



IHO Files No. S3/0104 & CBSC

CIRCULAR LETTER 10/2018/Rev.1
31 January 2018

SIXTEENTH MEETING OF THE CAPACITY BUILDING SUB-COMMITTEE (CBSC16)
Goa, India, 30 May - 1 June 2018
and
TENTH MEETING OF THE INTER-REGIONAL COORDINATION COMMITTEE (IRCC10)
Goa, India, 4-6 June 2018

References:

- A. IHO CL 46/2017 dated 2 August – *Outcome of the 15th meeting of the Capacity Building Sub-Committee (CBSC15)*
- B. IHO CL 51/2017 dated 1 September – *Outcome of the ninth meeting of the Inter-Regional Coordination Committee (IRCC9)*

Dear Hydrographer,

1. Following the kind invitation from the National Hydrographic Office of India to host the next meetings of the IHO Capacity Building Sub-Committee (CBSC16) and Inter-Regional Coordination Committee (IRCC10) in Goa, from 30 May to 1 June and from 4 to 6 June 2018 respectively, I am pleased to confirm both meetings which will take place at Hotel Bogmallo Beach Resort, Vasco da Gama, Goa, India.

2. **Actions arising from CBSC15 and IRCC9.** The current status of actions arising from CBSC15 and IRCC9 (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 IRCC Secretary (dcoord@iho.int) and CBSC Secretary (adcc@iho.int) as soon as possible.

3. **Draft Agendas and Timetables for CBSC16 and IRCC10.** The draft agendas and timetables for CBSC16 and IRCC10 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 IRCC and CBSC Secretaries by 9 April 2018. If necessary, revised draft agendas and timetables for CBSC16 and IRCC10 will be prepared and posted on the IHO website.

4. **Submission of documents for IRCC10.** Documents intended for consideration at IRCC10 should be submitted to the IRCC Secretary (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 → IHO Council, 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 16 April 2018 (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 14 May 2018 (three weeks before commencement of the meeting)
Reports of the RHCs and IRCC Bodies	
Information documents	

Submission of documents to CBSC16. Documents intended for consideration at CBSC16 should be submitted to the CBSC Secretariat (adcc@iho.int, and copy to cba@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 4, 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 2018
Substantive papers – new items Proposals for new work items and any submissions requiring consideration and a decision by CBSC	Not later than 11 April 2018 (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 2018 (three weeks before commencement of the meeting)
Information documents	

5. 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 IHO Council, Committees & WG, in their respective sections, as soon as they are available. Member States are invited to consult the IHO website regularly.
6. **Members.** The lists of the members of the IRCC and CBSC are maintained on the IHO website (Home → IHO Council, Committees & WG → IRCC → Members section) and (Home → Committees & WG → CBSC → Members and Coordinators 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.
7. **Logistics.** General information, point of contact for logistics, visa and accommodation assistance are provided in Annex C to this letter. 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.
8. **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 (provided in Annex C) to the host organization (inho@navy.gov.in) and (doh@navy.gov.in) and copy to the IHO Secretariat (alberto.neves@iho.int) as soon as possible and **not later than 15 March 2018**. This will facilitate the overall logistic planning and the preparation of the meetings. The Registration Forms are also available at CBSC16 and IRCC10 web pages.
9. According to arrangements outlined at IRCC9 meeting in 2017, CBSC17 and IRCC11 meetings are planned to be held in Italy in 2019 and CBSC18 and IRCC12 in Poland in 2020. Proposals for hosting the subsequent meetings in 2021 (CBSC19 and IRCC13) are welcome at any time and preferably **not later than at IRCC10** in India.

On behalf of the Secretary-General
Yours sincerely,

Mustafa IPTES
Director

Annexes (in English only):

Annex A – Draft Agenda and Timetable for CBSC16

Annex B – Draft Agenda and Timetable for IRCC10

Annex C – Logistics Information and Registration Form for CBSC16 and IRCC10

**16th MEETING OF THE IHO CAPACITY BUILDING SUB-COMMITTEE
IHO-CBSC16
Goa, India, 30 May - 1 June 2018**

DRAFT AGENDA AND TIMETABLE

Note: Presenters of papers in parentheses ()

Time	DAY ONE OF CBSC16 – Wednesday 30 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: CBSC16-01A List of Documents (Chair)</i> <i>CBSC16-01B List of Participants (Chair)</i> <i>CBSC16-01C CBSC Membership (Chair)</i> <i>CBSC16-01D ToR and RoP (Chair)</i> <i>CBSC16-01E ToR for the CB Coordinators (Chair)</i></p> <p>Logistic guidance and information. Documents are presented and updated as necessary.</p>	<p>Chair/Host</p> <p>All</p> <p>Chair/Host</p>
09h50	<p>2. Approval of Agenda <i>Doc: CBSC16-02 Agenda and Timetable (Chair)</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 CBSC14 Meeting <i>Docs: CBSC16-03A Minutes of CBSC15 (Chair)</i> <i>CBSC16-03B Status of Action List from CBSC15 (Secretary)</i></p> <p>Approval of the CBSC15 Minutes. List of Actions from CBSC15 is reviewed and updated.</p>	Chair / Secretary
10h30	Coffee break	Host
11h00	<p>4. Reports by the Chair and the IHO Secretariat <i>Docs: CBSC16-04A Report by the Chair (Chair)</i> <i>CBSC16-04B Report by the IHO Secretariat (Secretary)</i></p> <p>Highlights from the Chair and the Secretariat 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/IMPA CB Coordination Meeting.</p>	Chair/ Secretary
11h30	<p>5. Regional Assessment of CB Activities 5.1 Reports of the Regional Hydrographic Commissions (RHC) <i>Docs: CBSC16-05.1A NSHC Report</i> <i>CBSC16-05.1B MBSHC Report</i> <i>CBSC16-05.1C BSHC Report</i> <i>CBSC16-05.1D USCHC Report</i> <i>CBSC16-05.1E EAHC Report</i> <i>CBSC16-05.1F EAHC Report</i> <i>CBSC16-05.1G SEPRHC Report</i> <i>CBSC16-05.1H SWPHC Report</i> <i>CBSC16-05.1I MACHC Report</i></p>	

	<p><i>CBSC16-05.1J SAIHC Report</i> <i>CBSC16-05.1K NIOHC Report</i> <i>CBSC16-05.1L RSAHC Report</i> <i>CBSC16-05.1M SWAtHC Report</i></p> <p>RHC Members and CB Coordinators will update the meeting on the status of surveys, charts and MSI (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) 5.2 Update and closure of the 2017 CBWP <i>Doc: CBSC16-05.2 Closed 2017 CBWP</i> CBSC will review, update and close the 2017 CBWP.</p>	Chair / Secretary
14h30	<p>6. Regional projects for CB <i>Docs: CBSC16-06A Risk Assessment at SWPHC (SWPHC)</i> <i>CBSC16-06B Risk Assessment in the GCR (MACHC)</i> <i>CBSC16-06C CME Project (MACHC)</i> <i>CBSC16-06D OECS Project (MACHC)</i> <i>CBSC16-06E EAHC-TRDC (EAHC)</i> <i>CBSC16-06F HydroMOWCA Project (EAHC)</i> <i>CBSC16-06G FOCAHIMECA (MACHC, Mexico)</i></p> <p>Reports and presentations on ongoing/new developments in regional projects (Maximum 20 minutes each).</p>	All
15h30	Coffee break	Host
16h00	<p>6. Regional projects for CB (continued) Continuation of item 6.</p>	All
17h30	END OF DAY ONE	Chair
Time	DAY TWO OF CBSC16 – Thursday 31 May	Action
09h00	<p>7. Outcomes of the 1st meeting of the IHO Council and the Strategic Issues of the CBSC <i>Docs: CBSC16-07A IHO Capacity Building Strategy (Chair)</i> <i>CBSC16-07B Decisions and Actions from C-1 (Secretary)</i></p> <p>The meeting will discuss the IHO CB Strategy and the way ahead for the CB Strategy, including the development of projects to seek donor funds, the measures of success of the CB Programme. The outcome of C-1 will be considered.</p>	Chair/ Secretary
10h30	Coffee break	Host
11h00	<p>8. Operational issues of the CBSC 8.1 Draft CB Procedures 9 <i>Doc: CBSC16-08.1 Draft CB Procedure 9 on Technical Visits (Secretariat)</i> Revision of the draft CB Procedures 9 (<i>Technical Visits</i>).</p>	Secretary
12h30	Lunch break	Host
14h00	<p>8. Operational issues of the CBSC (Continued) 8.2 CB Management System update <i>Doc: CBSC16-08.2 CB Management System update (Secretariat)</i> Status of development of the CB Management System. 8.3 C-55 Status and Developments <i>Doc: CBSC16-08.3 C-55 Status and Developments (Secretariat)</i></p>	Secretary

	Secretary will update on the status of C-55 and current developments. 8.4 Performance Indicators and Statistics <i>Doc: CBSC16-08.4 Performance Indicators (Chair)</i> Discussion on the requirements for the Performance Indicators and the establishment of the relevant statistics related to CB. 8.5 National Hydrographic (Coordinating) Committee (NHC/NHCC) <i>Doc: CBSC16-08.5 Legislation model for NHC/NHCC (Secretary)</i> Discussion on the importance of the establishment of the National Hydrographic (Coordinating) Committee (NHC/NHCC).	Secretariat Chair Chair / Secretariat
15h30	Coffee break	Host
16h00	8. Operational issues of the CBSC (Continued) 8.6 Review of the 3-year RHC Work Plans 2018-2020 <i>Docs: CBSC16-08.6A MBSHC 3-year Work Plan</i> <i>CBSC16-08.6B EAHC 3-year Work Plan</i> <i>CBSC16-08.6C EAHC 3-year Work Plan</i> <i>CBSC16-08.6D SEPRHC 3-year Work Plan</i> <i>CBSC16-08.6E SWPHC 3-year Work Plan</i> <i>CBSC16-08.6F MACHC 3-year Work Plan</i> <i>CBSC16-08.6G SAIHC 3-year Work Plan</i> <i>CBSC16-08.6H NIOHC 3-year Work Plan</i> <i>CBSC16-08.6I RSAHC 3-year Work Plan</i> <i>CBSC16-08.6J SWAtHC 3-year Work Plan</i> Updates of the 3-year Work Plans of the RHCs.	All
17h30	END OF DAY TWO	Chair
Time	DAY THREE OF CBSC16 – Friday 1 June	Action
09h00	9. CB Management 9.1 Update of the 2018 CBWP <i>Doc: CBSC16-09.1 Updated 2018 CBWP (Secretary)</i> Assessment of and feedback to the 2018 CBWP. CBSC will review, update and approve the 2018 CBWP. 9.2 Finance Report <i>Doc: CBSC16-09.2 Finance Report (Secretary)</i> Secretary to introduce the finance report for the approval of the CBSC	Chair/ Secretary Secretary
10h30	Coffee break	Host
11h00	9. CB Management (continued) 9.3 Management Plan <i>Doc: CBSC16-09.3 Draft 2019 CB Management Plan (Secretary)</i> CBSC will review, update and approve the 2019 CB Management Plan. 9.4 Adoption of the 2019 CBWP <i>Doc: CBSC16-09.4 Adopted 2019 CBWP (Secretary)</i> CBSC to adopt the 2019 CBWP. <i>Doc. CBSC16-09.4</i> will be drafted during the meeting following the approval of the 2019 CB Management Plan.	Chair/ Secretary Chair/ Secretary
12h30	Lunch break	Host
14h00	10. Report from the CBSC to the IRCC10 Meeting Preparation and review of the CBSC Chair report to the IRCC10 Meeting.	Chair

14h30	11. Any other business CBSC discuss any other business.	Chair
15h00	12. Next CBSC Meetings (venue and date) Confirmation of the dates and venue for CBSC17 and CBSC18. Participants are expected to offer to host CBSC19. Current status is: CBSC17: May / June 2019 – Italy CBSC18: May / June 2020 – Poland CBSC19: TBD	Chair
15h30	Coffee break	Host
16h00	13. Review of the List of Actions <i>Doc: CBSC16-13 Draft list of actions from CBSC16 (Secretary)</i> CBSC reviews the List of Actions with deadlines and assigned lead. <i>Doc. CBSC16-13</i> will be drafted during the meeting.	Chair
17h00	14. Closure Chair ends the meeting.	Chair
17h15	END OF THE MEETING	Chair

NOTE: Social events of the CBSC16 will be announced later.

**10th MEETING OF THE IHO INTER-REGIONAL COORDINATING COMMITTEE
IHO-IRCC10
India, Goa, 4-6 June 2018**

DRAFT AGENDA AND TIMETABLE

Note: Presenters of papers in parentheses ()

Time	DAY ONE OF IRCC10 – Monday 4 June	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 IHO Secretary-General / Director to address the audience.</p> <p>b. Introductions Participants will be invited to introduce themselves.</p> <p>c. Administrative Arrangements <i>Docs: IRCC10-01A List of Documents (Secretariat)</i> <i>IRCC10-01B List of Participants (Secretariat)</i> <i>IRCC10-01C List of IRCC Members (Secretariat)</i></p> <p>Logistic guidance and information. Documents are presented and updated as necessary.</p>	<p>Chair/Host/ Rep. of IHO Secretariat</p> <p>All</p> <p>Chair/Host/ Secretariat</p>
09h30	<p>2. Approval of Agenda <i>Doc: IRCC10-02 Agenda and Timetable (Secretariat)</i></p> <p>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 IRCC8 Meeting <i>Docs: IRCC10-03A Minutes of IRCC9 (Secretariat)</i> <i>IRCC10-03B Status of Action List from IRCC9 (Secretariat)</i></p> <p>Approval of the IRCC9 Minutes. List of Actions from IRCC9 is reviewed and updated.</p>	Chair / Secretariat
10h15	<p>4. Review of Terms of Reference and Rules of Procedure <i>Doc: IRCC10-04 IRCC TOR-ROP (Secretariat)</i></p> <p>Meeting will review the IRCC Terms of Reference (ToR) and Rules of Procedure (RoP).</p>	Chair / Secretariat
10h30	Coffee Break	Host
11h00	<p>5. Report by the Chair and the Secretariat <i>Docs: IRCC10-05A IRCC Annual Report (Chair)</i> <i>IRCC10-05B IHO Secretariat Report (Secretariat)</i></p> <p>Highlights from the activity reports are delivered by the Chair and the Secretariat.</p>	Chair / Secretariat
11h30	<p>6. Regional Hydrographic Commissions (RHCs) 6.1 RHC Reports <i>Docs: IRCC10-06.1A Nordic HC (NHC Chair)</i> <i>IRCC10-06.1B North Sea HC (NSHC Chair)</i> <i>IRCC10-06.1C East Asia HC (EAHC Chair)</i> <i>IRCC10-06.1D US/Canada HC (USCHC Chair)</i> <i>IRCC10-06.1E Mediterranean and Black Seas HC (MBSHC Chair)</i> <i>IRCC10-06.1F Baltic Sea HC (BSHC Chair)</i> <i>IRCC10-06.1G Eastern Atlantic HC (EAHC Chair)</i> <i>IRCC10-06.1H South-East Pacific Regional HC (SEPRHC Chair)</i></p>	

	<p><i>IRCC10-06.1I South-West Pacific HC (SWPRHC Chair)</i> <i>IRCC10-06.1J Meso American - Caribbean Sea HC (MACHC Chair)</i> <i>IRCC10-06.1K Southern Africa and Islands HC (SAIHC Chair)</i> <i>IRCC10-06.1L North Indian Ocean HC (NIOHC Chair)</i> <i>IRCC10-06.1M ROPME Sea Area HC (RSAHC Chair)</i> <i>IRCC10-06.1N South West Atlantic HC (SWAtHC Chair)</i> <i>IRCC10-06.1O 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	6.1 RHC Reports (continued) Continuation of item 6.1	RHC Chairs
15h30	Coffee Break	Host
16h00	6.1 RHC Reports (continued) Continuation of item 6.1	RHC Chairs
17h00	6.2 Revision of IHO Resolution 2/1997 Establishment of RHC <i>Docs: IRCC10-06.2 Draft revised IHO Resolution 2/1997 (USA)</i> Meeting will be invited to review the draft revision of the IHO Resolution 2/1997.	Chair
17h30	END OF DAY ONE	Chair
Time	DAY TWO OF IRCC10 – Tuesday 5 June	Action
09h00	<p>7. Reports from IRCC Subordinate Bodies</p> <p><i>Docs: IRCC10-07A Hydrographic Commission on Antarctica (HCA Chair)</i> <i>IRCC10-07B World-Wide Navigational Warning Service Sub-Committee (WWNWS-SC Chair)</i> <i>IRCC10-07C Capacity Building Sub-Committee (CBSC Chair)</i> <i>IRCC10-07D WEND Working Group (WENDWG Chair)</i> <i>IRCC10-07E MSDI Working Group (MSDIWG Chair)</i> <i>IRCC10-07F IHO-EU Network Working Group (IENWG Chair)</i> <i>IRCC10-07G CSB Working Group (CSBWG Chair)</i> <i>IRCC10-07H FIG-IHO-ICA IBSC (IBSC Chair)</i> <i>IRCC10-07I 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 consider the inputs and to provide guidance of each body's work programme.</p>	Chairs of the IRCC subordinate bodies
10h30	Coffee Break	Host
11h00	7. Reports from IRCC Bodies (continued) Continuation of item 7.	Chairs of subordinate bodies
12h30	Lunch Break	Host
14h00	7. Reports from IRCC Bodies (continued) Continuation of item 7.	Chairs of subordinate bodies
15h00	8. Outcomes of the 1st Meeting of the IHO Council (C-1) <i>Docs: IRCC10-08A List of Decisions and Actions of C-1 (Secretariat)</i>	

	<i>IRCC10-08B Other documents (to be determined)</i> The Committee will consider the outcomes of the 1 st Meeting of the IHO Council, including the decisions and actions, related to the IRCC activities.	Chair / Secretariat
15h30	Coffee Break	Host
16h00	8. Outcomes of the 1st Meeting of the IHO Council (continued) Continuation of item 8.	Chair
17h30	END OF DAY TWO	Chair
Time	DAY THREE OF IRCC10 – Wednesday 6 June	Action
09h00	9. Inputs from Member States and other bodies affecting IRCC <i>Docs: IRCC10-09A Input from HSSC9 and HSSC10 (HSSC Chair)</i> <i>IRCC10-09B Relations with IGOs, NGOs and IHO Stakeholders (Secretariat)</i> Highlights from the recent HSSC 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 / Secretariat
09h30	10. Data gathering and Management, Maximizing the use of Hydrographic Data <i>Docs: IRCC10-10A Update on Data Gathering and Management, Maximizing the use of Hydrographic Data (Secretariat)</i> Update on data gathering and management, crowd-sourced bathymetry, Satellite Derived Bathymetry, and maximizing the use of hydrographic data will be considered. 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 (papers / inputs are expected from the Member States and participants).	Chair / Secretariat
10h30	Coffee Break	Host
11h00	11. Developments on the Infrastructure of the IHO Secretariat <i>Doc: IRCC10-11A Infrastructure of the IHO Secretariat (Secretariat)</i> <i>IRCC10-11B Draft revised IHO Resolution 6/2009 IHR (Secretariat)</i> Presentation of the developments on the IHO GIS, databases, online registration system and how they impact the RHCs and the Member States' activities. Participants are invited to comment and contribute. The meeting will be invited to review the IHO Resolution 6/2009 <i>International Hydrographic Review</i> .	Chair / Secretariat
11h30	12. Other information papers Relevant information papers from the IRCC Members, Observers and invited Organizations will be provided, if any.	Chair
12h00	13. Next IRCC Meetings (Venue and Date) Definition of the dates and venue for IRCC11 and confirmation of the dates and venue for IRCC12. Participants are expected to offer to host IRCC13. The current status is: IRCC11: May / June 2019 – Italy (exact venue to be decided) IRCC12: May / June 2020 – Poland (exact venue to be decided) IRCC13: May / June 2021 – Venue depending on proposals from Member States	Chair
12h15	14. Any other business Participants are invited to present other business items (if any).	All
12h30	Lunch	Host

14h00	15. IRCC Administration (Draft Report from the IRCC to the C-2) Review the highlights of the draft IRCC report and proposals (if any) to the 2 nd Council Meeting.	Chair / Secretariat / All
14h30	16. Review of the Actions and Decisions <i>Docs: IRCC10-16A Draft List of Actions from IRCC10 (Secretariat)</i> <i>IRCC10-16B Draft List of Decisions from IRCC10 (Secretariat)</i> Review of the actions and decisions agreed during the meeting. Documents <i>IRCC10-16A</i> and <i>IRCC10-16B</i> will be drafted during the meeting.	Chair / Secretariat / All
15h30	17. IRCC Work Programme Management <i>Docs: IRCC10-17A IHO Work Programme for 2018-2020 (Secretariat)</i> <i>IRCC10-17B Draft IRCC Work Programme (Secretariat)</i> Discussion to build the IRCC Work Programme for 2018-2019 considering the impact of the IHO Work Programme for 2018-2020. Document <i>IRCC10-17B</i> will be drafted during the meeting.	Chair / Secretariat / All
16h00	17. Closure Chair ends the meeting.	Chair
16h15	END OF THE MEETING	Chair

NOTE: Social events of the IRCC10 will be announced later.

SIXTEENTH MEETING OF THE CAPACITY BUILDING SUB-COMMITTEE (CBSC16)
Goa, India, 30 May - 1 June 2018
and
TENTH MEETING OF THE INTER-REGIONAL COORDINATION COMMITTEE (IRCC10)
Goa, India, 4-6 June 2018

LOGISTICS INFORMATION

Venue for 16th CBSC and 10th IRCC Meetings.

The meetings of 16th CBSC and 10th IRCC will take place at Bogmallo Beach Resort, Vasco-da-Gama, Goa, India. Goa is a coastal state on the West Coast of India and is a tourist destination which is known for its beaches and tropical spice plantations. It is approx 600 Km South of Mumbai, the commercial capital of India. The international Airport in Goa is located at Dabolim close to Vasco da Gama.

The Hotel (Bogmallo Beach Resort):

The venue is about 5 km by road from the airport. The detailed information on hotel is available at:

<http://www.bogmallobeachresort.com/>



Accommodation

Participants are advised to make their hotel booking directly with Bogmallo Beach Resort, by contacting on email marked for ops@bogmallobeachresort.com *‘for the kind attention of Mr. Raju Reddy and quoting CBSC/IRCC’* to obtain the discounted rates above. Specific personal preferences may be specified when booking or on arrival at the hotel. Further details may be obtained from the Bogmallo Beach Resort website. ***Bookings are to be confirmed at least 45 days in advance with a payment of 25%. Full refund of advance will be available only up to 15 days prior to the event.***

****THE RATES WITH THE HOTEL HAS BEEN SPECIALLY NEGOTIATED BY INHO FOR CBSC/IRCC AND THE NORMAL TARIFF OF THE HOTEL DIFFERS FROM THE PACKAGE OFFERED.***

- Check-in: 29 May 2018 & 03 June 2018
- Check-out: 02 June 2018 & 07 June 2018
- Combination of rooms: 60
- Rooms with Single/Double Occupancy @ Rs.7000/- (US\$ 100 approx) + GST on CP basis

- Normal Check in time is 1400 hrs
- Check Out time is 1200 hrs noon
- Check out time between 1200 hrs to 1800 hrs: 50 % of the applicable room rate.
- Check out time after 1800 Hours: 100% of the applicable room rate

Package Inclusions:

- Group Airport transfers
- Welcome refresher on arrival
- Stay in well-appointed AC Room
- Buffet breakfast, based on Hotel standard Menu
- In room Tea/Coffee dispenser replenished once daily
- Wi Fi
- Any additional requirement @extra cost
- Swimming Pool and gymnasium

Bogmallo Beach Resort contact details:

Address: Bogmallo Beach Resort, P.O Box- Bogmallo, Goa - 403806
Tel: +91 832-7131000/832-7131246
Mobile No: +91 98231672421
Email: ops@bogmallobeachresort.com
Website: www.bogmallobeachresort.com

For reference and coordination, following may be contacted:**Security Clearance and Visa Issues: Cdr Amit Pant, JDOH**

E-mail: doh@navy.gov.in
Tel: +91-011-26154493
Mob: +91-7042984986
Fax: +91-011-26181864

Assistance at Goa: Cdr Ryan V D'Monte

E-mail: info-nih.goa@nic.in
Mob: +91-9405223416
Fax: +91-0832-2513419

For General Assistance: Capt HA Hardas, Coordinator CBSC/IRCC

E-mail: inho@navy.gov.in
Tel: +91-2746290-95 Extn 116/274
Mob: +91-8859004145
Fax: +91-135 2748313

General Information for Goa

Please visit the website indicated below for detailed information about Goa:

<http://www.goatourism.gov.in/>

Tourist Attractions

Bogmallo Beach Resort is on the Bogmallo Beach. It is close to Colva Beach (13.6 km), Arossim Beach (8.2 km), Bambolim Beach (9 km), Dona Paula Beach (9.7 km), Miramar Beach (12.7 km) and Baina Beach (13.3 km).

Madgaon Railway Station - 35km (approx)
Vasco Railways Station - 05 km (approx)

Historical Sites

The following historical monuments can be visited which is in close proximity to the Bogmallo Beach resort.

Fort Aguada (15.2 km)

The Aguada fort is a monument to Portuguese construction and engineering. Although parts of it have fallen to the ravages of time, much of it is intact and it remains the best preserved Portuguese fort in India today. Built over three years from 1609 to 1612, it once defended the Portuguese stronghold against Dutch and Maratha forces.

Old Goa

The famous churches in old Goa are Basilica of Bom Jesus and Church of St. Francis of Assisi, St. Francis Xavier. Tucked in a corner of the party capital of India, the mostly-incorruptible body of Goencho Saib (Lord of Goa), otherwise known as St. Francis Xavier, is on display in the right transept of the Bom Jesus church in the old Goa center of town.

Weather

During May-June the average temperature is 32°C, with highs of up to 33°C during the daytime and lows of 26°C after dark.

Official Language

The official language of India is Hindi. Konkani is the local language of Goa with English and Portuguese being also spoken by locals. However, most of the street and road signs are written in both Hindi and in English. Services are available in English at airports and hotels.

Power Supply

In India the standard voltage is 220 V and standard frequency is 50 Hz. The power sockets that are generally used are shown below:



SIXTEENTH MEETING OF THE CAPACITY BUILDING SUB-COMMITTEE (CBSC16)
Goa, India, 30 May - 1 June 2018
and
TENTH MEETING OF THE INTER-REGIONAL COORDINATION COMMITTEE (IRCC10)
Goa, India, 4-6 June 2018

Delegate Registration Form

Please send the completed Registration Form for CBSC/IRCC Meeting to National Hydrographic Office, Dehradun, via e-mail to inho@navy.gov.in cc: doh@navy.gov.in and alberto.neves@iho.int or fax (+ 91 135 2748373) **before 15th March 2018.**

Form 1 pertains to CBSC/IRCC administrative arrangements and Form 2 pertains to security clearance for visiting Defence Establishment. Please ensure that both forms are filled and forwarded. Form 2 is required to be filled for spouse also if accompanying.

Form 1

Member State	
Organization	
Attending to CBSC16 / IRCC10 or Both	

1. Contact Details

Head or Member of delegation	
Rank or Title	
Name	
Given or Personal Name	
Position / Job title / Role	
Nationality	
Mobile	
Fax	
E-mail	
Special Dietary Requirements (If Any)	
Accompanied by Spouse	Yes/No

2. Travel Details (For administrative purpose only). Participants are expected to make their own travel arrangements.

Your arrival in Goa	Date	
	Flight Number	
	Airline	
	Arrival Time	

Your departure from
Goa

Date	
Flight Number	
Airline	
Departure Time	

3. **Hotel Information** (For administrative purpose only). Participants are expected to make their own accommodation arrangements.

Hotel at which booking
has been made

Bogmallo Beach Resort	Yes/No
Other	(Name)

Signature

Date

Form 2**BIODATA FOR SECURITY CLEARANCE TO VISIT DEFENCE ESTABLISHMENTS**

1. Name	
Occupation	
Sex	
Father's Name	
Mother's Name	
Spouse Name	
2. Firm/ Organisations Name	
3. Date of Birth	
4. Nationality	
5. Present Address	
6. Permanent Address	
7. Address in India	
8. Passport No	
Date of Issue	
Place of Issue	
Valid Upto	
9. Issuing Authority	
10. Previously Visited Defence/Establishment	
11. Justification for Visit	

Note: - Colour scanned copies of the Passport are also required to be emailed along with the completed Bio Data