



South West Pacific Hydrographic Commission

Secretariat: Australian Hydrographic Office
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Email: international.relations@hydro.gov.au



File: 2004/2500001
AA881752

SWPHC Circular Letter 02/2016

SWPHC Two Day Technical Workshop for PICTs in Formulating and Implementing Strategic Development Plans for Hydrography

Noumea, New Caledonia. 28th & 29th November 2016

To: Please refer to distribution list at Annex A

Dear Sir/Madam

1. The International Hydrographic Organization (IHO) Capacity Building Work Programme (CBWP) includes a Technical Workshop in Formulating and Implementing Strategic Development Plans for Hydrography for the benefit of countries in the South West Pacific. The two day workshop is scheduled to be held in Noumea, New Caledonia 28-29 November 2016.
2. Based on the IHO CBWP, applications are invited from the following countries/ territories; Cook Islands, Fiji, French Polynesia, Kiribati, Nauru, New Caledonia, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu and Vanuatu
3. The IHO Capacity Building Fund will provide financial support to one eligible applicant from each of the countries/territories indicated above. Financial support will only cover airfares, airport transfers to/from Noumea airport, accommodation and meals for the duration of the workshop, additional costs will need to be met by the applicant's organisation.
4. Applicants must be fully aware of the following conditions which apply to this application:
 - a. the workshop is for persons supported by the appropriate national hydrographic authority and committed to work in the field of hydrography;
 - b. the workshop will be conducted in English
 - c. there is no cash provided directly to participants. The host country and the IHB will make the necessary arrangements for airfares, domestic transport within New Caledonia, accommodation and meals. Any additional costs and other associated expenses (e.g. insurance, visas, transit costs, stopovers, additional meals etc.) must be covered by the applicant's organisation.
 - d. visa to enter the host country (New Caledonia) and any transit countries is the responsibility of the applicant- please assess whether a Visa is required and make the appropriate arrangements at the earliest opportunity prior to travelling to allow for adequate processing time.
 - e. the IHO Capacity Building Sub-Committee (CBSC) has placed a financial cap on this activity and not all applications may be successful.

5. It is the responsibility of each candidate to ensure that complete and relevant information is provided for the Committee to assess their application.
6. Applications must be received by **29th July 2016** . Late applications may not be accepted
7. If you need more information or require any assistance, please contact SWPHC Secretary Mr Jasbir Randhawa, Australian Hydrographic Service (Email: international.relations@hydro.gov.au, Phone: +61 2 4223 6672 or Fax: +61 2 4223 6599)

Yours sincerely,

A handwritten signature in blue ink, appearing to be 'B. Brace', with a long horizontal line extending to the right.

Commodore Brett Brace, RAN
Hydrographer of Australia
Chair, SWPHC

16th June 2016

Enclosures

Annex A: Distribution List

Annex B: Candidate Application Form (see separate Excel file)



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DISTRIBUTION LIST- ANNEX A to SWPHC CL 02/2016

SWPHC Members		
Country	Organisation	Point of contact
Australia	Australian Hydrographic Service	Commodore Brett Brace (Chair) international.relations@hydro.gov.au
		Mr Jasbir Randhawa (Secretary) international.relations@hydro.gov.au
Fiji	Fiji Hydrographic Office	Lt. Commander Gerard Rokoua gerard.rokoua@yahoo.com
	Maritime Safety Authority Fiji	Mr Philip Hill phill@msaf.com.fj
France	SHOM	SHOM Pacific Region gop-d@shom.fr
		Vice Admiral Bruno Frachon gop-d@shom.fr
		Captain Laurent Kerleguer laurent.kerleguer@shom.fr
		Lt-Cdr Eric Langlois eric.langlois@shom.fr
New Zealand	Land Information New Zealand	Mr Adam Greenland agreenland@linz.govt.nz
		Mr Stuart Caie scaie@linz.govt.nz
		Ms Deborah Frost dfrost@linz.govt.nz
	Ministry of Foreign Affairs & Trade, New Zealand	Mr David Weinstein david.weinstein@mfat.govt.nz
Papua New Guinea	National Maritime Safety Authority	Mr Nicholas Pion npion@nmsa.gov.pg
Tonga	Ministry of Infrastructure	Ms Kelela Tonga ktonga@infrastructure.gov.to
	HMAF, Tonga	Commander Taniela Tuita taniela.tuita@gmail.com
United Kingdom	United Kingdom Hydrographic Office	RADM Tim Lowe tim.lowe@ukho.gov.uk
		Captain Jamie McMichael Phillips Jamie.McMichael-Phillips@ukho.gov.uk
		Mr Sam Harper sam.harper@ukho.gov.uk
		International relations international.relations@ukho.gov.uk

United States of America	National Geospatial-Intelligence Agency, Dept. of Defense (NGA)	Captain John Lowell john.e.lowell@nga.mil
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Associate Members		
Country	Organisation	Point of contact
Cook Islands	Infrastructure Cook Islands	Mr Vaipo Mataora vaipo.mataora@ici.gov.ck
	Ministry of Transport	Mr Stephen Simpson maritime1@transport.gov.ck
Kiribati	Ministry of Communications, Transport & Tourism Development	Captain Ruoikabuti Tioon ruoi.tioon@gmail.com
Niue	Ministry of Infrastructure	Ms Sonya Talagi director.transport@gmail.gov.nu
Palau	Palau Automated Land and Resource Information System	Mr Mekeruul Ueki eliteruifunction09@gmail.com
Samoa	Ministry of Works, Transport and Infrastructure	Captain Tafaigata Toilolo tafai@mwti.gov.ws
Solomon Islands	Solomon Islands Maritime Safety Administration	Mr Clifford Olisikulu colisukulu@gmail.com
		Capt Timothy Harris timwharris@gmail.com
Vanuatu	Dept of Foreign Affairs & International Cooperation	Mr Tony Tevi ttevi@vanuatu.gov.vu

Observer countries		
Country	Organisation	Point of contact
French Polynesia	Public Infrastructure, French Polynesian Government	Ms Eileen Handerson eileen.handerson@equipement.gov.pf
Nauru	Nauru Port Authority	Mr Kemp Detenamo kemp.detenamo@gmail.com
New Caledonia	Government of New Caledonia	Mr Eric Mevelec eric.mevelec@gouv.nc
Tokelau	Transport and Supplies Department	Mr Simona Mei himona@lesamoa.net
Tuvalu	Marine & Port Services	Mr Taasi Falesa Pitoi taasi.pitoi@gmail.com

Observer organisations		
Organisation	Point of contact	Email
IALA	Mr Stephen Bennett	stephen.bennett@iala-aism.org
IHO	Mr Robert Ward	robert.ward@iho.int
	Mr Alberto Costa-Neves	adcc@iho.int
SPC	Mr Jens Kruger	jensk@spc.int
	Mr Satesh Kumar	sateshk@spc.int
	Dr Kifle Kahsai	kiflek@spc.int
	Captain John Rounds	johnr@spc.int
Australasian Hydrographic Society	Cmdr David Crossman	david.crossman@nzdf.mil.nz

Expert Contributors		
Organisation	Point of contact	Email
Carnival Australia	Captain Mike Drake	Mike.drake@carnivalaustralia.com
CEE HydroSystems	Mr David Garforth	dg@ceehydrosystems.com
Discovery Marine Ltd	Mr Kevin Smith	kevin@dmlsurveys.co.nz

Fugro LADS Corporation Pty Ltd	Mr Hugh Parker	h.parker@fugro.com
IIC Technologies	Mr Ron Furness	ronald.furness@iictechnologies.com
IX Survey Australia Pty Ltd	Mr David Donohue	david.donohue@ixsurvey.com
Kongsberg Maritime	Mr Geir Flugeim Skogen	geir.flugeim.skogen@kongsberg.com
Marico Marine Group NZ	Mr John Riding	john.riding@marico.co.nz
JWM Consultancy	Mr John Maschke	maschkejw@gmail.com
Rod Nairn & Associates Pty Ltd	Mr Rod Nairn	info@nairn.id.au

Annex B - SWPHC/ IHO Capacity Building Sub-Committee Course application form. To be submitted by 29th July 2016

Course	Technical Workshop for PICTs in Formulating and Implementing Strategic Development Plans for Hydrography (A practical workshop, led by the Primary Charting Authorities (PCAs). The workshop will assist PICTs for which PCAs have charting responsibility to develop original or improve their existing strategic plans and action plans aiming to consolidate the role of the national hydrographic authority in each PICT. The activities in the workshop include PICTs developing specific plans for their countries).
Venue & Location	Pacific Community Offices, Noumea, New Caledonia
Dates	Monday 28th- Tuesday 29th November 2016

Please note that this form needs to be completed electronically and returned as an Excel file. 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.

APPLICATION FORM - PART ONE

This section is to be completed by the applicant and then emailed to the national hydrographer/ head of the appropriate national authority who then must complete Part Two and endorse the application.

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	
Present position and description of duties	

Experience/qualifications in hydrography					
Experience in developing strategic development plans					
Applicant's future plans for application of training/participation in this event					
Official email address					
Alternative email address					
Nationality					
Date of Birth (day/month/year)			19		
Office telephone number					
Mobile phone number					
Fax number					
Airport departing from					
Curriculum Vitae attached					
Scanned Copy of front page of passport attached					
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)					

APPLICATION FORM - PART TWO

To be completed by the national hydrographer or the head of the appropriate national authority

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 candidate (if selected) once the training has been successfully completed, he/she will continue to work in the field of the training received.
2. The IHO Capacity Building Fund will support the items so agreed and indicated in the relevant Circular Letter or Invitation Letter.
3. Insurances, visas, all transit costs (accommodation and meals), and any other expenses are not covered by the IHO Capacity Building Fund. They are the responsibility of the institution submitting the application.

4. 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.
5. Passport and Visa are the responsibility of the applicant or the applicant's administration
6. Where the IHB is informed less than one 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 and Agency	
Email and phone number	
Date	
Any supporting comments etc.	

APPLICATION CHECKLIST	
Please complete this checklist when finalising your application- incomplete and/or late applications may be rejected	
All sections of Part One fully completed	<input type="checkbox"/>
Part Two completed by the national hydrographer or the head of the appropriate national authority	<input type="checkbox"/>
Current Curriculum Vitae attached	<input type="checkbox"/>
Scanned copy of front page of passport included	<input type="checkbox"/>
Application form and supporting documentation been submitted to international.relations@hydro.gov.au	<input type="checkbox"/>
Application form and supporting documentation been submitted to dfrost@linz.govt.nz	<input type="checkbox"/>
Application form and supporting documentation submitted before 29th July 2016	<input type="checkbox"/>