



## CAPACITY BUILDING SUB-COMMITTEE

### PROCEDURE 10

#### PREPARATION OF THE MANAGEMENT PLAN

**PROCEDURE 10** provides guidelines for the preparation of the annual CB Management Plan.

**Explanation:**

**Part 1** of this document contains the **standardized procedure** for the preparation of the annual CB Management Plan. This plan is the tool used by the CBSC to prepare and approve the annual Capacity Building Work Plan (CBWP)

**Part 2** of this document provides the **template** to be used by the CBSC Secretariat when preparing the annual CB Management Plan.



PART 1  
STANDARDIZED PROCEDURE



The annual CB Management Plan will be prepared by the CBSC Secretariat according to the following principles:

- 1) The CBSC Secretariat will table the submissions received in accordance with the CB Procedures 1 to 3 using template 1 of part 2.
- 2) The CBSC Secretariat will table the submissions received in accordance with the CB Procedures 4 and with relevant information from Procedure 1 using template 2 of part 2.
- 3) The CBSC Secretariat will then revise the information in template 2, revise the information provided in the submissions and prepare the draft CB Management Plan using the same template 2 of part 2.
- 4) The CBSC will review the information and the priorities and will adopt the CB Management Plan, with an indication of the expected available resources. The adopted CB Management Plan will have the valid CB activities in a priority order that will be receive resources as funds are made available.
- 5) The CBSC Secretariat will create a draft annual CB Work Programme (CBWP) to be considered and adopted during the CBSC meeting. This annual CBWP will have an indication of the CB activities that are approved in principle and will wait funds. These activities will be marked "not funded yet".
- 6) As funds become available the CBSC Secretariat will allocate the resources to the CB Activities following the priority order, if they can be executed in the year that the CBWP refers. These funds can include resources not used in other funded CB Activities.
- 7) The CBSC will work intersessionally to assure that the annual CB Management Plan and the annual CBWP are kept updated in case decisions are requested by the CBSC Secretariat.

**INTERNATIONAL HYDROGRAPHIC  
ORGANIZATION**



**ORGANISATION HYDROGRAPHIQUE  
INTERNATIONALE**



**PART 2**  
**MANAGEMENT PLAN**  
**TEMPLATES**



These templates are used by the CBSC Secretariat to prepare the annual CB Management Plan from the submissions received in accordance with CB Procedures 1 to 4:

- 1 – Template for the project summary information (summary sheet from CB Procedure 1)
- 2 – Template for the objective project priorities (from CB Procedure 4)

Note: this template is available in Microsoft Word format in the CB web pages

**TEMPLATE 1**

<b>RHC</b>	<b>Year of Execution</b>	<b>Countries involved</b>	<b>Priority</b>	<b>CB Phase</b>	<b>Project Name</b>	<b>Project Objective</b>	<b>Benefits</b>	<b>Assistance required</b>	<b>Cost (Euro)</b>	<b>Contact Person</b>
<b>xxHC</b>	YYYY	Name of the beneficiary countries	1	0	<b>Name of the Project 1</b>	Description the project objectives	Description of the expected benefits	CB Funds for: - course fees - accommodation - return flights - others	<b>18 000</b>	Name and email of the contact person
<b>xxHC</b>	YYYY	Name of the beneficiary countries	2	1	<b>Name of the Project 2</b>	Description the project objectives	Description of the expected benefits	CB Funds for: - course fees - accommodation - return flights - others	<b>23 000</b>	Name and email of the contact person
<b>xxHC</b>	YYYY	Name of the beneficiary countries	3	2	<b>Name of the Project 3</b>	Description the project objectives	Description of the expected benefits	CB Funds for: - course fees - accommodation - return flights - others	<b>20 000</b>	Name and email of the contact person
<b>xxHC</b>	YYYY	Name of the beneficiary countries	4	3	<b>Name of the Project 4</b>	Description the project objectives	Description of the expected benefits	CB Funds for: - course fees - accommodation - return flights - others	<b>30 000</b>	Name and email of the contact person

The columns in this template are directly imported from CB Procedure 1.

**TEMPLATE 2**

RHC	Project Name	1	2	3	4	5	6	7	8	9	Total	Phase	Priority	Resources	Sum
													1		
													2		
													3		
													4		
													5		
													6		
													7		
													8		
													9		
													10		
													11		
													12		
													13		
													14		
													15		
													16		

Columns:

RHC: RHC that submitted the proposal

Project Name: name of the submitted project

1 to 9: evaluation item from CB Procedure 4

Total: total score from CB Procedure 4

Phase: the CB Phase of the CB Activity (0 for Assessment, 1 for Phase 1, 2 for Phase 2, 3 for Phase 3 and 4 for other activities)

Priority: the priority resulting from the total score following CB Procedure 4

Resources: the amount of the support requested to the CB Fund (in Euros)

Sum: the partial sum of the requested resources