



IHB Files No. S3/0104 & CBSC

CIRCULAR LETTER 10/2016
26 February 2016

FOURTEENTH MEETING OF THE CAPACITY BUILDING SUB-COMMITTEE (CBSC14)
Abu Dhabi, UAE, 24-26 May 2016

and

EIGHTH MEETING OF THE INTER-REGIONAL COORDINATION COMMITTEE
(IRCC8)
Abu Dhabi, UAE, 29-31 May 2016

- References:
- A. IHO CL 69/2015 dated 17 September – *Outcome of the seventh meeting of the Inter-Regional Coordination Committee (IRCC7)*
 - B. IHO CL 76/2015 dated 26 October – *Outcome of the 13th Meeting of the Capacity Building Sub-Committee (CBSC13) and the 2016 Capacity Building Work Programme (2016-CBWP)*

Dear Hydrographer,

1. Following the kind invitation from the General Headquarters (GHQ) Armed Forces, Military Survey Department of the United Arab Emirates (UAE) to host the next meetings of the IHO Capacity Building Sub-Committee (CBSC14) and Inter-Regional Coordination Committee (IRCC8) in Abu Dhabi, from 24 to 26 May and from 29 to 31 May 2016 respectively, I am pleased to confirm the meetings. Both meetings will take place in the Armed Forces Officers Club and Hotel, in Abu Dhabi, UAE.
2. This letter provides general information and the draft agendas and timetables for the meetings.
3. **Actions arising from CBSC13 and IRCC7.** The current status of actions arising from CBSC13 and IRCC7 (see references A and B) are available on the respective sections of the IHO website. Some actions are still pending. Those nominated for actions that remain outstanding are kindly requested to take action as necessary and report the status to the CBSC Secretariat (adcc@iho.int) and IRCC Secretariat (dcoord@iho.int) as soon as possible.
4. **Draft Agendas and Timetables for CBSC14 and IRCC8.** The draft agendas and timetables for CBSC14 and IRCC8 are provided in Annexes A and B respectively. Associated documents, where known, are listed. Member States are kindly requested to review the draft agendas and timetables of the meetings and provide any comments or proposals for new or amended agenda items to the CBSC and IRCC Secretariats by **11 April 2016**. If necessary, revised draft agendas and timetables for CBSC14 and IRCC8 will be prepared and posted on the IHO website in due course.

5. **Submission of documents for IRCC8.** Documents intended for consideration at IRCC8 should be submitted to the IRCC Secretariat (dcoord@iho.int and copy to adcc@iho.int) in accordance with the "Instructions for the Submission of Reports and Proposals for Consideration by IRCC and its subordinate bodies" available on the IHO web site (Home → Committees & WG → IRCC → Meetings section) as follows:

Papers	Submission Deadline
Substantive papers – new items Proposals for new work items and any submissions requiring consideration and a decision by IRCC	Not later than 11 April 2016 (seven weeks before commencement of the meeting)
Subsequent Comments and Contributions Subsequent papers (which should be no more than 4 pages) commenting on submissions or proposals submitted as above	Not later than 9 May 2016 (three weeks before commencement of the meeting)
Reports of the RHCs and IRCC Bodies	
Information documents	

6. **Submission of documents to CBSC14.** Documents intended for consideration at CBSC14 should be submitted to the CBSC Secretariat (adcc@iho.int) in accordance with the "Instructions for the Submission of Reports and Proposals for Consideration by IRCC and its subordinate bodies" referred to in paragraph 5, as follows:

Papers	Submission Deadline
Requests of support to CBSC The submissions should follow the CB Procedures (www.iho.int → Capacity Building → Procedures)	Not later than 1 April 2016
Substantive papers – new items Proposals for new work items and any submissions requiring consideration and a decision by CBSC	Not later than 5 April 2016 (seven weeks before commencement of the meeting)
Subsequent Comments and Contributions Subsequent papers (which should be no more than 4 pages), commenting on submissions or proposals submitted as above	Not later than 3 May 2016 (three weeks before commencement of the meeting)
Information documents	

7. Documents received after the relevant deadline will be treated as information papers only. All documents for the meetings will be posted on the IHO website under Committees & WG, in their respective sections, as soon as they are available. Member States are invited to consult the IHO website regularly.

8. The lists of the members of the IRCC and CBSC are maintained on the IHO website: (Home → Committees & WG → IRCC → Members section) and (Home → Committees & WG → CBSC → Members section). Both meetings are open to all Member States, and to recognized Observer Organizations who may participate, in accordance with the Terms of Reference of the CBSC and IRCC.

9. **Logistics.** General information is provided in Annex C to this letter. I would like to emphasize that hotel reservations and visa requests are the responsibility of each participant. Further information for administration and logistic issues, if required, will be provided on the IHO web site.

10. **Registration.** Members of the CBSC and the IRCC, as well as Observers, wishing to attend one or both of the meetings, are requested to send their Registration Form (Annex D) to the host organization, Military Survey Department – Hydrographic Section of the UAE and to the IHB as soon as possible and **not later than 30 April 2016**. This will facilitate the overall logistic planning and the preparation of the meetings.

11. The points of contact for logistics, visa and accommodation assistance for both meetings are presented in Annex C.

12. According to the arrangements outlined at IRCC7, the 15th CBSC and 9th IRCC meetings are planned to be held in Paramaribo, Suriname in May/June 2017. India kindly offered to host the meetings in 2018 (CBSC16 and IRCC10) subject to confirmation. Proposals for hosting the subsequent meetings in 2019 (CBSC17 and IRCC11) are welcome at any time and preferably **not later than at IRCC8** in Abu Dhabi.

On behalf of the Directing Committee
Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Mustafa IPTES', is centered on the page.

Mustafa IPTES
Director

Annexes (in English only):

Annex A – Draft Agenda and Timetable for CBSC14

Annex B – Draft Agenda and Timetable for IRCC8

Annex C – Logistics Information

Annex D – Registration Form

**14th MEETING OF THE IHO CAPACITY BUILDING SUB-COMMITTEE
IHO-CBSC14
Abu Dhabi, UAE, 24-26 May 2016**

DRAFT AGENDA AND TIMETABLE

Note: Presenters of papers in parentheses ().

Time	DAY ONE OF CBSC14 – Tuesday 24 May	Action
08h00	Registration	All
09h00	<p>1. a. Opening Remarks Opening of the meeting and welcome.</p> <p>b. Introductions Participants will be invited to introduce themselves.</p> <p>c. Administrative Arrangements <i>Docs: CBSC14-01A List of Documents (IHB)</i> <i>CBSC14-01B List of Participants (IHB)</i> <i>CBSC14-01C CBSC Membership (IHB)</i> <i>CBSC14-01D ToR and RoP (IHB)</i> <i>CBSC14-01E ToR for the CB Coordinators (IHB)</i></p> <p>Logistic guidance and information. Documents are presented and updated as necessary.</p>	<p>Chair/Host/ IHB All</p> <p>Host/IHB</p>
09h50	<p>2. Approval of Agenda <i>Doc: CBSC14-02 Agenda and Timetable (IHB)</i></p> <p>Participants are invited to comment the agenda and timetable in case updates are necessary. Agenda is adopted.</p>	Chair
10h00	<p>3. Matters arising from Minutes of CBSC13 Meeting <i>Docs: CBSC14-03A Minutes of CBSC13 (IHB)</i> <i>CBSC14-03B Status of Action List from CBSC13 (IHB)</i></p> <p>Approval of the CBSC13 Minutes. List of Actions is reviewed and updated.</p>	Chair
10h30	Coffee break	Host
11h00	<p>4. Reports by the Chair and the IHB <i>Docs: CBSC14-04A Report by the Chair (Chair)</i> <i>CBSC14-04B Report by the IHB (IHB)</i></p> <p>Highlights from the Chair and the IHB on ongoing issues and the future of the IHO Capacity Building programme. Chair reports on the Coordination of CB activities with ROK and Japan and the work of the Joint IHO/IMO/WMO/IOC/IALA/IAEA/FIG CB Coordination Meeting.</p>	Chair/IHB

Time	DAY ONE OF CBSC14 – Tuesday 24 May (Continued)	Action
11h30	<p>5. Regional Assessment of CB Activities</p> <p>5.1 Reports of the RHCs</p> <p><i>Docs: CBSC14-05.1A MBSHC Report</i> <i>CBSC14-05.1B EAHC Report</i> <i>CBSC14-05.1C EAthC Report</i> <i>CBSC14-05.1D SEPRHC Report</i> <i>CBSC14-05.1E SWPHC Report</i> <i>CBSC14-05.1F MACHC Report</i> <i>CBSC14-05.1G SAIHC Report</i> <i>CBSC14-05.1H NIOHC Report</i> <i>CBSC14-05.1I RSAHC Report</i> <i>CBSC14-05.1J SWAtHC Report</i></p> <p>RHC Members and CB Coordinators will update the meeting on the status of C-55, report on visits (high-level, technical and follow-up) and report on courses, workshops and seminars.</p>	RHC Reps.
12h30	Group photo followed by lunch break	Host
14h00	<p>5. Regional Assessment of CB Activities (continued)</p> <p>5.2 Update and closure of the 2015 CBWP</p> <p><i>Doc: CBSC14-05.2 Closed 2015 CBWP</i></p> <p>CBSC will update and close the 2015 CBWP.</p>	Chair/IHB
14h30	<p>6. Regional projects for CB</p> <p><i>Docs: CBSC14-06A Risk Assessment (SWPHC)</i> <i>CBSC14-06B OECS Project (UK)</i> <i>CBSC14-06C CB Developments in EAHC (EAHC)</i> <i>CBSC14-06D Definition Study for Long Term Project (EAthC)</i> <i>CBSC14-06E Strengthening the Hydrographic Capacities in the MACHC (Mexico)</i> <i>CBSC14-06F Neptune Programme (UK)</i></p> <p>Reports and presentations on ongoing developments in regional projects (20 minutes each):</p> <p>a) SWPHC (Risk assessment) b) MACHC (OECS Project) c) EAHC (CB developments) d) EAthC (Definition Study for a Long Term Project) e) MACHC (Strengthening the Hydrographic Capabilities) f) UK Overseas Territories (Neptune Programme)</p>	N. Zealand UK EAHC France Mexico UK
15h30	Coffee break	Host
16h00	<p>6. Regional projects for CB (continued)</p> <p>Continuation of item 6.</p>	RHC Reps.
17h30	END OF DAY ONE	Chair

Time	DAY TWO OF CBSC14 – Wednesday 25 May	Action
09h00	<p>7. Strategic Issues of the CBSC <i>Docs: CBSC14-07 IHO Capacity Building Strategy (IHB)</i></p> <p>7.1 Assessment of the IHO CB Strategy</p> <p>7.2 Way Ahead for the IHO CB Strategy</p> <p>7.3 Development of projects to seek donor funds</p> <p>7.4 Measures of success of the CB Programme</p> <p>7.5 Review of IHO Strategic Plan in relation to CB Strategy</p> <p>The meeting will discuss the revised IHO CB Strategy and the way ahead for the CB Strategy, including the development of projects to seek donor funds and the measures of success of the CB Programme.</p>	Chair/IHB
10h30	Coffee break	Host
11h00	<p>8. Operational issues of the CBSC</p> <p>8.1 Revision of the CB Procedure 7 (<i>Application Procedure</i>) <i>Doc: CBSC14-08.1 draft revised CB Procedure 7 (IHB)</i> Revision of the CB Procedure 7.</p> <p>8.2 Revision of the CB Procedure 8 (<i>Finance Management</i>) <i>Doc: CBSC14-08.2 draft revised CB Procedure 8 (IHB)</i> Revision of the CB Procedure 8.</p> <p>8.3 Revision of the draft CB Procedure 9 (<i>Technical Visits</i>) <i>Doc: CBSC14-08.3 draft CB Procedure 9 (IHB)</i> Revision of the experimental draft CB Procedure 9 in view of the lessons learned in using this draft in the past year.</p>	IHB IHB IHB
12h30	Lunch break	Host
14h00	<p>8. Operational issues of the CBSC (Continued)</p> <p>8.4 Proposal of new CB Procedures <i>Docs: CBSC14-08.4A Draft CB Procedure 10 on the Management Plan (IHB)</i> <i>CBSC14-08.4B Draft CB Procedure 11 on the Assessment of the Status of CB Phases (UK)</i> <i>CBSC14-08.4C Draft CB Procedure 12 on a Certificate for the Completion of CB Activities (UK and IHB)</i></p> <p>Meeting will consider the draft new CB Procedures on the Management Plan, the assessment of the status of the CB Phases in coastal States and the adoption of a certificate template to be awarded to those successfully completing CB Activities.</p> <p>8.5 CB Management System update <i>Doc: CBSC14-08.5 CB Management System update (IHB)</i> Analysis of the issues for the continuing development of the CB Management System</p> <p>8.6 C-55 Status and Developments <i>Doc: CBSC14-08.6 C-55 Status and Developments (IHB)</i> IHB will update on the status of C-55 and current developments.</p>	IHB/UK IHB IHB
15h30	Coffee break	Host

Time	DAY TWO OF CBSC14 – Wednesday 25 May (continued)	Action
16h00	<p>8. Operational issues of the CBSC (Continued)</p> <p>8.7 Performance Indicators and Statistics <i>Docs: CBSC14-08.7 Performance Indicators (Chair)</i> Discussion on the requirements for the Performance Indicators and the establishment of the relevant statistics related to CB.</p> <p>8.8 Review of the 3-year RHC Work Plans 2018-2020 <i>Docs: CBSC14-08.8A MBSHC 3-year Work Plan</i> <i>CBSC14-08.8B EAHC 3-year Work Plan</i> <i>CBSC14-08.8C EAHC 3-year Work Plan</i> <i>CBSC14-08.8D SEPRHC 3-year Work Plan</i> <i>CBSC14-08.8E SWPHC 3-year Work Plan</i> <i>CBSC14-08.8F MACHC 3-year Work Plan</i> <i>CBSC14-08.8G SAIHC 3-year Work Plan</i> <i>CBSC14-08.8H NIOHC 3-year Work Plan</i> <i>CBSC14-08.8I RSAHC 3-year Work Plan</i> <i>CBSC14-08.8J SWAtHC 3-year Work Plan</i></p> <p>Review of the 3-year Work Plans of the RHCs (CBSC13 Action 45)</p>	<p>Chair</p> <p>RHCs</p>
17h30	END OF DAY TWO	Chair

Time	DAY THREE OF CBSC14 – Thursday 26 May	Action
09h00	<p>9. CB Management</p> <p>9.1 Update of the 2016 CBWP <i>Doc: CBSC14-09.1 Updated 2016 CBWP (IHB)</i> Assessment of and feedback to the 2016 CBWP.</p> <p>9.2 Finance Report <i>Doc: CBSC14-09.2 Finance Report (IHB)</i> IHB will introduce the finance report for the approval of the CBSC</p>	<p>Chair</p> <p>IHB</p>
10h30	Coffee break	Host
11h00	<p>9. CB Management (continued)</p> <p>9.3 Management Plan <i>Doc: CBSC14-09.3 draft 2017 CB Management Plan (IHB)</i> CBSC will review, update and approve the 2017 CB Management Plan.</p> <p>9.4 Adoption of the 2017 CBWP <i>Doc: CBSC14-09.4 Adopted 2017 CBWP (IHB)</i> CBSC adopt the 2017 CBWP. <i>Doc. CBSC14-09.4</i> will be drafted during the meeting following the approval of the 2017 CB Management Plan.</p>	IHB
12h30	Lunch break	Host
14h00	<p>10. Report from the CBSC to the IRCC8 Meeting Preparation of the CBSC Chair report to the IRCC8 Meeting.</p>	Chair
14h30	<p>11. Any other business CBSC discuss any other business.</p>	Chair

Time	DAY THREE OF CBSC14 – Thursday 26 May (Continued)	Action
15h00	<p>12. Next CBSC Meetings (venue and date) Definition of the dates and venue for CBSC15 and confirmation of CBSC16. Participants are expected to offer to host CBSC17.</p> <p>CBSC15: Tentative date: 31 May-2 June 2017 – Paramaribo, Suriname CBSC16: May / June 2018 – Goa, India (subject to confirmation) CBSC17: May / June 2019 - Venue depending on proposals from Member States</p>	Chair
15h30	Coffee break	Host
16h00	<p>13. Review of the List of Actions <i>Doc: CBSC14-13 Draft list of actions from CBSC14 (IHB)</i> CBSC reviews the List of Actions with deadlines and assigned lead. <i>Doc. CBSC14-13</i> will be drafted during the meeting.</p>	Chair
16h45	<p>19. Closure Chair ends the meeting.</p>	Chair
17h00	END OF THE MEETING	Chair

**EIGHTH MEETING OF THE IHO INTER-REGIONAL COORDINATION COMMITTEE
IHO-IRCC8**

Abu Dhabi, UAE, 29-31 May 2016

DRAFT AGENDA AND TIMETABLE

Note: Presenters of papers in parentheses ().

Time	DAY ONE OF IRCC8 – Sunday, 29 May	Action
08h00	Registration	All
09h00	<p>1. a. Opening Remarks Opening of the meeting and welcome. Chair will give the opening remarks and then invite the host and the IHB President to address the audience.</p> <p>b. Introductions Participants will be invited to introduce themselves.</p> <p>c. Administrative Arrangements <i>Docs: IRCC8-01A List of Documents (IHB)</i> <i>IRCC8-01B List of Participants (IHB)</i> <i>IRCC8-01C List of IRCC Members(IHB)</i> Logistic guidance and information. Documents are presented and updated as necessary.</p>	Chair/Host /IHB All Chair/Host/ IHB
09h30	<p>2. Approval of Agenda <i>Doc: IRCC8-02 Agenda and Timetable (IHB)</i> Participants are invited to comment on the agenda and timetable in case updates are necessary. Agenda is adopted.</p>	Chair
09h45	<p>3. Matters arising from Minutes of IRCC7 Meeting <i>Docs: IRCC8-03A Minutes of IRCC7 (IHB)</i> <i>IRCC8-03B Status of Action List from IRCC7 (IHB)</i> Approval of the IRCC7 Minutes. List of Actions from IRCC7 is reviewed and updated.</p>	Chair/IHB
10h15	<p>4. Review of Terms of Reference and Rules of Procedure <i>Doc: IRCC8-04 TOR-ROP (IHB)</i> Meeting will review the IRCC Terms of Reference (ToR) and Rules of Procedure (RoP).</p>	Chair/IHB
10h30	Coffee Break	Host
11h00	<p>5. Report by the Chair and the IHB <i>Docs: IRCC8-05A IRCC Annual Report (Chair)</i> <i>IRCC8-05B IHB Report (IHB)</i> Highlights from the activity reports are delivered by the Chair and the IHB.</p>	Chair/IHB
11h30	<p>6. RHC Reports <i>Docs: IRCC8-06A Nordic HC (NHC Chair)</i> <i>IRCC8-06B North Sea HC (NSHC Chair)</i> <i>IRCC8-06C East Asia HC (EAHC Chair)</i> <i>IRCC8-06D US/Canada HC (USCHC Co-Chair)</i></p>	

	<p><i>IRCC8-06E Mediterranean and Black Seas HC (MBSHC Chair)</i> <i>IRCC8-06F Baltic Sea HC (BSHC Chair)</i> <i>IRCC8-06G Eastern Atlantic HC (EAtHC Chair)</i> <i>IRCC8-06H South-East Pacific Regional HC (SEPRHC Chair)</i> <i>IRCC8-06I South-West Pacific HC (SWPHC Chair)</i> <i>IRCC8-06J Meso American - Caribbean Sea HC (MACHC Chair)</i> <i>IRCC8-06K Southern Africa and Islands HC (SAIHC Chair)</i> <i>IRCC8-06L North Indian Ocean HC (NIOHC Chair)</i> <i>IRCC8-06M ROPME Sea Area HC (RSAHC Chair)</i> <i>IRCC8-06N South West Atlantic HC (SWAtHC Chair)</i> <i>IRCC8-06O Arctic Regional HC (ARHC Chair)</i></p> <p>RHC Chairs are invited to summarize their report briefly and present the key achievements, the challenges faced and lessons learned in each Region (maximum 10 minutes each).</p> <p>The Committee will be invited to note the key achievements and discuss how to overcome some of the common challenges faced by the RHCs.</p>	RHC Chairs
12h30	Group Photo followed by Lunch Break	Host
14h00	6. RHC Reports (continued) Continuation of item 6	RHC Chairs
15h30	Coffee Break	Host
16h00	6. RHC Reports (continued) Continuation of item 6	RHC Chairs
17h30	END OF DAY ONE	Chair

Time	DAY TWO OF IRCC8 – Monday, 30 May	Action
09h00	<p>7. Reports from IRCC Bodies</p> <p><i>Docs: IRCC8-07A Hydrographic Commission on Antarctica (HCA Chair)</i> <i>IRCC8-07B World-Wide Navigational Warning Service Sub-Committee (WWNWS-SC Chair)</i> <i>IRCC8-07C Capacity Building Sub-Committee (CBSC Chair)</i> <i>IRCC8-07D WEND Working Group (WENDWG Chair)</i> <i>IRCC8-07E MSDI Working Group (MSDIWG Chair)</i> <i>IRCC8-07F IHO-EU Network Working Group (IENWG Chair)</i> <i>IRCC8-07G CSB Working Group (CSBWG Chair)</i> <i>IRCC8-07H1 FIG-IHO-ICA IBSC (IBSC Chair)</i> <i>IRCC8-07H2 S-5A Submission (IBSC Chair)</i> <i>IRCC8-07I IHO-IOC GEBCO Guiding Committee (GGC Chair)</i></p> <p>Chairs of the IRCC bodies will present the main achievements, challenges faced, lessons learned and work programs in the IRCC bodies (maximum 10 minutes each). The Committee is invited to discuss the inputs and to provide guidance of each body's work programme.</p>	Chairs of the IRCC bodies
10h30	Coffee Break	Host
11h00	7. Reports from IRCC Bodies (continued) Continuation of item 7.	RHC Chairs
12h30	Lunch Break	Host

14h00	7. Reports from IRCC Bodies (continued) Continuation of item 7.	RHC Chairs
15h00	8. Inputs from Member States and other bodies affecting IRCC <i>Docs: IRCC8-08A Input from HSSC7 (HSSC)</i> <i>IRCC8-08B Relations with IGOs, NGOs and IHO Stakeholders (IHB)</i> Highlights from the reports and how they impact the RHCs and the IRCC bodies. Representation of the IHO at international and regional events will be discussed and evaluated.	Chair/IHB
15h30	Coffee Break	Host
16h00	09. Data gathering and Management, Maximizing the use of Hydrographic Data <i>Docs: IRCC8-09A Update on Data gathering and Management, Maximizing the use of Hydrographic Data(IHB)</i> Update on Data gathering and Management, Crowd-Sourced Bathymetry, Maximizing the use of Hydrographic Data will be presented by the IHB. IRCC will discuss the necessary actions to improve data gathering and also MSDI/NSDI at national and regional levels. Participants are invited to comment and contribute. Additional papers / input are expected from the Member States and participants.	Chair

Time	DAY THREE OF IRCC8 – Tuesday, 31 May	Action
16h45	10. Developments on GIS <i>Doc: IRCC8-10 Update on the INTtoGIS Project (IHB)</i> Presentation of the developments on GIS and INTtoGIS Projects and how they impact the RHCs and the Member States' activities. Participants are invited to comment and contribute.	
17h30	END OF DAY TWO	Chair
09h00	11. IHO Strategy 11.1 Revision of the IHO Strategic Plan <i>Doc: IRCC8-11.1 Revision of the IHO Strategic Plan (IHB)</i> IHB will present the revision requirements of the current IHO Strategic Plan and its relation to the IRCC roles and responsibilities. Participants are invited to provide their input on the content of the revision of the IHO Strategic Plan. 11.2 Implementation of Performance Monitoring and Revision of the Performance Indicators <i>Docs: IRCC8-11.2A Implementation of the IRCC SPIs and WPIs (IHB)</i> <i>IRCC8-11.2B Feedback from RHC (RHC Chair)</i> <i>IRCC8-11.2C Feedback from IRCC Bodies (CBSC and WENDWG Chair)</i> <i>IRCC8-11.2D Revision of the Performance Indicators (IHB)</i> IRCC Strategic Performance Indicators and Work Programme Indicators will be presented. Experienced gained and lessons learned from RHCs and IRCC Bodies are discussed. Revision requirements of the Performance Indicators will be considered.	Chair/IHB Chair/IHB
10h30	Coffee Break	Host
11h00	12. Procedure for RHCs to Designate their Representatives to the IHO Council <i>Doc: IRCC8-12 Procedure for RHCs to designate their representatives to the IHO Council (IHB)</i>	Chair/IHB

	A general briefing on the composition of the IHO Council and a sample template describing a procedure for selecting representatives on a regional basis will be provided by the IHB for information and consideration of the RHC Chairs.	
11h45	<p>13. IRCC Input to the XIXth International Hydrographic Conference / 1st Assembly</p> <p><i>Doc: IRCC8-13 IRCC input to the next IHC / Assembly (Chair)</i></p> <p>IHB will present the preparations of the next IHC / Assembly. Chair will present the highlights of the draft IRCC report to the next IHC / Assembly. IRCC Members are invited to provide their input on the draft report and draft agenda of the next IHC / Assembly.</p>	Chair/IHB
12h30	Lunch	Host
14h00	<p>14. Other information papers</p> <p>Relevant information papers from the IRCC Members and Observers Organizations will be provided later, if any.</p>	Chair
14h30	<p>15. Next IRCC Meetings (Venue and Date)</p> <p>Definition of the dates and venue for IRCC9 and confirmation of the dates and venue for IRCC10. Participants are expected to offer to host IRCC11.</p> <p>IRCC9: Tentative date: 05-07 June 2017 – Paramaribo, Suriname</p> <p>IRCC10: May / June 2018 – Goa, India (subject to confirmation)</p> <p>IRCC11: May / June 2019 - Venue depending on proposals from Member States</p>	Chair
14h40	<p>16. Any other business</p> <p>Participants are invited to present other business items (if any).</p>	Host/All
15h00	<p>17. Review of the Actions and Decisions</p> <p>Review of the actions and decisions agreed during the meeting.</p>	All
15h30	Coffee Break	Host
16h00	<p>17. Review of the Actions and Decisions (continued)</p> <p>Continuation of item 17.</p>	Chair
16h45	<p>18. IRCC Work Programme Management</p> <p>Discussion to build the IRCC Work Programme for 2016-2017 and to prepare the IRCC input to the IHO Work Programme for 2018-2020.</p>	Chair
17h15	<p>19. Closure</p> <p>Chair ends the meeting.</p>	Chair
17h30	END OF THE MEETING	Chair

FOURTEENTH MEETING OF THE CAPACITY BUILDING SUB-COMMITTEE (CBSC14)
Abu Dhabi, UAE, 24-26 May 2016
and
EIGHTH MEETING OF THE INTER-REGIONAL COORDINATION COMMITTEE (IRCC8)
Abu Dhabi, UAE, 29-31 May 2016

LOGISTICS INFORMATION

Meetings

The CBSC14 and IRCC8 Meetings will be held in the Armed Forces Officers Club and Hotel in Abu Dhabi, at the following address:

Armed Forces Officers Club and Hotel
 Al Khaleej Al Arabi Road, P.O. Box: 6382, Abu Dhabi, United Arab Emirates
 Tel: +971 2 4415900, Fax: +971 2 4415339
 e-mail: reservation@afoc.mil.ae / sales@afoc.mil.ae
 web: www.afoc.mil.ae

The Armed Forces Officers Club and Hotel is located in a military site and participants must present an official identification (Passport) to be granted access.

Accommodation in Abu Dhabi:

The recommended accommodation is the Armed Forces Officers Club and Hotel (www.afoc.mil.ae) which will also be the meeting venue. The following options are available at the Armed Forces Officers Club and Hotel:

Military Survey Department has made a block booking at the Armed Forces Officers Club and Hotel, Abu Dhabi in the name of CBSC14 and IRCC8 with special rates including breakfast; free internet and free coffee and tea making facilities as follows (please use the attached form(s) when you will arrange your booking):

Standard Single: AED 522.00 net, per room per night
 Standard Double: AED 580.00 net, per room per night

Full details of the hotel are available at: www.afoc.mil.ae . Participants attending the meeting(s) are requested to arrange their own reservations directly with the hotel (Armed Forces Officers Club and Hotel). Please send the Room Reservation Forms (Attached to this Annex for CBSC14 and IRCC8 separately) to the hotel by e-mail or fax for each meeting **no later than 30 April 2016. Participants for those who wish to attend both meetings should forward both Room Reservation Forms to the hotel.**

Other hotels available in the vicinity of the meeting venue can be found at: www.booking.com.

Please note that the host organization will not provide any transportation for those who wish to stay at any other hotel in Abu Dhabi.

Hotel and location	Booking details	Room rates	Access to meeting venue
Armed Forces Officers Club and Hotel, Abu Dhabi	Reservation Supervisor Tel: +971 2 4415900 Fax: +971 2 4415339 e-mail: reservation@afoc.mil.ae	As above	5 minute walk (same hotel)

Transportation to and from Abu Dhabi International Airport

Transfer to and from the hotel can be done by local taxi services available at the airport and hotel. It takes 10-15 minute drive to / from Abu Dhabi International Airport. Participants attending the meeting(s) are invited to arrange their own transportation.

General Information for Abu Dhabi

Please visit the website indicated below for detailed information about Abu Dhabi:

<http://visitabudhabi.ae/en/default.aspx>

Visa requirements

Depending on your nationality, the purpose and duration of your visit, you may require a visa to visit Abu Dhabi. We invite you to check visa requirements at your earliest convenience. Anyone requiring visa assistance or a letter of invitation from the United Arab Emirates for the purposes of obtaining a visa to visit Abu Dhabi please liaise with the local point of contact Ms Rana Al Hamlawi. Visa information is available at:

<http://www.mofa.gov.ae/EN/ConsularServices/Pages/Visa-Information.aspx>

Contact details

The primary point of contact regarding the meeting details, more particularly logistical, visa and accommodation assistance is as follows:

Ms Rana Al Hamalwi

e-mail: ralhamalwi@Bayanat.co.ae

Telephone: +971 02 6519176, Mobile: +971 5 58009801, Fax: +971 02 6415566

**ROOM RESERVATION FORM
CBSC14**



Armed Forces Officers Club and Hotel Abu Dhabi, United Arab Emirates

New Amendment Cancellation

CBSC14 (BAYANAT) 24-26 May 2016

To Reserve Your Room, Mail or Fax to:

Attn: Reservation Department and Sales Department

Tel: +971 2 441 5900

Fax: +971 2 441 5339

Email: reservation@afoc.mil.ae or sales@afoc.mil.ae

PLEASE SEND THIS FORM BY FAX OR EMAIL DIRECTLY TO THE HOTEL ON OR BEFORE **30 April 2016**

Guest Name _____
Surname _____ First Name _____

Company _____

Business Address _____

Tel No. _____ Fax No _____ Email: _____

Arrival Date _____ Flight No _____ Time: _____

Departure Date _____ Flight No _____ Time: _____

No of Room (s) _____ No. of Guest (s) _____

Room Category	Single Room Rate		Double Room Rate
Standard Room	AED 522.00 net		AED 580.00 net
Special Request (Subject to Availability)	King Bed ()	Twin Bed ()	Non-Smoking ()

**Above room rates are inclusive of 10% service charge and 6% tourism fee, buffet breakfast @ Al Bathna Restaurant & internet*

Airport Pick-Up Arrangement (If Requested): _____

Abu Dhabi International Airport : AED 100.00 Net per way

Cancellation Policy Cancellation or a reduction in the number of nights stay received after 30th April 2016 will be subject to a charge equivalent to 100% of original reserved stay.

No Show Policy No shows will result in a late cancellation charge equivalent to full duration of stay.

Credit Card Guarantee Please provide the credit card details to secure the room reservation.

Credit Card Type VISA () MASTER CARD () DINNERS () AMEX ()

For AMEX please provide the I/D No: _____

Credit Card No _____ **Expiry Date** _____

Hotel Check-In/Check-Out Policy

- Please be informed that the official check-in time is 14:00hrs and check out time is 12:00hrs
- In the event of early check-in before 12:00hrs, a full-day surcharge will be applicable for a guaranteed check-in.
- Early check in and late check out are subject to availability. Additional charges will apply.
- Any flight changes must be advised at least 24 hours prior to arrival.

Signed: _____ Date: _____

**ROOM RESERVATION FORM
IRCC8**



Armed Forces Officers Club and Hotel

Abu Dhabi, United Arab Emirates

New Amendment
Cancellation

IRCC8 (BAYANAT) 29-31 May 2016

To Reserve Your Room, Mail or Fax to:

Attn: Reservation Department and Sales Department

Tel: +971 2 441 5900

Fax: +971 2 441 5339

Email: reservation@afoc.mil.ae or sales@afoc.mil.ae

PLEASE SEND THIS FORM BY FAX OR EMAIL DIRECTLY TO THE HOTEL ON OR BEFORE **30 April 2016**

Guest Name _____
Surname _____ First Name _____

Company _____

Business Address _____

Tel No. _____ Fax No _____ Email: _____

Arrival Date _____ Flight No _____ Time: _____

Departure Date _____ Flight No _____ Time: _____

No of Room (s) _____ No. of Guest (s) _____

Room Category	Single Room Rate		Double Room Rate
Standard Room	AED 522.00 net		AED 580.00 net
Special Request (Subject to Availability)	King Bed ()	Twin Bed ()	Non-Smoking ()

**Above room rates are inclusive of 10% service charge and 6% tourism fee, buffet breakfast @ Al Bathna Restaurant & internet*

Airport Pick-Up Arrangement (If Requested): _____

Abu Dhabi International Airport : AED 100.00 Net per way

Cancellation Policy Cancellation or a reduction in the number of nights stay received after 30th April 2016 will be subject to a charge equivalent to 100% of original reserved stay.

No Show Policy No shows will result in a late cancellation charge equivalent to full duration of stay.

Credit Card Guarantee Please provide the credit card details to secure the room reservation.

Credit Card Type VISA () MASTER CARD () DINNERS ()
AMEX ()

For AMEX please provide the I/D No: _____

Credit Card No _____ Expiry Date _____

Hotel Check-In/Check-Out Policy

- Please be informed that the official check-in time is 14:00hrs and check out time is 12:00hrs
- In the event of early check-in before 12:00hrs, a full-day surcharge will be applicable for a guaranteed check-in.
- Early check in and late check out are subject to availability. Additional charges will apply.
- Any flight changes must be advised at least 24 hours prior to arrival.

Signed: _____ Date: _____

FOURTEENTH MEETING OF THE CAPACITY BUILDING SUB-COMMITTEE (CBSC14)
Abu Dhabi, UAE, 24-26 May 2016
and
EIGHTH MEETING OF THE INTER-REGIONAL COORDINATION COMMITTEE (IRCC8)
Abu Dhabi, UAE, 29-31 May 2016

Registration Form (one for each participant)

(to be returned to info@iho.int / Fax: +377 93 10 81 40) and
ralhamalwi@Bayanat.co.ae / Fax +971 02 641 5566
by 30 April 2016)

CBSC Members, please indicate RHC and Country:			
IRCC Members, please indicate RHC or IRCC Body and Country:			
Representatives of Observer Organizations, please indicate Organization:			
Please indicate with an (x) your participation option:		() CBSC14 () IRCC8 () Both	
HEAD or MEMBER			
RANK / TITLE			
SURNAME (Family Name)			
FIRST NAME (Given Name)			
NATIONALITY			
PASSPORT NUMBER			
E-MAIL			
TELEPHONE/MOBILE PHONE			
NAME (S) OF ACCOMPANYING PERSON (S) (if any)			
FLIGHT DETAILS	Arrival	Date	
		Time	
		Flight Number	
	Departure	Date	
		Time	
		Flight Number	
ACCOMMODATION	Armed Forces Officers Club and Hotel, Abu Dhabi	() Yes () No	
	Other hotel (Name)		

Note: please consider sending your registration form by e-mail or fax using the Excel file available in the CBSC14 and IRCC8 pages of the IHO website.