



IHO File No. S1/3023 & CBSC-1

**CIRCULAR LETTER 19/2019
27 March 2019**

**TRAINING FOR TRAINERS PROGRAMME IN BASIC HYDROGRAPHY
SPONSORED BY THE REPUBLIC OF KOREA
(8 – 19 July 2019)**

CALL FOR APPLICATIONS

References:

- A. IHO CL38/2011 dated 30 June – *Memorandum of Understanding (MoU) between the Republic of Korea and IHO on Support of the IHO Capacity Building Programme*
- B. 2019 Capacity Building Work Programme (2019 CBWP)

Dear Hydrographer,

1. The Republic of Korea (ROK) supports the IHO Capacity Building (CB) Programme by providing funds under the terms of a Memorandum of Understanding signed in 2011 as indicated in Reference A. In accordance with Reference B (Activity P-04), a new Capacity Building training on "Training for Trainers Programme in Basic Hydrography" will be held at the Korea Hydrographic and Oceanographic Agency (KHOA), Busan, ROK, from 8 to 19 July 2019. Funding provided by the ROK is available for up to seven participants to attend this Programme. The Programme, which had been successfully run within the East Asia Hydrographic Commission (EAHC), is now expanded to the global IHO community and aims to train a pool of trainers from different IHO Member States so that they can conduct training for their respective hydrographic offices. This would be especially useful in Member States where English is not their mother tongue. Further details of the Programme are provided in Annex A.
2. Funding support will cover a return airfare, accommodation, meals and training materials. The funding does not include pocket money for the students or allowances for family members. Medical and life insurances are not covered and should therefore be arranged by the submitting organizations or the selected students.
3. IHO Member States are invited to consider nominating ONE suitable candidate who will benefit from this Programme and will thereby assist the nominating country in developing its hydrographic capabilities. In accordance with the IHO CB Strategy, this Programme is only open to candidates from IHO Member States.
4. It is essential that candidates are employed by a national hydrographic office, a maritime authority or a related national agency in the nominating country. The nomination must include a statement specifying that the candidate is, or will be, involved in the provision of hydrographic services and that, once the training has been successfully completed, the candidate will continue to work in this field.
5. 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 maximum benefit from the training opportunity.

6. Nominated candidates **MUST** meet the following criteria:
- a. Have a high school diploma plus two years of additional education from a technical college, institute or university. The additional education should be focused on physics, statistics, mathematics, information and communication technology. A Category "A" or Category "B" Certificate in Hydrographic Surveying is preferable.
 - b. Have a very good standard of English, both written and spoken, with reasonable technical English (Candidates' English skills will be assessed during a telephone or teleconference interview before final selection).
 - c. Submit an application that includes their education, work experience in hydrographic survey for at least five years. Teaching experience would be a plus. Evidence of education and a CV should be provided with the submission.
7. Applications should be submitted in accordance with Capacity Building Procedure 7, using the Application Form reproduced in Annex B (a Word file version is available in the IHO website at: www.iho.int/cb → CB Procedures → Procedure 7).
8. A Selection Panel, comprising representatives from the IHO Secretariat and KHOA, will select the candidates for the Programme. The successful candidates and their parent organizations will be informed of the selection by the end of May 2019. Successful candidates will be selected individually based on their merits. Once selected, candidates cannot be changed by their national authorities. Selected candidates will receive detailed logistic information directly from the KHOA Project Leader.
9. Applications should be submitted **no later than 21 May 2019** to the following address:
- IHO Secretariat
Fax: +377 93 10 81 40
e-mail: cl-lc@iho.int with copy to pok@iho.int and cba@iho.int
10. Applicants and nominating authorities should carefully consider the short timescale involved between selection and commencement of the Programme. This may impact on the ability of some personnel to obtain the necessary visas and to make all personal domestic and administrative arrangements. Selected candidates will be expected to report to KHOA to commence the training on 8 July 2019.

On behalf of the Secretary-General
Yours sincerely,



Mustafa IPTES
Director

Annexes (*in English only*):

- A. Summary of the Training for Trainers Programme in Basic Hydrography
- B. Application Form

TRAINING FOR TRAINERS PROGRAMME IN BASIC HYDROGRAPHY
KHOA, Busan, Republic of Korea, 8 – 19 July 2019

TENTATIVE PROGRAMME

Week 1		Week 2	
Day	Activity	Day	Activity
Day 1	<ul style="list-style-type: none"> • Opening ceremony • Aims and objectives • What makes a good trainer? 	Day 6	<ul style="list-style-type: none"> • Presentations and group feedback– pedagogy strategies for the classroom
Day 2	<ul style="list-style-type: none"> • Theory of lesson structure • Active learning and adaptive teaching techniques 	Day 7	<ul style="list-style-type: none"> • Design considerations for hydrographic course material • Formative vs. summative learner assessment
Day 3	<ul style="list-style-type: none"> • Giving and receiving feedback • Optimizing learner engagement 	Day 8	<ul style="list-style-type: none"> • Course development methodologies and tools for hands-on technical education • Writing lesson plans
Day 4	<ul style="list-style-type: none"> • EAHC course material review and analysis • Amending the material • Media licensing, and material citation 	Day 9	<ul style="list-style-type: none"> • Design review and evaluation plan • Design of instructor assessment forms for the learner
Day 5	<ul style="list-style-type: none"> • Preparation for lesson presentation– pedagogy strategies for the classroom 	Day 10	<ul style="list-style-type: none"> • Consolidation/objectives • Certificate awards ceremony

**TRAINING FOR TRAINERS PROGRAMME IN BASIC HYDROGRAPHY
KHOA, Busan, Republic of Korea, 8 – 19 July 2019**



**CB Procedure 7
APPLICATION FORM**



1. Project characteristics (filled by the IHO Secretariat or project leader)	
Type of project:	Choose the type of your project
Name of the project:	Enter the name of the project
Venue:	Country - City - Department/State/Region if applicable
Period:	From Starting date to Finishing date
2. Personal information (filled by applicant)	
Title:	Choose your title
Family name:	Enter your family name
First name:	Enter your first name
Nationality:	Enter your nationality
Date of birth:	Enter your date of birth
Place of birth:	Enter your place of birth
3. Address direction (filled by applicant)	
Address:	Enter the street number
	Enter the complement
	City – Enter the postal code
	Country
Mobile phone:	(Country code) phone number
Fax:	(Country code) fax number
e-mail	Enter an e-mail address
4. Present position and description of duties (filled by applicant)	
Describe here your current position in the organization and a short description of your duties (maximum 5 lines)	
5. Experience in Hydrography and Cartography (filled by applicant)	
Describe here your past experience in Hydrography and Cartography, with emphasis in the ones related to the project (maximum 7 lines)	
6. Candidate's future plans for application of the training/participation (filled by applicant)	
Describe here your future plans for application of the training or participation in technical events (maximum 5 lines)	
7. Date and signature of the applicant	

Attachment: Candidate's Curriculum Vitae (if requested in the call for nomination)

STATEMENT BY THE NATIONAL HYDROGRAPHER
Or
APPROPRIATE NATIONAL AUTHORITY

The **Hydrographer** (Type here if not the Hydrographer) of (type here the name of the country) requests the IHO to consider this Application Form and confirms that he/she is fully aware of the following conditions which apply to this application:

1. The candidate (if selected) once the training has been successfully completed, will continue to work in the field of the training received.
2. The IHO Capacity Building Fund will support the items so agreed and indicated in the relevant Circular Letter or Invitation Letter.
3. Insurances, visa and any other expenses are not covered by the IHO Capacity Building Fund. They are the responsibility of the institution submitting the application.
4. Should a selected candidate not be able to participate in the course for any reason he/she will be replaced by a candidate from the waiting list and **NOT** by an applicant from the same country.
5. Passport and Visa are the responsibility of the applicant or the applicant's administration.
6. Where the IHO Secretariat is informed less than 1 month before the start of the course that a selected candidate is unable to participate in the course, his/her sponsoring institution will be required to refund the IHO Capacity Building Fund any expenses already incurred by the IHO.

Date: Signature date	Name: National Hydrographer/authority name
Signature:	

The Application Form should reach the IHO Secretariat **no later than 21/05/2019** and should be addressed to:

IHO Secretariat
Fax: +377 93 10 81 40 or
e-mail: cl-lc@iho.int with copy to pok@iho.int and cba@iho.int