



IHO File N° S3/4505-S1/3022

**CIRCULAR LETTER 04/2019**  
**15 January 2019**

**IHO - NIPPON FOUNDATION CHART PROJECT**  
**Call for Applications for 11<sup>th</sup> Course in Marine Cartography and Data Assessment**  
**(FIG-IHO-ICA Category "B")**  
**UKHO, Taunton, UK, 2 September – 13 December 2019**

References:

- A. IHO CL 10/2014 dated 24 January - *Signing of the Memorandum of Understanding between the International Hydrographic Organization and the Nippon Foundation.*
- B. IHO CL 04/2018 dated 17 January- *IHO - NIPPON Foundation Chart Project - Call for applications for the 10th Course in Marine Cartography and Data Assessment (FIG-IHO-ICA Category B) - UKHO Taunton, UK, 3 September - 14 December.*
- C. IHO CL 27/2018 dated 12 April- *IHO- Nippon Foundation Chart Project- Successful Candidates for the 10th course (3 September - 14 December 2018).*

Dear Hydrographer,

1. Member States were informed by Reference A that a Memorandum of Understanding (MoU) between the International Hydrographic Organization (IHO) and the Nippon Foundation (NF) was signed in December 2013 covering Capacity Building (CB) opportunities and further cooperation in the future. Under the terms of the MoU, a programme known as the IHO-Nippon Foundation CHART (Cartography, Hydrography and Related Training) Project was agreed for a three-year cycle from 2014 to 2016.
2. The new three-year cycle, with funding by the Nippon Foundation, started in 2017. References B and C provided information on the most recent training conducted under the terms of the CHART Project cycle which was successfully completed in December 2018. The course in “Marine Cartography and Data Assessment” delivered for the CHART Project is recognized at the Category "B" level by the FIG/IHO/ICA International Board on Standards of Competence for Hydrographic Surveyors and Nautical Cartographers (IBSC) in accordance with IHO Publication S-8 - *Standards of Competence for Nautical Cartographers.*
3. A coordination meeting comprising representatives from the Japan Hydrographic and Oceanographic Department (JHOD), the United Kingdom Hydrographic Office (UKHO) and the IHO Secretariat was held in Taunton, UK on 10 January 2019 to review the previous course and to discuss the details of the next course to be conducted under the CHART Project.
4. The next course in Marine Cartography and Data Assessment will take place at the UKHO from 2 September to 13 December 2019. A one-week pre-learning module will be conducted prior to the course. The course will consist of five modules and a final project, each module varying from two to five weeks in length. The summary of the course programme is provided in Annex A.
5. Financial support from the Nippon Foundation is expected for up to seven trainees. The support will cover course fees, travel to and from the respective countries, accommodation and a reasonable living allowance. Please note that the accommodation that will be provided for students will be at the sole discretion of the CHART Project and cannot be changed for any reason.

6. IHO Member States are invited to consider nominating **ONE suitable candidate** who would benefit from the training. In accordance with the IHO CB Strategy, this course is only open to candidates from IHO Member States.

7. The Marine Cartography and Data Assessment course is aimed at individuals at the start or early in their cartographic careers. Applicants should therefore make specific reference to how their learning will be embedded into their career plan so that a judgement as to the likely impact of the course can be made.

8. The authority nominating a candidate should select the nominee carefully and ensure that opportunities will be in place for the individual to apply the learning received in a structured manner on their return to their country. This will ensure that the individual and the nominating organization gain the maximum benefit from the training opportunity.

9. It is essential that candidates are employed by a hydrographic office, a port authority or a related national agency of the nominating country. The nomination must include a statement specifying that the candidate is, or will be, involved in the production and maintenance of nautical charts - paper and ENC - and once the training has been successfully completed, will continue to work in this field. This requirement should allow the candidate to contribute also to the alumni network composed of former students.

10. Nominated candidates **MUST** meet the following criteria:

- A very good standard of English, both written and spoken, with reasonable technical English. (Candidates' level of English will be checked and confirmed by a telephone or teleconference interview before final selection).
- A high standard in mathematics and geography.
- A background in cartography, hydrographic surveying, geospatial sciences or related areas.

11. A Selection Panel, comprising of representatives from the IHO Secretariat and the Nippon Foundation, in consultation with the UKHO and JHOD, will select the candidates for the next course. The successful candidates and their parent organizations will be informed of their selection **by the end of April 2019**. Once selected, candidates cannot be changed by their national authorities. Selected candidates will receive detailed logistic information directly from the UKHO Training Team.

12. An Application Form is provided in Annex B (a Word file version is also available on the IHO website at: [https://www.iho.int/mtg\\_docs/CB/Special-Projects/Webpage-JCBP/CHART\\_outline.html](https://www.iho.int/mtg_docs/CB/Special-Projects/Webpage-JCBP/CHART_outline.html)) which should be submitted to the following address **no later than 29 March 2019**:

IHO Secretariat  
Fax: + 377 93 10 81 40  
e-mail: [cl-lc@iho.int](mailto:cl-lc@iho.int) with copy to [poj@iho.int](mailto:poj@iho.int)

On behalf of the Secretary-General  
Yours sincerely,



Mustafa IPTES  
Director

Annexes (*in English only*):

- A. Summary of Course Programme
- B. Application Form

**IHO-NF CHART Project**  
**11<sup>th</sup> Course in Marine Cartography and Data Assessment**  
**(FIG-IHO-ICA Category B)**  
**UKHO, Taunton, UK, 2 September – 13 December 2019**

**SUMMARY OF THE COURSE PROGRAMME**

- **Pre-learning/course Module**
  - On-line learning (*currently in booklet form*).
- **Foundation Module**
  - Cartographic basics covering the underlying details of the nautical chart.
- **S-57 Foundation Module**
  - Covering the basics of IHO S-57 and the familiarization with ENC production software.
- **Compilation Module**
  - Practical module where the student will create an S-57 dataset containing all the relevant information to produce navigational products.
- **Product Construction Module**
  - Production of an ENC base cell including ENC validation and exchange set creation using CARIS S-57 Composer.
  - Production of a Paper Chart using CARIS Paper Chart Composer.
- **Data Assessment Module**
  - Decision-making and processing of new information using software and traditional checking processes.
- **Final Project**
  - A project to update and compile a chart new edition utilizing the knowledge gained in the preceding modules.

IHO-NF CHART Project  
11<sup>th</sup> Course in Marine Cartography and Data Assessment  
(FIG-IHO-ICA Category B)  
UKHO, Taunton, UK, 2 September – 13 December 2019

To reach the IHO Secretariat no later than **29 March 2019**

**Send to:**  
IHO Secretariat  
Fax: +377 93 10 81 40  
E-mail: [cl-lc@iho.int](mailto:cl-lc@iho.int) with copy to [poj@iho.int](mailto:poj@iho.int)

**APPLICATION FORM**

*(Information here must be written in English by the Candidates themselves.  
The course will be conducted in English.)*

1. Personal Information

Title Mr / Ms  
Family Name .....  
Given Name .....  
Nationality .....  
Date of Birth (dd/mm/yyyy).....  
Place of Birth .....

2. Contact Information

Mailing Address.....  
Telephone (office).....  
Telephone (home).....  
Mobile phone.....  
Fax .....  
E-mail .....

*Note: Reliable phone numbers, fax numbers and e-mail addresses are MANDATORY and VITAL for further communications and interview, if necessary.*

3. Brief description of candidate’s written and spoken ability in English language together with supporting evidence/certificate.

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4. Candidate’s current position of employment.

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5. Description of duties of candidate’s current position of employment.

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6. Description of candidate's past experience in hydrography and cartography before the current position of employment.

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7. Current issues confronting the candidate and his/her organization.

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8. How, in practice, the candidate could apply what is learnt during the training course to solve the above-mentioned issues.

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9. Candidate's short-term (within 5 years) career plan in the Production and Maintenance of Nautical Charts – Paper Charts and ENC, including expected position or role upon completion of the training course.

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10. Candidate's long-term vision of his/her future career path (no more than 200 words)

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11. How will the candidate contribute and benefit as part of the alumni network after course completion

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Candidate's signature: .....

**STATEMENT**

The Hydrographer (or appropriate authority) of ..... endorses this application and accepts the conditions that apply.

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

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

**Information about the candidate:**

1. What makes the candidate suitable for the course?

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2. What are the expected employment position and responsibilities of the candidate immediately upon completion of the course?

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3. How many years the candidate is expected to serve as Cartographer?

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**Attachment: Curriculum Vitae of Candidate (mandatory, photo included).**