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PRINCIPAUTE DE MONACO

## CAPACITY BUILDING SUB-COMMITTEE

### PROCEDURE 7

#### APPLICATION FOR COURSES, TECHNICAL WORKSHOPS, SEMINARS AND FINANCIAL ASSISTANCE

**PROCEDURE 7** provides guidelines and rules to the candidate application for **courses, technical workshops, seminars** and **financial assistance** when in the modality of open call (announced by Circular Letter and open to all the Regional Hydrographic Commissions).

#### **Explanation:**

**Part 1** of this document contains the **standardized procedure** that must be followed by all candidates of provision projects funded by the CB Fund.

**Part 2** of this document provides the **application model** to be filled by the IHB or Project Leader and by the candidates for **courses, technical workshops, seminars** and **financial assistance** of any CBSC funded activity.



## PART 1

### STANDARDIZED PROCEDURE



All the candidates to receive support from the CB Fund must follow this procedure when in the modality of open call (announced by Circular Letter and open to all the Regional Hydrographic Commissions). The support is intended for candidates to attend **courses, technical workshops and seminars**, or to receive **financial assistance**, according to the CBSC procedures and rules.

#### 1) Provision and assistance announcement

The approved CBSC provision and assistance will be announced by Circular Letter (CL) to all IHO Member States, and to relevant non-Member States, when appropriate. The CL will also provide additional information to the application, as well as the application deadline. This phase will be agreed with the instruction organization or team.

#### 2) Application phase

The candidates that fulfill the requirements of the provision or assistance will completely fill in the form and return it back to the address specified in the form. In the case of assistance is needed, the applicant or its organization can get in contact with the CBSC Secretary for further information.

The form is a Word document with fillable fields. Fill in the fields and return the form to the CBSC Secretary via email preferably. In case this does not work please print and return via fax.

#### 3) Selection phase

The selection phase will be conducted according the CBSC procedures and rules. The selection will then be announced by CL, informing selectees' names and further information when necessary.

#### 4) Assessment:

The project assessment will be done according to Procedure 5.



PART 2  
APPLICATION FORM



**IHO CAPACITY BUILDING PROJECT  
CANDIDATE APPLICATION FORM**

<b>1. Project characteristics</b> (filled by the IHB 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
<b>2. Personal information</b> (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
<b>3. Address direction</b> (filled by applicant)	
Address:	Enter the street number
	Enter the complement
	City – Enter the postal code
	Country
Telephone:	(Country code) phone number
Fax:	(Country code) fax number
e-mail	Enter an e-mail address
<b>4. Present position and description of duties</b> (filled by applicant)	
Describe here your current position in the organization and a short description of your duties (maximum 5 lines)	
<b>5. Experience in Hydrography and Cartography</b> (filled by applicant)	
Describe here your past experience in Hydrography and Cartography, with emphasis in the ones related to the project (maximum 7 lines)	
<b>6. Candidate's future plans for application of the training/participation</b> (filled by applicant)	
Describe here your future plans for application of the training or participation in technical events (maximum 5 lines)	
<b>7. Date and signature of the applicant</b>	

Attachment: Candidate's Curriculum Vitae

**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 IHB 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, he/she 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 IHB 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 IHB.

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

The Application Form should reach the IHB **no later than Due date** and should be addressed to:

CBSC Secretary  
International Hydrographic Bureau  
Email: [adcc@iho.int](mailto:adcc@iho.int) with copy to [info@iho.int](mailto:info@iho.int)  
or Fax: +377 93 10 81 40