

**NIOHC CL 06/2014**

To: Members and Observers of the IHO North Indian Ocean Hydrographic Commission (NIOHC)

Subject: North Indian Ocean Hydrographic Commission (NIOHC) Capacity Building Work Program: MSI Training Course, Muscat, Oman, 15 to 17 December 2014

Dear Colleagues,

The 2014 International Hydrographic Organisation (IHO) Capacity Building Work Programme provides support for the delivery of, and attendance at, an MSI training course with the objective of providing practical instruction and guidance to participants who are involved with MSI and the drafting of navigational warnings or the issuance of MSI for the high seas.

Details of the course are provided in Annex A. Please note that the course is delivered in English.

The IHO Capacity Building Fund will bear the cost of meals, accommodation, flights and airport transfers in Oman for one participant per country.

Please note that no allowances will be paid to participants in respect of any other associated expenses (e.g. insurance, spending money etc). Nominated trainees should refer to their employing authority should they require such additional allowances.

If you would like to propose a candidate for the course you are kindly requested to return, by email* and on , the accompanying Application Form (Annex B), to Steve Barnett, (Email address: steve.barnett@ukho.gov.uk), **no later than 31st October 2014.**

***N.B. It is important that the accompanying application form is completed electronically and emailed back as an Excel file or on an Excel-compatible format. Paper copies and scanned images of completed application form are unable to be processed. Please do not add any cells: if your entry can not fit in any fields you may increase the height of the line to accommodate extra content.**

In order to facilitate the provision of e-tickets to selected participants, you are strongly encouraged to include with the application form a copy of the applicant's passport and a reliable e-mail address where the ticket can be sent to.

Please note that if trainees require a visa in order to attend the course they should apply as soon as they are accepted on the course. It should be noted that if trainees fail to attend due to their own oversights or errors then costs incurred by the IHO on their behalf may be recovered from their employing authority.

Should you need more information or have any special requests, please contact the NIOHC CB Coordinator, Mr Jeff Bryant directly at jeff.bryant@ukho.gov.uk and copying in steve.barnett@ukho.gov.uk

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Rear Admiral Tom Karsten
UK National Hydrographer and NIOHC Chairman

Attachments:

Annex A: Course Outline

Annex B: Application Form (Sent separately as an Excel file).

NOTE: To improve efficiency this letter is being sent only by e-mail.