

IHO File No. S1/3023 & CBSC-1

CIRCULAR LETTER 32/2021
06 August 2021

TRAINING FOR TRAINERS PROGRAMME IN BASIC HYDROGRAPHY
SPONSORED BY THE REPUBLIC OF KOREA
(1 – 12 November 2021)

CALL FOR APPLICATIONS

References:

- A. IHO CL38/2011 dated 30 June – *Memorandum of Understanding (MoU) between the Republic of Korea and IHO on Support of the IHO Capacity Building Programme*
- B. 2021 Capacity Building Work Programme (2021 CBWP)
- C. IHO CL 20/2019 dated 28 March - *The IHO Online Form System for Responses to Circular Letters and Input to IHO Publications (P-5 and C-55)*

Dear Hydrographer,

1. The Republic of Korea (ROK) supports the IHO Capacity Building (CB) Programme by providing funds under the terms of a Memorandum of Understanding signed in 2011 as indicated in Reference A. In accordance with Reference B (Activity P-04), a Capacity Building training on “Training for Trainers Programme in Basic Hydrography” will be held at the Korea Hydrographic and Oceanographic Agency (KHOA), Busan, ROK, from 1 to 12 November 2021 in a hybrid mode. Therefore, in-person training is available only to Korean trainees, and interactive on-line training is open to all IHO Member States for up to 20 trainees. The sessions of the Programme will be decided based on the time zone of successful candidates. The Programme aims to train a pool of trainers from different IHO Member States so that they can conduct training for their respective hydrographic offices. This would be especially useful in Member States where English is not their mother tongue. Further details of the Programme are provided in Annex A.
2. IHO Member States are invited to consider nominating ONE suitable candidate who will benefit from this Programme and will thereby assist the nominating country in developing its hydrographic capabilities. In accordance with the IHO CB Strategy, this Programme is only open to candidates from IHO Member States.
3. It is essential that candidates are employed by a national hydrographic office, a maritime authority or a related national agency in the nominating country. The nomination must include a statement specifying that the candidate is, or will be, involved in the provision of hydrographic services and that, once the training has been successfully completed, the candidate will continue to work in this field.
4. The authority nominating a candidate should select the nominee carefully and ensure that opportunities will be in place for the individual to apply the learning received in a structured manner in their country. This will ensure that the individual and the nominating organization gain maximum benefit from the training opportunity.

5. Nominated candidates MUST meet the following criteria:
- a. Have a high school diploma plus two years of additional education from a technical college, institute or university. The additional education should be focused on physics, statistics, mathematics, information and communication technology. A Category "A" or Category "B" Certificate in Hydrographic Surveying is preferable.
 - b. Have a very good standard of English, both written and spoken, with reasonable technical English (Candidates' English skills will be assessed during a telephone or teleconference interview before final selection).
 - c. Submit an application that includes their education, work experience in hydrographic survey for at least five years. Teaching experience would be an advantage. Evidence of education and a CV should be provided with the submission.
6. Applications should be submitted in accordance with Capacity Building Procedure 7, using the Application Form reproduced in Annex B (a Word file version is available in the IHO website at: <https://iho.int> → IRCC → CBSC → Miscellaneous → CB Procedures → Procedure 7).
7. A Selection Panel, comprising representatives from the IHO Secretariat and KHOA, will select the candidates for the Programme. The successful candidates and their parent organizations will be informed of the selection by 1 October 2021. Selected candidates should inform KHOA by 15 October 2021 whether they can participate in the programme. Successful candidates will be selected individually based on their merits. Once selected, candidates cannot be changed by their national authorities. Selected candidates will receive detailed information directly from the KHOA Project Leader.
8. Applications should be submitted no later than **23 September 2021** by e-mail (cl-lc@iho.int with copy to adcc@iho.int, cba@iho.int, pok@iho.int and infokhoa@korea.kr) or Fax (+ 377 93 10 81 40) using the Annex B template, but preferably using the IHO Online Form System by accessing the following link:

https://IHO.formstack.com/forms/cl32_21

On behalf of the Secretary-General

Yours sincerely,



Luigi SINAPI
Director

Annexes (in English only):

- A. Tentative Programme of the Training for Trainers Programme in Basic Hydrography
- B. Application Form

TRAINING FOR TRAINERS PROGRAMME IN BASIC HYDROGRAPHY
KHOA, Online / Busan, Republic of Korea, 1 – 12 November 2021

TENTATIVE PROGRAMME

1 Nov	2 Nov	3 Nov	4 Nov	5 Nov
Day 1	Day 2	Day 3	Day 4	Day 5
<ul style="list-style-type: none"> • KHOA personnel introduction • Participant introduction • History of Training for Trainers • Aims and objectives • Hydrographic education & training philosophy • What makes a good trainer? • Managing the lesson • Giving & receiving feedback • Distance education – the design and development of e-Learning material and implementation of existing resources 	<ul style="list-style-type: none"> • Initial group review of materials • Presentations of group reviews of provided hydrography training materials • Develop & design basic hydro modules – group work to revise the assigned module 	<ul style="list-style-type: none"> • Content development timelines & calendar considerations for hydrographic training courses • Develop & design basic hydro modules – group work to revise the assigned module 	<ul style="list-style-type: none"> • Develop & design basic hydro modules – group work to revise the assigned module 	<ul style="list-style-type: none"> • Develop & design basic hydro modules – group work to revise the assigned module

8 Nov	9 Nov	10 Nov	11 Nov	12 Nov
Day 6	Day 7	Day 8	Day 9	Day 10
<ul style="list-style-type: none"> • Presentations & feedback session 	<ul style="list-style-type: none"> • Group work on final edition presentations 	<ul style="list-style-type: none"> • Final edition presentations • Course development methodologies and tools for hands-on technical education – onboard training materials preparation • Assign software and equipment • Group work on basic hydro module lesson plan presentation/strategies 	<ul style="list-style-type: none"> • Course development methodologies and tools for hands-on technical education • Onboard training • Present and review assessment strategies for hydrographic training 	<ul style="list-style-type: none"> • Group work – assessment strategies for hydrographic training • Present and review assessment strategies for hydrographic training • Consolidation/objectives • Certificate awards ceremony



CB Procedure 7
APPLICATION FORM



**IHO CAPACITY BUILDING PROJECT
CANDIDATE APPLICATION FORM**

(IHO Online Form System https://IHO.formstack.com/forms/cl32_21
)

1. Project characteristics (filled by the IHO Secretariat or project leader)	
Type of project:	Course
Name of the project:	IHO-ROK Training for Trainers Programme in Basic Hydrography
Venue:	Online / Republic of Korea - Busan - KHOA
Period:	From 01/11/2021 to 12/11/2021
2. Personal information (filled by applicant)	
Title:	Choose your title
Family name:	Enter your family name
First name:	Enter your first name
Nationality:	Enter your nationality
Date of birth:	Enter your date of birth
Place of birth:	Enter your place of birth
3. Address direction (filled by applicant)	
Address:	Enter the street number
	Enter the complement
	City – Enter the postal code
	Country
Telephone:	(Country code) phone number
Fax:	(Country code) fax number
e-mail	Enter an e-mail address
4. Present position and description of duties (filled by applicant)	
Describe here your current position in the organization and a short description of your duties (maximum 5 lines)	
5. Experience in Hydrography and Cartography (filled by applicant)	
Describe here your past experience in Hydrography and Cartography, with emphasis in the ones related to the project (maximum 7 lines)	
6. Candidate's future plans for application of the training/participation (filled by applicant)	
Describe here your future plans for application of the training or participation in technical events (maximum 5 lines)	
7. Date and signature of the applicant	

Attachment: Candidate's Curriculum Vitae (if requested in the call for nomination)

**STATEMENT BY THE NATIONAL HYDROGRAPHER
or
APPROPRIATE NATIONAL AUTHORITY**

The **Hydrographer** (Type here if not the Hydrographer) of (Type here the name of the country) requests the IHO to consider this Application Form and confirms that Ms/Mr (Type here the name of the candidate) is fully aware of the following conditions which apply to this application:

1. The candidate (if selected) once the training has been successfully completed, he/she will continue to work in the field of the training received.
2. The IHO Capacity Building Fund will support the items so agreed and indicated in the relevant Circular Letter or Invitation Letter.
3. Insurances, visa and any other expenses are not covered by the IHO Capacity Building Fund. They are the responsibility of the institution submitting the application.
4. Should a selected candidate not be able to participate in the course for any reason he/she will be replaced by a candidate from the waiting list and **NOT** by an applicant from the same country.
5. Passport and Visa are the responsibility of the applicant or the applicant's administration.
6. Where the IHO Secretariat is informed less than 1 month before the start of the course that a selected candidate is unable to participate in the course, his/her sponsoring institution will be required to refund the IHO Capacity Building Fund any expenses already incurred by the IHO.

Date: Signature date	Name: National Hydrographer/authority name
Signature:	

7. The Application Form should be submitted no later than 23 September 2021 using the IHO Online Form System. Alternatively, submissions can be sent via e-mail (cl-lc@iho.int with copy to adcc@iho.int, cba@iho.int, pok@iho.int and infokhoa@korea.kr) or Fax (+ 377 93 10 81 40) using the Annex B template.