IOC Circular Letter No 2607

(Available only in English)

IOC/VR/PP

29 October 2015

To: Official National Coordinating Bodies for Liaison with the IOC in countries of the Indian Ocean rim

cc: Permanent Delegates/Observers Missions to UNESCO, and National Commissions for UNESCO of IOC Member States in the Indian Ocean rim Officers and other IOC Member States

Subject: OTGA-INCOIS Training Course on Marine Geographic Information System (GIS) for Operational Oceanography – INCOIS, Hyderabad, India, 14–18 December 2015

Action required: To designate one or more participants to the Training Course, preferably no later than 15 November 2015

I am pleased to inform you that a five-day training course on Marine GIS for Operational Oceanography is scheduled from 14 to 18 December 2015, kindly hosted by the Indian National Centre for Ocean Information Services (INCOIS), Hyderabad, India. The course will be delivered in English.

The course provides an overview and hands-on approach to GIS applications pertaining to operational geospatial services as well as to oceanography and coastal zone using ArcGIS software. This includes the data acquisition, processing, analysis and interpretation of spatial data and generation of the specific thematic inputs to marine and coastal programmes.

The course is organized in collaboration with the IOC/IODE OceanTeacher Global Academy (OTGA) Project. A course description is attached hereafter. More information is available through the IODE website (including detailed information on how to apply) on this link.

Full funding (air ticket, accommodation, meals) will be available for a limited number of participants.

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Executive Secretary

Dr Vladimir RYABININ
Intergovernmental Oceanographic Commission — UNESCO
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FRANCE
You are invited to nominate one or more qualified trainees using the attached application form. UNESCO being committed to promote gender equality, applications from women are strongly encouraged. Applications should be sent by email to Dr Claudia Delgado (OTGA Project Manager, c.delgado@unesco.org) and Dr B. Madhusudhana Rao (OTGA India Regional Training Centre Coordinator, bmrao@incois.gov.in / itcoocean@incois.gov.in) no later than 15 November 2015. All application documents should be sent in one single email with the subject 'Marine GIS for Operational Oceanography course application'.

I take this opportunity to thank you once again for your cooperation and look forward to the active participation of suitable trainees from your country in this training course.

Yours sincerely,

[signed]

Vladimir Ryabinin
Executive Secretary

Enclosures:  Application Form
Course Flyer
OceanTeacher Global Academy - OTGA
Application Form - 2015

In addition to this completed application form, the following documents are required:
- Letter of endorsement (approval for travel to this particular training course) from your employer or supervisor. The endorsement letter must state how your training will further the objectives of capacity development at your institution.
- CV (Maximum 3 pages)
- Copy of the front page of your passport

Part 1 - PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>Surname (family name)</th>
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<tbody>
<tr>
<td>Name (given name(s))</td>
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<tr>
<td>Gender (male/female)</td>
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<td>Nationality</td>
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<td>Country of residence</td>
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<td>Birth date (dd.mm.yyyy)</td>
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<td>Passport number</td>
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<td>Passport date of issue (dd.mm.yyyy)</td>
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<td>Passport date of expiry (dd.mm.yyyy)</td>
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<tr>
<td>E-mail address (main) (e-mail will be the most important method of communication; you must provide one)</td>
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<tr>
<td>Alternative e-mail address</td>
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<tr>
<td>Phone number (in case a phone interview is needed) (country code – area code – number)</td>
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<tr>
<td>Nearest airport</td>
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<tr>
<td>Home Address (full)</td>
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</table>

### Person to be contacted in case of emergency

<table>
<thead>
<tr>
<th>Surname</th>
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<tbody>
<tr>
<td>Name (given name(s))</td>
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<tr>
<td>Relationship with this person</td>
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<tr>
<td>Telephone number (country code – area code – number)</td>
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<tr>
<td>Mobile phone number (country code – area code – number)</td>
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<tr>
<td>E-mail address:</td>
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</table>

### Part 2 - COURSE APPLICATION

<table>
<thead>
<tr>
<th>Course Title</th>
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<tbody>
<tr>
<td>Course dates (dd.mm.yyyy to dd.mm.yyyy)</td>
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<tr>
<td>Venue</td>
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</table>

**Motivation to attend this course (up to 300 words)**

(Personal statement which includes your motivation for attending the course, how it will benefit your professional activity and career development and what it will bring to your institution; furthermore, indicate if there is any particular problem or issue at your institution that attending this training will contribute to solving?)

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**After completing this training course will you have the necessary resources, including internet connectivity and/or access to necessary software, to apply the knowledge obtained? (Yes/No and explain)**

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If No, does your institution have, or is it in the process of obtaining, the funding to have the necessary resources, including internet connectivity and/or software, to apply the knowledge obtained? (provide details)

<table>
<thead>
<tr>
<th>Have you attended other Ocean Teacher Course(s)? (Yes/No)</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, state which course(s), where and when; also give a short comment on how it contributed to improve your skills (100 words maximum)</td>
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<tr>
<td>Are you involved with any NODC/ADU/OBIS node? (Yes/No)</td>
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<tr>
<td>If yes, state which and how</td>
</tr>
<tr>
<td>Please indicate the link to your profile on the OceanExpert Directory (if applicable)</td>
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</tbody>
</table>

Part 3 - EDUCATIONAL AND PROFESSIONAL BACKGROUND

EDUCATION:

List your Academic qualifications/degrees, Institution/place(s) and date(s):

<table>
<thead>
<tr>
<th>Academic qualification (Bachelor, Master, PhD, other; also indicate the topic of the degree)</th>
<th>Institution/place</th>
<th>Date (Start – completion)</th>
</tr>
</thead>
<tbody>
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</table>

List any other workshops and training you have attended which are relevant to the course you are applying to (include name, institution/place and dates(s)):
You’ll might need to bring your own (or institutional) laptop with you for the training course. Please state if you will have one available for this purpose as well as the brand and operating system.

PROFESSIONAL EXPERIENCE:

<table>
<thead>
<tr>
<th>Job Title (current position)</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Job description/functions</td>
<td>(Give a detailed description of your current professional functions and responsibilities: maximum 100 words)</td>
</tr>
<tr>
<td>Total number of years of professional experience</td>
<td></td>
</tr>
</tbody>
</table>

Employer Institution

Address of Institution (physical and postal address)

Institution telephone number(s)

Institution email

Name of the Head of Institution

Email address of Head of Institution

Do you have the necessary authorization to take leave from your job to attend the course? (Yes/No) From whom?

Would you have any objection if the Ocean Teacher Academy contacted your current employer? (Yes/No)

If Yes, explain briefly why (maximum 30 words)

Part 4 – FINANCIAL RESOURCES

<table>
<thead>
<tr>
<th>Financial assistance</th>
<th>Yes</th>
<th>No</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please indicate whether you can cover any of these expenses. In the case that you have co-sponsorship, please state the source.</td>
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</tr>
</tbody>
</table>
Travel costs (airfare)  
Living costs (accommodation and evening meal)  
Tuition fee (if applicable) 

Part 5 – LANGUAGES

The training course will be taught in English. How would you describe your language skills?

English (please tick corresponding level):

<table>
<thead>
<tr>
<th></th>
<th>Fair</th>
<th>Good</th>
<th>Excellent</th>
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<tbody>
<tr>
<td>Spoken</td>
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<tr>
<td>Read</td>
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<tr>
<td>Written</td>
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Part 6 – DIETARY RESTRICTIONS

None  
Vegetarian only  
No pork  
No beef  
Other (please specify) 

Part 7 – HOW DID YOU HEAR ABOUT THIS COURSE?

Internet (specify)  
Announcement by your national IOC/IODE contact points (specify)  
International Organization (specify)  
Other (specify) 

Part 8 – DECLARATION BY THE APPLICANT

I understand that insurance for travel purposes and my possessions will be covered by myself or my institution.
I will investigate any visa requirements for travel on due time, and will take steps to acquire visa(s) in good time. (If your application is successful, a supporting letter may be provided by the host institution of the training course for visa purposes.)
I hereby certify that the information provided in this application form is accurate and complete. In case it is requested I will provide proof of any information I provided in this form.

I will bring my own (or institutional) laptop for use during the training course.

(Signed, date and place)
Overview
The course provides an overview and hands on GIS applications pertaining to operational geospatial services pertaining to oceanography and coastal zone using ArcGIS software. This comprises the data acquisition, processing, analysis and interpretation of spatial data and generate the specific thematic inputs to marine and coastal programs.

Aims and Objectives
• To Provide an introduction to GIS for marine applications
• Utilization of open source spatial data
• To provide hands on GIS applications pertaining to ocean and coast

Learning Outcomes
• Knowledge and understanding of GIS, spatial data, raster and vector models
• Core tasks involved in the GIS analysis process including data acquisition, management, manipulation and analysis, and presentation and output
• Core functionality of ArcMap, Arc Catalogue and Arc Toolbox
• Creating and editing spatial data
• Awareness of coastal and marine GIS data applications

Target Audience
Target audiences include, but are not limited to, the following:
• Ocean and coastal data managers
• Staff and researchers working on marine GIS applications
• University graduates

NOTE: priority will be given to participants originating from the Indian Ocean rim countries. UNESCO is committed to promote gender equality. Therefore, applications from women are strongly encouraged.

Course Pre-requisites:
• Candidates should have a working knowledge of marine data and formats and preferably be working in institution which is responsible for the management of marine data
• This training course is not an introduction to GIS so candidates are expected to have some previous experience in the use of GIS
• Working knowledge of English

A Certificate of Participation will be issued to all successful students.