



IHB File N° S3/0104/IRCC – CBSC-1

CIRCULAR LETTER 22/2014
24 February 2014

TWELFTH MEETING OF THE CAPACITY BUILDING SUB-COMMITTEE (CBSC-12)
Brest, France, 14-16 May 2014

and

SIXTH MEETING OF THE INTER-REGIONAL COORDINATION COMMITTEE (IRCC-6)
Paris, France, 19-20 May 2014

References:

- A. IHO CL 57/2013 dated 25 October - *Report of CBSC-11*
- B. IHO CL 64/2013 dated 11 November - *Outcome of IRCC-5*

Dear Hydrographer,

1. Following the kind invitation from the French Hydrographic Service (SHOM) to host the meetings of CBSC-12 and IRCC-6 in France, from 14 to 16 May in Brest and from 19 to 20 May 2014 in Paris respectively, I am pleased to confirm both meetings. CBSC-12 will take place at the main establishment of SHOM in Brest and IRCC-6 will be held at the *Pôle Géosciences* of St. Mandé, in the inner suburbs of Paris.

2. The IHB, in consultation with the Chairs of the CBSC and the IRCC, has started to prepare the meeting documents and the provisional agendas. The documents 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. **Submission of documents for IRCC-6.** Documents intended for consideration at IRCC-6 should be submitted to the IRCC Secretariat in accordance with the "Instructions for the Submission of Reports and Proposals for Consideration by IRCC and its subordinate bodies" available on the IHO web site (Home > Committees and WG > IRCC - Meetings section) as follows:

Papers	Submission Deadline
Substantive papers – new items Proposals for new work items and any submissions requiring consideration and a decision by IRCC	No later than 31 March 2014 (seven weeks before commencement of the meeting)
Subsequent Comments and Contributions Subsequent papers (which should be no more than 4 pages), commenting on submissions or proposals submitted as above	No later than 28 April 2014 (three weeks before commencement of the meeting)
Reports of the RHCs and Subsidiary Bodies of the IRCC	No later than 28 April 2014 (three weeks before commencement of the meeting)
Information documents	

4. **Submission of documents to CBSC-12.** Documents intended for consideration at CBSC12 should be submitted to the CBSC Secretariat in accordance with the "Instructions for the Submission of Reports and Proposals for Consideration by IRCC and its subordinate bodies" available at the same web address as in item 3, as follows:

Papers	Submission Deadline
Substantive papers – new items Proposals for new work items and any submissions requiring consideration and a decision by CBSC	No later than 26 March 2014 (seven weeks before commencement of the meeting)
Subsequent Comments and Contributions Subsequent papers (which should be no more than 4 pages), commenting on submissions or proposals submitted as above	No later than 23 April 2014 (three weeks before commencement of the meeting)
Information documents	No later than 23 April 2014 (three weeks before commencement of the meeting)
Requests of support to CBSC The submissions should follow the CB Procedures (www.iho.int → Capacity Building → Procedures)	No later than 1 st April 2014

5. Documents received after the relevant deadline will be treated as information papers only. All documents will be placed on the IHO website as and when they are received.

6. The lists of the members of the IRCC and CBSC are maintained on the IHO website: (Home > Committees and WG > IRCC - Members section) and (Home > Committees and WG > IRCC > CBSC - Members section). Both meetings are open to all Member States, and to recognised observers who may participate, in accordance with the Terms of References of the CBSC and IRCC.

7. **Logistics.** 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. Annex C describes the online procedure for hotel reservations in Brest for participants to CBSC-12.

8. **Registration.** Members of the CBSC and the IRCC, as well as observers, wishing to attend one or both of the meetings, are invited to send their Registration Form (Annex B) to the host organization (SHOM) and to the IHB as soon as possible and **not later than 21 April 2014**. This will facilitate the overall logistic planning and the preparation of the meetings.

9. The points of contact for both meetings are presented in Annex A for logistics, visa and accommodation.

On behalf of the Directing Committee
Yours sincerely,



Mustafa IPTES
Director

Annex A – General Information

Annex B – Registration Form

Annex C – Hotel Le Continental online booking procedure (for CBSC12)

**TWELFTH MEETING OF THE CAPACITY BUILDING SUB-COMMITTEE (CBSC-12)
Brest, France, 14-16 May 2014**

and

**SIXTH MEETING OF THE INTER-REGIONAL COORDINATION COMMITTEE (IRCC-6)
Paris, France, 19-20 May 2014**

General Information

CBSC-12 Venue (14 - 16 May 2014)

The CBSC-12 meeting will be held in the Gaillard Conference Room at the *Service Hydrographique et Océanographique de la Marine* (SHOM), 13 Rue de Châtellier, 29200 Brest, France. Due to the limited capacity of the meeting room (50 persons), delegates should bear in mind that the **maximum number of persons per delegation** in the meeting room has to be **limited to 2 persons** for safety and security reasons.

In addition, because **SHOM is located on a military site**, delegates should ensure that the **identification section** (biodata and passport data) of the registration form provided in Annex B is complete in all respects. Delegates who **do not provide this information** at least **10 days** prior to the CBSC meeting will not **be granted access to the meeting**.

Accommodation in Brest

Special accommodation rates at the hotel *Le Continental* (<http://www.oceaniahotels.com/hotel-lecontinental-brest?lg=UK>) have been negotiated for the duration of the meeting, should delegates wish to stay there. The following options are available:

- Comfort Room with double bed, at the price of €95.00 EUR per room per night,
- Comfort Room with twin beds, at the price of €95.00 EUR per room per night.

A buffet breakfast is available daily within the hotel at a cost of 15€ per person per day.

Accommodation should be booked directly with the hotel *Le Continental* with the **Promotional code A1230**, either on their website as described in the notice (attached in Annex C) or by emailing them at continental.brest@oceaniahotels.com. The booking details can also be faxed to +33 (0)2 98 43 17 47. 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 Brest

Brest is located at approximately 600 kilometres west from Paris. The following transport options are available for travel to and from Brest:

- *Brest Bretagne* airport is accessible using a range of either domestic or international flights (www.brest.aeroport.fr/en/). Transfer from the airport to downtown Brest can be made either by taxi (right outside the airport, about 10 min) or using the Airport shuttle service (www.brest.aeroport.fr/en/access-and-parking/airport-shuttle-bus, 10-15 min to *Liberté* station), at delegates' own expense.
- High Speed Trains (TGV) regularly depart from Paris Montparnasse Railway Station. The trains take you straight to Brest Central Station, which is only 250 meters from the hotel *Le Continental*. A one-way journey takes about 4 hours. Please refer to the SNCF website for current fares and timetable information www.voyages-sncf.com. Regarding transfers from one of the Paris airports to *Montparnasse* Railway Station, please refer directly to the "**Transportation to and from Parisian airports**" paragraph provided in the IRCC6 section below.

Daily transport to and from SHOM for CBSC-12

Every morning, a bus will pick up attendees at the hotel *Le Continental*, which is located in the city centre approximately 4 kms from SHOM. If you are not staying in this hotel, please proceed to the hotel *Le Continental* in order to join the group. Details will be updated before the conference. Otherwise, public transport to SHOM is as follows:

- Taxi at delegates' own expense;
- Brest City Council bus service using line 10 *Liberté-Guilers*. Take the bus heading towards *Guilers* and get off at *Bergot* station, a 5-minute walk to SHOM. During the week, the bus service runs approximately every 20 minutes from *Liberté* square (*Multiplexe* station, opposite to the cinema). For more information please refer to the line 10 map provided on their website: <http://www.bibus.fr/wpFichiers/1/1/Ressources/file/BIBUS-Ligne%2010-%20novembre%202013%20site%20web.pdf>

IRCC-6 Venue (19-20 May 2014)

The IRCC6 meeting will be held at the *Pôle Géosciences* Centre, 73 avenue de Paris, 94160 St. Mandé, in the Council meeting room of *Météo France*. Due to the limited capacity of the meeting room (60 persons), delegates should bear in mind that the **maximum number of persons per delegation** in the meeting room has to be **limited to 2 persons** for safety and security reasons.

Accommodation in Paris

There are a number of hotel and accommodation options available in the Conference area within close proximity to the *Pôle Géosciences*. Here is a short list of some options that provide quick and easy access to the conference venue:

Hotel and location	Booking details	Room Fees	Access to IRCC
Hôtel Holiday Inn 11-15 rue De Lyon, 75012 Paris	Contact : re@holidayinnparisbastille.com Tel. (+33) 01 53 02 20 00 www.holidayinn.com	From €189,50 EUR per night	Métro line 1, station : <i>Gare de Lyon</i> Transport time : 15 min
Hôtel Mercure Gare De Lyon 2 place Louis- Armand, 75012 Paris	Contact : H2217@accor.com Tel. (+33) 01.43.44.84.84 www.mercure.com	From €134,00 EUR per night	Métro line 1, station : <i>Gare de Lyon</i> Transport time : 15 min
Hôtel NOVOTEL 2 rue Hector Malot 75012 PARIS	Contact: h1735@accor.com Tel (+33) 01 44 67 60 00 www.novotel.com	From €180,00 EUR per night	Métro line 1, station : <i>Gare de Lyon</i> Transport time : 15 min
Hôtel Le Ruisseau 137 avenue Galliéni 94160 Saint-Mandé	Contact: reservation@leruisseau.fr Tél. (+33) 01 43 74 02 39	From €130,00 EUR per night	5 minutes' walk to the meeting location.
Hôtel du Château 1, rue Robert Giraudineau 94300 Vincennes	Contact : contact@hotel-du-chateau.com Tel: (+33)01 48 08 67 40 www.hotel-du-chateau.com/en/	From €94,00 EUR per night	Métro line 1, station : <i>Château de Vincennes</i> or <i>Berault</i> Transport time : 5 min

Transportation to and from Paris airports

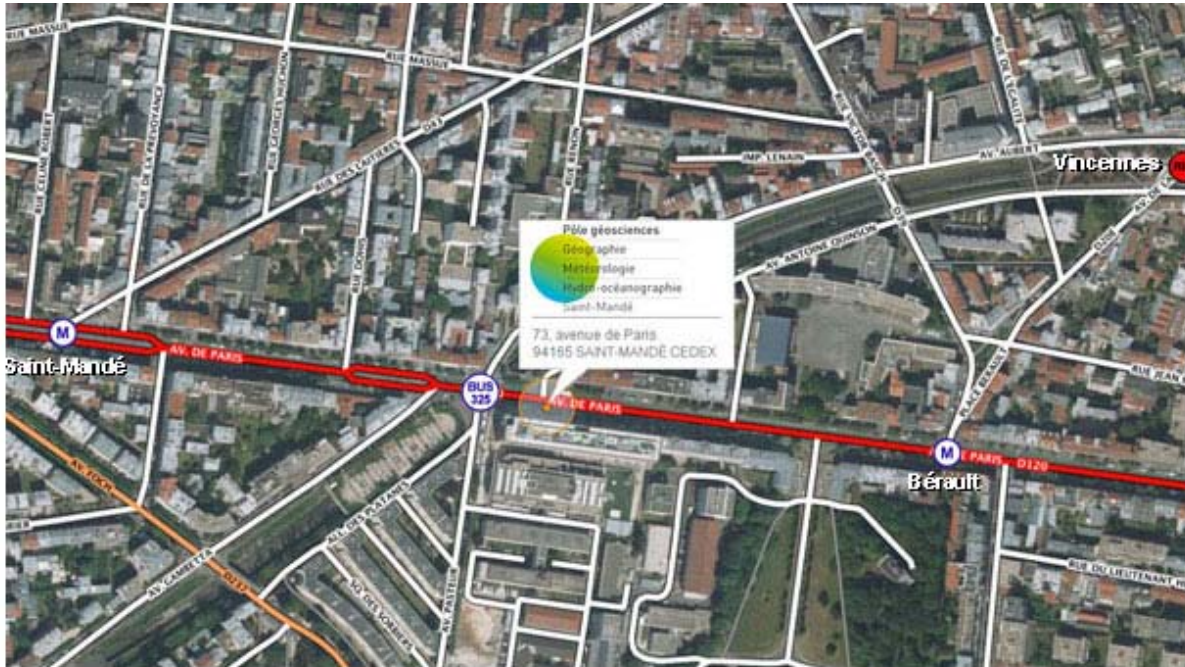
There are numerous options to get from Paris airports to central Paris. Details can be found as follows:

- 1) *Paris-Charles de Gaulle* Airport ;
www.aeroportsdeparis.fr/ADP/en-GB/Passagers/Access-maps-car-parks/Paris-CDG/Access/public-transport/public-transport.htm
- 2) *Paris-Orly* Airport ;
www.aeroportsdeparis.fr/ADP/en-GB/Passagers/Access-maps-car-parks/Paris-Orly/Access/public-transport/

Daily transport to *Pôle Géosciences* for IRCC-6

Pôle Géosciences Centre is located in St. Mandé, in the inner suburbs of Paris. Various transport options are available to get to the conference venue:

- Métro Line 1, station *Saint-Mandé* or *Berault*, then 2 minutes' walk to the *Pôle Géosciences*. A single ticket on the Métro costs €1.70 EUR
- RER line A, station *Vincennes* then 5 minutes' walk to the *Pôle Géosciences*. A single ticket from Paris to Vincennes on the RER costs €2.65 EUR
- Taxi at delegates' own expense.



IRCC6 meeting place: Pôle Géosciences -73 avenue de Paris – 94160 Saint Mandé (location and access).

Catering arrangements

Morning and afternoon coffee breaks and lunch will be provided for the duration of the two meetings. If you have special dietary requirements, please advise Lt. Cdr. Eric Langlois (dmi-rex-d@shom.fr).

General Information for Brest

Brest is located in the *Finistère* (Brittany) region, in the North-West of France, 52 kms from Quimper, the department capital. Renowned for being sheltered by what is arguably the prettiest bay in northwest France, Brest is also one of France's most historic ports that played an important role in military history over the years, but was sadly totally destroyed during the Second World War. The rebuilding of the city resulted in a restored city with new architecture, fashioned to an almost grid-like layout. For visitors, Brest is considered the perfect match between wild landscapes, nautical activities, regional fine cuisine and a lively nautical feel.

June in Brest can be either mild and dry or rainy and chilly, with temperatures ranging from an average low of 12°C to an average high of 17°C. May in Brest has an average of 11 rainy days.

For more information about Brest, including things to do and see during your stay, please refer to the following websites; www.brest-metropole-tourisme.fr/en/ and www.brittanytourism.com/ideas/short-break/brest

Visa requirements

Depending on your nationality and the duration of your visit, you may require a visa to visit France. I remind you to check visa requirements at your earliest convenience. If you require any assistance, or a letter of invitation, please liaise with contact Lt. Cdr. Eric Langlois (dmi-rex-d@shom.fr).

Contact details

The points of contact regarding the details for the meetings, particularly logistical, visa and accommodation assistance are as follows:

	CBSC12	IRCC6
Primary Point of contact	Lt. Cdr. Eric Langlois, Head of External Relations, dmi-rex-d@shom.fr or eric.langlois@shom.fr Phone +33 1 5366 9781 Fax +33 1 4174 9425	
Logistical, visa and accommodation assistance	SHOM's Brest Office Secretariat dg-sec@shom.fr Phone +33 2 9822 1747 +33 2 9822 0861	SHOM's St. Mandé Office Secretariat dmi-sec@shom.fr Phone +33 1 5366 9779 +33 1 5366 9776

TWELFTH MEETING OF THE CAPACITY BUILDING SUB-COMMITTEE (CBSC-12)
DOUZIEME REUNION DU SOUS-COMITE SUR LE RENFORCEMENT DES CAPACITES (CBSC-12)
Brest, France, 14-16 May 2014

SIXTH MEETING OF THE INTER-REGIONAL COORDINATION COMMITTEE (IRCC-6)
SIXIEME REUNION DU COMITE DE COORDINATION INTER-REGIONAL (IRCC-6)
Paris, France, 19-20 May 2014

DELEGATES REGISTRATION FORM

(to be returned to IHB info@iho.int and eric.langlois@shom.fr by 21 April 2014)

FORMULAIRE D'INSCRIPTION DES DELEGUES

(à renvoyer au BHI info@iho.int et à eric.langlois@shom.fr d'ici le 21 avril 2014)

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: () CBSC12 () IRCC6 () Both
Veuillez indiquer par un (x) votre option de participation : () CBSC12 () IRCC6 () les deux

		CBSC	IRCC
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>			
DATE and PLACE of BIRTH <i>DATE et LIEU de NAISSANCE</i>			
NATIONALITY <i>NATIONALITÉ</i>			
PASSPORT (number / deliver date and authority) <i>PASSEPORT</i> <i>(numéro / date et autorité de délivrance)</i>			
E-MAIL <i>MEL</i>			
TELEPHONE			
NAME (S) OF ACCOMPANYING PERSON (S) (if any) <i>NOM DE LA (DES)PERSONNE(S)</i> <i>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</i> <i>(Nom de l'hôtel)</i>			

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HOTEL LE CONTINENTAL ONLINE BOOKING PROCEDURE
PROCEDURE DE RESERVATION EN LIGNE AUPRES DE L'HOTEL LE CONTINENTAL

(PDF ATTACHED)

Book with Promotional code on www.oceaniahotels.com

Your Promotional code : A1230

1 Go on www.oceaniahotels.com and select your hotel stay

2 Click on **Book**

3 You are directly redirected on our booking engine **click on Special Rates**



4 Enter stay dates, insert Promotional Code (on the top of this document), then, click on **Check Availability**.



5 Select your «**Special Rate**» and Room type. Follow the last booking steps.

