



IHB File N° CBSC-1  
S3/0104

CIRCULAR LETTER 09/2013  
1<sup>st</sup> February 2013

**ELEVENTH MEETING OF THE CAPACITY BUILDING SUB-COMMITTEE (CBSC11)  
AND  
FIFTH MEETING OF THE INTER-REGIONAL COORDINATION COMMITTEE (IRCC5)**

**Wollongong, Australia, 30 May-04 June 2013**

References: A. CL 99/2012 dated 22 November - *Outcome of IRCC4*  
B. CL 105/2012 dated 13 December - *Report of CBSC10*

Dear Hydrographer,

1. Following the kind invitation of the Australian Hydrographic Service (AHS) to host CBSC11 and IRCC5 in Wollongong, Australia, from 30 May to 1 June and 3 to 4 June 2013 respectively, I am pleased to confirm that both meetings will take place back-to-back on the indicated days. CBSC11 will take place at the Australian Hydrographic Office (AHO) and IRCC5 will take place at the Novotel Wollongong Northbeach Hotel.
2. The IHB, in consultation with the Chairs of the CBSC and the IRCC has started the preparation of the meeting documents. These 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 regularly.
3. General information is provided in Annex A to this letter. I would like to emphasize that hotel reservations are the responsibility of each participant. Annex B provides a common Registration Form that can be used 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 the meetings, are kindly invited to send their Registration Form to the host organization. The primary point of contact for registration, and for logistical, visa and accommodation assistance is Mrs Sarah Pike, Manager External Relations, Australian Hydrographic Office. She can be contacted at: [international.relations@hydro.gov.au](mailto:international.relations@hydro.gov.au) or [sarah.pike1@defence.gov.au](mailto:sarah.pike1@defence.gov.au). Telephone: +61 2 4223 6523 Fax +61 2 4223 6599.
5. Registrations should be sent to the AHS and the IHB, **by 01 May 2013, 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,

Mustafa IPTES  
Director

Annex A – General Information  
Annex B - Registration Form

**ELEVENTH MEETING OF THE CAPACITY BUILDING SUB-COMMITTEE (CBSC11)  
AND  
FIFTH MEETING OF THE INTER-REGIONAL COORDINATION COMMITTEE (IRCC5)**

**Wollongong, Australia, 30 May-04 June 2013**

**General Information**

**CBSC Venue (30 May- 01 June 2013)**

The CBSC meeting will be held in the PP King room at the Australian Hydrographic Office (AHO), 8 Station St, Wollongong.

**IRCC Venue (03 June- 04 June 2013)**

The venue for the IRCC is the Norfolk Room at the Novotel Wollongong Northbeach Hotel, 2-14 Cliff Rd, Wollongong.

**Accommodation**

There are a number of hotel and accommodation options available in the Wollongong area within close proximity to the AHO or the Novotel Wollongong Northbeach. The website: [www.wollongong.com/accommodation](http://www.wollongong.com/accommodation) may be of some assistance in researching accommodation options.

Special accommodation rates at the Novotel Wollongong Northbeach ([www.novotelnorthbeach.com.au](http://www.novotelnorthbeach.com.au)) have been negotiated for the duration of both meetings should delegates wish to stay there. The following options are available :

- Residential View Room @ \$178 AUD per room per night
- Ocean View Room @ \$195 AUD per room per night
- Ocean View Balcony Room @ \$212 AUD per room per night  
(quote IRCC Conference when booking)

A buffet breakfast is available daily in Windjammers Restaurant within the hotel at a cost of \$25AUD per person per day. Accommodation should be booked directly with Novotel Wollongong Reservations, using the booking form (attached). The booking form can be faxed to +612 4225 2911 or emailed to [h1654-re1@accor.com](mailto:h1654-re1@accor.com). Delegates should pay their own account upon check-in and present a credit card or cash deposit to cover any incidental charges.

**Transportation to and from Sydney airport**

Wollongong is located approximately 75 kilometres south of Sydney. The following transport options are available for travel from Sydney's Kingsford Smith airport to Wollongong:

- Trains regularly depart from the domestic and international terminal to Wolli Creek. Passengers are required to change at Wolli Creek for the Illawarra/South Coast service which departs approximately every hour. A one-way journey costs approximately \$20.20AUD and takes about 90 minutes. Please refer to the CityRail website for current fare and timetable information [www.cityrail.info](http://www.cityrail.info). Passengers can alight from either North Wollongong or Wollongong stations and catch a taxi to local hotels. Wollongong Radio Cabs often have taxis standing by or can be called on +612 4229 9311.
- Shuttle bus transport from the airport and return can be arranged through a local transport company. Please liaise with the contact officer (Sarah Pike at [international.relations@hydro.gov.au](mailto:international.relations@hydro.gov.au)) advising of date and time of arrival and departure as well as flight numbers. You will be required to pay cash to the driver on the day. The cost is approximately \$60 AUD per person each way. The shuttle bus will drop and collect from your hotel and normally takes 1.5 to 2 hours, depending on the number of passengers.

## **Daily transport to and from AHO for CBSC**

The Novotel Wollongong Northbeach is located approximately 2.5km from the AHO, with other local hotels within approximately 2km of the AHO. Daily transport to the CBSC from hotels can be undertaken in the following ways:

- Delegates can assemble at their hotels each morning and a vehicle from the AHO will ferry delegates from their accommodation to the AHO and back again at the conclusion of each day's proceedings - please liaise with contact officer Sarah Pike to arrange;
- Taxi at delegates' own expense;
- Wollongong City Council operates a free bus service around the CBD with bus stops very close to both the hotel and the AHO. During the week, the bus service runs approximately every 20 minutes. For more information please refer to the website <http://www.wollongong.com/travel-info/free-shuttle-bus.aspx>

## **Daily transport to Novotel Wollongong Northbeach for IRCC**

Delegates who decide to stay at alternative accommodation please liaise with contact officer Sarah Pike to arrange transport to the Novotel Wollongong Northbeach.

## **Catering arrangements**

Morning tea, lunch and afternoon tea will be provided for the duration of the two meetings. If you have special dietary requirements, please advise contact officer Sarah Pike.

## **General Information for Wollongong**

Wollongong is Australia's ninth largest city with a population approaching 200,000. It is located in the heart of the Illawarra region, positioned between a beautiful mountain escarpment and the sea.

June in Wollongong can be rainy and windy, with temperatures ranging from an average low of 9°C to an average high of 17°C.

For more information about Wollongong, including things to do and see during your stay, please refer to the following websites; [www.wollongong.com](http://www.wollongong.com) and [www.visitwollongong.com.au](http://www.visitwollongong.com.au)

## **Visa requirements**

Depending on your nationality, the purpose and duration of your visit, you may require a visa to visit Australia. We urge you to check visa requirements at your earliest convenience. If you require any assistance, or a letter of invitation, please liaise with contact officer, Mrs Sarah Pike ([international.relations@hydro.gov.au](mailto:international.relations@hydro.gov.au)).

## **Contact details**

The primary point of contact for logistical, visa and accommodation assistance is Mrs Sarah Pike, Manager External Relations, Australian Hydrographic Office [international.relations@hydro.gov.au](mailto:international.relations@hydro.gov.au) or [sarah.pike1@defence.gov.au](mailto:sarah.pike1@defence.gov.au) Ph +61 2 4223 6523 or Fax +61 2 4223 6599.

**ELEVENTH MEETING OF THE CAPACITY BUILDING SUB-COMMITTEE (CBSC11) AND  
FIFTH MEETING OF THE INTER-REGIONAL COORDINATION COMMITTEE (IRCC5)  
Wollongong, Australia, 30 May-04 June 2013**  
**ONZIEME REUNION DU SOUS-COMITE SUR LE RENFORCEMENT DES CAPACITES (CBSC11)  
ET CINQUIEME REUNION DU COMITE DE COORDINATION INTER-REGIONAL (IRCC5)  
Wollongong, Australie, 30 mai - 4 juin 2013**

**DELEGATES REGISTRATION FORM**

(to be returned to IHB [info@iho.int](mailto:info@iho.int) and [sarah.pikel@defence.gov.au](mailto:sarah.pikel@defence.gov.au) by 01 May 2013)

**FORMULAIRE D'INSCRIPTION DES DELEGUES**

(à renvoyer au BHI [info@iho.int](mailto:info@iho.int) et à [sarah.pikel@defence.gov.au](mailto:sarah.pikel@defence.gov.au) d'ici le 1er mai 2013)

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

*Membres du CBSC, veuillez indiquer le pays que vous représentez : .....*

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

*Membres de l'IRCC, veuillez indiquer la CHR ou l'organisme que vous représentez.....*

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

*Observateurs, merci d'indiquer le pays et/ou l'organisation que vous représentez.....*

Please indicate with an (x) your participation option: ( ) 11th CBSC ( ) 5th IRCC ( ) Both

*Veuillez indiquer par un (x) votre option de participation : (..) 11ème CBSC ( ) 5ème IRCC ( ) les deux*

HEAD or MEMBER <i>RESPONSABLE ou MEMBRE</i>				
RANK or TITLE <i>RANG ou TITRE</i>				
SURNAME (Family Name) <i>NOM DE FAMILLE</i>				
FIRST or PERSONAL NAME <i>PRENOM</i>				
E-MAIL <i>MEL</i>				
TELEPHONE				
NAME (S) OF ACCOMPANYING PERSON (S) (if any) <i>NOM DE LA (DES) PERSONNE (S) ACCOMPAGNATRICE (S) (le cas échéant)</i>				
FLIGHT DETAILS  <i>INFOR- MATIONS SUR LE VOL</i>	Arrival <i>Arrivée</i>	Date		
		Time <i>Heure</i>		
		Flight N° <i>Vol N°</i>		
	Departure <i>Départ</i>	Date		
		Time <i>Heure</i>		
		Flight N° <i>Vol N°</i>		
ACCOMMODATION (Hotel Name) <i>HEBERGEMENT (Nom de l'hôtel)</i>				



WOLLONGONG  
NORTHBEACH

## IRCC CONFERENCE 2<sup>ND</sup> JUNE 2013 – 4<sup>TH</sup> JUNE 2013

Accommodation Room Type	Sunday to Friday Rate Per Room Per Night Single/Twin Share
Residential View Room	\$178.00
Ocean View Rooms	\$195.00
Ocean View Balcony Rooms	\$212.00

*\*Please note that if the room type selected is not available at the time of booking you will be automatically booked to the next room type available at the prices listed above*

**Breakfast Rates:** Full Buffet Breakfast is available in Windjammers Restaurant at \$25.00 per person, per day

**Accommodation Request:**

Surname

First Name(s)

Address

City, State, Postcode

Home Phone

Work Phone

Mobile/Voicemail

Fax Number

Arrival Date: \_\_\_\_\_

Departure Date: \_\_\_\_\_

Bedding Type: (please circle)

Double / Twin

(request basis only)

Bankcard

Visa

Mastercard

Amex

Diners

Cheque enclosed (must be received 14 days prior to arrival)

***Please note that all Credit Card transactions attract a 1.5% surcharge plus GST***

Card Number:

Expiry Date: \_\_\_\_/\_\_\_\_

Name on Card

Signature

Comments/Requests:

Guests please note that Check In is from 14.00pm and Check Out is prior to 11.00am. You are welcome to leave luggage with concierge until your accommodation room is available or until the conclusion of their conference.

**\*\*\* Cancellation Policy \*\*\***

Novotel Northbeach requires 48 hours prior notice to cancel booking. Failure to advise the hotel prior to 48 hours will result in the first nights accommodation being charged to your credit card.

**FAX DIRECTLY TO NOVOTEL NORTHBEACH**

**FAX: 02 4225 2911**

**PH: 02 4224 3111**