

South West Pacific Hydrographic Commission
(SWPHC)



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SWPHC Circular Letter 06/2024

22nd Meeting of the South West Pacific Hydrographic Commission (SWPHC22) & Capacity Building Workshop on Hydrographic Contracts and Maritime Law - 3-7 March 2025, Koror, Palau

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 Koror, Palau, hosted by the Palau Bureau of Marine Transportation, as follows:

3-5 March 2025 – 22nd Meeting of the SWPHC

6-7 March 2025 – IHO Capacity Building Workshop on Hydrographic Contracts and Maritime Law for invited participants

2. Please take note of the following information and action as necessary:

- a. Pre-meeting 4 February 2025 by VTC

Given the large number of Agenda items to be discussed at SWPHC22, a virtual pre-meeting is planned for **4 February 2025 scheduled for 1100 to 1500 (Sydney time UTC + 11)**. The meeting invitation and virtual link will be emailed to all registered SWPHC22 attendees on 28 January 2025. Please ensure you have registered for the SWPHC meeting to receive the virtual meeting link.

- b. Agenda

The draft agenda for SWPHC22 and the VTC Pre-Meeting will be distributed by 28 January 2025.

- c. National Reports

The National Report template (report and presentation) is available on the SWPHC22 meeting site on the IHO Portal [SWPHC22 \(2024\)](#) | IHO. Please provide your report and presentation to the SWPHC Secretariat swp.hc@defence.gov.au by **14 February 2025**.

- d. Venue

Both the Capacity Building Workshop and the SWPHC22 Meeting will be held at the Palau Royal Resort ([Palau Royal Resort](#) | [Palau Luxury Resorts](#) | [Hotel Palau](#)). A special rate has been secured for bookings up to 28 December 2024 please quote code “BMT”. 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 **10 February 2025**, whilst **virtual** attendees have until **26 February 2025**. In person attendance is capped at 65 attendees.

Attendees will need to join the IHO Portal, and request membership to the South West Pacific Hydrographic Commission page on the portal. Instructions are available from the IHO website, and registration is not difficult. Once you are a member of the SWPHC portal site, you will be able to register for the SWPHC 22 meeting, and access meeting documents as they are uploaded.

f. Dress Code

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

However, for the formal opening of the meeting (3 March) and for the official photo it will be Business Attire/Summer White uniform for Military personnel.

Palau Bureau of Marine Transportation will be hosting a Welcome Dinner in the evening of 3 March 2025 – dress code Pacific attire. Our gracious hosts are also arranging a social activity on Sunday 2 March 2025, with a Rock Islands Boat Trip and Polo Shirts to commemorate our gathering. Please see the attached Logistics Instruction for further details.

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 Palau.

Yours sincerely,



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

18 December 2024