

UNITED KINGDOM HYDROGRAPHIC OFFICE

The IHO-NF Chart Project

Category B programme

Marine Cartography, Data Assessment

September 03rd– December 14th, 2018

COURSE REPORT

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January 10th, 2019



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Executive Summary

This is the 10th year for the UKHO to deliver its International Hydrographic Organisation (IHO) Category B accredited programme, Marine Cartography and Data Assessment in support of the International Hydrographic Organisation Nippon Foundation Chart Project. This report summarises the outcomes of the delivery of the 2018 course, and makes recommendations to enhance future delivery.

The selection of candidates for this course was made in April 2018 at IHO Secretariat premises, by representatives from the IHO, JHOD and UKHO. The course received 28 applications from 27 nations, of which 7 fellows were selected.

The 16-week course is an intense programme, requiring significant commitment from all parties. It was also important, and a key element of the selection criteria, that all participants would be able to utilise the skills gained following the course.

The selection criteria and process has again proved to be rigorous with the selection of delegates from Brunei Darussalam, Croatia, Indonesia, Pakistan, The Philippines, Poland and Sri Lanka who were joined by additional fellows from JHOD, Romania and Malta. The fellows quickly demonstrated their commitment, aptitude, camaraderie and willingness to learn very early on, and that continued until the last day. All of the fellows worked in a diligent manner to achieve and exceed the standard required of the category B course. All fellows successfully completed the course.

Recommendations from previous courses have also been implemented and the feedback received has proved to be positive. Pre-course learning material was issued prior to the course, which was appreciated by the delegates. The structure of the course puts the emphasis on compiling electronically within a hydrographic database to reflect the way most HO's function.

The NIPPON fellowship is an important element of this program and will enhance knowledge sharing and networking in support of the NIPPON aim of developing an international human resource network.

This course has proved to be another success. All participants should be congratulated on their achievement. Lessons have been learnt and will be applied where necessary. However, considering the commitment and organization required, this course has been a pleasure to be involved in, and all parties are thanked for their contribution and support.

This is truly an international collaboration and supports the ethos of the IHO Secretariat in developing capacity, improving standards, and in developing an international cartographic community to enable continuous professional development. This year's alumni must be congratulated on how quickly they bonded together as a group supporting each other both academically and socially. The interactions and bonds they developed with each other I am sure will last a lifetime.

Nippon fellows:

Hanisah Haji Timbang	Brunei Darussalam
Ante Kolic	Croatia
Heru Kurniawan	Indonesia
Tajammal Abbasi	Pakistan
Henry II Abad Coldes	The Philippines
Adam Klosinski	Poland
Uchitha Nuwan Hewahakmanage	Sri Lanka

Additional fellows:

Kazufumi Matsumoto	Japan
Godwin Borg	Malta
Alexandru-Ionut Neculae	Romania



The Class of 2018 with Rear Admiral Tim Lowe, CBE, UK National Hydrographer and the UKHO's International Training Team

1. Background

The announcement of this course was made via IHO Secretariat Circular Letter inviting organisations to nominate individuals who would benefit from marine cartographic training and who would be able to apply the skills learnt within their respective organizations following the intense programme.

It is gratifying to report that the demand for this prestigious course continues with twenty-eight applications from twenty-seven nations received. The selection process resulted in seven individuals being selected to attend the International Hydrographic Organisation Nippon Foundation Chart Project programme. Mr Nagasaka from the IHO had put much effort into developing a fair and comprehensive set of selection criteria, the salient ones being – good English both written and spoken, no repeat selections for at least a year, a future career in cartography is mandatory, a 'train the trainer' approach was deemed worthy of higher consideration, at least 15 years working life before retirement and no 'training tourists' – people who just train for the sake of their CV – the training must be utilised.

2. The course

The course delivered was the UKHO Marine Cartography & Data Assessment (MCDA) course, this course is internationally accredited by the IHB/FIG/ICA Board at the Category B level of the S-8 Standard for Nautical Cartographers. The course is delivered in 4 Modules and a Final Project containing the subjects: pre-learning book, foundation, compilation, product construction, data assessment.

The course commenced on September 3rd, 2018 and concluded on December 14th, 2018.

The course was formally opened by Captain Derek Rae, UK Deputy National Hydrographer.

3. Administration

All administration was carried by the UKHO training team administrator. All selected delegates were sent detailed Joining Instructions, informing them of accommodation, flights, visa and security arrangements.

4. Course Outcomes/Results.

4.1 Course Aims and objectives

The course aims are to provide a sound introduction to the techniques and responsibilities of processing hydrographic data into published and digital form. Concentrating on nautical charts, it lays the foundation for data processing and chart compilation skills.

The objectives are:

- Introducing the fellows to the skills and techniques required to compile accurate nautical charts, containing information and detail essential to the mariner for safe navigation.
- Showing the importance of identifying safety critical features.
- Introducing the fellows to basic navigation, bringing an essential awareness of how charts are used and an appreciation of the wider implications of promulgating hydrographic data. To include elementary navigational mathematics and methods of visual/electronic position fixing.
- Providing the fellows with the underpinning knowledge of the specialist support/processes needed in the production and maintenance of navigational charts.
- Introducing the fellows to digital compilation procedures.
- Introducing the fellows to international standards for Electronic Navigational Charts.
- Providing the fellows with the underpinning skills and knowledge to produce and maintain Electronic Navigational Charts.

4.1.1 Assessment standards

To achieve the minimum training standard in each Module of the course, achieving an average pass mark of at least 50% on each Module.

All fellows were formally assessed during the course through tests and assignments undertaken at the end of each module. Students were informed of the criteria before each assignment.

A certificate stating successful completion of the Category B course was presented to all who completed the programme satisfactorily.

Students received ongoing feedback during the course to enhance development and to prepare for formal assessments.

4.2 The course

The course delivered was the UKHO's internationally IHB/FIG/ICA accredited Cat B programme in Marine Cartography and Hydrographic Data Processing. The course is delivered in 4 defined Modules with a final project over a 16-week period.

The course is highly practical and enables delegates to demonstrate knowledge and aptitude through a series of progressive exercises and assignments, and through examinations. The course supports the IHO Category B standard through demonstration of learning through skills, knowledge and attitudes. The course aims to support a range of learning styles, is interactive and encourages participation.

Formative and summative assessments were carried out throughout the course, with feedback provided to individuals and to the group.

The course was delivered by the UKHO International Training Team, and supplemented by presentations given by UKHO specialist speakers, and visits to

related work areas. This helps place the learning into context and adds value to the learning.

Additionally, field trips were undertaken to the following authorities to enable the delegates to gain an understanding of chart usage, data gathering, national and port responsibilities.

Field trips undertaken:

Bristol Port Authority
Britannia Royal Navy College, Dartmouth

International visits received:

Rear Admiral Mustafa Iptes (Director, IHO)
Captain Alberto COSTA NEVES (Assistant Director, IHO)
Mr Naohiko Nagasaka (JHOD seconded to IHO Secretariat)

The visit from Rear Admiral Mustafa Iptes, Captain Alberto Costa Neves and Mr Naohiko Nagasaka was very well received by all. It gave the fellows encouragement and was appreciated by the training team. The presentations made by Rear Admiral Mustafa Iptes and Alberto Costa Neves on the role and responsibilities of the IHO were also very welcome and reinforced to the delegates the important role they all have.

This was once again a truly international collaboration and supports the ethos of the IHO and NIPPON Foundation in developing capacity, improving standards, and in developing an international cartographic community to enable continuous professional development.

A number of weekend visits and trips were organised by the training team to show the fellows areas of local interest in the region. The aim of these trips is to allow the fellows to interact in an informal setting and is always well received by the group.

Areas visited:

Yeovilton – Fleet Air Arm Museum
Exeter – City tunnels
North Devon – Lynton & Lynmouth
Wells, Glastonbury & Clarkes Village
Bristol – SS Great Britain
Bath – Cathedral & Christmas Market
Cardiff
Cheddar Gorge and Caves

On the 9th October the fellows attended World Hydrography Day held at Trinity House, London. This was a prestigious event attended by the IHO Council, the Minister of State for Defence and representatives from the fellow's embassies. The evening provided the Students with the opportunity to explain the value of the NIPPON course and capacity building to the hydrographic community to a wider audience.

The fellows were also kindly invited by R Adm Tim Lowe and his wife Lynda to their home for a pre-Christmas informal drinks function which was thoroughly enjoyed by the group.

4.3 Results

All of the fellows proved themselves to be very committed and worked in a diligent manner to achieve and exceed the standard required of each Module. The effort, hard work and commitment shown to succeed was exemplary and all fellows participated fully in classroom discussions. The fellows adapted well to the culture and working environment.

The delivery of the course content by a data centric method of delivery has enabled the students to concentrate on the process of developing the necessary skills through the course culminating in a final summative assessed project. The final project provides an opportunity for the learning that has been undertaken to be consolidated, linking the foundational cartographic skills and knowledge covered in all of the modules to the production and maintenance of the finished product.

The selection process has again proved to be vindicated with all delegates repaying the faith shown in them by the selection committee and by their own organization in nominating them.

This group of fellows have proved themselves to be exceptionally talented individuals who have grasped the principles of cartography and applied them in the classroom environment, asking appropriate questions and applying themselves with enthusiasm and commitment to the role of being a cartographer.

An overall assessment of each student was carried out, and fed back to them at the end of the course. This assessment will be sent to each of them and to their respective managers.

The Final Certificates, including the NIPPON Fellowship certificate were presented by Rear Admiral Tim Lowe, CBE, UK National Hydrographer, at the closing ceremony.

5. Course Evaluations

The course was fully evaluated both during and at the end of course. The students were all given the opportunity to feedback to the trainers every two weeks on how they had progressed and identified any issues which could be resolved and reviewed. This feedback enables the students to have direct input into their own learning, and can help resolve any concerns or issues.

An end of course evaluation was completed by the students (see Annex A). This final evaluation reviewed the whole programme including; administration, management, training delivery and social events. Free text questions allowed the students to comment freely on the programme, enabling them to highlight any issues or areas they wished to expand upon.

A 3-month evaluation will be implemented to review how learning has transferred to their respective organizations.

6. Finance/ Review of expenditure

It was agreed that the NIPPON Foundation would fund the programme to the total of €194 514

The UKHO also committed funds to cover additional expenses related to entertainment/social events. This is an important element of the students stay, and ensures that they get a wider experience during their stay. It helps bond the group, and enables students to get to know UKHO staff outside of their normal work environment. These relationships can play an important role during and post course.

A daily allowance is given to the students, and is sufficient to enable them to support themselves during meal time and weekends.

The generosity of the NIPPON Foundation in supporting this course is very much appreciated, and it is now important that such investment is measured in real terms through transfer of learning into each student's organization. The evidence from previous courses demonstrates that there has been a real return on the investment made and I'm sure that this will continue with this group.

Overview of total expenditure incurred:

Delivery	84,000.00
Student Costs	73,952.19
Grand Total	157,952.19

Additional UKHO expenditure

Overtime	9,957.14
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A breakdown of the expenditure can be found in Annex B

7. Conclusions

This course was once again an honour for the UKHO to deliver, thanks to the generosity of the NIPPON Foundation, and the support provided by the IHO Secretariat and JHOD.

It was a major commitment for the UKHO International Training team but one that proved to be a rewarding experience. To deliver such a programme (16

weeks) not only required great commitment from the training team, but also, and especially, from the delegates.

The selection process for this programme, and the criteria set, proved to be well defined resulting in a high calibre of delegate. Their attitude from day 1 was exemplary, their willingness to learn, to apply themselves, to undertake the exercises given without question, and to support the training team so willingly was a credit to the group as a whole. The evaluations submitted also support the generosity of spirit, and their willingness to provide constructive comment.

There are of course lessons to be learnt, and the feedback gained from both students and trainers will be applied to ensure the course progresses and that the students stay continues to be a rewarding one in the future.

What is now important is that the investment made by all parties in ensuring this course was a success, is that the learning gained will now be applied back in the student's respective organizations.

The feedback provided by previous courses shows that this course is not only well received and appreciated but also having a real tangible impact on individuals and organizations.

A follow up 3-month post course evaluation will take place to identify how the learning has transferred for each student. This will provide real evidence of the benefits of the programme. Ultimately it is hoped that students through provision of evidence will be able to be recognised through a Certificate of Proficiency via a learning log.

Additionally, there will undoubtedly be some intangible benefits, as RAdm Mustafa Iptes said in his speech to the students, "they are all ambassadors of the IHO" and have a responsibility to share their knowledge and continue to communicate with each other. Creating such an international community and network will encourage continuous professional development, and this kind of communication has already been evident from previous courses. The NIPPON Fellowship has also supported the ethos of the NIPPON Foundation in creating a "human network to support knowledge sharing".

I would personally like to thank the NIPPON Foundation for their generosity and support, the UKHO for their support, and to the IHO Secretariat for their support and encouragement.

8. Evaluations

The post course evaluation from the fellows provided evidence that the experience was a positive one, the joining instructions were well received, the accommodation provided was good, the fellows indication the standard of training and the standard of support was excellent and all indicated that the knowledge gained would put into practice upon their return to their offices.

CAT B NIPPON COURSE 2018 EVALUATION

GENERAL EVALUATION

Q1) On arrival in the UK, were the instructions you received clear? Is there anything further in the instructions that may have helped you on your arrival? Were the arrangements made for you satisfactory? How could they be improved?

Yes, the arrangements were satisfactory.

Yes, I think I received my instructions very clear before I arrived here in the UK.

Yes.

Instruction was clear. Thanks for that.

Yes. All information received was useful and precise.

The instructions given are clear enough but can be improved by marking an assembly point with the word "UKHO" or the driver of the pick through the door that is specified.

Yes, everything was clear and satisfactory.

I thought UKHO staff with notice board was waiting from the hotel to Taunton but actually only a taxi driver came and it was difficult to identify who was related to The UKHO. At least a notice board is necessary.

Yes, the instructions received were accurate and understandable to me. The execution should be better. Nobody waited in the indicated place in the hotel on Sunday morning.

Everything was clear and easy to understand for my arrival.

Q2) Was the accommodation arranged for your stay suitable?

Yes, the accommodation for my stay was suitable.

Yes.

Ok.

It was so wonderful and comfortable but the Wi-Fi was slow.

Accommodation was acceptable.

Quite nice and comfortable. All fixtures complete. Wi-Fi is good.

Yes.

Almost yes, but availability of the washing machine is limited. The refrigerator is shared. Sometimes (not often) the Wi-Fi was disconnected.

In my opinion everyone should have separate rooms. Overall the accommodation was of a good standard and in good condition.

Apartment was cosy and nice. I didn't like the food as there wasn't so much different on the menu.

Q3) Did the training meet your expectations? Did you get sufficient support from the training team?

Yes, the training exceeded my expectations and the support from the training team was excellent.

Yes, the training met more than my expectations. The training team made an incredible job to make sure the trainers feel comfortable and enjoy the stay and training here in the UK.

Yes.

Yes, it was like my expectations.

Yes. All support and trainers information met my expectations.

Yes, in accordance with my expectations. I am very supported in this training.

Yes.

Yes, almost enough.

Yes, everything met my expectations. I highly value its level.

Yes, I am satisfied with knowledge I gained and especially with support from the training team.

Q4) Did you have enough support from the training team in enabling you to experience/enjoy outside work events?

Yes.

Yes. They did an incredible and wonderful job.

Yes.

Yes, it's really useful. Thanks to the trainers.

Yes.

Yes, I am very supported from the training team in enabling to experience/enjoy outside work events. Especially the problem of validation.

Yes, training team remained very helpful throughout.

Yes, but sorry for absence several times.

Yes, everything was well organised.

Yes, that was really nice from the team to have field trips and events.

Q5) Do you feel that the visits/presentations from other work areas within the UKHO were beneficial?

Yes, because the visits and presentations were all related to our work.

Yes, I find it very beneficial and helpful for me. I think it can help me moving forward in my career.

Yes.

It's the best thing ever.

Yes. Each presentation was useful.

Yes, very important and beneficial. So, know the flow, nice work.

Yes.

Yes, enough.

Yes, it was very beneficial and interesting.

Yes, they were.

Q8) At the beginning of the course the training objectives were identified and followed.		
Strongly Agree	10	5
	9	2
	8	2
	7	1
	6	
	5	
	4	
	3	
	2	
Strongly Disagree	1	

Q9) Were the objectives fully explained at the start of the lessons?		
Strongly Agree	10	4
	9	4
	8	2
	7	
	6	
	5	
	4	
	3	
	2	
Strongly Disagree	1	

Q10) The training met my expectations		
Strongly Agree	10	7
	9	2
	8	1
	7	
	6	
	5	
	4	
	3	
	2	
Strongly Disagree	1	

Q11) I will be able to apply the knowledge learnt		
Strongly Agree	10	4
	9	4
	8	1
	7	1
	6	
	5	
	4	

	3	
	2	
Strongly Disagree	1	

Q12) The content was organised and easy to follow

Strongly Agree	10	4
	9	2
	8	3
	7	1
	6	
	5	
	4	
	3	
	2	
Strongly Disagree	1	

Q13) The trainer was knowledgeable

Strongly Agree	10	6
	9	2
	8	2
	7	
	6	
	5	
	4	
	3	
	2	
Strongly Disagree	1	

Q14) The quality of training was good

Strongly Agree	10	6
	9	3
	8	1
	7	
	6	
	5	
	4	
	3	
	2	
Strongly Disagree	1	

Q15) The classroom was suitable for the training.

Yes		7
No		1

Q16) Could the training be improved?	
Yes	4
No	3
If yes how?	
Maybe more time allotted to some modules for example in identifying different errors in validation.	
Many charts can be available immediately.	
Short validation training.	
For the legal part send some examples of what happens at sea, so new students can see in practical what happens.	

Q17) If you had to pass on 3 key learning points to other members what would they be?
Paper chart compilation, projections and ENC compiling on Caris.
1. Depth selection. 2. Use of S-4 and S-57 for chart and ENC production. 3. Identifying chart action for every source information received.
ENC production. Fieldtrips. Chart construction.
S-57 Specs. Paper chart compilations and database maintaining.
Generalisation. How mariners use charts and think. To understand what software can do and cannot do.
1. Different publications used at The UKHO (NP294, NP5012). 2. Lights and buoys with flares shown differently. 3. Principles in generalisation and sounding selection.

Q18) The training was;	
Too short	
About right	9
Too long	1
12 weeks is adequate. The content compressed a little.	

Q19) What is your overall impression of the training?	
Poor	
Average	
Good	1
Very good	9

Q20) The pace of the trainer's delivery was;	
Excellent	9
Too fast	1
Too slow	

Q21) The amount of material covered was;	
Just right	10

Too much	
Too little	

Q22) The amount of interaction encouraged was;	
Just right	9
Too much	1
Too little	

Q23) Was your time well spent in training?	
Yes	10
No	
If not why	

Q24) Would you change anything on the course?	
Maybe just allocate more time in other modules.	
No.	
No, it was perfect.	
No. Training is well organised. No.	
The short introduction of each country, especially HO is better. To clarify IHO standards and UKHO policy.	
Yes, I would introduce a bit more detailed information on validation and example solution of encountered errors.	
No.	

Q25) Did you find the course notes/slides very useful? If not why	
Yes, very helpful.	
Yes.	
Yes. very much.	
Yes, very useful.	
Yes. All presentations and work books were very well prepared.	
Yes, all of the course notes/slides very useful.	
Yes.	
Yes.	
Yes, very useful.	
Yes.	

MODULE EVALUTION

Foundation Module Objectives

	Confident					Not Confident				
	10	9	8	7	6	5	4	3	2	1
1 Would you feel confident describing the main elements of a paper chart?	3	4	3							
2 Would you feel confident in describing the principles of depth selection?	3	4	3							
3 Do you feel that you could describe the principles of depth selection to a friend or colleague?	3	4	3							
4 Do you feel that you could explain the difference between an isophase light and an occulting light to a friend or colleague?	6	3	1							
5 Could you explain the differences between lateral and cardinal buoyage systems to a friend or colleague?	7	2	1							
6 Do you feel you could list the principal projections used in the production of a paper chart if required?	3	4	3							
7 Do you feel you could provide a colleague with an overview of the work of the IHO & IMO?	1	5	3							
8 Do you feel that you could describe the main elements of a paper chart to a friend or colleague?	4	5		1						

Compilation Module Objectives

	Confident					Not Confident				
	10	9	8	7	6	5	4	3	2	1
9 Would you feel confident to demonstrate a practical understanding of S-57 Production software?	1	6	3							
10 Do you feel confident in understanding the stages and processes necessary to populate a hydrographic database?	2	6	2							
11 How confident do you feel to demonstrate an understanding of and undertake S-58 Validation tests?	1	5	3		1					
12 How confident do you feel to demonstrate an understanding of generalization due to product scales and usage bands?	2	5	2		1					
13 How confident do you feel to demonstrate an understanding of IHO Standards relating to S-57 through discussion?	1	4	3	2						

Product Construction Module Objectives

		Confident					Not Confident				
		10	9	8	7	6	5	4	3	2	1
14	Do you feel you understand the content and construction of a paper chart?	2	7	1							
15	How confident do you feel you could demonstrate an understanding and practical use of paper chart construction software?	1	7		1	1					
16	Do you feel you understand the role and purpose of the ENC?	4	4	2							
17	How confident do you feel you could demonstrate through discussion the regulations relating to ENC's, encryption and distribution?	2	1	5	1		1				
18	Do you feel you understand the content and construction of an ENC from a database?	3	5	2							

Data assessment and Product Maintenance

		Confident					Not Confident				
		10	9	8	7	6	5	4	3	2	1
19	How confident do you feel you could recommend the update action type for incoming information?	3	2	2	3						
20	Do you feel you understand the reasoning concerning what is navigationally significant?	4	2	3	1						
21	How confident do you feel you would be able to identify information to be both reliable and credible?	2	4	2	1	1					
22	How confident do you feel that you can create a paper NM?	2	4	2	2						
23	How confident do you feel that you can create an ENC update?	2	4	4							
24	How confident do you feel that you can create an ENC New edition?	1	4	3	1						
25	How confident do you feel that you can create an ENC exchange set?	3	5	2							

Any other comments

I wish to thank The UKHO for the opportunity given to me and my HO to attend the cartographic B Course. I would also like to thank the training team for their support to us students, they were very helpful. Thank you for taking us out on weekends and taking care of us.

Very good course.

Thank you for celebrating my birthday. The taxi between the airport and Taunton should have a little more space because of many students and suitcases.

The classroom should have windows. Working I studied in artificial lighting and ventilation is tiring in the long run. Multimedia projections should be better resolution, at the end of the table the image is sometimes unreadable.

Lots of hugs and kisses to our training team (Jeff, Lucy, Chris, Ken, Derek, Kevin, Sarah and Mel.)

Annex B

Course Expenses

Receipt No.	Expense	Costing
	Nippon 2017 missed receipts	
1	Rumi Baba. Premier Inn 02.09.17. Hotel service fee	£3.00
2	Kelepi Bainivalu. Premier Inn 01.09 2 nights. Hotel service fee	£3.00
3	Abderrahim Mahi. Premier Inn 2 nights. Hotel service fee	£3.00
4	Muhammad Aizat Azmi. Premier Inn 02.09.17. Hotel service fee	£3.00
5	Aree Hwanlabeh. Premier Inn 15.12. Hotel service fee	£3.00
6	Yuliia Nezhurenko. Premier Inn 15.12. Hotel service fee	£3.00
7	Sudantha Perera. Premier Inn 02.09.17. Hotel service fee	£3.00
8	Daniel Alberto Rojas Contreras. Premier Inn 02.09.17. Hotel service fee	£3.00
9	Daniel Alberto Rojas Contreras. Premier Inn 15.12.17. Hotel service fee	£3.00
10	Yuliia Nezhurenko. Premier Inn 02.09. Hotel service fee	£3.00
	Flights	
11A & B	Adam Klosinski / Poland	£740.30
12	Heru Kurniawan / Indonesia	£1,574.50
13	Uchitha Nuwan Hewahakmange / Sri Lanka	£1,208.21
14	Henry Il Abad Coldes / Philippines	£1,431.81
15	Hanisah Haji Timbang / Brunei Darussalam	£1,481.11
16	Tajammal Abbasi / Pakistan	£754.51
17	Ante Kolic / Croatia	£534.20
	Other	
18	Visa Fees for Heru Kurniawan	£420.75
19	Septembers Catering request at UKHO	£225.60
20	Decembers Catering request at UKHO	£225.60
21	Skittles booking - buffet (£7 per head x 25 people) Deposit	£30.00
22	Skittles booking Final Payment	£145.00
	Despatch Forms	
23	Ante Kolic	£27.62
24	Henry Coldes	£21.43
25	Heru Kurniawan / Indonesia	£21.43
26	Adam Klosinski / Poland	£16.64
27	Hanisah Haji Timbang / Brunei Darussalam	£24.82
28	Uchitha Nuwan Hewahakmange / Sri Lanka	£24.82
29	Tajammal Abbasi / Pakistan	£24.82
30	Sundries	£14.16
31	Hoppa bus	£5.00
32	Hoppa bus	£5.00
33	Hoppa bus	£5.00
34	Hoppa bus	£5.00
35	Hoppa bus	£5.00
36	National Express	£4.50
37	Heru taxi from London to Taunton	£182.00
38	Car park ticket	£2.00
39	Car park ticket	£2.00

40	Welcome meal for Students	£166.90
41	Sundries	£11.38
43	Lunch for Trainer	£4.95
44	Trip to Cheddar Gorge Caves for Students	£164.45
45	Sundries	£3.41
46	Fuel for mini-bus	£56.00
47	Fuel for mini-bus	£77.00
48	Car park ticket	£3.00
49	Car park ticket	£1.60
50A & B	Hire of Mini-bus (5 weeks)	£910.00
51	Sundries	£4.87
52	Deposit for End of course meal	£140.00
53	Sundries	£2.14
54	Lunch 2 Trainers on weekend trip to Bristol	£21.98
55	Trip to SS Great Britain	£55.00
56	Car park ticket	£8.10
59	Lunch for trainers - lamb and lion	£19.73
60	Lunch for trainer - bake house	£3.20
62	Car park ticket	£1.00
63	Meal for 2 trainers Portishead & 2 Surveyors	£55.50
64	mid -course meal with students - MEI	£126.54
65	Fuel for mini-bus	£92.00
67	Sundries	£13.17
68	Fuel for mini-bus	£66.04
70	Lunch for trainers - Nero	£13.95
71	Visit to Museum	£124.32
72	Hire of Mini-bus (5 weeks)	£910.00
73	Glass pyramid gifts	£420.00
74A & B	Hire of Mini-bus (5 weeks)	£910.00
75	Car park for day out to Cardiff	£7.20
76	Lunch for 2 trainers on weekend trip	£47.20
77	Toll fees on weekend trip	£11.20
78	Sundries	£4.96
79	Diesel for minibus	£62.00
	Premier Inn Arrival INC Breakfast. 1st September	
80	Tajammal Abbasi 2 nights	£148.00
81	Ante Kolic	£77.50
82	Hanisah Haji Timbang 2 nights	£148.00
83	Henry Coldes	£77.50
84	Heru Kurniawan	£77.50
85	Uchitha Hewahakmange	£77.50
86	Adam Klosinski	£77.50
	Other	
87	Refreshments	£5.00
88	Sundries	£11.15
89	Sundries - weekend trip	£6.90
90	Lunch for trainer on weekend trip	£6.00
91	Lunch for nippon students and trainers on fieldtrip to BRNC.	£55.00
	Daily Allowance	
	£25 per person. 3rd Sept - 14th December 2018	
94	Adam Klosinski / Poland	£2,575.00
	Heru Kurniawan / Indonesia	£2,575.00

	Uchitha Nuwan Hewahakmange / Sri Lanka	£2,575.00
	Henry Abad Coldes II / Philippines	£2,575.00
	Hanisah Haji Timbang / Brunei Darussalam	£2,575.00
	Tajammal Abbasi / Pakistan	£2,575.00
	Ante Kolic / Croatia	£2,575.00
	Other	
95	Minibus from LHR to Taunton on 02.09.18	£280.00
96	22 seater minibus from Taunton to LHR 14.12.18	£360.00
	Blorange Hotel - 103 nights at £65 per night inc. VAT.	
98	Adam Klosinski / Poland	£5,579.17
	Heru Kurniawan / Indonesia	£5,579.17
	Uchitha Nuwan Hewahakmange / Sri Lanka	£5,579.17
	Henry II Abad Coldes / Philippines	£5,579.17
	Hanisah Haji Timbang / Brunei Darussalam	£5,579.17
	Tajammal Abbasi / Pakistan	£5,579.17
	Ante Kolic / Croatia	£5,579.17
	Expenses from NIPPON 2017	
99	Fieldtrip meal 12.10.17	£52.60
100	Fieldtrip meal 28.10.17	£26.20
101	Sundries	£4.75
102	Sundries	£6.09
103	Diesel for minibus	£57.01
104	Breakfasts for students	£20.16
105	Carpark on fieldtrip	£2.00
	Other	
106	Diesel for minibus	£60.00
107	Sundries	£7.22
	Premier Inn Departure inc breakfast 14th December	
108	Adam Klosinski	£55.50
109	Ante Kolic	£55.50
110	Hanisah HajiTimbang	£55.50
111	Heru Kurniawan	£55.50
112	Tajammal Abbasi	£55.50
	Other	
113	Exeter trip car park.	£3.30
114	Hospitality visit to Exeter underground passages.	£78.00
115	Lunch for 2 trainer's on weekend trip with students.	£33.20
116	End of course meal	£429.99
117	Fuel for minibus	£40.00
	Dispatch - return of course materials	
118	Despatch expense of box to Indonesia taxes	£96.74
119	Ante Kolic / Croatia	£97.21
120	Henry Coldes / Philippines	£67.44
121	Heru Kurniawan / Indonesia	£69.47
122	Adam Klosinski / Poland	£54.30
123	Hanisah Haji Timbang / Brunei Darussalam	£93.64
124	Uchitha Nuwan Hewahakmange / Sri Lanka	£88.48
125	Tajammal Abbasi / Pakistan	£88.53
	TOTAL	£73,952.19

