



South West Pacific Hydrographic Commission (SWPHC)

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SWPHC Circular Letter 4/2014

Technical Workshop on Hydrography and Hydrographic Governance

To: See distribution list (Annex A)

Dear Sir/Madam,

1. The International Hydrographic Organization (IHO) Capacity Building Work Programme (CBWP) has scheduled a Technical Workshop for the benefit of countries in the South West Pacific. **The 2 day workshop is planned to be held in Rarotonga, Cook Islands, 23-24 February 2015, followed by the 13th SWPHC Meeting, 25-27 February 2015.**

2. Based on the IHO CBWP applications are invited from the following countries/territories:

Cook Islands, Fiji, French Polynesia, Kiribati, Nauru, New Caledonia, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu

3. The IHO Capacity Building Fund will provide financial support to eligible applicants, i.e. one from each of the countries/territories indicated above. This will cover airfares, accommodation and meals for the 2 day workshop only.

4. Applicants must be fully aware of the following conditions which apply to this application:

- (i) The workshop is for persons supported by the appropriate national authority and committed to work in the hydrography area.
- (ii) The workshop will be conducted in English.
- (iii) There is no money provided directly to participants. The IHB will make the necessary arrangements for airfares, accommodation and meals. Any additional costs and other associated expenses (e.g. insurance, visa, etc.) should be covered by the applicant's organisation.
- (iv) Participants staying on for 13th SWPHC Meeting are required to cover the ongoing cost of accommodation and meals.
- (v) VISA to enter the host country (Cook Islands) is the responsibility of the applicant country.
- (vi) The IHO Capacity Building Sub-Committee (CBSC) has placed a financial cap on this activity and that not all applications may be successful.

4. Applicants are requested to complete the Application Form provided in Annex B and send it to the following at their earliest opportunity and **no later than 30 November 2014**:

Secretary, SWPHC (Mr Jasbir Randhawa)

- Email: international.relations@hydro.gov.au or Fax: +61. 2. 4223 6599

Secretary, IHO CBSC, (Captain Alberto P. Costa Neves)

- Email: adcc@iho.int (with copy to info@iho.int) or Fax: +377 93 10 81 40

If you need more information, please contact SWPHC Secretary Mr Jasbir Randhawa, Australian Hydrographic Service (Email: international.relations@hydro.gov.au or Fax: +61. 2. 4223 6599)

Yours sincerely,



Commodore Brett Brace, RAN
Hydrographer of Australia
Chair, SWPHC

3 October 2014

Annex A: Distribution List

Annex B: Application Form