



14 October 2019

To Associate Members, Observers and other coastal States in the MACHC

Subject: MACHC Capacity Building Work Program: Seminar on Raising Awareness of Hydrography (Santo Domingo, Dominican Republic, 2-3 December 2019)

Dear Colleagues,

Seminar on Raising Awareness of Hydrography

1. The 2019 Capacity Building Work Programme of the International Hydrographic Organization (IHO) provides support for a regional seminar on *Raising Awareness of Hydrography*. This will be the sixth 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 an introduction to Marine Spatial Data Infrastructure (MSDI).

2. Accordingly, a seminar will be held in Santo Domingo, Dominican Republic from 2 to 3 December 2019. The seminar will precede the 20th meeting of the Meso-American – Caribbean Sea Hydrographic Commission (MACHC) that will be held from 3 to the 6 December 2019 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, Dominican Republic, as hosts, intend to provide interpretation in Spanish.

Follow-on Meeting

5. Participants in the seminar are expected to remain in Santo Domingo on completion of the seminar and to attend the 20th 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. If invited countries have the ability to support any part of their nominated participant's travel (for example, paying for the airfare, so that the IHO pays for the hotel

and meals or vice-versa) please indicate it in the response to this invitation. Such cost sharing with the IHO will allow more countries to attend the seminar.

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. The strength of these statements will help determine which participants are selected.

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 Lucy Fieldhouse, (email address: lucy.fieldhouse@ukho.gov.uk with copy to adcc@iho.int), at your earliest convenience but **no later than 28 October**. 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 for 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 it is the responsibility of the participants to acquire a visa if required. The Dominican Republic authorities will assist in applying for a visa if selected for this Seminar. The point of contact for this is Sra. Vanessa Ricardo who can be contacted by e-mail: Avra17@gmail.com, or by telephone: +1 829 562-3358.

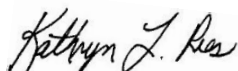
Preparation for the Seminar

13. Selected participants are invited to provide a written and oral reports on the status of MSDI in their countries in order to contribute to the seminar and to complete the online inventory found [here](#).

Further Information

14. Should you need more information or have any special request, please contact me or the MACHC CB Coordinator, Ms Lucy Fieldhouse (lucy.fieldhouse@ukho.gov.uk).

Yours sincerely,



Kathryn L. Ries
Chair, MACHC

Distribution List:

1. Bahamas
2. Barbados
3. Cuba
4. Costa Rica
5. Dominica
6. El Salvador
7. Guatemala
8. Guyana
9. Haiti
10. Honduras
11. Jamaica
12. Nicaragua
13. Panama (PMA)
14. St Kitts & Nevis
15. Trinidad and Tobago
16. Venezuela

Copy to:

17. Mr Alberto Costa Neves (IHO Secretariat)
18. Ms Lucy Fieldhouse (CB Coordinator, MACHC)

Attachments:

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

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

Seminar on Hydrographic Governance and Introduction to MSDI
2-3 December 2019



DRAFT PROGRAMME

Day 1 – 2 December 2019			
Time	Event	Content	Chair/Presenter
8:30 – 9:00	Registration		
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 (IALA) - 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 and IHO
12:30 – 14:00	Lunch		
14:00 – 15:20	Session 3	Meeting National Hydrographic Obligations IHO CB Strategy and the importance of accurate nautical information Working with your Primary Charting Authority	IHO IHO UKHO
15:20 – 16:00	Session 4	The need for National Hydrographic Committees	IHO
16:00 – 16:30	Tea break		
16:30 – 17:00	Session 5	Hydrographic Awareness and its economic benefits	IHO
17:00 – 17:30	Session 6	Introduction to MSDI Workshop - Challenges, opportunities and benefits of MSDI	UKHO

Day 2 – 3 December 2019			
Introduction to MSDI Workshop			
08:30 – 08:45	Session 7	IHO MSDI Overview	IHO
08:45 – 10:00	Session 8	Introduction to MSDI	Instructor TBD
10:00 – 10:30	Coffee break		
10:30 – 11:15		Introduction to MSDI	Instructor TBD
11:15 – 11:45	Session 9	Case Study – Practical application of MSDI	All
11:45 – 12:00	Session 10	Closing Session and wash up	All
12:00 – 13:00	Lunch		
19:30 - 22:30	Welcome Cocktail	By host nation	All

**Annex B - Course application form. To be submitted to Lucy Fieldhouse
[lucy.fieldhouse@ukho.gov.uk] by 16th October**

Course	MACHC Hydrographic Governance Seminar			
Venue & Location	Santo Domingo, Dominican Republic			
Dates	2-3 December 2019			
<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)				
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.	