



CAPACITY BUILDING SUB-COMMITTEE

PROCEDURE 5
Part 2

REPORT MODEL

IDENTIFICATION

Project Number	IHO CBWP2014-P12
Project Name	Solomon Islands National Hydrographic Capability Development - Nautical Cartography and Hydrographic Information Training and Work Experience at the Australian Hydrographic Office (AHO)

FINANCIAL REPORT

		Resources			Comments
		requested	allocated	spent	
Contribution by countries involved		NIL	NIL	NIL	On the job training provided by AHO using existing resources
Contribution by other parties		NIL	NIL	NIL	
Contribution from CBSC Fund		5000€	2810€	3018.09€	
Total Cost (Euros)		5000€	2810€	3018.09€	
Breakdown of CBSC Fund expenditure (i.e. travel expenses, per diem, venue hire, etc.)					
<i>Initially paid by:</i>	<i>Expenses</i>				
IHO	Flights for participant		822€	822€	Paid in EUR by IHO and included overnight accommodation in Port Vila on return flight.
AHO	Accommodation		830€	883.12€	1 AUD = 0.6635 EUR - Travelex currency conversion, 25 Sept 14. Includes Sky Accommodation (12 nights) and Airport Rydges Hotel (1 night).
AHO	Transfer: Wollongong - Sydney airport		45€	43.13€	1 AUD = 0.6635 EUR - Travelex currency conversion, 25 Sept 14.
Solomon Islands Maritime Safety Administration (SIMSA)	Per diem allowances		1068€	1105.27€	1 SBD = 0.0949 EUR - Travelex currency conversion, 25 Sept 14.

SIMSA	Transfer : Sydney airport – Wollongong		45€	164.57€	1 SBD = 0.0949 EUR- Travelex currency conversion, 25 Sept 14. The transfer had been booked for 45EUR. However, the participant's flight was delayed by two hours and there was no shuttle available at that time, so he took a taxi. AHO contacted both IHB and SIMSA. It was agreed amongst the three parties that SIMSA would seek reimbursement with per diems from IHO. The shuttle did not charge AHO for the original booking.
TOTAL				3018.09€	
Summary:					
IHO to AHO: Total Reimbursement Due				926.25€	Accommodation and one airport transfer
IHO to SIMSA: Total Reimbursement Due				1269.84€	Per Diems and one airport transfer

RESULTS

Results	
	Assessment and Comments
Date of start	Monday, 11 August 2014
Date of finish	Friday, 22 August 2014
Changes in scope or focus	None
Results achieved (output, product, etc.)	The SIMSA participant, Mr John Dalomae, spent time talking to subject matter experts about, and witnessing processes in, the AHO business areas of: Data management, Validation and Assessment, Nautical Information, ENC Maintenance and Production, MSI and Notice to Mariners, and Charting Quality Assurance.
Comparison with the Achievements and benefits awaited	Overall achievements from this project met expectations and the benefits gained from the SIMSA participant's placement are expected to enhance the development of hydrography in the Solomon Islands (SI).
Problems experienced	None
Suggestion for improvement for similar projects	Similar projects could focus on one aspect of the Hydrographic organization business, for example the production of an ENC and follow the entire process - though this would add significantly to the time taken.
Suggestion for follow-up projects	None

Valuation	100%
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CBSC Secretary

CBSC Chairman



CAPACITY BUILDING SUB-COMMITTEE

PROCEDURE 5
Part 3

ASSESSMENT MODEL

IDENTIFICATION

Project Number	IHO CBWP2014-P12
Project Name	Solomon Islands National Hydrographic Capability Development - Nautical Cartography and Hydrographic Information Training and Work Experience at the Australian Hydrographic Office (AHO)

	Performance indicator	Mark	Comments
-	Arrangements		
	Organisation of the project	5	<p>SIMSA Participant’s Comment - The organising of the project was very good and timely especially when there is a strong likelihood of the AHO taking on the charting responsibility for the Solomon Islands (SI) region in the near future.</p> <p>AHO Comment – Organisation went smoothly overall. The one outstanding item is that John was not paid his per diem allowance in advance. SIMSA applied to the SI Ministry of Finance for advance of the per diems and these funds have still not been issued to SIMSA as at end of September. As a result, the participant paid all per diems and an airport transfer taxi fare from his own pocket.</p>
	Involvement (contribution) of		
	National partners	5	<p>SIMSA Participant’s Comment - The AHO has contributed immensely in organising the program by availing their dedicated staff to relate the much needed information during on-the-job training discussions arranging accommodation and transport to and from the airport.</p> <p>AHO Comment – John engaged with all relevant Sections during the training at the AHO. He gained productive exposure to key elements of the organisation’s processes. To consolidate learning</p>

			experiences, it would be beneficial for an AHO staff member to spend time at the SIMSA office to build on the participant's work placement to further develop capacity in the relevant areas of the Solomon Islands' Hydrographic Unit.
	Regional partners		N/A
	RHC	5	Submitted work programme application through CBSC
	IHB	5	SIMSA Participant's comment - Contributed in arranging funds, accommodation and flights to and from Australia when attending the training.
-	Efficiency of the project		
	Goals achieved	5	<p>SIMSA Participant's comment –</p> <ul style="list-style-type: none"> • Greater understanding in chart production & maintenance processes used by the AHO • Creating points of contact with AHO staffs for ease of hydrographic correspondences and future data/info exchange. <p>AHO Comment - The project was an efficient way to educate John on the workings of the AHO.</p>
	Planned timing	5	<p>SIMSA Participant's comment – Acceptable</p> <p>AHO Comment – Suitable timing that aligned with workflow processes and priorities.</p>
-	Future perspectives	5	AHO Comment - Focusing on one aspect of the AHO may be of more benefit to Mr Dalomae next time if he wishes to develop a charting capability in the SI. Suggest that if SI implements software for chart production that John spends time with a Hydrographic Office (HO) with the same software to understand the workflow.
	Need of similar project (locally, regionally)	5	<p>SIMSA Participant's comment -On-going similar project is important to maintain a high degree of understanding in nautical cartography. AHO and LINZ should take a leading role in on-the-job training in cartographic & chart production. I believe other SWPHC member countries would benefit from such cartographic training.</p> <p>AHO Comment - John identified that whilst he had undertaken recognized Cat B cartographic training he had no experience to be able to complete his log book</p>

			to complete the Cat B recognition. This would require a focused effort with an HO for a few months' duration. SIMSA have not yet chosen a cartographic software package but once they do it would make sense that any future work experience be targeted to an HO with the same software.
	Impact on future development	5	SIMSA Participant's comment - The training and exposure to AHO staff and processes will greatly enhance the day-to-day working relationship between our organisations. Further, what was learnt during the two week attachment will assist us to strengthen and develop the cartographic processes (where applicable) within the unit.
-	Procedure of CBSC		
	Application form	5	Completed
	Support received	5	Excellent administrative support received from IHB.
	Follow up and reporting	5	CBSC procedures clear and executed promptly.

Each of the performance indicators indicated in the table is rated according to the scale provided:

- 0 = 0-20%
- 1 = 20-40%
- 2 = 40-60%
- 3 = 60-80%
- 4 = 80-90%
- 5 = 90-100%

CBSC Secretary

CBSC Chairman