



## South West Pacific Hydrographic Commission

Secretariat: Australian Hydrographic Office  
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Telephone: +61 2 4223 6672  
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Email: [international.relations@hydro.gov.au](mailto:international.relations@hydro.gov.au)



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**SWPHC Circular Letter 02/2016**

### **SWPHC Two Day Technical Workshop for PICTs in Formulating and Implementing Strategic Development Plans for Hydrography**

**Noumea, New Caledonia. 28<sup>th</sup> & 29<sup>th</sup> November 2016**

To: Please refer to distribution list at Annex A

Dear Sir/Madam

1. The International Hydrographic Organization (IHO) Capacity Building Work Programme (CBWP) includes a Technical Workshop in Formulating and Implementing Strategic Development Plans for Hydrography for the benefit of countries in the South West Pacific. The two day workshop is scheduled to be held in Noumea, New Caledonia 28-29 November 2016.
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 and Vanuatu
3. 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 Noumea airport, accommodation and meals for the duration of the workshop, additional costs will need to be met by the applicant's organisation.
4. Applicants must be fully aware of the following conditions which apply to this application:
  - a. the workshop is for persons supported by the appropriate national hydrographic authority and committed to work in the field of hydrography;
  - b. the workshop will be conducted in English
  - c. there is no cash provided directly to participants. The host country and the IHB will make the necessary arrangements for airfares, domestic transport within New Caledonia, accommodation and meals. Any additional costs and other associated expenses (e.g. insurance, visas, transit costs, stopovers, additional meals etc.) must be covered by the applicant's organisation.
  - d. visa to enter the host country (New Caledonia) 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.
  - e. the IHO Capacity Building Sub-Committee (CBSC) has placed a financial cap on this activity and not all applications may be successful.

5. It is the responsibility of each candidate to ensure that complete and relevant information is provided for the Committee to assess their application.
6. Applications must be received by **29<sup>th</sup> July 2016** . Late applications may not be accepted
7. 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

16<sup>th</sup> June 2016

**Enclosures**

Annex A: Distribution List

Annex B: Candidate Application Form (see separate Excel file)



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### DISTRIBUTION LIST- ANNEX A to SWPHC CL 02/2016

| SWPHC Members    |  |  |
|------------------|--|--|
| Country          | Organisation                                     | Point of contact   |
| Australia        | Australian Hydrographic Service                  | Commodore Brett Brace (Chair)<br><a href="mailto:international.relations@hydro.gov.au">international.relations@hydro.gov.au</a>    |
|                  |  | Mr Jasbir Randhawa (Secretary)<br><a href="mailto:international.relations@hydro.gov.au">international.relations@hydro.gov.au</a>   |
| Fiji             | Fiji Hydrographic Office                         | Lt. Commander Gerard Rokoua<br><a href="mailto:gerard.rokoua@yahoo.com">gerard.rokoua@yahoo.com</a>                                |
|                  | Maritime Safety Authority Fiji                   | Mr Philip Hill<br><a href="mailto:phill@msaf.com.fj">phill@msaf.com.fj</a>   |
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|                  |  | Lt-Cdr Eric Langlois<br><a href="mailto:eric.langlois@shom.fr">eric.langlois@shom.fr</a>   |
| New Zealand      | Land Information New Zealand                     | Mr Adam Greenland<br><a href="mailto:agreenland@linz.govt.nz">agreenland@linz.govt.nz</a>  |
|                  |  | Mr Stuart Caie<br><a href="mailto:scaie@linz.govt.nz">scaie@linz.govt.nz</a>   |
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|                  | Ministry of Foreign Affairs & Trade, New Zealand | Mr David Weinstein<br><a href="mailto:david.weinstein@mfat.govt.nz">david.weinstein@mfat.govt.nz</a>                               |
| Papua New Guinea | National Maritime Safety Authority               | Mr Nicholas Pion<br><a href="mailto:npion@nmsa.gov.pg">npion@nmsa.gov.pg</a>   |
| Tonga            | Ministry of Infrastructure                       | Ms Kelela Tonga<br><a href="mailto:ktonga@infrastructure.gov.to">ktonga@infrastructure.gov.to</a>                                  |
|                  | HMAF, Tonga                                      | Commander Taniela Tuita<br><a href="mailto:taniela.tuita@gmail.com">taniela.tuita@gmail.com</a>                                    |
| United Kingdom   | United Kingdom Hydrographic Office               | RADM Tim Lowe<br><a href="mailto:tim.lowe@ukho.gov.uk">tim.lowe@ukho.gov.uk</a>  |
|                  |  | Captain Jamie McMichael Phillips<br><a href="mailto:Jamie.McMichael-Phillips@ukho.gov.uk">Jamie.McMichael-Phillips@ukho.gov.uk</a> |
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|                  |  | International relations<br><a href="mailto:international.relations@ukho.gov.uk">international.relations@ukho.gov.uk</a>            |

|                          |   |   |
|--------------------------|---|---|
| United States of America | National Geospatial-Intelligence Agency, Dept. of Defense (NGA) | Captain John Lowell<br><a href="mailto:john.e.lowell@nga.mil">john.e.lowell@nga.mil</a> |
|--------------------------|---|---|

| Associate Members |   |   |
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| Country           | Organisation  | Point of contact  |
| Cook Islands      | Infrastructure Cook Islands                                 | Mr Vaipo Mataora<br><a href="mailto:vaipo.mataora@ici.gov.ck">vaipo.mataora@ici.gov.ck</a>              |
|                   | Ministry of Transport                                       | Mr Stephen Simpson<br><a href="mailto:maritime1@transport.gov.ck">maritime1@transport.gov.ck</a>        |
| Kiribati          | Ministry of Communications, Transport & Tourism Development | Captain Ruoikabuti Tioon<br><a href="mailto:ruoi.tioon@gmail.com">ruoi.tioon@gmail.com</a>              |
| Niue              | Ministry of Infrastructure                                  | Ms Sonya Talagi<br><a href="mailto:director.transport@gmail.gov.nu">director.transport@gmail.gov.nu</a> |
| Palau             | Palau Automated Land and Resource Information System        | Mr Mekeruul Ueki<br><a href="mailto:eliteruirfunction09@gmail.com">eliteruirfunction09@gmail.com</a>    |
| Samoa             | Ministry of Works, Transport and Infrastructure             | Captain Tafaigata Toilolo<br><a href="mailto:tafai@mwti.gov.ws">tafai@mwti.gov.ws</a>                   |
| Solomon Islands   | Solomon Islands Maritime Safety Administration              | Mr Clifford Olisikulu<br><a href="mailto:colisukulu@gmail.com">colisukulu@gmail.com</a>                 |
|                   |   | Capt Timothy Harris<br><a href="mailto:timwharris@gmail.com">timwharris@gmail.com</a>                   |
| Vanuatu           | Dept of Foreign Affairs & International Cooperation         | Mr Tony Tevi<br><a href="mailto:ttevi@vanuatu.gov.vu">ttevi@vanuatu.gov.vu</a>                          |

| Observer countries |   |   |
|--------------------|---|---|
| Country            | Organisation  | Point of contact  |
| French Polynesia   | Public Infrastructure, French Polynesian Government | Ms Eileen Handerson<br><a href="mailto:eileen.handerson@equipement.gov.pf">eileen.handerson@equipement.gov.pf</a> |
| Nauru              | Nauru Port Authority                                | Mr Kemp Detenamo<br><a href="mailto:kemp.detenamo@gmail.com">kemp.detenamo@gmail.com</a>                          |
| New Caledonia      | Government of New Caledonia                         | Mr Eric Mevelec<br><a href="mailto:eric.mevelec@gouv.nc">eric.mevelec@gouv.nc</a>                                 |
| Tokelau            | Transport and Supplies Department                   | Mr Simona Mei<br><a href="mailto:himona@lesamoa.net">himona@lesamoa.net</a>                                       |
| Tuvalu             | Marine & Port Services                              | Mr Taasi Falesa Pitoi<br><a href="mailto:taasi.pitoi@gmail.com">taasi.pitoi@gmail.com</a>                         |

| Observer organisations            |                        |  |
|-----------------------------------|------------------------|--|
| Organisation                      | Point of contact       | Email  |
| IALA                              | Mr Stephen Bennett     | <a href="mailto:stephen.bennett@iala-aism.org">stephen.bennett@iala-aism.org</a> |
| IHO                               | Mr Robert Ward         | <a href="mailto:robert.ward@iho.int">robert.ward@iho.int</a>                     |
|                                   | Mr Alberto Costa-Neves | <a href="mailto:adcc@iho.int">adcc@iho.int</a>                                   |
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|                                   | Dr Kifle Kahsai        | <a href="mailto:kiflek@spc.int">kiflek@spc.int</a>                               |
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| Australasian Hydrographic Society | Cmdr David Crossman    | <a href="mailto:david.crossman@nzdf.mil.nz">david.crossman@nzdf.mil.nz</a>       |

| Expert Contributors  |                    |  |
|----------------------|--------------------|--|
| Organisation         | Point of contact   | Email  |
| Carnival Australia   | Captain Mike Drake | <a href="mailto:Mike.drake@carnivalaustralia.com">Mike.drake@carnivalaustralia.com</a> |
| CEE HydroSystems     | Mr David Garforth  | <a href="mailto:dg@ceehydrosystems.com">dg@ceehydrosystems.com</a>                     |
| Discovery Marine Ltd | Mr Kevin Smith     | <a href="mailto:kevin@dmlsurveys.co.nz">kevin@dmlsurveys.co.nz</a>                     |

|                                |                        |  |
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| Fugro LADS Corporation Pty Ltd | Mr Hugh Parker         | <a href="mailto:h.parker@fugro.com">h.parker@fugro.com</a>                                 |
| IIC Technologies               | Mr Ron Furness         | <a href="mailto:ronald.furness@iictechnologies.com">ronald.furness@iictechnologies.com</a> |
| IX Survey Australia Pty Ltd    | Mr David Donohue       | <a href="mailto:david.donohue@ixsurvey.com">david.donohue@ixsurvey.com</a>                 |
| Kongsberg Maritime             | Mr Geir Flugeim Skogen | <a href="mailto:geir.flugeim.skogen@kongsberg.com">geir.flugeim.skogen@kongsberg.com</a>   |
| Marico Marine Group NZ         | Mr John Riding         | <a href="mailto:john.riding@marico.co.nz">john.riding@marico.co.nz</a>                     |
| JWM Consultancy                | Mr John Maschke        | <a href="mailto:maschkejw@gmail.com">maschkejw@gmail.com</a>                               |
| Rod Nairn & Associates Pty Ltd | Mr Rod Nairn           | <a href="mailto:info@nairn.id.au">info@nairn.id.au</a>                                     |

**Annex B - SWPHC/ IHO Capacity Building Sub-Committee Course application form. To be submitted by 29th July 2016**

|                             |  |
|-----------------------------|--|
| <b>Course</b>               | <p>Technical Workshop for PICTs in Formulating and Implementing Strategic Development Plans for Hydrography</p> <p>(A practical workshop, led by the Primary Charting Authorities (PCAs). The workshop will assist PICTs for which PCAs have charting responsibility to develop original or improve their existing strategic plans and action plans aiming to consolidate the role of the national hydrographic authority in each PICT. The activities in the workshop include PICTs developing specific plans for their countries).</p> |
| <b>Venue &amp; Location</b> | Pacific Community Offices, Noumea, New Caledonia   |
| <b>Dates</b>                | Monday 28th- Tuesday 29th November 2016  |

Please note that this form needs to be completed electronically and returned as an Excel file. 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.

**APPLICATION FORM - PART ONE**

**This section is to be completed by the applicant and then emailed to the national hydrographer/ head of the appropriate national authority who then must complete Part Two and endorse the application.**

|  |  |
|--|--|
| 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  |  |
| Present position and description of duties                               |  |

|  |  |
|--|--|
| Experience/qualifications in hydrography   |  |
| Experience in developing strategic development plans                             |  |
| Applicant's future plans for application of training/participation in this event |  |
| Official email address   |  |
| Alternative email address  |  |
| Nationality  |  |
| Date of Birth (day/month/year)   |  |
| Office telephone number  |  |
| Mobile phone number  |  |
| Fax number   |  |
| Airport departing from   |  |
| Curriculum Vitae attached  |  |
| Scanned Copy of front page of passport attached                                  |  |
| Any specific requirements regarding travel arrangements                          |  |
| Dietary restrictions regarding meals at the venue                                |  |
| Candidate's level of spoken English<br>(Choose from drop-down menu)              |  |
| Candidate's level of written English<br>(Choose from drop-down menu)             |  |

**APPLICATION FORM - PART TWO**

**To be completed by the national hydrographer or the head of the appropriate national authority**

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 candidate (if selected) once the training has been successfully completed, he/she will continue to work in the field of the training received.
2. The IHO Capacity Building Fund will support the items so agreed and indicated in the relevant Circular Letter or Invitation Letter.
3. Insurances, visas, all transit costs (accommodation and meals), and any other expenses are not covered by the IHO Capacity Building Fund. They are the responsibility of the institution submitting the application.

4. 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.
5. Passport and Visa are the responsibility of the applicant or the applicant's administration
6. Where the IHB is informed less than one 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 and Agency          |  |
| Email and phone number       |  |
| Date                         |  |
| Any supporting comments etc. |  |

| <b>APPLICATION CHECKLIST</b>   | <b>Please</b>            |
|--|--------------------------|
| <b>complete this checklist when finalising your application- incomplete and/or late applications may be rejected</b> |                          |
| All sections of Part One fully completed   | <input type="checkbox"/> |
| Part Two completed by the national hydrographer or the head of the appropriate national authority                    | <input type="checkbox"/> |
| Current Curriculum Vitae attached  | <input type="checkbox"/> |
| Scanned copy of front page of passport included  | <input type="checkbox"/> |
| Application form and supporting documentation been submitted to international.relations@hydro.gov.au                 | <input type="checkbox"/> |
| Application form and supporting documentation been submitted to dfrost@linz.govt.nz                                  | <input type="checkbox"/> |
| Application form and supporting documentation submitted before <b>29th July 2016</b>                                 | <input type="checkbox"/> |