INTERNATIONAL HYDROGRAPHIC
BUREAU

BUREAU HYDROGRAPHIQUE
INTERNATIONAL

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CAPACITY BUILDING SUB-COMMITTEE

PROCEDURE 5

PERFORMANCE ASSESSMENT

PROCEDURE 5 provides guidelines and rules to assess the performance of all CB efforts funded by the CBSC. The following procedure is valid for all kinds of projects **except** for technical visits. For technical visits the standard regulation of the IHO for "THE CONDUCT OF ADVISORY VISITS BY STUDY TEAMS DRAWN FROM MEMBER STATES OF REGIONAL HYDROGRAPHIC COMMISSIONS" shall be used instead, including the following subsections:

- Introduction
- Description of Maritime Activities
- Outline C-55 Analysis
- Proposals for Co-ordination and Capacity Building
- Proposals for Assistance
- Follow Up Action

To further improve CB the performance assessment is essential. Therefore the sponsored person or body has to provide a report. This report shall have the form according to this Procedure, giving an impression of the result and hints for further comparable projects. There shall be an evaluation by the CBSC as well, whether the money spent was worthwhile. This is important (in combination with the report) to assist further funding decisions from the same applicant and to improve similar projects.

Explanation:

Part 1 of this document contains the **standardized procedure** that must be followed for all projects funded by the CBSC.

Part 2 of this document provides the **report model** to be filled by the Project Leader of any CBSC funded activity.

Part 3 of this document provides the **assessment model** to be filled by the Project Leader of any CBSC funded activity.

Procedure 5 is subdivided into four steps:
1) Monitoring of the project
2) Report
3) Assessment
4) Analysis

The performance assessment has to be related to the application and has to be as concrete as the objectives have been formulated.

1) **Monitoring of the project**

Monitoring is carried out by the relevant Regional Representative (internal body of each RHC and focal point, see Administrative Resolution T1.3) or another person appointed by CBSC under supervision of the Chair/Vice-Chair of the CBSC.

The Monitoring starts after the CBSC informed the RHC about the funding and ends when the project leader reported to the CBSC. The report on project realization itself lies within the responsibility of the leader of the project.

2) **Report on the project**

The leader of the project has to provide a report after completion, interruption or cancellation of the project, including an assessment of the project by all participants (i.e. attendees of training courses). After finalization it is sent to the CBSC with a copy to the relevant RHC.

The RHC, preferably through its regional coordinator or a CBSC member from this region should assess the results achieved, may add remarks and send them to the CBSC. The report must be prepared according to the model provided in the Part 2 of this procedure.

3) **Assessment (by the project leaders/organizers)**

The project leader is requested to assess the project itself and future perspectives. Assessment should be carried out according to the table provided by rating each performance indicator on a scale from 0 to 5, following the model presented in Part 3 (Assessment model).

Additional comments for more detailed explanation can be added in the table. The Project leader is invited to collect feedback from all other participants of the project if applicable.

4) Analysis by CBSC:

The project should be analyzed by the CBSC in order to create a performance history which also may help to assist further funding decisions of the same kind. The analysis should be performed by a CBSC Member from the funded RHC (called "relevant CBSC Member").

The Secretary sends a copy of the report to the relevant CBSC Member by e-mail. The CBSC Member provides the Secretary with an analysis including the following information:

- Project number
- Project name
- Overall rating of the funded project (0-5)
- Remarks highlighting important or unusual aspect for example with respect to:
    - Improved National Capability
    - Deviation from the initial program
    - Cooperation (nationally and regionally)
    - Commitment of the funded persons/organizations to Hydrography
- Indication on whether there should be a discussion at the next CBSC meeting

A table of performance shall be maintained by the Secretary to include the overall ratings from the Assessment and the Analysis.

Identification	Project Number: (as assigned by CBSC)
Project Name:	

Financial report				
	Resources			Comments
	requested	allocated	spent	
Contribution by countries involved				
Contribution by other parties				
Contribution from CBSC Fund	6,800 euros	6,800 euros	6800 euros	
Total Cost (Euros)	6,800 euros	6,800 euros	6800 euros	
Breakdown of CBSC Fund expenditure (i.e. travel expenses, per diem, venue hire, etc.)				This covers travel, subsistence and trainer fee

Results	Just one text, possible topics listed
	Assessment and Comments
Date of start	February 11, 2013
Date of finish	February 15, 2013
Changes in scope or focus	No changes were made.
Results achieved (output, product, etc.)	1. The stated goal of the training was to provide NARA staff with interactive training on nautical chart production using existing software tools at their organization (i.e. CARIS Paper Chart Composer). The training provided NARA staff with skills to produce a digital copy of a paper chart. From this copy, multiple products are created, including GeoTIFF, PDF, Paper Copy, and Colour-Separate PostScript. 2. Main course topics for the nautical chart production included: - Viewing external datasets - Create a new project - Adding data - Digitizing new features - Editing features - Import/Export - Adding/Editing cartographic features

	- Masking and presentation - Chart Validation - Chart output 3. Participation from UKHO and Chris Brice also provided NARA trainees with a further understanding of cartographic and hydrographic best practices. 4. Instructors were: - William Siddall, CARIS - Christopher Brice, UKHO 5. The training was conducted as a series of hands-on exercises to create and maintain a digital paper chart product using CARIS Paper Chart Composer. 6. A conference room in NARA HQ, Colombo 01, Colombo, Sri Lanka was used for the training. The training course was delivered Monday to Friday, 9am to 4pm.
Comparison with the Achievements and benefits awaited	The aim was for NARA trainees to: - obtain an advanced understanding of chart production - provide hands-on experience with their updated production software tools - expand chart production knowledge to a greater number of NARA staff. Regular interaction between instructors and training participants (i.e. visiting each workstation to monitor participant progress) and completed evaluation forms indicate that the aims were met and participants were satisfied with the training.
Problems experienced	No significant problems were experienced.
Suggestion for improvement for similar projects	Students should be fluent in the instructed language; including technical terminology.
Suggestion for follow-up projects	Have some training participants from previous projects also attend follow-up projects to provide continuity and additional assistance to new participants.
Valuation	Results achieved: 4 (80-90%)

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CBSC Secretary   Project leader

PART 3

ASSESSMENT MODEL

Identification	Project Number: (as assigned by CBSC)
Project Name:	NARA Advanced Chart Production

	Performance indicator	Mark	Comments
-	Arrangements		
	Organisation of the project	4	Some minor logistics issues on the first day but all was quickly resolved.
	Involvement(contribution) of		
	National partners	5	NARA made all daily arrangements for the training. Course logistics (e.g. training computers, etc.) were well organized and NARA were very quick to assist with any requests during the training.
	Regional partners	5	UKHO and Chris Brice's participation to assist and provide additional comments on cartographic practices was an asset to the training N.B. The UKHO funded this element of the training
	RHC	5	Project submission, support and acceptance by CBSC.
	IHB	-	No direct involvement
-	Efficiency of the project		
	Goals achieved	5	All goals were achieved and both instructors and course participants agreed it was a successful and informative training activity.
	Planned timing	5	The course completed with enough time to allow for questions and additional instruction (as needed).
-	Future perspectives		
	Need of similar project (locally, regionally)	5	The Advanced Chart Production course reviewed many topics with respect to paper chart production using modern software tools. Other hydrographic offices in the region would also benefit from similar training. During the training there were also several

			discussions regarding electronic chart production by NARA. A similar course covering topics for ENC production would also be of value for NARA in future.
	Impact on future development	5	The information presented during the training will assist NARA to implement more efficient use of the digital tools and workflows for the production of paper chart products. Similar courses, organized with support from CBSC, would also allow NARA to further improve upon current hydrographic and cartographic capabilities.
-	Procedure of CBSC		
	Application form		
	Support received		
	Follow up and reporting		

Each of the performance indicators indicated in the table is rated according to the scale provided:

0 = 0-20%
1 = 20-40%
2 = 40-60%
3 = 60-80%
4 = 80-90%
5 = 90-100%

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                CBSC Secretary   Project leader