

IHO File No. S1/1900/A

CIRCULAR LETTER 19/2023
24 May 2023

**JOINT CANADA-IHO PROJECT EMPOWERING WOMEN IN HYDROGRAPHY
IC-ENC KNOWLEDGEBASE SECONDMENT– CALL FOR APPLICATIONS**

References:

- a) CL 20/2021 dated 31 May - Joint CANADA-IHO Project Empowering Women in Hydrography
- b) CL 35/2021 dated 15 September - Joint CANADA-IHO Project Empowering Women in Hydrography

Dear Hydrographer,

1. Reference A presented the proposal of the Joint CANADA-IHO Project Empowering Women in Hydrography (EWH) and the IHO Secretariat encouraged the Member States to consider the recommendation of the 2nd Session of the Assembly (A-2 Decision 36) to participate in the EWH Project.
2. Reference B announced the project's "kick-off" meeting where it was mentioned that some internships associated with this project are planned and that the updated information related with this project will be available on the respective webpage at: <https://iho.int/en/basic-cbssc-ewh>.
3. IC-ENC would like to announce an opportunity for a female candidate to be associated with the EWH project by leading on the continuous improvement of the IC-ENC Knowledgebase.
 - a. The candidate will work with IC-ENC virtually one day a week during August 2023 to end of September 2023, she will then travel to the UK and spend a month in person at IC-ENC headquarters (UK Hydrographic Office) to work on the project. Ideally candidates will be early to mid-level hydrographers with a strong background and continued interest in hydrography.
 - b. Applicants should send a resume, completed questionnaire form, and signed statement from their national hydrographic authority (all found at: <https://iho.int/en/basic-cbssc-ewh>) as one combined PDF file via email to therenc@ic-enc.org.
4. The candidate must be able to travel and be in place at IC-ENC Headquarters in the United Kingdom from 2 to 27 October. IC-ENC will support travel and accommodation costs and will work with the selected candidate on obtaining a visa. Please email any questions about this application process to therenc@ic-enc.org.

5. Candidates' applications should arrive no later than **30 June 2023**.

6. The IHO Secretariat would like to thank IC-ENC and also encourage Member States to consider participation in the EWH Project.

Yours sincerely,
On behalf of the Secretary General

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

Luigi SINAPI
Director

Annex A: Questionnaire

**Details, Questionnaire, and National Authority Form
IC-ENC Knowledgebase Continuous Improvement Project Applicants**

Objective: The successful female candidate will lead on a continuous improvement project relating to the IC-ENC Knowledgebase. The IC-ENC Knowledgebase is a key resource for Members which provides a database of over 2,300 validation software error messages which is maintained on a regular basis. This project will build leadership, project management and analytical skills.

Coordinator: International Centre for Electronic Navigation Charts (IC-ENC) (therenc@ic-enc.org)

Duration of the experience: Approximately one day a week virtual support from August 2023 and then a one month placement at IC-ENC Headquarters (UK Hydrographic Office) in Taunton, United Kingdom from 2 to 27 October 2023. There will also be a virtual feedback session following the secondment in November (date TBC). IC-ENC will support travel and accommodation costs.

Tasks:

- Correspond with the IC-ENC Membership to establish the current value and use of IC-ENCs Knowledgebase
- Liaise with external and internal stakeholders
- Define a vision plan for the IC-ENC Knowledgebase and prepare a proposal to the IC-ENC Production Support Working Group
- Present findings at the IC-ENC Technical Conference in October

Requirements:

- Female candidates should have experience working in a field related to hydrography
- Candidates should have experience in ENCs and validation
- Strong resume reflecting continued interest in Continuous Improvements
- Must read, write and speak English proficiently
- Be proficient in Microsoft Office packages
- Ability to obtain a signed statement from their nation's hydrographic office
- Be prepared to meet any updated COVID-19 requirements

Required documents:

- A resume
- Filled out questionnaire form (below in this document - page 3)

- Signed statement of the candidate's national hydrographic authority mentioning the principal availability of the candidate for future involvement in hydrography and/or related matters (below in this document - page 5)

Applications:

- The resume, questionnaire, and signed statement from a national hydrographic authority should be submitted as one combined PDF file no later than **30 June 2023** via email to therenc@ic-enc.org.
- Please email any questions about this application process or the project to therenc@ic-enc.org.
- Chosen candidate must be able to travel to the United Kingdom in October 2023.
- Ideally candidates will be early to mid-level hydrographic surveyors with a strong background and continued interest in hydrography.

**IC-ENC Knowledgebase Continuous Improvement Project Candidate Questionnaire
Form**

| | |
|--|--|
| | |
| First and last name | |
| Nationality | |
| Job title | |
| Address | |
| Telephone | |
| Email | |
| | |
| Present position and description of duties | |
| | |
| Description of past hydrographic experience (please include years of experience, any hydrographic training acquired, etc.) | |
| | |
| What kind of hydrographic capability does your nation have / do you have access to? | |
| | |
| Description of candidate's future plans to be involved in hydrography | |
| | |

What is the candidate's motivation for applying for this experience?

What would you look forward to learning most whilst undertaking this IC-ENC Knowledgebase project?

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

The **Hydrographer** (or _____) of _____ requests IC-ENC to consider this Application and confirms that the candidate _____ is fully aware of the following conditions which apply to this application:

1. The candidate (if selected), once the opportunity has been successfully completed, will likely be involved in hydrographic activities in the long-term.
2. The candidate complies with all the opportunity requirements.

| | |
|------------|--------------------------------|
| Date: | National Authority (Position): |
| Signature: | |