

IHO File No. CBSC-1

CIRCULAR LETTER 46/2022
13 December 2022

**JOINT CANADA-IHO PROJECT EMPOWERING WOMEN IN HYDROGRAPHY
MENTORSHIP PROGRAMME – CALL FOR MENTORS AND MENTEES**

References:

- A. CL 20/2021 dated 31 May - Joint CANADA-IHO Project Empowering Women in Hydrography
- B. CL 35/2021 dated 15 September - Joint CANADA-IHO Project Empowering Women in Hydrography

Dear Hydrographer,

1. Reference A presented the proposal of the Joint CANADA-IHO Project Empowering Women in Hydrography (EWH) and the IHO Secretariat encouraged Member States to consider the recommendation of the 2nd Session of the Assembly (A2 Decision 36) to participate in the EWH Project.
2. Reference B announced the project's "kick-off" meeting where it was mentioned that some internships associated with this project are planned and that the updated information related with this project will be available on <https://iho.int/en/basic-cbsc-ewh>.

Mentorship programme

3. The IHO Secretariat would like to announce that a Mentorship Programme associated with the EWH project is being launched, with details available on the project webpage:

a. **Women and Men** employed by IHO Member State Hydrographic Offices, national or international organizations or companies from the private sector involved in ocean / maritime activities may participate in the Empowering Women in Hydrography Mentorship Programme as mentors. Mentors can be at any stage of their careers, but to be eligible, mentors must be available to meet with their mentee approximately 1.5 to 2 hours a month for four to six months. In addition, they must be able to encourage their mentee's personal development, increase their confidence, and provide a broader regional and truly global perspective.

b. **Women** employed by IHO Member State Hydrographic Offices, national or international organizations, or companies from the private sector involved in ocean / maritime activities may participate in the Empowering Women in Hydrography Mentorship Programme as mentees. Mentees can be at any stage of their careers, but to be eligible, mentees must be available to meet with their mentor approximately 1.5 to 2 hours a month for four to six months. In addition, they must be willing to engage

with their mentors by agreeing to “the contract” and establishing ground rules, preparing effectively for mentoring meetings, helping guide the meeting and reviewing and evaluating progress.

4. Individuals interested in participating in the Mentorship Programme, as a mentor or mentee, should complete the questionnaire attached as Annex A, and forward it to the IHO Secretariat at ewh@iho.int no later than **31 January 2023** but preferably by using the IHO Online Form System available at the following link:

https://IHO.formstack.com/forms/web_form_cl_46_22

5. The IHO Secretariat would also like to encourage Member States to share initiatives that they are carrying out for posting on the EWH website at <https://iho.int/en/initiatives-around-the-world> and consider submitting proposals for other projects to “Empowering Women in Hydrography”, using the template available on the project's webpage at <https://iho.int/en/basic-cbsc-ewh>.

Yours sincerely,
On behalf of the Secretary General

A handwritten signature in black ink, appearing to read 'Luigi Sinapi', written in a cursive style.

Luigi SINAPI
Director

Annex A: Mentor and mentee questionnaires

EMPOWERING WOMEN IN HYDROGRAPHY - PROJECT
Capacity Building Sub-Committee
MENTOR QUESTIONNAIRE

A. GENERAL INFORMATION

1. Name

Last Name

First Name

2. Country of Residence

3. Country of Origin

4. Languages Spoken

5. Time Zone

6. Availability (*check all that apply*)

Mornings

Afternoons

Evenings

Weekdays

7. Contact Information (*email address and phone number*)

B. PROFESSIONAL INFORMATION

1. Current Position

2. Bio (400 words or less)

3. Areas of knowledge (check all that apply)

Training and Development

Technical Skills

Leadership Skills

Communication Skills

Career Development

Image Management

Negotiation Skills

Workplace Psychology

Other

C. MENTORING EXPECTATIONS

1. How would you prefer to communicate with your mentee? (*phone, email, video call etc.*)

2. What do you think you could bring to a mentee? (*400 words or less*)

EMPOWERING WOMEN IN HYDROGRAPHY - PROJECT
Capacity Building Sub-Committee
MENTEE QUESTIONNAIRE

A. GENERAL INFORMATION

1. Name

Last Name

First Name

2. Country of Residence

3. Country of Origin

4. Languages Spoken

5. Time Zone

6. Availability (*check all that apply*)

Mornings

Afternoons

Evenings

Weekdays

7. Contact Information (*email address and phone number*)

B. PROFESSIONAL INFORMATION

1. Current Position

2. Bio (400 words or less)

3. In what areas would you like to grow your skills? (check all that apply)

Technical Skills

Leadership Skills

Communication Skills

Career Development

Image Management

Negotiation Skills

Workplace Psychology

Other _____

4. What would you like to be doing three years from now?

5. What are some of the things you would like to change in your current situation?

C. MENTORING EXPECTATIONS

1. What is the #1 thing you would like to gain from your mentorship?

2. How would you prefer to communicate with your mentor? (*phone, email, video call etc.*)

3. Describe your ideal mentor. (*400 words or less*)