

**AN ARRANGEMENT BETWEEN THE INTERNATIONAL HYDROGRAPHIC  
BUREAU AND THE UNITED KINGDOM HYDROGRAPHIC OFFICE ON THE  
IMPLEMENTATION AND PAYMENT PROCEDURES FOR THE DELIVERY OF  
FIG/IHO/ICA CATEGORY B NAUTICAL CARTOGRAPHY TRAINING  
CONDUCTED UNDER THE AUSPICES OF THE NIPPON  
FOUNDATION-INTERNATIONAL HYDROGRAPHIC ORGANIZATION  
CARTOGRAPHY, HYDROGRAPHY AND RELATED TRAINING PROJECT**

- A Memorandum of Understanding (MoU) between the Nippon Foundation (NF) and the International Hydrographic Organization (IHO) on providing a framework for continuing discussion and consultation between the IHO and the NF was agreed and signed on 18 December 2013.
  - In line with the MoU between NF and IHO, the NF and the IHO has entered into a Grant Agreement to implement the Nippon Foundation-IHO Cartography, Hydrography and Related Training (NF-IHO CHART) Project. The NF will provide a financial contribution to the IHO to fully fund the NF-IHO CHART Project.
1. This Arrangement is between the International Hydrographic Bureau (IHB), in its role as the secretariat of the IHO, and the United Kingdom Hydrographic Office (UKHO) for the purpose of providing FIG/IHO/ICA Category B Nautical Cartography Training to be conducted at the UKHO and for establishing the procedures for invoicing and payment of relevant expenses in accordance with the MoU between the IHO and the NF. Nothing in this Arrangement shall bind any other Member States of the IHO jointly or severally.
  2. **The IHB will be responsible for and commits to the following:**
    - a. The IHB will provide an invitation letter to the UKHO to attend each Coordination Board Meeting and each Selection Panel Meeting.
    - b. The IHB will call for nominations of candidates for the Training Course by Circular Letter at an appropriate time after the Coordination Board Meeting.
    - c. The IHB will transfer funds to the UKHO corresponding to the number of students admitted each year commencing in 2014.
    - d. The expenses to be borne by the IHB include the following:
      - i. The training fee for the UKHO (GBP 12,000 per person per year)
      - ii. The round trip air fare in economy class between the participant's country and London.
      - iii. Accommodation for the participants.

iv. Daily living allowance for the participants.

v. Other miscellaneous expenses agreed by mutual consent

3. **The UKHO will be responsible for and commits to the following:**

a. The UKHO will conduct a training course, comprising 15 weeks collective training at the UKHO, for the participants selected by the representatives of the IHB, NF, UKHO and JHOD.

b. The UKHO will use the funds solely for the purposes intended under this Arrangement, and the funds will be separately accounted for under the UKHO auditing regulations.

c. The UKHO will submit a report on the training conducted, including the financial balance to the Coordination Board Meeting, which will be held to evaluate the result of the training every year.

d. An invoice for the costs involved with the training, together with the copies of receipts or evidential papers for the expenditure will be sent to the IHB by the end of every February during the term of the Project.

4. **Contacts:**

(1) For the IHB:

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(2) For the UKHO:

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5. **Effective Date and Amendments**

(1) This Arrangement shall be effective from the date of the last signature.

(2) The Arrangement may be amended at any time by mutual consent.

(3) The Arrangement may be renewed after its initial period by mutual consent.

6. **Cancellation**

This Arrangement may be cancelled by either party with six months notice and the distribution of uncommitted funds shall be determined by mutual consent.

Dated: 28/04/2014

**For The International Hydrographic  
Bureau**



Robert WARD  
President

**For The United Kingdom Hydrographic  
Office**



Rear Admiral Tom KARSTEN  
National Hydrographer