



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

Address: PO Box 5501, Wellington,
New Zealand

Telephone: +64 4 498 3845



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SWPHC Circular Letter 02/2021

22 January 2021

SWPHC18 Provisional Agenda and Logistics

17 – 19 February 2021, VTC (MS Teams)

References:

A: [SWPHC CL04-2020 18th Conference of the South West Pacific Hydrographic Commission \(SWPHC18\)](#)

B: [SWPHC CL05-2020 IHO Strategic Plan 2021-2026 & SWPHC18 National Report](#)

To: **Members, Associate Members and Observer States of the SWPHC**

Dear SWPHC Colleagues,

1. The provisional agenda for the SWPHC18 meeting is attached (**Annex B**). Having considered the limitations of video conference meetings, the agenda and timetable have been reduced to focus on the areas of highest priority.

You are requested to review the provisional agenda, providing comments and feedback no later than 5 February 2021 to SWPHC@linz.govt.nz.

2. All documents for the meeting will be posted on the IHO SWPHC website as soon as they are available at <https://iho.int/en/swphc>. Delegates are advised to regularly check the website for updated documents, including versions. It is assumed that participants will have read the documents prior to the meeting.
3. Please note that your national report and completed gap analysis template (Reference B) are due 5 February 2021 to SWPHC@linz.govt.nz.
4. Registration via the [IHO On-Line Registration portal](#) is required prior to the event. Note that first time users need to have their accounts verified so there may be a minor delay registering for the meeting. For any difficulties registering, please contact IHO Assistant Director, [Leonel Manteigas](#).
5. The video teleconferencing (VTC) platform being used for SWPHC18 is MS Teams. Calendar invites, which include the link to join the SWPHC18 Meeting, will be sent out to registered delegates from early February, including an invitation to participate in a test session.

Note that further instructions are included on page 3 of this letter.

6. Finally, I look forward to seeing you for the 18th SWPHC Meeting. If you have any questions, please feel free to forward them to SWPHC@linz.govt.nz.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Adam Greenland', written in a cursive style.

Adam Greenland, LINZ
New Zealand National Hydrographer
Chair, SWPHC

Enclosures:

Annex A – SWPHC18 Distribution List

Annex B – SWPHC18 2021 VTC Provisional Agenda ver 1.0

SWPHC18 Meeting invitation and VTC instructions

1. An Outlook calendar invite will be sent to all registered delegates which will include a link to join the meeting. Kindly accept and send your response to this.

On each day of the meeting, click on the link in the calendar invite. The session will open 15 minutes prior to the start time. Delegates are encouraged to join the meeting before the start time to ensure a prompt start.

It is suggested you do a full restart of your computer/laptop at least 20 minutes prior to the start of each meeting day; and locate yourself in a quiet room. It is better to use a headset with mic, rather than relying on your device's mic, to ensure clear communication.

If your internet connection allows, please leave your video on. Once the meeting has started, we will request everyone to mute themselves. Anyone wishing to speak or comment can ask to do so using the comments field, unless invited to directly. The comments tab will be monitored throughout the meeting.

Note that the sessions will be recorded.

2. An optional MS Teams test session will be available to participants on Tuesday 16 February between 11:00 and 12:00 (NZDT). A technical expert will be available to help resolve issues during this period. A separate Outlook calendar invite will be sent for this test session.

