

South West Pacific Hydrographic Commission



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SWPHC Circular Letter 02/2019

17th Meeting of the South West Pacific Hydrographic Commission (SWPHC17) & Technical Workshop on MSI for Managers and Disaster Framework for SWPHC 10 - 14 February 2020

To: (Please refer to the **Distribution List at Annex A**)

Dear Sir/Madam,

1. As advised in earlier correspondence the next SWPHC meeting and technical workshop would be held in Wollongong, hosted by the Australian Hydrographic Office (AHO), as follows:

10 - 11 February 2020 – Technical Workshop on MSI for Managers and Disaster Framework for SWPHC

12 - 14 February 2020 – 17th Meeting of the SWPHC

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

2.1 Agenda

A draft agenda for the SWPHC17 Meeting is attached. (**Annex B**)

You are requested to review this draft and provide your comments or recommended changes by 15 November 2019, in order for an 'Annotated Agenda and Time Table' to be prepared. (Please reply to the SWPHC secretariat: international.relations@hydro.gov.au)

2.2 National Reports

Attached are templates for the National Reports and their presentation. (**Annex C and Annex D**)

You are requested to submit your respective National reports by 15 January 2020, in order for the same to be uploaded to the 'SWPHC17 documents' section of the IHO website. Please forward your reports to the SWPHC secretariat (international.relations@hydro.gov.au) and the IHO secretariat (info@iho.int).

2.3 Venue and Accommodation

Both the Technical Workshop and the Meeting will be held at the **Novotel Northbeach, Wollongong**. (www.novotelnorthbeach.com.au)

A rate has been negotiated with the Novotel for SWPHC17 attendees and a block booking of 30 rooms (Residential View) made for 5 nights (Sun 9th – Thu 13 February 2020). This block booking is valid until 10th December 2019.

Attendees will need to book direct with the Novotel (Email: H1654-re1@accor.com) using the Booking Form attached (**Annex E**). Please also copy to Ms Alexandra Jara (international.relations@hydro.gov.au).

Earlier bookings made directly using the hotel website (www.novotelnorthbeach.com.au) may receive a better rate.

NOTE: Please note that the participants from the South West Pacific region whose attendance at SWPHC17 Meeting and the Technical Workshop is funded under the IHO Capacity Building Work Programme are **not** required to make any hotel reservations. Their travel and accommodation arrangements will be done directly by the SWPHC CB Coordinator.

2.4 Registration

Those attending are requested to register on-line via the IHO website (www.iho.int), as follows: (www.iho.int > Upcoming IHO Meetings and Events > IHO On-line Registration¹ > SWPHC17 (10-14 Feb 2020)

Please ensure that you also input information in the following fields when registering on-line:

1. Field 'Date, Time of arrival (departure), Flight No.': *Travel (Flight) Details*
2. Field 'Accommodation': *Name of the hotel*
3. Field 'Special request / Supplementary Information, the following information':
Special dietary requirement
Whether attending both Technical Workshop and SWPHC Meeting?
T-shirt size – indicate chest size in centimetres (AHO will provide each participant a complimentary souvenir T-shirt)

NOTE: If your attendance is being sponsored by the IHO Capacity Building (CB) Fund your Registration will be arranged by the SWPHC CB Coordinator and you would be informed accordingly.

2.5 Dress Code

The Dress Code for the meeting and workshop is Smart Casual.

However for the formal opening of the meeting (12 Feb) it will be Summer White for the military personnel.

2.6 Logistics

Enclosed is a copy of general and logistics information. It will also be posted on the IHO website www.iho.int > IRCC > Regional Hydrographic Commissions > SWPHC > SWPHC17
http://www.iho.int/mtg_docs/rhc/SWPHC/SWPHC17/SWPHC17_Docs.htm

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

Yours sincerely,



Commodore Fiona Freeman, RAN
Hydrographer of Australia
Chair, SWPHC

16 October 2019

Enclosures: **Annex A – Distribution List**
 Annex B – Draft Agenda
 Annex C – National Report template
 Annex D – National Report template (presentation)
 Annex E – Hotel Booking Form
 General and Logistics Information

¹ Create a user account if needed, with your own ID and password, and then register for the SWPHC17 event.