

**IHB File: TA-1**

**CIRCULAR LETTER 30/2003  
10 April 2003**

**ESTABLISHMENT OF THE  
IHO CAPACITY BUILDING COMMITTEE (IHOCBC)**

Reference: IHB CL 7/2003 of 28 January 2003

Dear Hydrographer,

1. The IHB Directing Committee is grateful to those IHO Member States who responded to the above-referenced Circular Letter. As no Member State is opposed to this IHB initiative, the IHO Capacity Building Committee (IHOCBC) is hereby established.
2. The Terms of Reference, as proposed by the IHB, have been approved by the required majority of IHO Member States. However, in view of the keen interest expressed by several Member States to participate in the Committee, the limitation of 8 members, as originally indicated in para. 3 of the TOR, has been cancelled. The Terms of Reference have been modified accordingly and are attached herewith as Annex A; they will also be posted on the IHO Web site.
3. The comments received mainly concern the importance of the work to be carried out and some suggestions have been made which may be incorporated into the Terms of Procedure, to be developed and approved by the Members of the IHOCBC at its first meeting.
4. As regards the membership of the IHOCBC, the following Member States have nominated representatives: Australia, Chile, France, Germany, India, Mozambique, Norway, UK, and USA. The IHB Directing Committee very much appreciates the interest expressed by the Member States in accepting this new challenging activity and is pleased to welcome the Members of this new Committee.
5. In accordance with the approved Terms of Reference, the Committee shall normally be chaired by the IHB Director in charge of Capacity Building (Captain Hugo GORZIGLIA), but as two Member States have expressed the opinion that the Chairman should be a Member State representative, this matter will be considered at the first IHOCBC meeting. Meanwhile, the IHB has designated Captain BERMEJO to act as the Secretary of the Committee.

6. It is proposed that the IHO Capacity Building Committee holds its first meeting on 11-12 September 2003, at the IHB, Monaco immediately following the 3<sup>rd</sup> Meeting of the IHO Hydrographic Committee on Antarctica (8 to 10 September).

7. The Members of the Committee are kindly requested to confirm their availability to attend this meeting on the proposed dates and to provide their comments on the Draft Agenda (Annex B), **preferably by 15 June 2003**.

On behalf of the Directing Committee,  
Yours sincerely,

*(original signed)*

Captain Hugo GORZIGLIA  
Director

Annex A - Terms of Reference

Annex B - Draft Agenda for the 1<sup>st</sup> IHOCBC Meeting.

## IHO CAPACITY BUILDING COMMITTEE

### TERMS OF REFERENCE

1. The IHO Capacity Building Committee shall:
  - 1.1 Continuously assess the hydrographic surveying, nautical charting and nautical 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 "S-55 - Status of Hydrography Worldwide". (see Note below<sup>1</sup>)
  - 1.2 Cooperate with the IHB 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.
  - 1.3 Cooperate with Regional Hydrographic Commissions in the creation of Study Teams or Action Groups to carry out assessment studies in the areas identified by the IHO in the 5-year "Work Programme".
  - 1.4 Support the IHB in carrying out close and continuous monitoring of the assessments carried out and in identifying ideas aimed at the development of projects which may result from Study Teams or Action Groups' Reports, also contributing to share experience gained in this field.
  - 1.5 Co-operate with IHB in the provision of advice to all maritime nations requesting support to develop hydrographic capabilities, following the implementation of Regulation 9 of Chapter V, SOLAS.
  - 1.6 Give support to the IHB in drafting and keeping updated the Work Programme 2 "Capacity Building".
2. Unless otherwise decided by the Committee, the Committee shall be chaired by the IHB Director in charge of Capacity Building, to facilitate communications between all members and organizations taking part in the activities of the Committee and to centralize efforts. The Committee will also have a Secretary, nominated by the IHB Directing Committee.
3. Apart from the Chairman and the Secretary, the Committee will be composed of IHO Member State representatives, preferably Heads of National Hydrographic Offices. The appointed members should cover a wide geographical area, and provide broad experience and varied backgrounds. One of the members will be appointed Vice-

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<sup>1</sup> Note: In case of approval of the proposal, IHO publications S-55 and S-59 will be combined into one single publication.

Chairman. The Committee may invite observers to participate in the activities of the Committee.

4. The Committee will have its permanent secretariat at the IHB, Monaco. The secretariat will provide the secretarial and administrative support needed to gather, hold and disseminate information on behalf of the Committee. The Secretary will provide a summary of the Committee's activities to be included in the IHO Annual Report. The Chairman will report on the activities of the "Capacity Building Committee" at each ordinary session of the International Hydrographic Conference.
5. The "Capacity Building Committee" will meet once a year on dates and at a venue agreed by the members. The Agenda will always include the review of the development of the IHO Work Programme 2 and the progress of the IHO Publication/Data Base "S-55".
6. The internal functioning of the Committee will be ruled by Terms of Procedure issued and approved by the Committee members, as deemed necessary.

**IHO CAPACITY BUILDING COMMITTEE**  
**DRAFT AGENDA OF THE FIRST MEETING**

1. Opening. Background information. Former TACC activities.
2. Chairmanship and Vice-Chairmanship.
3. Terms of Procedure for the IHOCBC.
4. Consequences of new SOLAS Chapter V. Advice and support to coastal nations.
5. Recent Regional Hydrographic Commissions' initiatives. Analysis of the results obtained.
6. Analysis of Program 2 "Capacity Building" of the IHO Work Programme 2003-2007.
  - 6.1 Technical Co-operation on-going projects.
  - 6.2 The new edition of IHO Publication S-55
7. Establishment of an IHO Capacity Building Strategy aimed at assessing, initiating and implementing related projects.
8. Funding options.
  - 8.1 National, Regional and International funding organizations.
  - 8.2 IHO Trust Fund
  - 8.3 Industry/Academy contribution
  - 8.4 Other sources.
9. Committee's Work Programme. List of Actions, Schedule and Responsibilities.
10. Closure.