



THIS CIRCULAR LETTER REQUIRES YOU TO VOTE

IHO File N° CBSC-1

CIRCULAR LETTER 54/2018
08 November 2018

**REVISION OF THE TERMS OF REFERENCE AND RULES OF PROCEDURE OF
THE CAPACITY BUILDING SUB-COMMITTEE (CBSC)**

References:

- A. IHO CL 44/2018 dated 07 September - *Outcome of the 10th Meeting of the IRCC*
- B. IHO CL 51/2018 dated 29 October - *Outcome of the 2nd Meeting of the IHO Council.*
- C. Summary Report of the 2nd Meeting of the IHO Council.
- D. Terms of Reference and Rules of Procedure of the CBSC.

Dear Hydrographer,

1. The Capacity Building Sub-Committee (CBSC) reviewed its Terms of Reference (ToR) and Rules of Procedures (RoP) at its 16th meeting in May 2018 in order to better align its work with the IHO Capacity Building Strategy and with the amended IHO basic documents. The IRCC considered the proposed amendments introduced by the CBSC and endorsed the draft revised CBSC ToR and RoP at its 10th meeting in June 2018 (Reference A).
2. Reference B informed Member States on the outcome of the 2nd Meeting of the IHO Council. The summary report of the meeting (Reference C) indicates that the Council reviewed and endorsed the proposed Terms of Reference and Rules of Procedures of the CBSC (Decision C2/21).
3. The revised ToR and RoP of the CBSC are provided in Annex A.
4. Member States are requested to take into account the endorsement of the IRCC and the IHO Council and consider adopting the revised Terms of Reference and Rules of Procedure of the CBSC and to indicate their decision by returning the Voting Form, provided in Annex B, **no later than 08 January 2019**.

On behalf of the Secretary-General

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Mustafa IPTES', is written over a light blue horizontal line.

Mustafa IPTES
Director

Annex A: Revised Terms of Reference and Rules of Procedure of the CBSC

Annex B: Voting Form

THE CAPACITY BUILDING SUB-COMMITTEE (CBSC)

**Proposed Amendments to the Terms of Reference and Rules of Procedure
(RED-LINE VERSION as endorsed at C-2)**

Reference: IHO Circular Letter N° XX/2019, dated XX January 2019

TERMS OF REFERENCE

1. Implement and review the IHO Capacity Building Strategy and promote the Capacity Building and Training initiatives identified by the Regional Hydrographic Commissions.
2. Continuously assess the hydrographic surveying, nautical charting and hydrographic information status in nations and regions where hydrography is developing, using an adequate and agreed methodology. This includes developing and keeping up to date IHO publication "SC-55 - Status of Hydrographic Surveying and Nautical Charting Worldwide".
3. Cooperate with the IHO Secretariat ~~International Hydrographic Bureau~~ ("the ~~International Hydrographic Bureau~~" to be replaced by "the Secretariat" when the Secretariat is established) in the establishment and maintenance of close relationships with national agencies and international organizations, which may provide funding or other support to technical assistance projects, and study the procedures to access the funds for Technical Assistance available from such organizations.
~~Co-operate with the Regional Hydrographic Commissions in the creation of Study Teams or Action Groups to carry out assessment studies in the areas identified by the IHO Work Programme.~~
4. Support the Secretariat ~~International Hydrographic Bureau~~ ("the ~~International Hydrographic Bureau~~" to be replaced by "the Secretariat" when the Secretariat is established) in the close and continuous monitoring of proposals resulting from any assessments undertaken by Study Teams or Action Groups, and also promote the sharing of experience and knowledge gained in this field.
5. Cooperate with the Secretariat ~~International Hydrographic Bureau~~ ("the ~~International Hydrographic Bureau~~" to be replaced by "the Secretariat" when the Secretariat is established) in the provision of advice to all maritime nations requesting support to develop hydrographic capabilities, as a result of the implementation of SOLAS Chapter V Regulation 9 ~~of Chapter V, SOLAS.~~
6. ~~Provide direct support to~~ Liaise with the Secretariat ~~International Hydrographic Bureau~~ ("the ~~International Hydrographic Bureau~~" to be replaced by "the Secretariat" when the Secretariat is established) ~~Secretariat~~ in drafting and keeping the relevant elements and tasks of Work Programme 32 "Capacity Building" up to date.
7. Review the development of the relevant elements and tasks of the IHO Work Programme 2-3 and ~~facilitate the~~ maintain publications related to the objectives of the Sub-Committee. ~~enance of the IHO Publication/Data Base "S-55".~~
8. Liaise and maintain contact with relevant IHO bodies and other ~~bodies such as the IAB~~ international and regional organizations, to ensure that the IHO ~~work~~ Capacity Building activities are coordinated.
9. These Terms of Reference can be amended in accordance with ~~Technical Resolution T1. (To be replaced by Article 6 of the General Regulations when the revised IHO Convention enters into force).~~

RULES OF PROCEDURE

1. Membership of the Sub-Committee is open to all Member States of the IHO. The Sub-Committee shall comprise IHO Member States representatives, ~~preferably Heads of National Hydrographic Authorities~~. The appointed members should ideally cover all RHCs, and provide broad experience and varied backgrounds. The Sub-Committee may invite observers to participate in the activities of the Sub-Committee.
2. The Chair and Vice-Chair shall be a representative of a Member State and shall be determined by vote of the Member States participating in the Sub-Committee at the first meeting after each ordinary session of the ~~IHO Assembly International Hydrographic Conference (“International Hydrographic Conference” to be replaced by “Assembly” when the Assembly is established)~~. The Sub-Committee shall have a Secretary, nominated by the ~~IHO Secretariat Directing Committee of the International Hydrographic Bureau (“the Directing Committee of the International Hydrographic Bureau” to be replaced by “the Secretariat” when the Secretariat is established)~~.
3. The Chair shall have a seat in the IRCC and shall report on the activities of the Sub-Committee to the IRCC Chair for further report to each ordinary session of the ~~Assembly through the Council International Hydrographic Conference (“each ordinary session of the International Hydrographic Conference” to be replaced by “each ordinary session of the Assembly through the Council” when the Council and Assembly are established)~~.
4. The Sub-Committee shall have its permanent secretariat at the ~~IHO Secretariat International Hydrographic Bureau (“the International Hydrographic Bureau” to be replaced by “the Secretariat” when the Secretariat is established)~~. The Sub-Committee Secretariat shall provide the secretarial and administrative support needed to gather, hold and disseminate information on behalf of the Sub-Committee. The Secretary shall provide a summary of the Sub-Committee's activities to be included in the IHO Annual Report.
5. The Sub-Committee shall normally meet once a year, in early June whenever possible in conjunction with another conference or meeting. The venue and date of the meeting shall be decided at the previous meeting, in order to facilitate participants' travel arrangements. The Chair or any member of the Sub-Committee, as considered necessary, with the agreement of the simple majority of all members of the Sub-Committee, can call extraordinary meetings.
6. Confirmation of venue and date shall normally be announced at least six months in advance. All intending participants shall inform the Chair and Secretary ideally one month in advance of their intention to attend meetings of the Sub-Committee.
7. Members are expected to attend every meeting of the Sub-Committee. Members who are not able to attend a meeting should send a written contribution on relevant items of the agenda to the Chair and Secretary, prior to the meeting.
8. Between meetings, the Sub-Committee business will be progressed by correspondence. E-mail will be the normal method of communication. Papers and information material will be posted on the Sub-Committee's section of the IHO website.
9. Decisions should generally be made by consensus. If votes are required, decisions shall be taken by simple majority of Members of the Sub-Committee present and voting. When dealing with matters by correspondence, a simple majority of all Members of the Sub-Committee shall be required.
10. Recommendations of ~~thea~~ Sub-Committee shall be submitted to ~~its Committee~~IRCC for consideration.
11. The draft minutes of meetings shall normally be distributed by the Secretary within six weeks of the end of meetings and member comments should be returned within three weeks. Final minutes should be distributed and posted on the IHO website within three months after a meeting.
12. The working language of the Sub-Committee shall be English.
13. These Rules of Procedure can be amended in accordance with ~~Technical Resolution T1.1 (to be replaced by Article 6 of the General Regulations, when the revised IHO Convention enters into force)~~

THE CAPACITY BUILDING SUB-COMMITTEE

Terms of Reference and Rules of Procedure (CLEAN VERSION as endorsed at C-2)

Reference: IHO Circular Letter N° XX/2019, dated XX January 2019

TERMS OF REFERENCE

1. Implement and review the IHO Capacity Building Strategy and promote the Capacity Building and Training initiatives identified by the Regional Hydrographic Commissions.
2. Continuously assess the hydrographic surveying, nautical charting and hydrographic information status in nations and regions where hydrography is developing, using an adequate and agreed methodology. This includes developing and keeping up to date IHO publication "C-55 - Status of Hydrographic Surveying and Nautical Charting Worldwide".
3. Cooperate with the IHO Secretariat in the establishment and maintenance of close relationships with national agencies and international organizations, which may provide funding or other support to technical assistance projects, and study the procedures to access the funds for Technical Assistance available from such organizations.
4. Support the Secretariat in the close and continuous monitoring of proposals resulting from any assessments undertaken by Study Teams or Action Groups, and also promote the sharing of experience and knowledge gained in this field.
5. Cooperate with the Secretariat in the provision of advice to all maritime nations requesting support to develop hydrographic capabilities, as a result of the implementation of SOLAS Chapter V Regulation 9.
6. Liaise with the Secretariat in drafting and keeping the relevant elements and tasks of Work Programme 3 up to date.
7. Review the development of the relevant elements and tasks of the IHO Work Programme 3 and maintain publications related to the objectives of the Sub-Committee.
8. Liaise and maintain contact with relevant IHO bodies and other international and regional organizations, to ensure that the IHO Capacity Building activities are coordinated.
9. These Terms of Reference can be amended in accordance Article 6 of the General Regulations.

RULES OF PROCEDURE

1. Membership of the Sub-Committee is open to all Member States of the IHO. The Sub-Committee shall comprise IHO Member States representatives. The appointed members should ideally cover all RHCs, and provide broad experience and varied backgrounds. The Sub-Committee may invite observers to participate in the activities of the Sub-Committee.
2. The Chair and Vice-Chair shall be a representative of a Member State and shall be determined by vote of the Member States participating in the Sub-Committee at the first meeting after each ordinary session of the IHO Assembly. The Sub-Committee shall have a Secretary, nominated by the IHO Secretariat.
3. The Chair shall have a seat in the IRCC and shall report on the activities of the Sub-Committee to the IRCC Chair for further report to each ordinary session of the Assembly through the Council.
4. The Sub-Committee shall have its permanent secretariat at the IHO Secretariat. The Sub-Committee Secretariat shall provide the secretarial and administrative support needed to gather, hold and disseminate information on behalf of the Sub-Committee. The Secretary shall provide a summary of the Sub-Committee's activities to be included in the IHO Annual Report.
5. The Sub-Committee shall normally meet once a year, in early June whenever possible in conjunction with another conference or meeting. The venue and date of the meeting shall be decided at the previous meeting, in order to facilitate participants' travel arrangements. The Chair or any member of the Sub-Committee, as considered necessary, with the agreement of the simple majority of all members of the Sub-Committee, can call extraordinary meetings.
6. Confirmation of venue and date shall normally be announced at least six months in advance. All

intending participants shall inform the Chair and Secretary ideally one month in advance of their intention to attend meetings of the Sub-Committee.

7. Members are expected to attend every meeting of the Sub-Committee. Members who are not able to attend a meeting should send a written contribution on relevant items of the agenda to the Chair and Secretary, prior to the meeting.

8. Between meetings, the Sub-Committee business will be progressed by correspondence. E-mail will be the normal method of communication. Papers and information material will be posted on the Sub-Committee's section of the IHO website.

9. Decisions should generally be made by consensus. If votes are required, decisions shall be taken by simple majority of Members of the Sub-Committee present and voting. When dealing with matters by correspondence, a simple majority of all Members of the Sub-Committee shall be required.

10. Recommendations of the Sub-Committee shall be submitted to IRCC for consideration.

11. The draft minutes of meetings shall normally be distributed by the Secretary within six weeks of the end of meetings and member comments should be returned within three weeks. Final minutes should be distributed and posted on the IHO website within three months after a meeting.

12. The working language of the Sub-Committee shall be English.

13. These Rules of Procedure can be amended in accordance with Article 6 of the General Regulations.

**APPROVAL OF THE REVISED
TERMS OF REFERENCE AND RULES OF PROCEDURE OF THE CBSC**

VOTING FORM

(to be returned to the IHO Secretariat **no later than 08 January 2019**
E-mail: cl-lc@iho.int - Fax: +377 93 10 81 40)

**Member
State:**

Contact:

E-mail:

Do you approve the revised Terms of Reference and Rules of Procedure of the CBSC?

Please tick the appropriate box:

YES

NO

If you answer 'NO', please explain in the comment section below.

Comments (if required)

Name / Signature : Date :