



## South West Pacific Hydrographic Commission (SWPHC)

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**SWPHC Circular Letter 01/2015**

### **SWPHC Technical Workshop on Tides and Water Levels Wollongong, Australia Monday 26<sup>th</sup>- Friday 30<sup>th</sup> October 2015**

To: **See distribution list (Annex A)**

Dear Sir/Madam,

1. The International Hydrographic Organization (IHO) Capacity Building Work Programme (CBWP) includes a Tides and Water Levels Technical Workshop for the benefit of countries in the South West Pacific. **The five day workshop is scheduled to be held in Wollongong, Australia, 26<sup>th</sup>-30<sup>th</sup> October 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 venue for the workshop will be the Australian Hydrographic Office, 8 Station St, Wollongong.
4. This five day technical workshop is aimed at personnel engaged in the collection and use of tidal data. The objectives of the workshop are as follows:
  - i. providing participants with a basic knowledge of tides and water level variations;
  - ii. training participants on the application of tides and water levels to hydrographic surveying; and;
  - iii. encouraging greater collaboration between Pacific Island States on exchange of tidal information pertaining to the marine environment in the region.
5. The IHO Capacity Building Fund will provide financial support to one eligible applicant from each of the countries/territories indicated above. Financial support will only cover airfares, airport transfers to/from Sydney airport, accommodation and meals for the duration of the workshop, additional costs will need to be met by the applicant's organisation.
6. Applicants must be fully aware of the following conditions:
  - (i) The workshop is for persons supported by the appropriate national authority and committed to work in the field of hydrographic surveying.
  - (ii) The workshop will be conducted in English.
  - (iii) There will be an assessment at the conclusion of the workshop.

- (iv) There is no cash provided directly to participants. The host country and the IHB will make the necessary arrangements for airfares, domestic transport within Australia, accommodation and meals. Any additional costs and other associated expenses (e.g. insurance, visas, transit costs, additional meals etc.) must be covered by the applicant's organisation.
- (v) Visa to enter the host country (Australia) and any transit countries is the responsibility of the applicant- please assess whether a Visa is required and make the appropriate arrangements at the earliest opportunity prior to travelling to allow for adequate processing time.
- (vi) The IHO Capacity Building Sub-Committee (CBSC) has placed a financial cap on this activity and not all applications may be successful.

7. It is the responsibility of each candidate to ensure that complete and relevant information is provided for the Committee to assess their application.

8. Please follow this checklist when completing your application- **incomplete and/or late applications may be rejected**

- Questions 2, 3, 4, 5, 6 & 7 on Annex B have been fully completed
- Form has been signed and dated by the candidate at question 8 on Annex B
- Current Curriculum Vitae is attached
- Scanned copy of front page of candidate's passport is included
- National Hydrographer or appropriate national authority has completed and signed the statement at Annex B
- Completed application form and additional information to be sent to the following addressees **no later than Monday 31<sup>st</sup> August 2015. Late applications will not be accepted.**

SWPHC Secretariat (Mr Jasbir Randhawa) Australian Hydrographic Service Email: <a href="mailto:international.relations@hydro.gov.au">international.relations@hydro.gov.au</a> Fax: +61 2 4223 6596	CBSC Secretary (Capt Alberto P Costa Neves) International Hydrographic Bureau Email: <a href="mailto:adcc@iho.int">adcc@iho.int</a> with copy to <a href="mailto:cba@iho.int">cba@iho.int</a>
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If you need more information or require any assistance, please contact SWPHC Secretary Mr Jasbir Randhawa, Australian Hydrographic Service (Email: [international.relations@hydro.gov.au](mailto:international.relations@hydro.gov.au), Phone: +61 2 4223 6672 or Fax: +61 2 4223 6599)

Yours sincerely,



Commodore Brett Brace, RAN  
 Hydrographer of Australia  
 Chair, SWPHC  
 21 July 2015

Annex A: Distribution List  
 Annex B: Application Form