



Dossiers du BHI N° S3/0104 & CBSC

LETTRE CIRCULAIRE
10/2016
26 février 2016

**QUATORZIEME REUNION DU SOUS-COMITE SUR LE RENFORCEMENT DES
CAPACITES (CBSC-14)**

Abou Dabi, Emirats arabes unis, 24-26 mai 2016

et

HUITIEME REUNION DU COMITE DE COORDINATION INTER-REGIONAL (IRCC-8)

Abou Dabi, Emirats arabes unis, 29-31 mai 2016

- Références :
- A. LC de l'OHI 69/2015 du 17 septembre – *Résultat de la septième réunion du comité de coordination inter-régional (IRCC-7)*
 - B. LC de l'OHI 76/2015 du 26 octobre – *Résultat de la 13^{ème} réunion du sous-comité sur le renforcement des capacités (CBSC-13) et programme de travail sur le renforcement des capacités pour 2016 (2016-CBWP)*

Madame la Directrice, Monsieur le Directeur,

1. Suite à l'aimable invitation du département des levés militaires de l'Etat-major des forces armées des Emirats arabes unis (EAU) d'accueillir les prochaines réunions du sous-comité de l'OHI sur le renforcement des capacités (CBSC-14) et du comité de coordination inter-régional (IRCC-8) à Abou Dabi, du 24 au 26 mai et du 29 au 31 mai 2016 respectivement, j'ai l'honneur de vous confirmer la tenue de ces deux réunions qui se dérouleront à *l'Armed Forces Officers Club and Hotel* d'Abou Dabi, Emirats arabes unis.
2. La présente lettre communique des informations générales ainsi qu'un ordre du jour et un calendrier provisoires pour chaque réunion.
3. **Actions découlant des réunions CBSC-13 et IRCC-7.** L'état d'avancement des actions découlant des CBSC-13 et IRCC-7 (cf. références A et B) peut être consulté dans les sections correspondantes du site web de l'OHI. Plusieurs actions sont toujours en attente. Il est demandé aux responsables des actions qui restent à accomplir de bien vouloir agir en conséquence et de rendre compte de leur avancement au secrétariat du CBSC (adcc@iho.int) et au secrétariat de l'IRCC (dcoord@iho.int), dans les meilleurs délais.
4. **Projets d'ordres du jour et de calendriers pour les CBSC-14 et IRCC-8.** Les projets d'ordres du jour et de calendriers des CBSC-14 et IRCC-8 sont communiqués dans les annexes A et B respectivement. Les documents associés, lorsque connus, sont listés. Il est demandé aux Etats membres de bien vouloir examiner les projets d'ordres du jour et de calendriers des réunions et de

faire parvenir tout éventuel commentaire et proposition d'items des ordres du jour, nouveaux ou amendés, aux secrétariats du CBSC et de l'IRCC, avant le **11 avril 2016**. Si nécessaire, des projets d'ordres du jour et de calendriers révisés pour les CBSC-14 et IRCC-8 seront préparés et mis en ligne sur le site web de l'OHI, en temps utile.

5. **Soumission de documents pour l'IRCC-8.** Les documents destinés à l'examen de l'IRCC-8 devront être soumis au secrétariat de l'IRCC (dcoord@iho.int avec copie à adcc@iho.int) conformément aux instructions relatives à la soumission de rapports et de propositions pour examen par l'IRCC et ses entités subordonnées qui sont disponibles sur le site web de l'OHI (Accueil → Comités & GT → IRCC → Réunions) comme suit :

Documents	Date limite de soumission
Documents de fond – nouveaux items Propositions de nouveaux items de travail et toute soumission nécessitant un examen et une décision de l'IRCC	Au plus tard le 11 avril 2016 (sept semaines avant le début de la réunion)
Commentaires et contributions ultérieurs Documents ultérieurs (qui ne devraient pas dépasser les 4 pages) commentant sur les soumissions ou propositions soumises comme indiqué ci-dessus	Au plus tard le 9 mai 2016 (trois semaines avant le début de la réunion)
Rapports des organes des CHR et de l'IRCC	
Documents d'information	

6. **Soumission de documents au CBSC-14.** Les documents destinés à l'examen de la CBSC-14 devront être soumis au secrétariat du CBSC (adcc@iho.int) conformément aux instructions relatives à la soumission de rapport et de propositions pour examen par l'IRCC et ses entités subordonnées, auxquelles il est fait référence au paragraphe 5, comme suit :

Documents	Date limite de soumission
Demandes de soutien au CBSC Les soumissions devront être établies conformément aux procédures CB (www.iho.int → renforcement des capacités → Procédures)	Au plus tard le 1^{er} avril 2016
Documents de fond – nouveaux items Propositions de nouveaux items de travail et toute soumission nécessitant un examen et une décision du CBSC	Au plus tard le 5 avril 2016 (sept semaines avant le début de la réunion)
Commentaires et contributions ultérieurs Documents ultérieurs (qui ne devraient pas dépasser les 4 pages) commentant sur les soumissions ou propositions soumises comme indiqué ci-dessus	Au plus tard le 3 mai 2016 (trois semaines avant le début de la réunion)
Documents d'information	

7. Les documents reçus après le délai fixé seront traités en tant que documents d'information seulement. Tous les documents de la réunion seront mis en ligne sur le site web de l'OHI sous l'onglet Comités & GT, dans les sections correspondantes, dès qu'ils seront disponibles. Les Etats membres sont invités à consulter le site web de l'OHI régulièrement.

8. Les listes des membres de l'IRCC et du CBSC sont tenues à jour sur le site web de l'OHI : (Accueil → Comités & GT → IRCC → Membres) et (Accueil → Comités & GT → CBSC → Membres). Les deux réunions sont ouvertes à tous les Etats membres, et aux organisations accréditées en tant qu'observateurs susceptibles d'y participer, conformément aux mandats du CBSC et de l'IRCC.

9. **Logistique.** Des informations d'ordre général sont fournies à l'annexe C de cette lettre. Votre attention est attirée sur le fait que les démarches pour les réservations d'hôtel et les demandes de visa incombent à chaque participant. Des informations complémentaires concernant l'administration et la logistique seront fournies sur le site web de l'OHI, le cas échéant.

10. **Inscription.** Les membres du CBSC et de l'IRCC, ainsi que les observateurs, souhaitant participer à l'une ou aux deux réunions, sont priés d'envoyer leur formulaire d'inscription (annexe D) à l'organisation hôte, le département des levés militaires – section hydrographique des Emirats arabes unis ainsi qu'au BHI, dès que possible et **au plus tard le 30 avril 2016**. Ceci facilitera la planification logistique globale ainsi que la préparation des réunions.

11. Les points de contact pour l'assistance logistique, le visa et l'hébergement pour les deux réunions sont présentés à l'annexe C.

12. Conformément aux dispositions indiquées lors de l'IRCC-7, la 15^{ème} réunion du CBSC et la 9^{ème} réunion de l'IRCC devraient se tenir à Paramaribo, Suriname en mai/juin 2017. L'Inde a aimablement proposé d'accueillir les réunions de 2018 (CBSC-16 et IRCC-10), sous réserve de confirmation. Toute proposition visant à accueillir les réunions suivantes en 2019 (CBSC-17 et IRCC-11) sont d'ores et déjà les bienvenues et celles-ci devront être communiquées de préférence **au plus tard lors de l'IRCC-8** à Abou Dabi.

Veillez agréer, Madame la Directrice, Monsieur le directeur, l'assurance de ma haute considération,

Pour le Comité de direction,

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

Mustafa IPTES
Directeur

Annexes (en anglais uniquement) :

Annexe A – Projet d'ordre du jour et de calendrier pour la CBSC-14

Annexe B – Projet d'ordre du jour et de calendrier pour l'IRCC-8

Annexe C – Informations logistiques

Annexe D – Formulaire d'inscription

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

DRAFT AGENDA AND TIMETABLE

*14^{ème} réunion du sous-comité de l'OHI sur le renforcement des capacités
OHI-CBSC-14*

*Abou Dabi, Emirats arabes unis, 24-26 mai 2016
Projet d'ordre du jour et de calendrier
(en anglais uniquement)*

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

*Huitième réunion du comité de coordination inter-régional de l'OHI
OHI-IRCC-8*

*Abou Dhabi, Emirats arabes unis, 29-31 mai 2016
Projet d'ordre du jour et de calendrier
(en anglais uniquement)*

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) IRCC8-01B List of Participants (IHB) IRCC8-01C List of IRCC Members(IHB)</i> Logistic guidance and information. Documents are presented and updated as necessary.</p>	<p>Chair/Host/ /IHB</p> <p>All</p> <p>Chair/Host/ IHB</p>
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) 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) 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</p> <p><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> <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	<p>6. RHC Reports (continued)</p> <p>Continuation of item 6</p>	RHC Chairs
15h30	Coffee Break	Host
16h00	<p>6. RHC Reports (continued)</p> <p>Continuation of item 6</p>	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	<p>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></p> <p>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.</p>	Chair/IHB
11h45	<p>13. IRCC Input to the XIXth International Hydrographic Conference / 1st Assembly <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 IRCC10: May / June 2018 – Goa, India (subject to confirmation) 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**

*Quatorzième réunion du sous-comité de l'OHI sur le renforcement des capacités (CBSC-14)
Abou Dabi, 24-26 mai 2016*

*et
Huitième réunion du comité de coordination inter-régional de l'OHI (IRCC-8)
Abou Dabi, 29-31 mai 2016
Informations logistiques
(en anglais uniquement)*

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
CBSC14**



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

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- 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)

Quatorzième réunion du sous-comité sur le renforcement des capacités (CBSC-14)
Abou Dabi, Emirats arabes unis, 24-26 mai 2016, et
Huitième réunion du comité de coordination inter-régional (IRCC-8)
Abou Dabi, Emirats arabes unis, 29-31 mai 2016
Formulaire d'inscription (un pour chaque participant)
(en anglais uniquement)

(to be returned to info@iho.int / Fax: +377 93 10 81 40) and
rahmalwi@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.