



IHB File N° S3/0104

CIRCULAR LETTER 25/2012  
20 February 2012

TENTH MEETING OF THE CAPACITY BUILDING SUB-COMMITTEE (CBSC10)  
AND  
FOURTH MEETING OF THE INTER-REGIONAL COORDINATION COMMITTEE (IRCC4)  
Singapore, 4-8 June 2012

Dear Hydrographer,

1. Following the kind invitation from the United Kingdom Hydrographic Office (UKHO) to host CBSC10 and IRCC4 in Singapore on 4-6 and 7-8 June respectively, I am pleased to confirm that both meetings will take place back-to-back on the indicated days at the Regent Hotel Singapore.
2. The Chairmen of the CBSC and the IRCC have started the preparation of the documents, which will be posted on the IHO website under Committees & WGs, in their respective sections, as soon as they are available. You are invited to consult the IHO web site to be aware of the documentation posted.
3. General information is provided in Annex A and we would like to emphasize that hotel reservations are the responsibility of each participant. Annex B provides a common Registration Form that has been tailored for those attending one or both meetings.
4. Members of the CBSC and the IRCC, as well as Observers, wishing to attend one or both of these meetings, are kindly invited to send their Registration Form to our host, with a copy to the IHB, **by 01 May, at the latest**. This will facilitate the overall logistic planning and the preparation of the List of Participants.

On behalf of the Directing Committee  
Yours sincerely,

Captain Hugo GORZIGLIA  
Director

**TENTH MEETING OF THE CAPACITY BUILDING SUB-COMMITTEE (CBSC10)  
AND  
FOURTH MEETING OF THE INTER-REGIONAL COORDINATION COMMITTEE (IRCC4)  
Singapore, 4-8 June 2012**

**General Information**

**1. Meeting Venue.**

Both meetings will be held in the Royal II Board Room of the Regent Hotel Singapore, the address of which is:

1 Cuscaden Road  
Singapore 249715  
Tel: (65) 6733 8888  
Fax: (65) 6732 8838  
www.fourseasons.com

In general terms, the Meeting Room is reserved from 08:00 to 17:00 all days.

A small breakout room – The Napier Room - for secretariat/margin meetings every day has been arranged.

Coffee breaks will be served in the Royal II foyer and lunch will be in the Basilico Restaurant. Coffee breaks and lunch will be covered by UK.

**2. Hotel Rates**

The Organizers have negotiated a group rate for 30 rooms at the following rate:

Deluxe room Single SGD 310.00 / Double SGD 315.00 inclusive of daily buffet breakfast with internet access for one device only. Check-in is 3.00 p.m. Check-out is 12.00 p.m.

Further rooms will be issued at this rate if available. We have been advised to book early.

**3. Technical Engagement Seminar, MPA visit and Icebreaker**

On Wednesday afternoon, 6 June, a Technical Engagement Seminar has been organized by the United Kingdom to present highlights of the Industry/Stakeholder days at recent MACHC and NIOHC meetings. During the evening a visit to MPA is planned together with an Icebreaker event. Details on both of these events will follow in due course.

**4. Social Event**

On Thursday, 7 June, a buffet reception will be offered by United Kingdom at Eden Hall, which is the British High Commissioner's residence, from 18:30 until 21:00.

**5. Transportation**

Transportation from and to the airport, and from and to the venue for those not staying in the Regent Hotel Singapore shall be arranged individually by each attendee.

**6. Visa Requirements**

Visa, if required, shall be obtained by each participant. Any participant experiencing difficulties obtaining a visa is invited to contact Mrs. June Thompson

**Further information** may be obtained from June Thompson, External Relations Officer at the UKHO e-mail <June.Thompson@ukho.gov.uk>

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**DELEGATES REGISTRATION FORM**

(to be returned to IHB <info@ihb.mc> and <June.Thompson@ukho.gov.uk >  
by **01 May 2012**)

CBSC Members, please indicate Country: .....

IRCC Members, please indicate RHC or Body: .....

Observers please indicate Country and/or Organization: .....

Please indicate with an (x) your participation option:    ( ) 10<sup>th</sup> CBSC    ( ) 4<sup>th</sup> IRCC    ( ) Both

HEAD or MEMBER					
RANK or TITLE					
SURNAME (Family Name)					
FIRST NAME					
EMAIL					
TELEPHONE					
NAME (S) OF ACCOMPANYING PERSON (S) (if any)					
FLIGHT DETAILS	Arrival	Date			
		Time			
		Flight N <sup>o</sup>			
	Departure	Date			
		Time			
		Flight N <sup>o</sup>			
ACCOMMODATION (Hotel Name)					