

South West Pacific Hydrographic Commission
(SWPHC)



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SWPHC Circular Letter 01/2024

21st Meeting of the South West Pacific Hydrographic Commission (SWPHC21) & Capacity Building Workshop on Disaster Response - 26-29 February and 1 March 2024, Nadi, Fiji

To: Members, Associate Members and Observers of the South West Pacific Hydrographic Commission

Dear Sir/Madam

1. As advised in earlier correspondence the next SWPHC meeting and capacity building workshop will be held in Nadi, Fiji, hosted by the Fiji Hydrographic Services (FHS), as follows:
 - 26-27 February 2024 – IHO Capacity Building Workshop on Disaster Response for invited participants
 - 28-29 February and 1 March 2024 – 21st Meeting of the SWPHC
2. Please take note of the following information and action as necessary:

a. Pre-meeting 16 February 2024 by VTC

Given the large number of Agenda items to be discussed at SWPHC21, a virtual pre-meeting is planned for **16 February 2024 scheduled for 1100 to 1500 (Sydney time UTC + 11)**. The meeting invitation and virtual link will be emailed to all registered SWPHC21 attendees on 10 February 2024. Please ensure you have registered for the SWPHC meeting to receive the virtual meeting link.

b. Agenda

The draft agenda for SWPHC21 and the VTC Pre-Meeting will be distributed by 9 February 2024.

c. National Reports

The National Report template (report and presentation) is available on the SWPHC21 meeting site [SWPHC21 \(2024\) | IHO](#). Please provide your report and presentation to the IHO Secretariat - Leonel Manteigas (IHO) leonel.manteigas@iho.int and cc to the SWPHC Secretariat swp.hc@defence.gov.au by **9 February 2024**.

d. Venue

Both the Capacity Building Workshop and the SWPHC21 Meeting will be held at the Tokatoka resort Nadi, Fiji ([Tokatoka Resort | Hotel in Nadi Fiji near the Airport \(warwickhotels.com\)](#)). No special rates have been arranged. Invited participants under the IHO Capacity Building Program are **not** required to make any hotel reservations.

e. Registration

Those attending the meeting in person are requested to register as soon as possible. **Face to face** registrations close on **9 February 2024**, whilst **virtual** attendees have until **26 February 2024** [IHO Online Registration \(iho-khoa.kr\)](#).

f. Dress Code

The dress code for the meeting and workshop is Smart Casual.

However, for the formal opening of the meeting (28 February) and for the official photo it will be Business Attire/Summer White uniform for Military personnel.

Fiji Hydrographic Services will be hosting an informal Welcome Reception in the evening of 28 February – dress code Bula outfits/Pacific attire. Fiji Hydrographic Services is currently investigating the possibility of a Bula shirt to mark the occasion of the 21st SWPHC meeting – this would be purchased by individuals from Fiji Hydrographic Services at a cost of \$40FJD to \$50FJD (to be confirmed). If you are interested in ordering a Bula shirt, please email Fiji Hydrographic Services Benjamin (Ben) Wilson (benwilsonfho@gmail.com) with your shirt size by **10 February 2024**.

g. Special Requirements – dietary, accessibility

Please let the SWPHC Secretariat know if you have any specific dietary or accessibility requirements to be catered for during the SWPHC meeting (email to swp.hc@defence.gov.au).

3. I sincerely hope that you will be able to attend and look forward to meeting you in Fiji.

Yours sincerely,



Hilary Thompson
Executive Director, Australian Hydrographic Office
Chair, South West Pacific Hydrographic Commission

02 February 2024