



Date, 21 July 2016

To: Associate Members and other coastal states in the MACHC-region
(see distribution list)

Subject: MACHC Capacity Building Work Program: Seminar on Raising Awareness of Hydrography (Belem, Brazil, 12-13 December 2016)

Dear Colleagues,

Seminar on Raising Awareness of Hydrography

1. The 2016 Capacity Building Work Programme of the International Hydrographic Organisation (IHO) provides support for a regional seminar on *Raising Awareness of Hydrography*. This will be the third year that the annual MACHC meeting has been preceded by such a regional seminar and on this occasion the topics covered will be Hydrographic Governance and the crucial role this plays in enabling coastal states to meet mandatory international obligations, to be followed on Day 2 by a Satellite Derived Bathymetry (SDB) Workshop which will explore this emerging technology.
2. Accordingly, a seminar will be held in Belem, Brazil from 12 to 13 December 2016. The seminar will precede the 17th meeting of the Meso-American – Caribbean Sea Hydrographic Commission (MACHC) that will be held from 14 to 17 December 2016 at the same venue. Outline details of the seminar are provided at Annex A.
3. The International Maritime Organization (IMO) and the International Association of Marine Aids to Navigation and Lighthouse Authorities (IALA) are being invited to participate in the seminar together with the IHO, as part of the UN "delivering as one" initiative.

Working Language

4. All seminar presentations will be delivered in English. However, Brazil, as hosts, intend to provide interpretation in Spanish.

Follow-on Meeting

5. Participants in the seminar are expected to remain in Belem on completion of the seminar and to attend the 17th MACHC to consolidate the knowledge gained during the seminar and to experience how an IHO Regional Hydrographic Commission (RHC) functions in the regional delivery of hydrographic services.

In addition, the combination of attendance at the seminar and attendance at the MACHC meeting will provide an excellent opportunity to establish or strengthen existing professional networks.

Funding Arrangements

6. All meals, accommodation and travel for the seminar will be paid by the IHO Capacity Building Fund for **ONE** participant per country. However, please note that accommodation will only be paid for the period 12 to 13 December (3 full board hotel fees allowing for arrival on 11 December). Participants or their sponsoring organizations are expected to pay for the hotel fees for the four additional days of the MACHC meeting on 14 to 17 December (around 400 US Dollars assuming departure on 17 December). **This means that the total maximum expense, including travel for each participant in both the seminar and the MACHC will be 400 US Dollars.**

7. Please note that no monetary allowances will be paid directly to participants. Any associated expenses beyond the meals, accommodation and travel provided by the CB Fund, such as travel insurance, pocket money and visa fees must be covered by the candidate or the candidate's organization.

Nominations and Eligibility Criteria

8. Coastal States in the MACHC region are invited to consider nominating ONE suitable national representative who will benefit from the opportunity of attending the seminar and the subsequent MACHC meeting.

9. It is essential that nominees are employed by a national hydrographic office, a maritime authority or a related national agency in the nominating country and are in a position to influence the development of the national hydrographic infrastructure. In this respect, a statement indicating the role of the nominee in the national hydrographic infrastructure is required as part of the application process.

Application Procedure

10. Applications to attend the seminar should be sent, by email, using the accompanying Application Form (at Annex B) and the statement referred in paragraph 8, to Jeff Bryant, (email address: jeff.bryant@ukho.gov.uk with copy to adcc@iho.int), **no later than 02nd September.** It is important that the application form is completed electronically and returned as an Excel file or in an Excel-compatible format.

11. In order to enable the purchase of e-tickets to selected participants, application forms should be accompanied by a copy of the applicant's passport and a reliable e-mail address for confirmation of acceptance for the seminar and the forwarding of ticketing details.

12. Please note participants from the countries highlighted in yellow in the Distribution List below require a visa to enter Brazil. The Brazilian authorities will assist in applying for a visa if selected for this Seminar.

Further Information

13. Should you need more information or have any special request, please contact me or the MACHC CB Coordinator, Mr. Jeff Bryant (jeff.bryant@ukho.gov.uk).

Yours sincerely,

Traducción de cortesía en Español (por Google traducir)

Queridos colegas,

Seminario de Sensibilización de Hidrografía

1. El Programa de Desarrollo de Capacidades 2016 Trabajo de la Organización Hidrográfica Internacional (OHI) proporciona soporte para un seminario regional en la sensibilización de Hidrografía. Este será el tercer año que la reunión anual MACHC ha sido precedida por un seminario regional de ese tipo y en esta ocasión los temas tratados serán de Gobierno Hidrográfico y el papel crucial que desempeña en permitir a los Estados costeros para cumplir las obligaciones internacionales obligatorios, que deben seguirse en día 2 por un taller Derivado satélite batimetría (SDB) que explorará esta tecnología emergente.

2. En consecuencia, un seminario tendrá lugar en Belem, Brasil el 12 y 13 de diciembre de 2016. El seminario precederá a la 17ª sesión de la Meso-América - Comisión del Mar Caribe Hidrográfico (MACHC) que se llevará a cabo del 14 al 17 de diciembre de el año 2016 en el mismo lugar. diseñar los detalles del seminario se proporcionan en el Anexo A.

3. Se está invitando La Organización Marítima Internacional (OMI) y la Asociación Internacional de Ayudas a la Navegación y Autoridades de Faros (IALA) para participar en el seminario junto con la OHI, como parte de la ONU "Unidos en la" iniciativa.

Lenguaje de trabajo

4. Todas las presentaciones del seminario serán entregados en Inglés. Sin embargo, Brasil, como anfitriones, tiene la intención de proporcionar servicios de interpretación en español.

Deriva de la Reunión

5. Se espera que los participantes en el seminario de permanecer en Belem en la finalización del seminario y para asistir a la 17ª MACHC para consolidar los conocimientos adquiridos durante el seminario y experimentar cómo funciona una Comisión Hidrográfica Regional de la OHI (RHC) en la prestación a nivel regional de hidrográfico servicios.

The Netherlands Hydrographic Office,
Visitor address: van Alkemadeaan 786, 2597 BC. The Hague,
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info@hydro.nl

Además, la combinación de la asistencia en el seminario y la asistencia a la reunión MACHC proporcionará una excelente oportunidad para establecer o fortalecer redes profesionales existentes.

Medios de financiación

6. Todas las comidas, alojamiento y transporte para el seminario serán pagados por el Fondo de Creación de Capacidades de la OHI de un participante por país. Sin embargo, tenga en cuenta que el alojamiento sólo se pagó el 12 y el 13 de diciembre (3 completos honorarios bordo de hoteles que permite la llegada el 11 de diciembre). Se espera que los participantes o sus organizaciones patrocinadoras para pagar las tasas de hoteles en los cuatro días adicionales de la reunión MACHC del 14 al 17 de diciembre (alrededor de 400 dólares estadounidenses suponiendo que sale el 17 de diciembre). **Esto significa que el gasto máximo total, incluyendo el viaje para cada participante, tanto en el seminario y la MACHC será de 400 dólares estadounidenses.**

7. Tenga en cuenta que no hay asignaciones monetarias serán pagados directamente a los participantes. A los gastos que más allá de la comidas, alojamiento y transporte proporcionados por el Fondo de CC, como el seguro de viaje, dinero de bolsillo y las tasas de visado deben ser cubiertos por el candidato o la organización del candidato.

Nominaciones y Criterios de Elegibilidad

8. Los Estados costeros en la región MACHC están invitados a considerar se designe a un representante nacional adecuada que se beneficiarán de la oportunidad de asistir al seminario y la posterior reunión MACHC.

9. Es esencial que los candidatos son empleados de una oficina nacional hidrográfica, una autoridad marítima o una agencia nacional relacionada en el país proponente y están en condiciones de influir en el desarrollo de la infraestructura hidrográfico nacional. En este sentido, se requiere una declaración que indica el papel del candidato en la infraestructura hidrográfico nacional como parte del proceso de solicitud.

Procedimiento de solicitud

10. Las solicitudes para asistir al seminario deben enviarse, por correo electrónico, utilizando la anexa a la solicitud (en el Anexo B) y la declaración mencionada en el párrafo 8, de Jeff Bryant, (dirección de correo electrónico: jeff.bryant@ukho.gov.uk con copia a adcc@iho.int), **a más tardar 02nd septiembre.** Es importante que el formulario de solicitud se ha completado electrónicamente y se devuelve como un archivo de Excel o en un formato compatible con Excel.

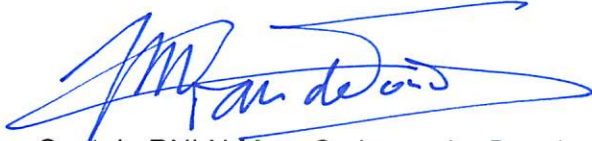
11. Con el fin de permitir la compra de billetes electrónicos a los participantes seleccionados, los formularios de solicitud debe ir acompañada de una copia del pasaporte del solicitante y una dirección de correo electrónico fiable para la confirmación de la aceptación para el seminario y el envío de venta de entradas más detalles.

12. Tenga en cuenta los participantes de los países resaltados en amarillo en la lista de distribución de abajo necesitan visado para entrar en Brasil. Las autoridades brasileñas ayudará a solicitar una visa si es seleccionado para este Seminario.

Más información

13. En caso de necesitar más información o tiene alguna petición especial, por favor, póngase en contacto conmigo o con el Coordinador MACHC CB, Sr. Jeff Bryant (jeff.bryant@ukho.gov.uk).

Tuyo sinceramente,



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

Distribution List:

1. Antigua and Barbuda
2. Bahamas
3. Barbados
4. Belize
5. Costa Rica
6. Dominica
7. Dominican Republic
8. El Salvador
9. Grenada
10. Guyana
11. Haiti
12. Honduras
13. Nicaragua
14. Panama
15. St Kitts & Nevis
16. St Lucia
17. St Vincent & the Grenadines

Copy to:

18. Mr Alberto Costa Neves (IHB)
19. Mr Jeff Bryant (CB Coordinator, MACHC)

Attachments:

- Annex A: Course Outline
Annex B: Digital Application Form

NOTE: This letter is being sent by e-mail only.

The Netherlands Hydrographic Office,
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Seminar on Hydrographic Governance and Satellite Derived
Brazil



December 2016



Bathymetry



DRAFT PROGRAMME

Day 1 – 12 December 2016			
Time	Event	Content	Chair/Presenter
09:00 – 10:00	Opening Session	Opening Ceremony Introduction of participants Objectives of the Seminar	
10:00 – 10:30	Coffee break	Group photograph	
10:30 – 12:00	Session 1	International Organisations and Hydrographic Governance Coastal State Responsibilities and Obligations The International Hydrographic Organization The International Association of Marine Aids to Navigation and Lighthouse Authorities - Governance of the delivery of AtoN and International compliance	IMO IHO IALA
12:00 – 12:30	Session 2	SOLAS IMO Member State Audit Scheme	IMO and IHO IMO
12:30 – 14:00	Lunch		
14:00 – 15:20	Session 3	Meeting National Hydrographic Obligations Hydrography Risk Assessment Methodology IMO Formal Safety Assessment Contracting Hydrographic Surveys Bilateral Agreements and Contract for Charting Services	IHO IHO IMO NOAA and IHO UKHO
15:20 – 16:00	Session 4	The need for National Hydrographic Committees	IHO
16:00 – 16:30	Tea break		
16:30 – 17:30	Session 5	Hydrographic Awareness and its economic benefits	IHO

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19:00	Reception	By host nation	
Day 2 – 13 December 2016			
08:30 – 10:00	Session 6	SDB overview: <ul style="list-style-type: none"> • General Overview on concepts • Motivation (C-55 and planning) • Policy (examples around the world) SDB Applications: <ul style="list-style-type: none"> • Charting • Emergency response • Mission planning • Dynamic environment • Remote sensing concepts 	NOAA and UNH/JHC
10:00 – 10:30	Coffee break		
10:30 – 11:30	Session 7	Concepts and terminology in remote sensing: <ul style="list-style-type: none"> • Resolution • Ocean Color • Spectral characteristics • Secchi Disk • Diffuse attenuation coefficient • Jerlov Curves 	NOAA and UNH/JHC
11:30 – 12:30	Session 8	Resources and the GEBCO Cook Book Demonstration: <ul style="list-style-type: none"> • Preparation of the environment • Downloading the data 	NOAA and UNH/JHC
12:30 – 14:00	Lunch		
14:00 – 15:30	Session 9	Demonstration: <ul style="list-style-type: none"> • Land/water interface • SDB algorithm • Vertical referencing • Extinction depth 	NOAA and UNH/JHC
15:30 – 16:00	Tea break		
16:00 – 16:30	Closing Session	Discussion: <ul style="list-style-type: none"> • Export products / deliverables • Next steps 	NOAA and UNH/JHC

Annex B - Course application form. To be submitted to [enter email address here] by [enter closing date here]

Course	MACHC Seminar on Raising Awareness of Hydrography			
Venue & Location	Belem, Brazil			
Dates	12-13 December 2016			
<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</p> <p>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)				
<p>APPLICATION FORM - Part Two TO BE</p>				

COMPLETED BY THE PROPOSED TRAINEE'S LINE MANAGER / SUPERIOR OFFICER

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.	