



South West Pacific Hydrographic Commission

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SWPHC Circular Letter 02/2014

21 July 2014

See Distribution List

Notification and invitation to attend SWPHC CB Strategy Meeting, Wollongong, 27-29 August 2014

Dear Colleagues,

1. I am pleased to inform you that, as per the decision of the 12th SWPHC Meeting held in Port Vila, Vanuatu on 12-14 November 2013, Australia took over the Chairmanship of the IHO SWPHC from the United Kingdom in February 2014. As the Hydrographer of Australia, it is a great honour for me to represent the interests of the hydrographic community in one of the largest of the IHO Regional Hydrographic Commissions.
2. The last SWPHC meeting decided to establish a regional Capacity Building (CB) WG to develop a capacity building work plan, maturity model framework and future CB initiatives. I met with Mr Adam Greenland (New Zealand), the SWPHC CB Coordinator, at the Australian Hydrographic Office (AHO) in Wollongong, Australia on 22 January 2014. We reviewed the draft minutes of the SWPHC12 Meeting, CB activities and preparation of bids for the CBSC12 Meeting (Brest, France, 14-16 May 2014). A summary of the discussions is attached as **Annex A**. I am pleased to report that all four CB bids submitted by SWPHC were approved for funding by the CBSC12 Meeting.
3. A CB Strategy Meeting will be held on 27-29 August 2014 at the AHO. The main objective is to engage Primary Charting Authorities and interested SWPHC Members and Observers in compiling a draft Vision and CB Strategic Plan for the SW Pacific Region, with the aim of presenting the draft at the SWPHC13 Meeting in the Cook Islands in February 2015. Attached is a draft agenda for the CB Strategy Meeting (**Annex B**). Also forwarded is an Actions List from the 'IMO/IHO Introduction to Hydrography and Hydrographic Governance Training' conducted in Suva, Fiji, 16-27 June 2014 – pertaining to the IMO SOLAS Provision of Hydrographic Services. (**Annex C**)
4. Please advise me, by 08th August 2014, whether you or your representative will be attending the meeting. Please note the AHO will provide working lunches and morning and afternoon teas during the meeting. All other expenses, including travel and accommodation, will be the responsibility of the participants.

Yours sincerely,

CDRE Brett Brace
Chairman
SWPHC

Annex A: SWPHC CB Meeting (Wollongong, 22 Jan 2014) – Summary of Discussions

Annex B: SWPHC CB Strategy Meeting (Wollongong, 27-29 Aug 2014) – Draft Agenda

Annex C: IMO/IHO Introduction to Hydrography and Hydrographic Governance Training – Actions List

Distribution:

Members

Australia

Fiji

France

New Zealand

Papua New Guinea

Tonga

UK

USA

Associate Members

Cook Islands

Kiribati

Niue

Palau

Solomon Islands

Vanuatu

Observers

IHB

New Caledonia

SPC

SWPHC CB Meeting - Wollongong, Australia, 22 January 2014
- Summary of Discussions

Present:

SWPHC Chair (CDRE Brett Brace - Australia), SWPHC CB Coordinator (Mr Adam Greenland – NZ), Australian Hydrographic Service – Mr Mike Prince, Mr Jasbir Randhawa.

At the SWPHC12 Meeting held in Port Vila, Vanuatu on 12-14 November 2013 it was decided to establish a CB WG to develop a CB work plan, maturity model framework and future initiatives. (Action Item 12.08 of the SWPHC12 minutes - http://www.iho.int/mtg_docs/rhc/SWPHC/SWPHC12/SWPHC12_Minutes_final.pdf)

(Note: The CB WG should focus on fully understanding the roles, responsibilities, milestones as outlined in the CBSC Procedures).

1. CB Bids proposed for 2015 (to be submitted to CBSC12 Meeting (Brest, France, 14-16 May 2014))

(1) Technical Visit 2 (Vanuatu) to facilitate National Hydrographic Requirements

- Follow-up visit to establish national charting priorities

(2) Technical Visit 2 (Kiribati) to facilitate National Hydrographic Requirements

- Follow-up visit to establish national charting priorities

(3) Technical Workshop on Hydrography and Hydrographic Governance

- Two days duration, linked with SWPHC13 to be held in Cook Islands in Feb/Mar 2015.

- To be attended by States in the region

- Objectives : Awareness, Information and Engagement; Action Plans; Review what nations doing what

(4) Tides & Water Level Workshop

- Five days duration; to include the BoM (NTC) as well.

- To include tsunamis, inundation, climate change modeling

2. CB Activities of SWPHC

It was identified that there was a need to revise classification of CB activities as follows:

(1) Regional (SWPHC) CB Activities (CBSC funded)

– i.e. the annual bids to CBSC

(2) IHO CB Activities

- Open to all IHO MS and non-MS via Circular Letters

(3) non-IHO CB Activities

- Worldwide and Regional Inter-governmental bodies, (e.g. IMO)

- State sponsored, Industry sponsored (e.g. Bilateral or Multilateral – Civil or Defence)

It was also agreed to develop a Prototype CB Activities template in Excel format and populate it - i.e. migrate details of all activities from previous and current lists. Template to include the following data entry fields:

- CB Activity
- Sponsor
- Host country
- IHO CB Phase (Classification)
- Start date / End date
- Year
- Participants
- Country
- Comments

The template will be able to be used to generate reports on what courses a particular country has done in a particular year and could also be used to easily identify all past activities, current activities and future activities which will help develop the 5-year CB Plan.

It was agreed that the CB Coordinator would maintain the Master Template and others would contribute to the document.

**SWPHC Capacity Building Strategy Meeting
Wollongong, Australia 27-29 August 2014**

Venue: Conference Room, Level 4
Australian Hydrographic Office
8 Station Street, Wollongong

DRAFT AGENDA

Day 1 and 2 (Wed 27 - Thu 28 August 2014) (0900 to 1700)

1. Welcome & Opening Remarks - *(Chair and CB Coordinator)*
2. Confirmation of Agenda - *(Chair)*
3. Status of Hydrography in the SW Pacific Region - *(CB Coordinator)*
 - Assessment of current status *(PCAs)*
 - PICT hydrographic capability profiles and aspirations *(CB Coordinator)*
 - Summary of CB activities to date *(Chair)*
 - Approved CB activities (2014 & 2015) *(Chair)*
4. Phase II of NZ Maritime Safety Programme - *(CB Coordinator)*
 - Risk Assessments - current and future *(CB Coordinator)*
 - Funding and resources for surveys and charting *(CB Coordinator)*
5. Capacity Building Vision and Strategy Development *(All)*
 - Develop draft Vision *(All)*
 - Develop draft Strategic Statement *(All)*
6. Implementation Plan *(CB Coordinator)*
 - Pace and sustainability against CB Maturity Model *(All)*
 - Roles, responsibilities and actions for key stakeholders *(All)*
7. Communications Plan *(CB Coordinator)*
 - Identify all relevant meetings and opportunities *(All)*
 - Review other CB activities of IALA, IMO etc... *(All)*
 - Support from IHB, SPC *(All)*

Day 3 (Fri 29 August 2014) (0900 to 1200)

8. Wrap up discussions *(All)*
 9. Closing Remarks *(Chair and CB Coordinator)*
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IMO/IHO Introduction to Hydrography and Hydrographic Governance training, Suva, Fiji, June 2014

ANNEX C

ACTIONS

PNG	Vice-Chair of SWPHC. Offer advice and assistance to PICTS			
Cook Islands	<ol style="list-style-type: none"> 1. Raise awareness within Government of IMO SOLAS obligations for the provision of hydrographic services & IMO audit (Cook Is) 2. National legislation in place by 30 June 2015 (Cook Is) 3. Prepare for SWPHC13, Feb 2015 (Cook Is) 4. Bilateral with NZ for the provision of hydrographic services (Cook Is/NZ) 5. High level IHO visit (IHO President) (Cook Is/SWPHC) 			
Samoa	<ol style="list-style-type: none"> 1. Raise awareness within Government of IMO SOLAS obligations for the provision of hydrographic services & IMO audit (Samoa) 2. Associate Member of SWPHC - sign statutes (Samoa) 3. IHO Technical Visit with recommendations (SWPHC CB Coordinator) 4. Hydrography Risk Assessment (SWPHC CB Coordinator/NZ) 5. Bilateral with NZ for the provision of hydrographic services (Samoa/NZ) 			
Tonga	<ol style="list-style-type: none"> 1. Raise awareness within Government of IMO SOLAS obligations for the provision of hydrographic services & IMO audit (Tonga) 2. Clarify governance (Legislation, MSI, NHCC) and national focal point for the provision of hydrographic services (Tonga) 3. Bilateral with NZ for the provision of hydrographic services (Tonga/NZ) 			
Fiji	<ol style="list-style-type: none"> 1. Raise awareness within Government of IMO SOLAS obligations for the provision of hydrographic services & IMO audit (Fiji) 2. Clarify governance (Legislation, MSI, NHCC) and national focal point for the provision of hydrographic services (Fiji) 3. SWPHC Chair to request clarification from Fiji for item 2 above. (SWPHC Chair/IHO) 			
Kiribati	<ol style="list-style-type: none"> 1. Raise awareness within Government of IMO SOLAS obligations for the provision of hydrographic services & IMO audit (Kiribati) 2. Clarify governance (Legislation, MSI, NHCC) and national focal point for the provision of hydrographic services (Kiribati) 3. Hydrography Risk Assessment (SWPHC CB Coordinator/NZ) 4. IHO Technical Follow-up visit 2014/15 (SWPHC/UK) 			
Tuvalu	<ol style="list-style-type: none"> 1. Raise awareness within Government of IMO SOLAS obligations for the provision of hydrographic services & IMO audit (Tuvalu) 2. Associate Member of SWPHC - sign statutes (Tuvalu) 3. IHO Technical Visit with recommendations (SWPHC CB Coordinator) 4. Hydrography Risk Assessment (SWPHC CB Coordinator/NZ) 			
Vanuatu	<ol style="list-style-type: none"> 1. Raise awareness within Government of IMO SOLAS obligations for the provision of hydrographic services & IMO audit (Vanuatu) 2. Clarify governance (Legislation, MSI, NHCC) and national focal point for the provision of hydrographic services (Vanuatu) 3. IHO Technical Follow-up visit 2014/15 (SWPHC/NZ/PNG) 			

Solomon Islands	<ol style="list-style-type: none"> 1. Raise awareness within Government of IMO SOLAS obligations for the provision of hydrographic services & IMO audit (Solomon Is) 2. Clarify governance (Legislation, MSI, NHCC) and national focal point for the provision of hydrographic services (Solomon Is) 3. Technical advice and support for hydrographic surveys (SWPHC CB Coordinator) 4. Hydrography Risk Assessment (SWPHC CB Coordinator/NZ)
Palau	<ol style="list-style-type: none"> 1. Raise awareness within Government of IMO SOLAS obligations for the provision of hydrographic services & IMO audit (Palau) 2. Clarify governance (Legislation, MSI, NHCC) and national focal point for the provision of hydrographic services (Palau) 3. High level IHO visit (IHO President) (Palau/SWPHC) 4. IHO Technical Visit with recommendations (SWPHC CB Coordinator)
SPC	<ol style="list-style-type: none"> 1. Raise awareness with SPC Member States of IMO SOLAS obligations for the provision of hydrographic services & IMO audit (John Rounds) 2. Provision of hydrographic services (SOPAC) 3. Provide assistance to SPC Member States to establish governance (Legislation, MSI, NHCC) and national focal point for the provision of hydrographic services (John Rounds)