

South West Pacific Hydrographic Commission  
(SWPHC)



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Correspondence Address: [swp.hc@defence.gov.au](mailto:swp.hc@defence.gov.au)

**SWPHC Circular Letter 02/2024**

**SWPHC Hydrographic Leaders Program Cohort 2 (HLP2) Call for Nominations for Steering Committee**

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

Dear SWPHC Colleagues

1. As mentioned at our recent SWPHC meeting we are delighted to confirm that we are running the South West Pacific Hydrographic Commission Hydrographic Leaders Programme (HLP) in 2024 funded by the UK Government. This second running of HLP, HLP2, will use the learning from the 2022 pilot programme.
2. The programme's aim is to build hydrographic leadership capability in the region, to provide a development opportunity for current and future leaders of hydrography and to build a pipeline of leaders who represent the nations in the region. The programme is delivered and managed by a Programme Convener reporting to a HLP2 Steering Group. Australia, as chair of the SWPHC, will Chair the HLP2 Steering Group.
3. This letter invites nominations for members of the HLP2 Steering Group. We are particularly keen for alumni from the pilot programme to be members of this group. Information about the purpose and role of the Steering Group is below.
4. A Circular letter calling for participants and mentors of the HLP2 will follow once the Steering Group has met, along with an invitation to an information webinar to provide more details on the programme.
5. We look forward to hearing from you. If you are interested in nominating for the HLP2 Steering Group please reply to [swp.hc@defence.gov.au](mailto:swp.hc@defence.gov.au) by 10 May.

Yours sincerely,

A handwritten signature in blue ink that reads 'H Thompson'.

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

01 May 2024

## **Purpose of the Steering Group**

This group provides strategic leadership and oversight of the South West Pacific Hydrographic Leaders Programme. It ensures that learning is connected to the strategic goals of the region, that the learning can be sustained beyond the lifetime of the programme and built on over time.

An active Steering Group of six or seven people is critical to the success of the programme. Steering Group members are senior representatives from the region. The Programme Convener reports to the Steering Group.

## **Role of the Steering Group**

The Steering Group (SG):

- Contributes to the development of the Theory of Change and the design of the programme, selects participants, identifies mentors and matches participants to mentors. The implementation of the Steering Group recommendations is carried out by the Programme Convener.
- Monitors progress through monthly one hour SG meetings focused on a progress report submitted by the Programme Convener to the SG ahead of the meeting.
- Raises the profile of HLP and HLP participants with key stakeholders in the region and internationally.

Other possible roles for Steering Group members

- There could also be value in holding a session with participants and the Steering Group halfway through the programme. The purpose of this session is to review their shared experience of the programme and to agree expectations and direction for the second half of the programme, and how the learning will be sustained once HLP is finished.
- Some SG members are HLP mentors. This enables them to develop a greater understanding of the programme, its effectiveness and impact. Some SG members may also run sessions on the HLP. For example on working with the IHO, and on participating in working groups (regional and IHO).
- Steering Group members may also attend mentor briefing / check in sessions (approximately three x one hour sessions).

The Chair

- Working with the Programme Convener the Chair chairs the monthly meetings and sets the agenda for the meetings.
- Has occasional one to one meetings with the Programme Convener to ensure the Convener understands the regional context and to plan activities such as the mentor briefing / check-in sessions