



EASTERN ATLANTIC HYDROGRAPHIC COMMISSION
COMMISSION HYDROGRAPHIQUE DE L'ATLANTIQUE ORIENTAL



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Cádiz, April 16th 2018

EAtHC CIRCULAR LETTER Nº 01/2018
LETTRE CIRCULAIRE CHAtO Nº 01/2018

- Subject: Invitation to the 15th Conference of the Eastern Atlantic Hydrographic Commission (EAtHC) and Regional Awareness Seminar.
Invitation à la 15ème Conférence de la Commission hydrographique de l'Atlantique Orientale CHAtO et séminaire régional de sensibilisation.
- Reference: Decisions of the 14th Conference of the Eastern Atlantic Conference (EAtHC) and 15th Meeting of the IHO Capacity Building Sub-Committee.
Décisions de la 14ème Conférence de la Commission Hydrographique de l'Atlantique Orientale (CHAtO) et 15ème Sous-Comité sur le Renforcement des Capacités de l'OHI

Dear colleagues, cher collègues:

As chairman of the Commission, and in accordance with the above references, I am pleased to inform you that the 15th EAtHC conference will be held in Lagos, Nigeria from 17 to 19 October 2018. The conference will be preceded by a two days Regional Awareness Seminar on Maritime Geospatial Knowledge from 15 to 16 October 2018.

Both the Seminar and the Conference will be held at the Radisson Blu Hotel, Victoria Island, Lagos, Nigeria. Logistics details for both the conference and the seminar are provided at **Annex A**.

1. Registration. Members, associate members and Observers of the EAtHC wishing to attend either the seminar or the Conference are invited to fill in the attached registration form at **Annex B** (available in "word" format on IHO website) and forward it to the host country at (info@nnho.ng), EAtHC secretariat (jbuscal@fn.mde.es), copy to **Instituto Hidrográfico de la Marina** e-mail (ihmesp@fn.mde.es) and IHO Secretariat (yves.guillam@iho.int) as soon as possible and **not later than 20 June 2018**. This will facilitate the overall logistics planning and preparation for the seminar and the conference.
2. Accommodation.
 - a. Our local host has arranged for special room rates with 2 hotels - See **Annex A**.

- b. Delegates are requested to make their own accommodation reservation.
 - c. Participants from the EAtHC region who are successful in being funded under the 2018 International Hydrographic Organization (IHO) Capacity Building Work Programme (CBWP) as outlined in para (3) below are not required to make any hotel reservations. This, together with their travel arrangements, will be done directly by the CB Coordinator and EAtHC Secretariat.
3. The IHO capacity building work programme offers a contribution to non-member countries in Africa (EAtHC) which will cover (one person per country) the cost of: flights, hotel (Best Western) and lunch to people attending both the seminar (programme to be posted on IHO website) and the conference. However, please note that no per diem allowance will be offered for the duration of the Seminar and the Conference.

People who want to apply for a contribution (covering both seminar and conference) from IHO must complete the form presented in **Annex C** and available in "excel" format on IHO website (only Excel file or similar digital form will be accepted).


More than one application (per country) may be submitted; however attendance of the additional candidates would depend on availability of funding from other sources.

4. Language. Simultaneous translation will be provided (English/French) during the Conference and the Seminar.
5. Letter of invitation. Please see **Annex A**, visa support, in case of any participant who may require a letter of invitation.
6. Agenda. For the purpose of preparing the Seminar and the Conference, your proposals for agenda items and documents to be considered by the EAtHC secretariat, copy to Instituto Hidrográfico de la Marina e-mail (ihmesp@fn.mde.es) and IHO Secretariat (yves.guillam@iho.int) **not later than 20 Jun 2018** (Seminar) and **20 July 2018** (15th EAtHC Conference) respectively.
7. National reports and Proposals. National reports in the standard format and proposals to be considered by the Conference should also be transmitted to EAtHC secretariat, copy to Instituto Hidrográfico de la Marina e-mail (ihmesp@fn.mde.es) and IHO Secretariat (yves.guillam@iho.int) **not later than 17 August 2018**.

I would like to thank Nigeria for agreeing to host the above events and their action in providing information regarding the venue and accommodation.

Atentamente/ Best regards/ Cordialement

Director of Instituto Hidrográfico de la Marina
EAtHC Chairman/ *Président de la CHAtO*
Captain Juan Antonio Aguilar Cavanillas



To: EAtHC Members, Associated Members, Observers and IHO Representatives.

Aux: Membres, Membres associés, Observateurs et Représentants de l'OHI de la CHAtO.



EASTERN ATLANTIC HYDROGRAPHIC COMMISSION

Regional Awareness Seminar on Maritime Geospatial Knowledge

15-16 October 2018, Lagos, Nigeria

and

15th Eastern Atlantic Hydrographic Commission Conference

17-19 October 2018, Lagos, Nigeria

Nigerian Navy Hydrographic Office
5 Point Road
Apapa
Lagos
Phone: +2348095039888/08095039777
E-mail: info@nnho.ng

April 2018

EAtHC CIRCULAR LETTER No 01/2018

Subject: Invitation to the 15th Conference of the Eastern Atlantic Hydrographic Commission and Regional Awareness Seminar.

References: 15th Meeting of the IHO Capacity Building Sub-Committee and Decisions of the 14th Conference of the Eastern Atlantic Hydrographic Commission.

Dear Colleagues,

I hope that you will be able to attend, and I look forward to meeting you in Nigeria.

Sincerely yours

To: EAtHC Members, Associated Members, Observers and IHO Representatives.

Aux: Membres, Membres associés, Observateurs et Représentants de l'OHI de la CHAtO.

ANNEX A

The 15th Eastern Atlantic Hydrographic Commission Conference and Seminar

15 – 19 October 2018 – Lagos, Nigeria



The Nigerian Navy Hydrographic Office, welcomes you to the 15th Eastern Atlantic Hydrographic Commission Conference and Seminar in Lagos, Nigeria. The Seminar and the conference meeting venue is Radisson Blu Anchorage Hotel which is located in Ozumba Mbadiwe Avenue, Victoria Island, Lagos-Nigeria.

LOGISTICS INFORMATION

LIST OF CONTACTS

Ser	Name	Designation	Phone Numbers	Email Address
(a)	(b)	(c)	(d)	(e)
1.	Cdre CE Okafor	Hydrographer of the Navy/Chief Host	+234 8032677567	info@nnho.ng emyokafor@yahoo.com
2.	Captain SD Atakpa	Chairman LOC	+2348178826716 +234 7066446922	sundanata@yahoo.com
3.	Cdr AB Mahmud	Team Coordinator I	+ 234 8033403514	abm2000ng@yahoo.com
4.	Cdr MA Fana	Team Coordinator II	+234 803 3395 207	mahmudfana@nnho.ngfan
5.	AB Lasisi	LOC Secretariat	+234 8077176105	begrante007@gmail.com
6.	Captain Henri Dolou	Seminar	(+33) 686151482	henri.dolou@shom.fr
7.	Cdr Vincent Lamarre	Seminar and EAtHC CB Coordinator	(+33) 646311237	vincent.lamarre@shom.fr

CDR AB Mahmud is the main POC in NNHO for both events.

To: EAtHC Members, Associated Members, Observers and IHO Representatives.

Aux: Membres, Membres associés, Observateurs et Représentants de l'OHI de la CHAtO.

LIST OF HOTELS

Participants from the EAtHC region who are successful in being funded under the 2018 IHO CBWP **are not required** to make any hotel reservations. This, together with their travel arrangements, will be done directly by the CB Coordinator and EAtHC Secretariat.

Other delegates **are requested** to make their own hotel reservation.

Ser	Hotel Name	Price /Night in Naira		Available Facilities	Booking link/website
		Standard	Superior		
1.	Radisson Blu Anchorage Hotel. **** This is the venue for the seminar and the conference. The Hotel is located at Ozumba Mbadiwe Avenue, Victoria Island, Lagos.	N55 000 (\$152)	N72 000 (\$200)	. Free complimentary Breakfast Buffet . 2 Bottle water daily+English Tea .All charges inclusive. .Free access to gym+swimming pool. . Free Wi-Fi.	www.radissonblu.com/hotel/booking . Pass code:EATHC
2.	Best Western Hotel **** 1228B Ahmadu Bello Way, Victoria Island Lagos. The hotel is about 1.4 km from Radisson Blu Hotel.	Deluxe N28 000 (\$72)	Business N28 000 (\$72)	.Free complimentary Breakfast Buffet . Free access to gym and swimming pool .Free Wi-Fi .All charges inclusive	https://bwchotels.com Participants booking through the website should indicate 15 th EAtHC Seminar or Conference against their names when booking.

Note: Hotels room rates are based on conference and seminar discounted rates and the current exchange rate for dollar fluctuates between 1\$= (N360-362). Also, note that hotel rates do not include transportation.

TRANSPORTATION

The NNHO will provide a bus and a security escort vehicle to convey participants from the airport to their respective destination on the 14, 15 and 16 October 2018. Depending on the arrival times of individual flights, the vehicles will be available in the morning and evening. Confirmation that you will be welcome at the airport by NNHO staff at your arrival will be sent to every participant by 30 September.

To: EAtHC Members, Associated Members, Observers and IHO Representatives.

Aux: Membres, Membres associés, Observateurs et Représentants de l'OHI de la CHAtO.

Similarly, for participants departing on the 17 - 20 October 2018, vehicles and security escort will be made available to convey them to the airport. Furthermore, transport will also be arranged to convey participants lodging in Best Western Hotel to and from Radisson Blu daily.

The NNHO will also try to facilitate as much as possible custom and immigration procedures, at your arrival and departure (confirmed by NNHO).

To facilitate these arrangements by the host country, make sure that your travel details are provided in due course to NNHO (see **Annex B**).

HEALTH GUIDELINES

Participants must be aware of the health guidelines for travelling to Nigeria and take their own precautions (vaccinations, travel and health insurance, personal medical prescriptions if appropriate ...).

TEA BREAK AND LUNCH:

Tea break and lunch will be provided during the Seminar and the Conference. Individuals are responsible for their own dinner and other sundry expenses.

VISA SUPPORT

Participants from ECOWAS region do not require a visa to visit Nigeria. Visa on arrival is also available to certain categories of people and countries. Please check eligibility and procedure for obtaining visa on arrival at (<http://immigration.gov.ng>). Other, participants that may require letter of invitation should indicate in the registration form and forward the bio- -data pages of their international passport and the Nigerian embassy address in the country where the visa application is to be submitted. Participants in this category should please endeavor to send their details **not later than June 2018**.

To: EAHC Members, Associated Members, Observers and IHO Representatives.

Aux: Membres, Membres associés, Observateurs et Représentants de l'OHI de la CHAtO.

WEATHER FORECAST IN OCTOBER

Lagos weather in October is good with an average temperature ranging from 16-22°C with about 8 hrs of sunshine. However, there is also possibility of light showers during that period, as rains are unpredictable in Lagos. Please visit (www.nimet.gov.ng) for daily weather forecast for Nigeria.

ELECTRICAL PLUGS

In Nigeria the power sockets are of type D and G. The standard voltage is 230 V. Also; 220-240V may be used. The standard frequency is 50 Hz. You may require an adapter in some instances.



PLACES OF INTEREST

There are few recreational places in Lagos you may want to visit. Some of these places include: Takwa Bay, The Palms shopping mall, Queens Park, Banana Island, Lekki conservative society, Eko Atlantic city, Fahrenheit and Rhapsody among others. Participants that wish to visit some of these places would be guided accordingly.

To: EAthC Members, Associated Members, Observers and IHO Representatives.

Aux: Membres, Membres associés, Observateurs et Représentants de l'OHI de la CHAtO.

ANNEX B

The 15th Eastern Hydrographic Commission Conference and Seminar

REGISTRATION FORM



IMPORTANT Note: All participants to the conference and/or the seminar must please complete the information requested in this form, and forward it to the Nigerian Navy Hydrographic Office (info@nnho.ng) (copy: jbuscal@fn.mde.es, ihmesp@fn.mde.es and yves.guillam@iho.int) **not later than 20 June 2018.**

Form available in “word” format on IHO website.

Personal Details

First name:

Surname:.....

Name of partner (if applicable):

Organization:

Nationality

Passport Num (If visa support letter is required).....

Accommodation Details

Booked Hotel or Preference

Arrival Date:

Departure Date:.....

Room type (Standard or Superior).....

To: EAtHC Members, Associated Members, Observers and IHO Representatives.

Aux: Membres, Membres associés, Observateurs et Représentants de l'OHI de la CHAtO.

Smoking or non smoking.....

Flight Details

Arrival at MM1 International Airport

Departure at MM1 International Airport

Arrival Date.....

Departure Date.....

Flight No:

Flight No:

Airline:

Airline.....

Arrival time:

Departure

time.....

ATTENDANCE

Please indicate if you are attending both the Seminar and the Conference or only one.

(those attending the seminar are supposed to stay at the conference)

Geospatial Awareness Seminar Yes or No.....

15th EAthC Conference Yes or No.....

If you need letter of invitation for visa application, kindly provide the following information:

- a. Nigerian Embassy Address in country of application.
- b. Scan copy of the international passport bio-data Page.

Comments or additional information:

.....

Date:

To: EAthC Members, Associated Members, Observers and IHO Representatives.

Aux: Membres, Membres associés, Observateurs et Représentants de l'OHI de la CHAtO.

ANNEX C

Seminar application form (to be completed electronically)

Please use the form available on IHO web page:

https://www.iho.int/mtg_docs/rhc/EAtHC/EAtHC15/EAtHC15_Docs.html

	A	B	C	D	E	F
1	SEMINAR application form. To be submitted to "henri.dolou@shom.fr" (copy Cdr Mahmud : "abm2000ng@yahoo.com", vincent.lamarre@shom.fr) by 20 June 2018					
2	Seminar	EAtHC Regional Awareness Seminar on Maritime Geospatial Knowledge				
3	Venue & Location	Lagos, Nigeria				
4	Dates	15 to 16 October 2018				
5	Please note that this form needs to be completed electronically and returned as an Excel file (or similar spreadsheet). It is imperative that the name of the proposed trainee is correctly typed in the correct format as the information concerned will be copied and used for booking flights etc. Any errors when completing the form, particularly regarding the format of the name of the proposed candidate, may result in e-tickets not being accepted at points of departure. Please do not add any cells to this spreadsheet.					
6	APPLICATION FORM - Part One			IF POSSIBLE, THIS SECTION SHOULD BE COMPLETED BY THE TRAINEE AND THEN EMAILED TO THE NOMINATING OFFICER WHO SHOULD COMPLETE PART TWO OF THE APPLICATION FORM		
7	Gender (from drop-down menu)					
8	Title (Mr, Mrs, Ms, Capt etc - Not job title)					
9	Trainee's first / given names (exactly as shown on candidate's passport)					
10	Trainee's family name (exactly as shown on the candidate's passport)					
11	Passport Number					
12	Job title					
13	Short description of duties					
14	Official em	Please use the form available on the IHO web page: https://www.iho.int/mtg_docs/rhc/EAtHC/EAtHC15/EAtHC15_Docs.html				
15	Alternative e					
16	Nationality					
17	Date of Birth (day/month/year)			19		
18	Office telephone number					
19	Mobile phone number					
20	Fax number					
21	Airport departing from					
22	Any specific requirements regarding travel arrangements					
23	Dietary restrictions regarding meals at the venue					
24	Candidate's level of spoken English (Choose from drop-down menu)					
25	Candidate's level of written English (Choose from drop-down menu)					
26	APPLICATION FORM - Part Two			TO BE COMPLETED BY THE PROPOSED TRAINEE'S LINE MANAGER / SUPERIOR OFFICER		
27	I request that the IHO secretariat to consider this Application Form and confirm that I am fully aware of the following conditions which apply to this application:					
28	1. The IHO Capacity Building Fund will support seminar fees, hotel accommodation and basic meals (lunch) for a selected candidate.					
29	2. Insurance, pocket money and any other expenses are not covered by the IHO Capacity Building Fund. They are the responsibility of the institution submitting the application.					
30	3. Should a selected candidate not be able to participate in the seminar for any reason he/she will be replaced by a candidate from the waiting list and NOT by an applicant from the same country.					
31	4. Where the IHO Secretariat is informed, less than 1 month before the start of the seminar, that a selected candidate is unable to participate in the seminar, his/her sponsoring institution will be required to refund the IHO Capacity Building Fund any expenses already incurred by the IHB.					
32						
33	Name					
34	Position					
35	Name of your authority					
36	Date					
37	Any supporting comments etc.					

To: EAtHC Members, Associated Members, Observers and IHO Representatives.

Aux: Membres, Membres associés, Observateurs et Représentants de l'OHI de la CHAtO.