

IHB File N° S1/1100

CIRCULAR LETTER 48/2002
25 October 2002

STRATEGIC PLANNING WORKING GROUP (SPWG) MEETING
Goa, India, 20-22 January 2003

DELEGATION REGISTRATION/ HOTEL ACCOMMODATION

Dear Hydrographer,

In preparation for the next SPWG meeting, the Naval Hydrographic Office (NHO), Dehradun, India and the International Hydrographic Bureau need to be informed of the number of persons attending so that adequate logistics can be arranged. The Naval Hydrographic Department of India has made arrangements to hold the SPWG meeting in Cidade de Goa, which is a five-star Deluxe Beach Resort, from 20 to 22 January 2003.

1. Registration

You are therefore kindly requested to forward the list of your delegates, using the form in Annex A, to the NHO (copy to the IHB) by 30 November 2002, specifying the Head of the Delegation. Also, please indicate which members of your delegation will be accompanied so that suitable social arrangements may be made.

2. Reaching Goa

Dabolim is Goa's international airport. It is located 29 km from Panaji on the coast near Vasco-da-Gama. Goa is well connected with Bombay (Mumbai), Delhi, Bangalore, Chennai and Kochi by air.

3. Accommodation

3.1 NHO has provisionally booked single and double occupancy deluxe rooms at Cidade de Goa at discounted rates for the visiting delegates from 19-23 January 2003. Annex B gives general information and rates for the Cidade de Goa hotel.

3.2 As the hotel accommodation has only been provisionally booked and is at a premium during the tourist season, it is strongly recommended that you confirm your bookings directly by fax with the resort by 15 November 2002, copy to the Chief Hydrographer to the Government of India.

3.3 Participants should use the form provided in Annex C when booking hotel accommodation.

4. Weather

The weather in Goa will generally be very pleasant with a maximum temperature of 30°C and minimum temperature of 19°C expected in the month of January.

5. Dress code for the meeting

Dress code for the meeting and all other social events planned during the visit will be informal.

6. Passports and Visas

Please note that all passport and visa requirements are the responsibility of each participant and the necessary formalities should be completed before travelling to India.

7. Security form

All participants are requested to e-mail the security form by 10 December 2002 provided at Annex D to NHO, Dehradun.

On behalf of the Directing Committee
Yours sincerely,

(original signed)

Vice Admiral Alexandros MARATOS
President

Encls: Annex A – Information on delegates attending.
Annex B – General information and rates at the ‘Cidade de Goa beach resort’.
Annex C – Booking form at ‘Cidade de Goa beach resort’.
Annex D – Security form.

STRATEGIC PLANNING WORKING GROUP (SPWG) MEETING
Goa, India, 20-22 January 2003

LIST OF DELEGATES
(to be returned to the NHO, Dehradun India and copy to the IHB by 30 November 2002)

REGIONAL HYDROGRAPHIC COMMISSION / MEMBER STATES DELEGATION

RHC:

HEAD OR MEMBER	RANK/TITLE	SURNAME	FIRST NAME	ACCOMPANYING PERSON (S)

**STRATEGIC PLANNING WORKING GROUP (SPWG) MEETING
Goa, India, 20-22 January 2003**

**GENERAL INFORMATION AND RATES -
CIDADE DE GOA BEACH RESORT**

1. Cidade de Goa is located on the exclusive Vainguinim Beach, facing the Arabian Sea, approximately 32 kms North of Dabolim Airport, 7 kms from Panjim, the Capital city of Goa and equal distance from North & South Goa tourist centers. The resort built on 40 acres of lush green tropical gardens was created to resemble a self-contained Portuguese hamlet.
2. Cidade Goa has well appointed deluxe rooms, most of which have balconies and offer a panoramic view of the Arabian sea. All rooms are centrally air-conditioned and have modern amenities. Guests can enjoy the outdoors at Cidade de Goa with a walk in the lush tropical gardens or on its secluded beach.
3. Sports and recreation facilities are available in the form of scuba diving, para-sailing, windsurfing, snorkeling, sailing, water-scooter rides, jet skiing or swimming in the pool.
4. The hotel has a health club which includes gymnasium, steam, sauna, Jacuzzi, aerobics and yoga. Ayurvedic treatment includes a host of massages with excellent masseurs.
5. **Rates.** The discounted rates, which have been negotiated for this meeting is as follows:

Deluxe Rooms	Rates
Single Occupancy	80 US dollars
Double Occupancy	90 US dollars

- Note:-**
- (a) The above rates are inclusive of standard Buffet Breakfast, Lunch & Dinner at the Hotel.
 - (b) Personal needs of the delegates in the form of Drinks, ISD/STD Calls, etc. will be payable by delegates as usual.

6. **Other Details.**

Address: Cidade de Goa, Vainguinim Beach,
Goa 403004

Tel: 91-832-454545, Fax: 91-832-454541

E-mail: sales@cidadedegoa.com

Website: www.cidadedegoa.com

STRATEGIC PLANNING WORKING GROUP (SPWG) MEETING
Goa, India, 20-22 January 2003

BOOKING FORM AT CIDADE DE GOA

(to be e-mailed to Cidade de Goa Resort on sales@cidadedegoa.com and by fax on 91-832-454541 in copy to Chief Hydrographer to the Government of India by E-mail: nho@sancharnet.in or by fax on +91(135)748373 by 15 November 2002)

BOOKING FOR SPWG DELEGATES

Name of Delegate	
Nationality	
Single/Double Occupancy Room	
Dates required	
Details of Credit card	
(i) Type	VISA/MASTER/AMEX, etc.
(ii) Issuer	Issued by
Credit card number	
Expiry date	

STRATEGIC PLANNING WORKING GROUP (SPWG) MEETING
Goa, India, 20-22 January 2003

SECURITY FORM FOR APPLYING FOR VISIT TO
INDIAN NAVAL SHIPS/ESTABLISHMENT BY FOREIGN NATIONALS

(to be e-mailed to NHO, Dehradun at nho@sancharnet.in and by fax on +91(135)748373 by 10 December 2002)

1. Name: Occupation:
Sex:
2. Organization:
3. Date of Birth: Nationality:
4. Parents' Name:
Father's Name: Nationality:
Mother's Name: Nationality:
5. Present Address:
6. Permanent Address:
7. Address in India: **Hotel Cidade de Goa, Goa**
8. Passport No.: Date of Issue:
Place of issue: Expiry date:
Issuing Authority:
9. Whether previously visited IN Ships/ Establishments:-

Place/Unit

Date of Visit

Purpose