



**IHO File No. S1/1900/A**

**CIRCULAR LETTER 09/2024  
12 February 2024**

**EMPOWERING WOMEN IN HYDROGRAPHY PROJECT  
NOAA (USA) AT SEA EXPERIENCE – CALL FOR APPLICATIONS**

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
- c) IRCC12-06D.2 dated 29 September 2020 – NOAA OCS Letter Supporting the Project - Empowering Women in Hydrography

Dear Hydrographer,

1. Reference A presented the proposal of the Project initiated by Canada on Empowering Women in Hydrography (EWH). 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 the respective webpage at: <https://iho.int/en/basic-cbhc-ewh>. Reference C presented NOAA's proposal to support the Project Empowering Women in Hydrography by offering to host up to three candidates each year for an at-sea experience /advanced training on NOAA hydrographic survey vessels.

2. NOAA (USA) would like to announce that three opportunities are projected to be available in 2024 associated with the EWH project for an at-sea experience on a [NOAA hydrographic ship](#).

- a. Selected candidates will spend time (approximately two to three weeks underway) aboard a NOAA hydrographic ship to gain hands-on experience. Ideally candidates will be early to mid-level hydrographers with a strong background and continued interest in hydrography.

- b. Applicants should send a resume, completed questionnaire form (attached), and signed statement from their national hydrographic authority (all found at: <https://iho.int/en/basic-cb-sc-ewh>) as one combined PDF file via email to [julio.castillo@noaa.gov](mailto:julio.castillo@noaa.gov).
3. Candidates must comply with health requirements, including a NOAA health services questionnaire and clear health review. Chosen candidates must also have a flexible schedule in 2024 (scheduling to be determined based on 2024 ship schedules, candidates' availability, and travel logistics of getting to and from the vessel). USA (NOAA) will support travel costs and will work with chosen candidates on obtaining a visa. Please email any questions about this application process or the at-sea opportunity to [julio.castillo@noaa.gov](mailto:julio.castillo@noaa.gov).
4. Candidates' applications are due by **15 March 2024**.
5. The IHO Secretariat would like to thank the USA (NOAA) and also encourage Member States to consider participation in the EWH Project.

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: Questionnaire and National Authority Form

## **Details, Questionnaire, and National Authority Form NOAA (USA) at-sea Experience Applicants**

**Objective:** Gain hands-on hydrographic experience through an immersive opportunity aboard a NOAA hydrographic ship.

**Coordinator:** USA, NOAA Office of Coast Survey ([julio.castillo@noaa.gov](mailto:julio.castillo@noaa.gov))

**Duration of the experience:** Approximately two to three weeks underway aboard a NOAA hydrographic ship (scheduling to be determined based on 2024 ship schedules, candidate availability, and travel logistics of getting to and from the vessel). NOAA will support travel costs and will work with chosen candidates on obtaining a visa.

### **Tasks:**

- Gain familiarity with NOAA ships and hydrographic operations
- Operate NOAA commercial hydrographic equipment and software (Kongsberg EM2040s, EM710s, Klein 5000s, CARIS, QPS, Hypack, ESRI) and in-house tools such as PydroExplorer, QCTools, etc
- Become familiar with NOAA's Hydrographic Survey Specifications and Deliverables and survey execution thereof, including quality control and assurance procedures
- Become familiar with NOAA's data management processes and procedures
- Potentially start or earn some NOAA hydrographic shipboard qualifications such as small boat crewmember, shipboard hydrographer in charge, etc)

### **Requirements:**

- Women candidates should have experience working in a field related to hydrography
- Strong resume reflecting continued interest in hydrography
- Must read, write and speak English proficiently
- Ability to obtain a signed statement from their nation's hydrographic office
- Be able to meet health requirements for sailing underway on a NOAA ship, including submission of all [pre-mission health screenings](#) and clear health review (includes proof of negative TB Test, proof of COVID-19 Vaccination, ability to perform functional shipboard activities such as don a survival suit in less than 1 minute, hear an alarm, descend/ascend a ladder, carry 15 lbs, etc.)
- Be prepared to meet any updated COVID-19 requirements, and adherence to the full set of requirements in coordination with assigned ship and [OMAO Health Services](#)
- Scheduling flexibility in 2024 in coordination with NOAA ship schedules
- Adhere to assigned ship's Standing Orders and ship specific instructions

### **Required documents:**

- A resume
- Filled out questionnaire form (below in this document - page 3)

- Signed statement of the candidate's national hydrographic authority mentioning the principal availability of the candidate for future involvement in hydrography and/or related matters (below in this document - page 5)

**Applications:**

- The resume, questionnaire, and signed statement from a national hydrographic authority should be submitted as one combined PDF file no later than **15 March 2024** via email to [julio.castillo@noaa.gov](mailto:julio.castillo@noaa.gov).
- Please email any questions about this application process or the at-sea opportunity to [julio.castillo@noaa.gov](mailto:julio.castillo@noaa.gov).
- Chosen candidates must have a flexible schedule in 2024 (scheduling to be determined based on 2024 ship schedules, candidate's availability, and travel logistics of getting to and from the vessel).
- Ideally candidates will be early to mid-level hydrographers with a strong background and continued interest in hydrography.

### NOAA at-sea Experience Candidate Questionnaire Form

First and last name	
Nationality	
Job title	
Address	
Telephone	
Email	
Present position and description of duties	
Description of past hydrographic experience (please include years of experience, any hydrographic training acquired, etc.)	
What kind of hydrographic capability does your nation have / do you have access to?	
Description of candidate's future plans to be involved in hydrography	

What is the candidate's motivation for applying for this experience?

What would you look forward to learning most while aboard a NOAA hydrographic ship?



**STATEMENT OF THE NATIONAL HYDROGRAPHER  
or  
APPROPRIATE NATIONAL AUTHORITY**

The **Hydrographer** (or \_\_\_\_\_) of \_\_\_\_\_ requests USA (NOAA) to consider this Application and confirms that the candidate \_\_\_\_\_ is fully aware of the following conditions which apply to this application:

1. The candidate (if selected), once the opportunity has been successfully completed, will likely be involved in hydrographic activities in the long-term.
2. The candidate complies with all the opportunity requirements.

Date:	National Authority (Position):
Signature:	