

INTERNATIONAL HYDROGRAPHIC  
BUREAU



BUREAU HYDROGRAPHIQUE  
INTERNATIONAL

4, Quai Antoine 1er  
B.P.445 - MC 98011 MONACO Cedex  
PRINCIPALTE DE MONACO

## CAPACITY BUILDING SUB-COMMITTEE

### PROCEDURE 6

#### PROJECT EXECUTION

**PROCEDURE 6** provides guidelines for the execution of a project funded by the CBSC. It provides also a real example of a CBSC Project

**Explanation:**

**Part 1** of this document contains the **standardized procedure** that must be followed for all projects funded by the CBSC.

**Part 2** of this document provides a **real example** of a CBSC funded activity.



PART 1  
STANDARDIZED PROCEDURE

The execution of a CB funded project shall observe the following items:

- 1) Timeline
  - a) Invitations sent out 4 months in advance
  - b) Nominations to be provided within 2 months (mandated authority) - no late nominations to be considered
  - c) Acceptance letters to participants 2 months prior to event
- 2) Selection process
  - a) entry requirements (Strict compliance)
    - i. Language
    - ii. Education
  - b) Applicability of qualification (future employment prospects)
  - c) Previous training received
- 3) Funding
  - a) Standardized funding and distribution model
  - b) Consideration for full package training that includes all (one payment to course provider/ host thereby no individual payouts)
- 4) Travel arrangements
  - a) Recipients responsibilities (visa)
  - b) Organizer responsibilities (IHB tickets arrangement – after provision of proof of visa)
  - c) Repayment of tickets to IHB by mandated authority on no-show of candidates
- 5) Host responsibilities (Guidelines provided)
  - a) Logistics (four months prior to event)
    - i. Venue
    - ii. Administrative arrangements
    - iii. Invitation letter to assist with visa arrangements
  - b) Post course
    - i. Detailed expenditure report

- ii. Refunding to be completed within one month
- iii. Post course evaluation (to comply with PROC5)
- iv. Post the list of participants on a database

### **Guidelines with regard to the preparation of an event**

#### **Accommodation**

- contact and negotiate with appropriate hotels.
- agree on a booking plan for participants, facilities such as coffee breaks, lunch and meeting room. (for example ensure the hotel a certain booking from participants, the basic services and get a room for the meeting free of charge). In brief make the best deal with the selected hotel.
- announce which hotel has been selected, which are the fares (single / double, with or without breakfast, etc. all practical details, for example if hotel provides transportation to and from hotel). Set a deadline for participants to book their room and other services as appropriate. Provide hotel's web page and identification word so that hotel will know to apply the agreed fare and services.
- request participants to make direct booking and to provide information to your office to be aware of any problem.
- provide one or two more hotel names. If everything can be arranged at a convenient hotel, then those staying on a different hotel are expected to solve their transportation problem, unless you decide to offer that service. This and other conditions should be indicated.

#### **Meeting/ Lecture room**

- it is necessary to book a meeting room that can easily accommodate the expected participants, ideally at the same hotel where most of participants will stay.
- if the venue is not going to be the hotel where most of participant will stay, then it is necessary to consider: the provision of transportation and to consider the travel time in the program.
- the meeting/lecture room must have power point projection facilities, microphones, loudspeakers, screen or adequate wall for projection.
- it is desirable to have a podium.
- participants' desk flags are needed as well as plate with Country Name plates).
- for coffee breaks is good to have a hall or another room to change scenario while breaking.

- provision of electric plugs is required. Nowadays everybody works with lap tops and require electricity. Type of plug and voltage used need to be advertised in the logistic info from the host.
- a side room is desirable for a sort of secretariat, where one person can be expected to be there to help any need, such as photocopies, burning CDs, or others. It is a good idea to have a photocopy machine.
- Internet connection is highly desired.

### **Lunch**

- if restaurants are located in the neighborhood, people can break for lunch and have lunch independently.
- if that is not the case, is better to arrange an executive (working) lunch at the hotel. Lunch can be paid by each individual, can be offered by an institution, by the host or by the hydrographic companies participating in the event, or a mixture of these alternatives. Nevertheless it should not take longer than one hour.

### **Transport**

- air tickets are the responsibility of each participant and the IHB.
- transport from airport to hotel and back can either be provided by the host, be considered by the hotel or provided individually. The important thing to know is what the modality will be.
- if provided by the host, each participant MUST provide the host with clear information about arrival and departure date, time, airline and flight. With this information transfers can be arranged to transport arriving and/or departing participants.
- if transport is provided by the hotel, the hotel needs same information for the planning. It has to be indicated the cost if any or if it is a complimentary service by the hotel.
- if transport is a matter for each individual to solve independently, then it would be advisable to provide information of transport means and fares.
- if the meeting takes place in the same hotel where general booking is made, then transport during the meeting is not an issue, but if that is not the case, then expected arrangements shall be provided to participants.

### **Invitation**

- it makes sense to prepare and offer a standard invitation from the host to attend the event. This shall facilitate the process of obtaining VISA for those that require one.
- it is desirable that the Ministry of Foreign Affairs, Customs and other relevant national authorities be informed about this event so that facilities be granted to those participating.

**Logistic Information**

- consider some model used in other events. For example HCA South Africa (attached). It does not have to look the same, but it will give an indication of what should be considered (Accommodation/ transport/ visa/ meteorology/ electric power/ and any other info considered appropriate). An example of a Registration Form is included.

**Opening Ceremony**

- normally some national relevant authorities participate at the opening ceremony. It is convenient to coordinate their participation well in advance.

**Social events**

- in case that a social event is considered, information shall be provided before finalizing the timetable of the meeting. This can be worked at a later stage.

**Calendar of Activities**

- Recommend timetable for the main arrangements to be made is provided in page 2.



PART 2  
EXAMPLE OF LOGISTICS INFORMATION

**The 9<sup>th</sup> Hydrographic Commission on Antarctica Meeting  
12 – 14 October 2009 – Cape Town, South Africa**

**Logistics Information**



The South African Hydrographic Office, welcomes the 9<sup>th</sup> Hydrographic Commission on Antarctica to Cape Town, South Africa. The meeting venue is the Quayside Hotel, which is situated in the quaint seaside town known as Simon's Town, adjacent to the historic Naval Dockyard.

GPS coordinates  
34 deg 11 min 34.57 sec SOUTH  
18 deg 25 min 55.68 sec EAST

[Map Location](#)



**I. ACCOMMODATION**



Set on the water's edge of the Simon's Town Yacht Basin, the Quayside Hotel offers views over False Bay, the Simon's Kloof mountains, and the Quayside Waterfront. The contemporary, three-storey hotel opens to a 24-hour front desk offering complimentary newspapers, and has wireless internet access throughout.

To make a booking please contact Gideon

Special rates that includes room costs, the cost of the meeting room for the week, and morning/afternoon teas/coffees, has been negotiated with the hotel. This price also includes the 14% VAT charge and a 1% tourism tax), and is based on the present Rand / Euro exchange rate, for an estimated 30 attendees.

**During Meeting dates 12 – 14 October:**

En-Suite room Single R1015 (82 Euros\*) per person / night.

With partner additional R200 (17 Euros\*).

**Before and after Meeting dates 12 – 14 October:**

En-Suite room Single R740 (60 Euros\*) per person / night.

With partner additional R200 (17 Euros\*).

Le Roux on +27 21 7863838 or via email to [conference@quayside.co.za](mailto:conference@quayside.co.za) with [hydrosan@iafrica](mailto:hydrosan@iafrica) for information.

**REMEMBER to mention that you are a delegate of the HCA Meeting.**

Note:

- The above rates include VAT and a 1% tourism tax
- Rates are room only and exclude lunch and dinner.
- Exclude extras such as telephone calls and laundry.
- Breakfast included
  
- Based on an exchange rate of R12.50 to the Euro (\*).
- Prices for conference days may be adjusted slightly subject to final attendance.

**Please note that these prices do not include transportation between Cape Town International Airport and the hotel. (Please see II Transport below).**

**PLEASE SEND YOUR ATTENDANCE INFORMATION (see Annex A) BY NO LATER THAN 30 SEPTEMBER 2009. This is an extremely busy time in Cape Town so you are requested to confirm your accommodation bookings without delay.**

## II. TRANSPORT

Please note that transportation is not included in the hotel rate. We strongly recommend that you make use of the Way to Go Airport Shuttle Service to and from the hotel. Their rates per one-way trip are:

- R 280.00 for 1 person (about **23 Euros\***)  
Additional R 30 pp for every additional passenger on the same trip (about **3 Euros\***)

If you wish to make use of this service please indicate this on the attached registration form and provide your arrival and departure times. The SAN HO will coordinate this to ensure that the transportation company is aware of all attendees' arrival/departure times.

## III. VISA REQUIREMENTS

Depending on your nationality, and the purpose and duration of your visit, you may not need a visa to visit South Africa at all.

[Countries exempt from South African visas](#)

[Countries subject to South African visa fees](#)

#### IV ELECTRICITY PLUGS

South Africa uses the “Old British 3-pin” plug so wherever you are travelling from (even Britain), you will need an adapter. The power voltage is 220 – 240 / 50 Hz



#### V WEATHER

The South African Weather Site <http://weathersa.co.za> is most useful for planning your suite case needs.





**The 9<sup>th</sup> Hydrographic Commission on Antarctica Meeting Registration Form**

**IMPORTANT Note:** All members must please complete the information requested in this form, and forward it to the SAN Hydrographic Office by no later that the 30<sup>th</sup> of September 2009.

SANHO Contact Information:

Email: hydrosan@iafrica.com  
Phone: +27 (21) 7872408 or + 27(21) 78 72412  
Fax: +27 (21) 7872233

**Personal details**

First name: .....  
Surname: .....  
Name of partner (if applicable): .....  
Organization: .....  
Nationality: .....

**Accommodation**

Arrival date: ..... Departure date: .....  
Room type – En-Suite room Single Y / N  
En-Suite room Double Y / N  
Smoking / non-smoking Y / N

**Travel Information**

**Your Arrival at C.T. International Airport**

**Your Departure from C.T. International Airport**

Flight No: .....  
Airline: .....  
Arrival time: .....

Flight No: .....  
Airline: .....

**Please book my transfer from CTI Airport to the Quayside Hotel** Y / N  
(See section II above)

Departure time: .....

**Please book my transfer the Quayside Hotel to CTI Airport** Y / N  
(See section II above)

**Comments or additional information:**

.....  
.....  
.....  
.....

Date: .....