



IHO File No. S1/3023 & CBSC-1

CIRCULAR LETTER 45/2024
11 December 2024

CATEGORY “B” NAUTICAL CARTOGRAPHY PROGRAMME
SPONSORED BY THE REPUBLIC OF KOREA
(16 June 2025 - 31 October 2025)

CALL FOR NOMINATIONS

Reference:

- 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. IHO Capacity Building Work Programme (2025 CBWP)

Dear Hydrographer,

1. The Republic of Korea (ROK) supports the IHO Capacity Building (CB) Programme by providing funds under the terms of the MoU signed in 2011 (Reference A). In accordance with Reference B, the Activity P-02, ROK Category “B” Nautical Cartographers Programme will be held at the Korea Hydrographic and Oceanographic Agency (KHOA), Busan, ROK, from 16 June to 31 October 2025. The ROK has provided funding for up to 10 participants to attend this course. The Nautical Cartographers Programme is recognized at the Category “B” level by the International Board on Standards of Competence for Hydrographic Surveyors and Nautical Cartographers (IBSC) in accordance with the IHO Publication S-8B - *Standards of Competence for Category “B” Nautical Cartographers*. Further details of the Programme are provided in Annex A.
2. Funding support will cover one outward and return airfare, accommodation, meals and training materials. The funding does not include pocket money for the students or allowances for family members. Medical and life insurance are not covered and should therefore be arranged by the nominating authorities or the selected students.
3. 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 cartographic capabilities. In accordance with the IHO CB Strategy, this Programme is only available to candidates from IHO Member States.
4. It is essential that candidates are employed by a national hydrographic office, a maritime authority or a related national agency responsible for the nautical cartographic production in the nominating country. The nomination must include a statement by the nominating authority (Annex B) 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.
5. The authority nominating a candidate should carefully select the nominee and ensure that opportunities will be in place for the candidate to utilize and transfer the knowledge gained through the programme in a structured manner for the benefit of his or her parent organization. This will ensure that the individual and the nominating organization gain maximum benefit.

6. 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 GIS, geography, mathematics and computer science.
 - b. Have a good standard of English, both written and spoken, with reasonable technical English (Candidates' English skills can be assessed if necessary).
7. Applications should be prepared in accordance with CB Procedure 7, which is available on the IHO website at:
https://iho.int/uploads/user/InterRegional%20Coordination/CBSC/MISC/Templates%20Procedures/PDF/Proc7_E_30MAR2020.pdf. In addition to following CB Procedure 7, candidates must also provide the IHO Secretariat with:
 - a. copy of the graduation diploma, with evidence of education (if necessary);
 - b. copy of passport valid for at least 1 year
 - c. A curriculum vitae (in English, including a photo) and any related documents;
 - d. A personal letter stating goals and interests (in English), and;
 - e. Statement by the nominating authority, defined in paragraph 4, with Certificate of Employment
8. Applicants are also strongly advised to complete in advance and submit Certificates of Completion for two e-learning courses, "Fundamentals of Chart Production" and "MSDI Fundamentals" on the IHO e-Learning Center which can be accessed at the following link: <https://elearning.iho.int/>
9. Applications should be submitted no later than 14 February (CET) 2025 by e-mail (cl-lc@iho.int with copy to adcc@iho.int , cba@iho.int , pok@iho.int and infokhoa@korea.kr) using the Annex C template, but preferably using the IHO Online Form System by accessing the following link: https://IHO.formstack.com/forms/cl45_24
10. A Selection Panel, comprising of representatives from the IHO Secretariat and the ROK, will select the candidates for the Programme. The successful candidates and their parent organizations will be informed of the selection by 28 February 2025. Candidates will be selected individually based on their merits. Once selected, candidates cannot be changed by their national authorities.
11. The IHO Secretariat would like to reiterate its appreciation to the Republic of Korea for its generous support of the IHO's role and objectives.

On behalf of the Secretary-General
Yours sincerely,



Luigi SINAPI
IHO Director

Annexes (in English only):

- A. Summary of the Hydrographic Cartography Programme
- B. Statement by the National Hydrographer
- C. Application Form - IHO Online Form System link: https://IHO.formstack.com/forms/cl45_24

SUMMARY OF THE COURSE PROGRAMME

- Programme: **Nautical Cartography Programme**
- Level of Recognition: **Category “B” level by the IBSC against the IHO Publication S-8B - Standards of Competence for Category “B” Nautical Cartographers**
- Duration: **20 weeks**

The programme consists of 4 modules for 20 Units.

- **Module 1** represents the foundation module of the programme. It introduces students to the basics of marine data processing, chart work and cartography, building the foundation for Module 2.

Module 1 - Foundations of Marine Geospatial Information	
Unit 1	Introduction to Charts and ENCs
Unit 2	Chart Compilation Concepts
Unit 3	ENC Data Concepts
Unit 4	Product Maintenance – Ways of Updating

- **Module 2 Part A** includes extensive practical exercises, assignments, hands-on instruction and continuous testing of newly acquired skills.

Module 2 Part A - Marine Data Assessment, Compilation and Production	
Unit 1	Chart Design and Planning (Chart Scheming)
Unit 2	Compiling Topography & Coastline
Unit 3	Compiling Bathymetry, including contouring
Unit 4	Compilation of other features
Unit 5	Product Finishing – ENCs and Paper Charts

- **Module 2 Part A (revision) and Part B** include extensive practical exercises, assignments, hands-on instruction and continuous testing of newly acquired skills.

Module 2 Part A (revision) and Part B - Marine Data Assessment, Compilation and Production	
Unit 6	Evaluating Bathymetry (Advanced)
Unit 7	QC & Workflow
Unit 8	Complex Compilation
Unit 9	Product Finishing: Raster Charts & Printing

- **Module 3** contains the legal and scientific elements of the programme, including geology, oceanography and maritime law.

Module 3 - Marine Environment & Context	
Unit 1	Marine Geology
Unit 2	Oceanography
Unit 3	Maritime Law

- **Module 4** represents a self-contained course on Marine Spatial Data Infrastructures (MSDI), including the wider uses of hydrographic data with practical assessments to ensure comprehension.

Module 4 - Marine Spatial Data Infrastructures	
Unit 1	Marine Data Products & Services
Unit 2	Marine Spatial Data Infrastructures
Unit 3	MSDI Applications
Unit 4	Marine Information Objects

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 and confirms that he/she 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:	

The Application Form should reach the IHO Secretariat **no later than 28/02/2025** and should be addressed to:

CBSC Secretary
International Hydrographic Organisation
Email: cba@iho.int with copy to adcc@iho.int
or Fax: +377 93 10 81 40

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CB Procedure 7
APPLICATION FORM



**IHO CAPACITY BUILDING PROJECT
CANDIDATE APPLICATION FORM**

(IHO Online Form System: https://IHO.formstack.com/forms/cl45_24)

1. Project characteristics (filled by the IHO Secretariat or project leader)	
Type of project:	Course
Name of the project:	ROK Category B Nautical Cartographers Program
Venue:	Republic of Korea - Busan - KHOA
Period:	From 16/06/2025 to 31/10/2025
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	

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