



27 March 2024

**From:** SAIHC Capacity Building Coordinator, Ms Lucy Fieldhouse, on behalf of SAIHC Chair  
**To:** SAIHC Members, Associate Members and Observers  
**Subject:** **SAIHC Capacity Building Work Program: Raising Hydrographic Awareness Seminar (Kisumu, Kenya, 16 September 2024)**

Dear Colleagues,

### **Seminar on Raising Awareness of Hydrography**

1. The 2024 Capacity Building Work Programme of the International Hydrographic Organisation (IHO) provides support for a regional seminar on *Raising Hydrographic Awareness*. The objective of the seminar is to provide participants with an understanding of the obligations and the governance requirements of providing a national hydrographic service, and how best a coastal State can meet its international obligations in providing those services. The Seminar also serves as an opportunity to share and build regional knowledge on topics of importance to the region.
2. Accordingly, a one-day seminar will be held in Kisumu, Kenya on 16 September 2024. The seminar will precede the 20<sup>th</sup> meeting of the Southern African & Islands Hydrographic Commission (SAIHC) to be held from 17 to 19 September 2024 at the same venue.
3. The Seminar will build on the Survey Technologies Seminar held in 2023 to look at Nautical Charting and provide an awareness of digital and future standards. Outline details of the seminar are provided at Annex A.
4. Additionally in support of the SAIHC Community IALA will hold a half day seminar on Thursday 19<sup>th</sup> September, following the close of SAIHC20. The Seminar will focus on the 'General Principles of IALA Risk Assessment' and the 'General Principles of the IALA Maritime Buoyage System'.

### **Working Language**

5. All seminar presentations will be delivered in English.

### **Follow-on Meetings and events**

6. Participants in the seminar are expected to remain in Kenya on completion of the seminar to attend the 20<sup>th</sup> SAIHC and IALA Seminar to consolidate the knowledge gained during the Raising Hydrographic Awareness seminar and to experience how an IHO Regional Hydrographic Commission (RHC) functions in the regional delivery of hydrographic services. In addition, the combination of attendance at the seminars and attendance at the SAIHC meeting will provide an excellent opportunity to establish or strengthen existing professional networks.

## Funding Arrangements

7. The IHO Capacity Building Fund will pay for breakfast, lunch, accommodation, and travel for the seminar and subsequent SAIHC20 meeting for **ONE** participant per country from the distribution list below. If invited countries have the ability to support any part of their nominated participants travel (for example, paying for airfare so that the IHO pays for the hotel or vice-versa) please indicate it in the response to this invitation.

8. Please note that no monetary allowances will be paid directly to participants. The IHO Capacity Building fund will cover the following expenses for individuals:

- Flights
- Transfers
- Accommodation with breakfast
- Lunch (included within conference cost)
- Dinner (on evenings where no SAIHC event is held), excluding alcohol.

Any associated expenses beyond those listed, such as travel insurance, pocket money must be covered by the candidate or the candidate's organisation.

## Nominations and Eligibility Criteria

9. States in the region outlined in the distribution list are invited to consider nominating ONE suitable national representative who will benefit from the opportunity of attending the seminar and the subsequent SAIHC meeting.

10. It is essential that nominees are employed by a national hydrographic office, a maritime authority or a related national agency in the nominating country and are in a position to influence the development of the national hydrographic infrastructure. In this respect, a statement indicating the role of the nominee in the national hydrographic infrastructure is required as part of the application process.

## Application Procedure

11. Applications to attend the seminar should be sent, by email, using the accompanying Application Form (at Annex B) and the statement referred in paragraph 9, to Lucy Fieldhouse, (email address: [lucy.fieldhouse@ukho.gov.uk](mailto:lucy.fieldhouse@ukho.gov.uk)) with SAIHC Secretary in copy (cc: Natalie [Natalie.Clatworthy-Cox@UKHO.gov.uk](mailto:Natalie.Clatworthy-Cox@UKHO.gov.uk)) at your earliest convenience but **no later than 10 June 2024**. It is important that the application form is completed electronically and returned as an Excel file or in an Excel-compatible format.


12. In order to enable the purchase of e-tickets for selected participants, application forms should be accompanied by a copy of the applicant's passport and a reliable e-mail address for confirmation of acceptance for the seminar and the forwarding of ticketing details.

13. It is the responsibility of Participants to apply for a visa if required.

## Further Information

14. Should you need more information or have any special request, please contact me or the SAIHC CB Coordinator, Ms Lucy Fieldhouse ([lucy.fieldhouse@ukho.gov.uk](mailto:lucy.fieldhouse@ukho.gov.uk)).

Yours sincerely,



Lucy Fieldhouse

SAIHC CB Coordinator on behalf of the Chair Southern African and Islands Hydrographic Commission (SAIHC)

**Distribution List:**

1. Angola
2. Comoros
3. Kenya
4. Madagascar
5. Malawi
6. Mauritius
7. Mozambique
8. Namibia
9. Seychelles
10. Tanzania
11. Uganda
12. Zambia

**Copy to:**

13. Ms Lucy Fieldhouse (CB Coordinator, SAIHC)
14. SAIHC Secretary

**Attachments:**

- Annex A: Seminar Draft Agenda  
Annex B: Digital Application Form

**NOTE: This letter is being sent by e-mail only.**

**Seminar on Raising Hydrographic Awareness in SAIHC Region,  
Kisumu, Kenya, 16 September 2024**



**Draft Programme**

**16 September 2024**

<b>Time (tbc)</b>	<b>Event</b>	<b>Content</b>	<b>Chair / Presenter</b>
08:30	Online meeting opens	VTC Testing	
09:00 - 09:15	<b>Opening Session</b>	Opening Welcome Seminar Introduction and Objectives Introduction of Participants	SAIHC CB Coordinator / IHO / AGLRSWG Chair
09:15 - 10:15	<b>Session 1 International responsibilities / IHO Standards</b>	SOLAS  Data Flowline  IHO Standards Digital vs paper and the future	SAIHC CB Coordinator  AGLRSWG Chair
10:15 - 10:45	<b>Session 2 Chart Awareness</b>	Chart users What data is required for charts	
10:45 - 11:05	20 mins - Coffee Break		Group Photograph
11:05 - 12:30	<b>Session 2 continued Chart Awareness</b>	Data for charts	
12:35 - 13:35	Lunch		
13:35 - 14:35	<b>Session 3 Product maintenance</b>	Product updating, methods and requirements	
14:35 - 15:05	<b>Session 4 Digital Products</b>	Current Digital standards	
15:05 - 15:20	15 mins - Coffee Break		
15:20 - 16:10	<b>Session 4 continued Digital Products</b>	Future Standards	
16:10 - 16:15	<b>Closing</b>		
16:15 - 16:30	Interval		
16:30 - 17:30	SAIHC African Great Lakes and Rivers Sub Working Group		See Agenda
To be confirmed	Ice breaker		