



**South West Pacific Hydrographic
Commission (SWPHC)**

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SWPHC Circular Letter 01/2023
19 January 2023

**20th Meeting of the South West Pacific Hydrographic Commission (SWPHC20) & 2-Day
Capacity Building Workshop on Hydrographic Governance**

**14 & 20-24 February 2023
Wellington, New Zealand**

References:

- A: [SWPHC CL 03/2022 – SWPHC20 save the date](#)
- B: Email 21/12/2022 - SWPHC20 February 2023 provisional itinerary

To: **Members, Associate Members and Observers of the SWPHC**

Dear SWPHC Colleagues,

1. As advised in Reference A, details of the SWPHC20 meeting and Capacity Building workshop are as follows:
 - 14 February 2023, NZDT 11am-3:30pm – 1-Day SWPHC20 VTC Pre-Meeting** (Teams Meeting link sent)
 - 20-21 February 2023 – 2-Day CB Workshop on Hydrographic Governance**
 - 22-24 February 2023 – 3-Day SWPHC20 Meeting**
2. Please take note of the following information and action as necessary:
 - 2.1. The provisional agenda for the **1-Day SWPHC20 VTC Pre-Meeting** is attached (**Annex B**).
 - 2.2. The provisional agenda for the **2-Day CB Workshop** will be distributed separately by the SWPHC CB Coordinator.
 - 2.3. The provisional agenda for the **3-Day SWPHC20 Meeting** is attached (**Annex C**).
You are requested to review and provide your comments or recommended changes by 3 February 2023 to SWPHC@linz.govt.nz.
 - 2.4. The template for the [National Report](#) and [presentation](#) are available from the SWPHC20 [website](#). Please provide your completed national report to SWPHC@linz.govt.nz by **9 February 2023**.
3. The 2-Day CB Workshop and the 3-Day SWPHC20 Meeting will be held at the James Cook Grand Chancellor Hotel, Wellington, New Zealand.
 - 3.1. If you haven't already done so, in-person attendees of SWPHC20 must **register** their attendance at <https://iho.int/en/online-registration>. Contact Leonel Manteigas (leonel.manteigas@iho.int) if you have any difficulties.

- 3.2. Kindly confirm your attendance at the 2-Day CB Workshop by emailing SWPHC@linz.govt.nz.
4. Registered attendees will receive a calendar invite for the below social events and are kindly requested to RSVP.
- 4.1. Informal welcome for 2-Day CB workshop delegates: Venue TBC, Sunday 19 February, 6pm.
- 4.2. SWPHC20 Ice breaker: James Cook Hotel, Whitby's Bar, Tuesday 21 February, 5:30pm. Attendees to pay for their own beverages, food to be provided.
- 4.3. SWPHC Reception hosted by the British High Commissioner at the official residence of the British High Commissioner, Homewood: Wednesday 22 February from 5:30pm. Transport will be provided between the James Cook Hotel and the residence.
Dress code: Military - 3AW or service equivalent; Civilian - business attire.
- 4.4. No-host dinner: Venue TBC, Thursday 23 February from 6pm. This will be a self-funded event within walking distance of the James Cook Hotel.
5. [Logistics information](#) and other meeting documents can be found at <https://iho.int/en/swphc20-2023>. We encourage you to regularly check for updates.
6. We encourage you to keep abreast of the New Zealand government travel guidance at <https://covid19.govt.nz/international-travel>.
7. And finally, I am looking forward to welcoming you all, in-person, in New Zealand next month.

Yours sincerely,



Adam Greenland, LINZ
New Zealand National Hydrographer
Chair, SWPHC

Enclosures:

- Annex A – Distribution List: Members, Associate Members and Observers of the SWPHC**
- Annex B – 1-Day SWPHC20 VTC Pre-Meeting Provisional Agenda**
- Annex C – 3-Day SWPHC20 Meeting Provisional Agenda**
- Annex D – SWPHC19 2022 Draft Minutes**
- Annex E – SWPHC19 2022 List of Actions and Decisions**