



IHO File No CBSC & S1/1900

**CIRCULAR LETTER 25/2024**  
**27 May 2024**

**EMPOWERING WOMEN IN HYDROGRAPHY PROJECT - UK IMPROVING GENDER  
BALANCE FUND – CALL FOR APPLICATIONS**

Reference: Letter from UKHO dated 7 May 2024 – United Kingdom support to the Empowering Women in Hydrography project.

Dear Hydrographer,

1. The Letter in reference announced the United Kingdom's support for the IHO Empowering Women in Hydrography Project through a dedicated *Improving Gender Balance Fund*. The fund is available to IHO Member States and other coastal states and will provide financial support for women who are working to advance their careers, including their progression to leadership roles in the hydrographic sector. The aims of the fund are to support:

- The active participation by women from across the hydrographic community in the work of the IHO (e.g. participation in IRCC, HSSC, IBSC, RHCs', Working Groups or Teams meetings);
- Development opportunities for women through exposure to wider events, organizations or project appointments in order to gain skills and experience;
- The progression of more women to leadership positions across all IHO organs.

2. The following general selection criteria will be used:

- Proposals must directly support the improvement of gender balance in hydrography.
- Proposals should include a clear and measurable benefit. This may include how they support the progression of the applicant towards a leadership position or personal developments that will be gained.
- A broad geographic distribution of applicants will be sought.

Proposals will be assessed by the UK upon receipt while keeping the IHO Secretariat informed, and applicants will be notified via email if their request has been approved.

3. The *UK Improving Gender Balance Fund* will provide financial support for travel and accommodation for the participants. Any other associated expenses beyond these will be considered and should be outlined in the applicant's proposal.

4. Applicants will be expected to provide a short report on the completion of the activity and this material may be included in broader EWH material to demonstrate the value of the investment.

5. Applicants for the funding opportunity should send the accompanying application form at *Annex A* to [ibte@ukho.gov.uk](mailto:ibte@ukho.gov.uk). Submissions must be supported by a signed statement from

their nation's hydrographic office (or relevant organization where no hydrographic office currently exists).

6. The IHO Secretariat thanks the UKHO (United Kingdom) for its strong commitment to the EWH project. The IHO Secretariat would also like to encourage Member States to consider any future offers and further participation in the EWH project.

On behalf of the Secretary-General

Yours sincerely,

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

Luigi Sinapi  
Director

Annex A: Application form (to be sent to [ibte@ukho.gov.uk](mailto:ibte@ukho.gov.uk) )

**UK Improving Gender Balance Fund Application Form**

Applicant details	
First and last name	
Nationality	
Job title	
Address	
Telephone	
Email	

Present position of applicant and description of duties

Future aspirations and career goals of applicant

Requested support including a full description and itemised estimated costs of support

Describe the benefits to you that this support will provide including how it will support your development (Maximum 250 words)

STATEMENT OF THE NATIONAL HYDROGRAPHER  
or  
APPROPRIATE NATIONAL AUTHORITY

The **Hydrographer** (or \_\_\_\_\_) of \_\_\_\_\_  
requests UK Hydrographic Office 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