



INTERNATIONAL HYDROGRAPHIC ORGANIZATION  
MESO-AMERICAN – CARIBBEAN SEA HYDROGRAPHIC COMMISSION  
(MACHC)



MACHC Letter 12/2019

**CAPACITY BUILDING WORK PROGRAMME: MSI TRAINING COURSE  
(Santo Domingo, Dominican Republic 9 to 11 December 2019)**

Dear Colleagues,

The 2019 IHO Capacity Building Work Programme allows for the provision of support for the delivery of, and attendance at a Maritime Safety Information (MSI) training course with the objective of providing practical instruction and guidance to participants who are involved with MSI and the drafting of navigational warnings or the issuance of MSI for the high seas. It is the desire of the IHO for this course to enable RHCs to improve phase one of hydrographic capabilities, contributing to safety of navigation.

**This course is intended for “the personnel charged with collating and issuing coastal warnings within a coastal region”. This course is not for policy or administrative personnel.**

The training course will be held at Santo Domingo, Dominican Republic, from 9 to 11 December 2019. Details of the course are provided in Annex A. Please note that the course is given in English.

The IHO Capacity Building Fund will provide support (bed & breakfast accommodation, course meals and air travel) for **ONE** participant per country. **Please note that no allowances will be paid to participants in respect of any other associated expenses (e.g. evening dinner, insurance, pocket money etc). Nominated trainees should refer to their employing authority should they require such additional allowances.**

If you would like to propose a candidate for the course you are kindly requested to return, electronically\*, the accompanying Application Form (Annex B), to Lucy Fieldhouse, (Email address: [Lucy.fieldhouse@ukho.gov.uk](mailto:Lucy.fieldhouse@ukho.gov.uk)), **no later than 1 November 2019.**

\*N.B. It is important that the accompanying application form is completed electronically and returned as an Excel file or on an Excel-compatible format.

In order to facilitate the provision of e-tickets to selected participants, you are strongly encouraged to include with the application form a copy of the applicant’s passport and a reliable e-mail address where the ticket can be sent to. Please note that if trainees require a visa in order to attend the course they should apply as soon as they are accepted on the course. If trainees fail to attend due to their own oversights or errors then costs incurred by the IHO on their behalf may be recovered from their employing authority.

Yours sincerely,

Katie Ries  
Chair, MACHC

**Distribution List:**

1. Aruba
2. Anguilla
3. Bahamas
4. Bonaire
5. Costa Rica
6. Cuba
7. Curacao
8. Dominca
9. Dominican Republic
10. Ecuador
11. El Salvador
12. Guatemala
13. Honduras
14. Martinique
15. Nicaragua
16. St. Marteen
17. Turks Caicos

**Copy to:**

18. Mr Alberto Costa Neves (IHB)

**Attachments:**

- Annex A: Course Outline  
Annex B: Digital Application Form (sent separately as an Excel file)

**NOTE: To improve efficiency this letter is being sent by e-mail only.**

**MESOAMERICAN & CARIBBEAN SEA HYDROGRAPHIC COMMISSION  
(MACHC)**

**CAPACITY BUILDING WORK PROGRAMME: MSI TRAINING COURSE, SANTO  
DOMINGO, DOMINICAN REPUBLIC, 9 TO 11 DECEMBER 2019**

**COURSE OUTLINE**

**Description**

The 2019 IHO Capacity Building Work Programme allows for the provision of support for the delivery of, and attendance at an MSI training course with the objective of providing practical instruction and guidance to participants who are involved with MSI and the drafting of navigational warnings or the issuance of MSI for the high seas.

**Objective**

The training course is designed to provide practical guidance for those persons who are concerned with the drafting of radio navigational warnings or with the issuance of Maritime Safety Information (MSI) for the high seas under the Global Maritime Distress and Safety System (GMDSS). The course is therefore not intended for policy or administrative persons but specifically for those involved with collating and issuing navigational warnings and will be conducted in English.

**Outcome**

Participants on the MSI course will gain knowledge of the World-Wide Navigational Warning Service, Maritime Safety Information (MSI), the role of the NAVAREA Coordinator, their role as National Coordinators, evaluating MSI and its suitability and application to navigational warning. Participants will engage in practical exercises to demonstrate their proficiency in the subject areas including charting.

Specifically the participants will:

1. Be informed of all events that could significantly affect the safety of navigation within their coastal region.
2. Assess all information in the light of expert knowledge for relevance to navigation in the coastal region.
3. Draft navigational warnings in accordance with the IMO/IHO/WMO Manual on MSI.
4. Pass NAVAREA Warnings for further promulgation to the NAVAREA Coordinator, using the quickest means possible.

**Duration**

3 days. 9 to 11 December 2019.

**Annex B - Course application form. To be submitted to Lucy Fieldhouse  
[lucy.fieldhouse@ukho.gov.uk] by 16th October**

Course	MACHC MSI Course			
Venue & Location	Santo Domingo, Dominican Republic			
Dates	9-11 December 2019			
<p>Please note that this form needs to be completed electronically and returned as an Excel file (or similar spreadsheet). It is imperative that the name of the proposed trainee is correctly typed in the correct format as the information concerned will be copied and used for booking flights etc. Any errors when completing the form, particularly regarding the format of the name of the proposed candidate, may result in e-tickets not being accepted at points of departure. Please do not add any cells to this spreadsheet.</p>				
<p><b>APPLICATION FORM - Part One</b>  <b>IF POSSIBLE, THIS SECTION SHOULD BE COMPLETED BY THE TRAINEE AND THEN EMAILED TO THE NOMINATING OFFICER WHO SHOULD COMPLETE PART TWO OF THE APPLICATION FORM</b></p>				
Gender (from drop-down menu)				
Title (Mr, Mrs, Ms, Capt etc - Not job title)				
Trainee's first / given names (exactly as shown on candidate's passport)				
Trainee's family name (exactly as shown on the candidate's passport)				
Passport Number				
Job title				
Short description of duties				
Official email address				
Alternative email address				
Nationality				
Date of Birth (day/month/year)				
Office telephone number				
Mobile phone number				
Fax number				
Airport departing from				
Any specific requirements regarding travel arrangements				
Dietary restrictions regarding meals at the venue				
Candidate's level of spoken English (Choose from drop-down menu)				
Candidate's level of written English (Choose from drop-down menu)				

I request that the IHB to consider this Application Form and confirm that I am fully aware of the following conditions which apply to this application:

1. The IHO Capacity Building Fund will support course fees, hotel accommodation and basic meals for a selected candidate.
2. Insurance, pocket money and any other expenses are not covered by the IHO Capacity Building Fund. They are the responsibility of the institution submitting the application.
3. Should a selected candidate not be able to participate in the course for any reason he/she will be replaced by a candidate from the waiting list and NOT by an applicant from the same country.
4. Where the IHB is informed, less than 1 month before the start of the course, that a selected candidate is unable to participate in the course, his/her sponsoring institution will be required to refund the IHO Capacity Building Fund any expenses already incurred by the IHB.

Name	
Position	
Name of your authority	
Date	
Any supporting comments etc.	