# IBSC INTERNSHIP DESCRIPTION

**Objective:** Have contact with the International Board on Standards of Competence for Hydrographic Surveyors and Nautical Cartographers (IBSC) activities and gain knowledge on the Standards and submitted programmes review process.

**Coordinator:** IHO ADCC/ IBSC Secretary

**Duration:** From 14 February to 29 April 2022

# Tasks:

1. Understand the Standards and accompanying documents;
2. The IBSC submissions review process;
3. Revision of submissions completeness;
4. Communication process within the Board and with the submitting institutions;
5. Preparation and execution of a submission review;
6. Organization of the submitted annual reports;
7. Preparation of an IBSC meeting;
8. Participation in the IBSC45 meeting;
9. Collaborate in the Meeting's Report preparation.

**Required Profile:**

The female candidates should have:

* An IBSC recognized hydrography or nautical cartographic course.
* Experience or knowledge in Training programmes, hydrography and allied subjects.
* Skills in support for meetings.
* Good written and oral communication skills in English.

It is essential that candidates are employed or are related with an institution that has IBSC recognized hydrography or nautical cartographic programmes.

**Expected Commitments:**

* An average of a one-hour VTC every week.
* One week for the participation in the IBSC45 meeting.

**Required Documents:**

* A curriculum vitae (including a photo) and any related documents;
* Statement of the nominating authority mentioning the principal availability of the candidate for future involvement with IBSC recognized hydrography or nautical cartographic programmes.
* The application form.

**Applications:**

* The applications should be submitted not later than 30 January 2022 via e-mail (info@iho.int with copy to [adcc@iho.int](mailto:adcc@iho.int) and [cba@iho.int](mailto:cba@iho.int)) with the CV, the Statement of the National Hydrographer and the application form below.

STATEMENT OF THE NATIONAL HYDROGRAPHER

or

APPROPRIATE NATIONAL AUTHORITY

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

1. The candidate (if selected) once the internship has been successfully completed, it is probably that she will be involved in the future, with IBSC recognized hydrography or nautical cartographic programmes.
2. Insurances, visa and any other expenses are not covered by the IHO EWH Project. They are the responsibility of the institution submitting the application.
3. Should a selected candidate not be able to participate in the course for any reason she will be replaced by a candidate from the waiting list and **NOT** by an applicant from the same country.
4. Passport and Visa are the responsibility of the applicant or the applicant’s administration.

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| --- | --- |
| Date: | National Authority (Position): |
| Signature: |  |

CANDIDATE APPLICATION FORM

(via e-mail (info@iho.int with copy to [adcc@iho.int](mailto:adcc@iho.int) and cba@iho.int)

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| --- | --- | --- | --- |
| 1. Project: IHO EWH | | | |
| Type of project: | | Internship | |
| Name of the project: | | Joint CANADA-IHO Project Empowering Women in Hydrography | |
| Venue: | | VTC/Cadiz, Spain | |
| Period: | | 14 February - 29 April 2022 | |
| 2. Personal information (filled by applicant) | | | |
| Title: | Family name: | |
|  | First name: | |
| Nationality: | Date and place of birth: | |
| 3. Address direction (filled by applicant) | | | |
| Address: |  | |
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|  | |
| Telephone: |  | |
| e-mail |  | |
| 4. Present position and description of duties (filled by applicant) | | | |
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| 5. IBSC recognized hydrography or nautical cartographic course and experience in in Training programmes (filled by applicant) | | | |
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| 6. Candidate's future plans to be involved with IBSC recognized programmes (filled by applicant) | | | |
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| 7. Date and signature of the applicant | | | |
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