and*** ***Administration***

1.1 – 1.3 Welcome, Opening Remarks and Meeting Expectations – Chair/Vice Chair/IHO

* 1. Adoption of agenda and TWCWG7 Report - IHO
  2. Programme and timetable of the sessions - Chair
  3. Report on Intersessional activities (HSSC15) - Chair
  4. Matters arising from TWCWG7 / Review of Actions - Chair/Secretary

11:30 – 13:30 – ***S-104*** ***&*** ***S-111*** ***Updates,*** ***Progress*** ***reports*** ***&*** ***Updates***, ***Use*** ***Cases***

* 1. Water Level Information for Surface Navigation (S-104) - AUS/USA
  2. S-104 Papers: presentation and discussion – PRIMAR (Svein Skjaeveland)
  3. Surface Current Product Specification (S-111) – USA
  4. Engagement with S-100WG and other relevant subordinate bodies – USA/Chair
  5. S-100 Part 10c Metadata File Name – USA (RM)
  6. S-104 & S-111 Member State developments, Use cases etc. – All
  7. Survey on tides, water level and currents; data production method and data format (S-104 & S-111 products) – KHOA

13:30 – 13:45 – ***Update*** ***on*** ***Programme*** ***Matters***

See 3.1 to 3.9 of main Agenda

13:45 – 14:00 – ***Wrap-up***

# Day 2: Wednesday 21 February 2024 *All* *times* *in* *GMT* / UTC *Time* *Zone*

11:00 – 11:05 – ***Welcome*** ***and*** ***Plan*** ***for*** ***session***

11:05 – 12:00 – ***Update*** ***on*** ***Programme*** ***Matters continued***

12:00 – 13:00 – ***IHO*** ***Resolutions*** ***and*** ***Charting*** ***Specifications***

* 1. Agreed revisions to relevant IHO Resolutions – ZAF
  2. IHO Resolutions - Chart Datum definition in non-tidal areas (and tidal areas) - BRA
  3. Review of relevant IHO Charting Specifications – IHO

13:00 – 13:45 – ***Any*** ***Other*** ***Business***

8.1 Offer by the Hydrographic Surveys WG (HSWG) for TWCWG collaboration to improve tidal observation uncertainty standards within the relevant sections of S-44 (Standards for Hydrographic Surveys) –HSWG Chair / Chair / All

8.2 Minimum metadata requirements for tide & water level gauges - GBR [UK National Oceanography Centre (NOC)]

13:45 – 14:00 – ***Wrap-up***

# Day 3: Thursday 22 February 2024 *All* *times* *in* *GMT* / UTC *Time* *Zone*

## Any Other Business continued (if required); Capacity Building; IOC Programmes; Work Plans and Elections

11:00 – 11:05 – ***Welcome*** ***and*** ***Plan*** ***for*** ***session***

11:05 – 12:05 – ***Any*** ***Other*** ***Business*** ***continued*** ***(if*** ***required)***

12:15 – 13:00 – ***Capacity*** ***Building*** ***;*** ***IOC*** ***Programmes***

* 1. Tides and Water Levels Workshop training material – ZAF/ USA
  2. Update on IOC GLOSS Programme items and events – USA/ NOC
  3. Update on IOC TOWS Programme items and events; to include the Japan 2024 Noto Peninsula Earthquake disaster in 2024 and their response – JP /CHL

13:00 – 13:20 – ***Work*** ***Plan*** ***and*** ***ToRs***

* 1. TWCWG Work Plan up-dates - IHO
  2. Review TWCWG ToRs and RoPs - IHO 13:20 – 13:30 – ***Next*** ***meeting*** ***(TWCWG8)***

11. Venue and dates of the 9th TWCWG Meeting - Chair/IHO 13:30 – 13:40 – ***Elections***

1. Election of the Chair and Vice-Chair in accordance with ToRs article 3c – IHO 13:40 – 14:00 – ***Close***
2. Closing Remarks (Discussion on outstanding issues and post-meeting expectations/focus - Chair

TWCWG8 Attendees

See List of Participants document