

**South West Pacific Hydrographic Commission**

Secretariat: Australian Hydrographic Office
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**15th Meeting of the South West Pacific Hydrographic Commission (SWPHC) &**

**Technical Workshop on Implementing Hydrographic Governance**

**Nuku'alofa, Tonga ‑ 19-23 February 2018**

**Registration Form**

This form is to be completed electronically (ie. filling in the blank spaces and check boxes). If you are unable to sign electronically, print out the completed form and sign, then forward scanned copy of registration form via email to the SWPHC Secretariat (international.relations@hydro.gov.au) **AND** SWPHC CB Coordinator (dfrost@linz.govt.nz) **by 31 October 2017**

**PART A**

|  |  |
| --- | --- |
| Member State / Organization: |       |

**1. Contact Details:**

|  |  |
| --- | --- |
| Head or Member of delegation? |       |
| Rank or Title (Mr/Mrs/Capt etc): |       |
| Family Name:  |       |
| Given Name:  |       |
| Preferred Name:  |       |
| Position/Job Title/Role: |       |
| Telephone: |       |
| Email |       |
| Special Dietary Requirements? |       |

**2. Participation:**

Please indicate if you would like to attend the Technical Workshop as well as the Meeting:

 Yes No

|  |  |  |
| --- | --- | --- |
| Technical Workshop (19-20 February 2018) | [ ]  | [ ]  |
| 15th SWPHC Meeting (21-23 February 2018) | [ ]  | [ ]  |

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**Note:** If you are applying for IHO Capacity Building (CB) funding you do not need to complete Sections 3 & 4 below (i.e. the travel and accommodation details). Please complete **Part B** of this form.

**3. Travel Details:** (For administrative purpose only). Participants are expected to make their own travel arrangements.

|  |  |
| --- | --- |
| **Your arrival in Nuku'alofa, Tonga** | **Your departure from Nuku'alofa, Tonga** |
| Date: |       | Date: |       |
| Flight Number/Airline: |       | Flight Number/Airline: |       |
| Arrival Time: |       | Departure Time: |       |

**4. Accommodation Information:** (For administrative purpose only). Participants are expected to make their own accommodation arrangements.

Hotel booking has been made at: (Refer to Annex B SWPHC CL 02/2017 for accommodation details)

 Emerald Hotel [ ]  Tanoa International Dateline Hotel [ ]  Meida Hotel [ ]  Simo’s Place [ ]

 Other [ ]  (supply name of hotel):

 [ **Note**: If travel arrangements and accommodation booking have not been done by the date the registration form is submitted, this information can be provided later.]

**Applicant’s Signature:**       **Date:**

**PART B**

**(To be completed only by applicants applying for IHO CB funding to attend SWPHC Technical Workshop & 15th Meeting).**

**Note:** More than one application (per country) may be submitted; however sponsorship of the additional candidate/s would depend on availability of funding from other sources. The priority ranking of the applicants has to be indicated in Section 2.

**Section 1: (To be completed by the applicant – if insufficient space, please include attachment)**

|  |  |
| --- | --- |
| Present position: |       |
| 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: |       |
| Applicant’s level of **spoken** English: | Basic [ ]  Intermediate [ ]  Advanced [ ]  |
| Applicant’s level of **written** English: | Basic [ ]  Intermediate [ ]  Advanced [ ]  |

**Section 2: (To be completed by the national Hydrographer or the Head of the appropriate national authority)**

I request that the IHO/SWPHC consider this Application Form and confirm that I am fully aware of the following conditions that apply to this application:

1. The candidate (if selected), after successfully completing the training programme, 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.

3. Transit costs from home to airport and return, insurance, stopover costs and visas are not covered by the IHO funding.

4. Air-fares, accommodation, meals and relevant local transport for the duration of the Workshop and Meeting **ARE** covered by the IHO funding.

5. Should a selected candidate not be able to participate in the course for any reason they will be replaced by a candidate from the waiting list, which may **NOT** be an applicant from the same country.

6. Passport and Visa fees are the responsibility of the applicant or the applicant’s administration, **NOT** the IHO.

7. Where the IHO is informed less than one month before the start of the course that a selected candidate is unable to participate in the course, the sponsoring institution will be required to refund the IHO Capacity Building Fund with any expenses already incurred by the IHO.

|  |  |
| --- | --- |
| Name |       |
| Present Position |       |
| Agency: |       |
| Email address: |       |
| Telephone number: |       | Fax number: |       |
| Number of applicants for IHO CB funding from your organisation (maximum of 3): | 1 Applicant [ ]  2 Applicants [ ]  3 Applicants [ ]  |
| Applicant’s priority ranking: | Ranking 1 [ ]  Ranking 2 [ ]  Ranking 3 [ ]  |

**Signature:**        **Date:**

 (National Hydrographer or the Head of the appropriate national authority)

**Section 3: Applicant’s Checklist - Complete this checklist when finalising your application. Incomplete and/or late applications may be rejected.**

 **Yes**

1. **Part A (Sections 1 and 2)** of ANNEX C SWPHC CL 02/2017 completed by applicant:: [ ]

2. **Part B (Section 1)** of ANNEX C SWPHC CL 02/2017 completed by applicant: [ ]

3. **Part B (Section 2)** of ANNEX C SWPHC CL 02/2017 completed by the national Hydrographer or the head of the appropriate national authority: [ ]

4. **Include a scanned copy of front page of passport**: [ ]

5. Registration form and supporting documentation submitted to SWPHC Secretariat (international.relations@hydro.gov.au) **AND** SWPHC CB Coordinator (dfrost@linz.govt.nz) **by 31 October 2017** [ ]