



MACHC Letter 15/2015

Date, 21 September 2015

To: The Hydrographic Services of Costa Rica, Cuba, Dominican Republic, El Salvador, Guatemala, Honduras, Mexico, Nicaragua and Panama.

Subject: **Invitation to the Meso American & Caribbean Sea Hydrographic Commission, Phase 1 Skills Training Course (in Spanish), Veracruz, Mexico, 25 November to 01 December 2015.**

Dear Colleagues,

As agreed at the 12th Capacity Building Sub-Committee meeting in Brest, France, (Final Adopted 2015 CB Work Programme refers), the Secretaría de Marina Armada de Mexico (SEMAR), in Mexico City, will be hosting a Phase 1 Skills training course for Spanish Speakers between 25 November to 01 December 2015. The objective is to give participants a highly practical introduction to the assessment and promulgation of navigationally significant information.

The Capacity Building Fund will sponsor the enrolment of eight (8) participants for air travel, hotel accommodation and food expenses. Each invited Hydrographic Service will be entitled to submit one participant for the course, with the exception of Mexico who, as hosts, will be entitled to a maximum of four places with no assignation for air travel and hotel accommodation expenses.

The Course will comprise both theoretical and practical elements. An outline of the course is annexed to this letter to assist invited Hydrographic Services in identifying appropriate candidates for this training activity.

Those interested in applying for the Course with support from the Capacity Building Fund are requested to complete the accompanying digital form (Registration Form for CB Fund Supported Activities.doc) and send it via email to depto.avudas.nav@gmail.com, **no later than 16th October 2015**. Applicants must ensure that Part 2 of the Application Form is completed by their Line Manager or superior officer.

Your sincerely,

Captain RNLN Marc C. J. van der Donck
Director Netherlands Hydrographic Office
Hydrographer of the Royal Netherlands Navy
Chairman, Meso American & Caribbean Sea Hydrographic Commission

Annexes:

- A) Draft Course Syllabus
- B) Annex B1 (digital application form)

MESO AMERICAN & CARIBBEAN SEA HYDROGRAPHIC COMMISSION (MACHC)

Phase 1 Skills Training Course for Spanish Speakers

Wednesday 25th November- Tuesday 1st December 2015.

COURSE OUTLINE

Description

A highly practical introduction to the assessment and promulgation of navigationally significant information.

Aim

The aim of this course is to provide delegates with the skills and knowledge to assess and promulgate navigationally significant information to the wider maritime community.

Duration

1 week

Designed for

Delegates in receipt of navigational information who require basic assessment skills to enable the promulgation of navigationally significant information.

Pre requisites

A knowledge and understanding of the navigational chart.

The course will be conducted in Spanish and therefore a good standard of both written and spoken Spanish is required.

Objectives

By the end of this module, through a series of assessed exercises, delegates will be able to:

- **Understand the responsibilities under SOLAS**
- **Demonstrate a basic understanding of geographical plotting**
- **Work with some basic chart datums**
- **Describe several different sources of information**
- **Describe and use international chart symbols and abbreviations**
- **Understand the need to keep nautical charts up-to-date**
- **Describe the methods used to keep nautical charts up-to-date**
- **Understand the Maritime Safety Information system**
- **Describe the WorldWide Navigational Warning Service**
- **Understand the role of the Nav Area co-ordinator**

Annex B - Course application form. To be submitted to Cap. Corb. C.G. David Jerónimo Guadarrama Mendoza[depto.ayudas.nav@gmail.com]

Course	Phase 1 Skills Training Course (in Spanish)		
Venue & Location	Hydrography Direction- Veracruz, México		
Dates	25th november to 01 december 2015		
<p>Please note that this form needs to be completed electronically and returned as an Excel file (or similar spreadsheet). It is imperative that the name of the proposed trainee is correctly typed in the correct format as the information concerned will be copied and used for booking flights etc. Any errors when completing the form, particularly regarding the format of the name of the proposed candidate, may result in e-tickets not being accepted at points of departure. Please do not add any cells to this spreadsheet.</p>			
<p>APPLICATION FORM - Part One IF POSSIBLE, THIS SECTION SHOULD BE COMPLETED BY THE TRAINEE AND THEN EMAILED TO THE NOMINATING OFFICER WHO SHOULD COMPLETE PART TWO OF THE APPLICATION FORM</p>			
Gender (from drop-down menu)			
Title (Mr, Mrs, Ms, Capt etc - Not job title)			
Trainee's first / given names (exactly as shown on candidate's passport)			
Trainee's family name (exactly as shown on the candidate's passport)			
Passport Number			
Job title			
Short description of duties			
Official email address			
Alternative email address			
Nationality			
Date of Birth (day/month/year)			19
Office telephone number			
Mobile phone number			
Fax number			
Airport departing from			
Any specific requirements regarding travel arrangements			
Dietary restrictions regarding meals at the venue			
Candidate's level of spoken English (Choose from drop-down menu)			
Candidate's level of written English (Choose from drop-down menu)			

I request that the IHB to consider this Application Form and confirm that I am fully aware of the following conditions which apply to this application:

1. The IHO Capacity Building Fund will support course fees, hotel accommodation and basic meals for a selected candidate.
2. Insurance, pocket money and any other expenses are not covered by the IHO Capacity Building Fund. They are the responsibility of the institution submitting the application.
3. 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.
4. 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.

Name	
Position	
Name of your authority	
Date	
Any supporting comments etc.	