

IHB File CBC-1

CIRCULAR LETTER 70/2003
13 November 2003

**REPORT OF THE FIRST MEETING OF THE IHO CAPACITY
BUILDING COMMITTEE (IHO CBC)**

Reference: IHB CL 30/2003 of 10 April 2003
IHB CL 39/2003 of 20 June 2003

Dear Hydrographer,

The report of the 1st Meeting of the IHO CBC, held in Monaco at the IHB on 11 and 12 September, is attached herewith.

The Directing Committee thanks those IHO CBC Members who sent their comments and suggestions and reminds you that this Committee is open to any IHO Member State wishing to nominate a representative.

Your attention is specifically drawn to the definition of "Capacity Building" as given in Annex 4 to this Circular Letter. Also the Directing Committee urges Member States to give a timely response to the S-55 Questionnaire (see Agenda item 6.3. under point 11) already distributed under cover of IHB CL41/2003 dated 24 June 2003. Any comments from Member States on these points or other items of the Report are welcome.

The report, as well as other relevant documents pertaining to Capacity Building matters, may be consulted on the IHO Web site.

On behalf of the Directing Committee,
Yours sincerely,

(original signed)

Captain Hugo GORZIGLIA
Director

Annex A: Report of the 1st IHO CBC Meeting + Annexes 1-6

[CBC1-20]

**REPORT OF THE FIRST MEETING OF THE IHO CAPACITY
BUILDING COMMITTEE
11-12 SEPTEMBER 2003, IHB, MONACO.**

Annex 1.	List of Participants
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**REPORT OF THE FIRST MEETING OF THE IHO CAPACITY BUILDING COMMITTEE
11-12 SEPTEMBER 2003, IHB, MONACO.**

1) Dates and Venue

The First Meeting of the IHO CBC was held at the IHB, Monaco, on 11 and 12 September 2003, under the chairmanship of Captain Hugo GORZIGLIA (IHB Director). All the Committee Members were present at the meeting, together with 1 observer country (Republic of Korea) and two guests, Dr. David WELLS, representing the academic sector and Mr. Gordon JOHNSTON, representing the industrial sector. A list of participants is given in Annex 1.

2) Agenda Item 1.1 - Opening and Welcome

Captain GORZIGLIA opened the meeting and welcomed the participants. His fellow Directors, Vice Admiral MARATOS and Rear Admiral BARBOR, gave presentations on their areas of work related to Capacity Building. Rear Admiral BARBOR made particular mention of IHO's participation in the work of UNICPOLOS and noted that the third meeting had focused on Capacity Building in the field of nautical charting and safety of navigation. A recommendation will be put forward to the UN Assembly including encouragement to coastal nations to join the IHO and to support a Trust Fund for Capacity Building matters.

Vice Admiral MARATOS explained IHO's past involvement in Technical Cooperation matters and the formation of the Capacity Building Committee (CBC) following the disbandment of the former FIG-IHO TACC (Technical Assistance and Cooperation Coordination Committee).

This subject was further explained by Captain GORZIGLIA, specifically referring to FIG's decision to withdraw from TACC, and the subsequent formation of the present CBC. He emphasized that the basic points to be agreed by the Committee were : Chairmanship and Vice-chairmanship, Terms of Reference and Terms of Procedure, IHO Strategy on Capacity Building, policy funding, establishment of a List of Actions and a decision on the venue and date of the next meeting.

3) Agenda Item 1.2 - Background information

Mr. Paul Cooper (USA) gave a presentation on the activities of the former TACC. He stated that some of the reasons for the lack of success of that Committee were the lack of direction and the lack of specific duties assigned to members. He also tabled a summary of the work carried out by his organization, the Naval Oceanography Command, through the "HYCOOP Program" developed and supported by the US Navy with emphasis on two current projects in the areas of the Gulf of Honduras and the Gulf of Fonseca (Central America).

4) Agenda Items 1.3 and 1.6 - Approval of the Agenda and Timetable

These items were unanimously approved. The Agenda is provided in Annex 2. Working Documents of the meeting are posted on the IHO web page. The List is given in Annex 6.

5) Agenda Item 2 - Chairmanship and Vice-chairmanship

Captain GORZIGLIA explained that, although the required majority of IHO Member States had approved the chairmanship as proposed in the IHB C.L. 7/2003, two Member States had expressed their preference for the Chairman of the Committee to be a Member State representative.

The Committee decided to confirm Captain GORZIGLIA, as Chairman of the IHO CBC, with Captain BARRITT (UK) as Vice-Chairman. The Committee agreed that the Chairmanship issue would be reviewed at the next meeting, noting the possibility that this position might be held by a Member State representative in the future.

6) Agenda Item 3 - Terms of Reference and Terms of Procedure

A Drafting Group, formed by Australia, India and USA and chaired by Captain BARRITT (Vice-Chairman), reviewed the approved Terms of Reference and Terms of Procedure and proposed some amendments which were unanimously endorsed by the Committee. The new Terms of Reference and Rules of Procedure (as renamed) are included in Annex 3.

7) Agenda Item 4 - Consequences of new SOLAS Chapter V. Advice and support to coastal nations.

The CBC fully recognized the importance of Regulations 9 and 2 of the new Chapter V of the SOLAS Convention. The IHB Representatives mentioned the action that the IHB had already taken with IMO, addressing letters to the IMO Member States and scheduling a half-day presentation of the IHO activities at the next IMO Maritime Safety Committee meeting.

It was unanimously agreed that the Committee should help Member States to increase awareness of the Organization at high governmental level of coastal nations.

8) Agenda Item 5 - Recent Regional Hydrographic Commission initiatives. Analysis of the results.

The CBC Vice-Chairman gave a detailed presentation of the current projects implemented by the IHO Regional Hydrographic Commissions. It was agreed that RHC are an important tool for progressing Capacity Building efforts and that the regional approach in Capacity Building required both international support and bilateral agreements.

The French representative explained the project under development by the Eastern Atlantic Hydrographic Commission in West Africa, and the Committee agreed that guidelines for assessing the status of hydrography, nautical cartography and MSI should be drafted, taking advantage of the experience acquired, for the benefit of other regions wishing to develop similar projects. The experience of the Caribbean Sea Project could also be taken into consideration for that purpose.

9) Agenda Item 6 - Analysis of Program 2 "Capacity Building" of the IHO Work Programme 2003-2007.

The Chairman commented on the current Work Programme of the Organization. He reminded the Committee that specific areas had been given priority for development projects in Hydrography and Safety of Navigation, such as Central America, West Africa, the Baltic and the Red Sea. However, other areas of interest should be assessed and incorporated in the future Work Programme.

10) Agenda Item 6.1 - Capacity Building Definition

Following the recognition of the need for a definition of Capacity Building specific to the IHO, a Drafting Group met to propose a definition considering various alternatives. The Committee unanimously accepted the definition in Annex 4.

11) Agenda item 6.2 - Technical Co-operation on-going projects.

The Secretary of the CBC, Captain BERMEJO, presented a document describing a number of Technical Cooperation projects in which the IHO is involved. Among the projects that are already funded and in progress, MEDA parts 1 and 2 were highlighted. Other projects already completed and endorsed by the regional authorities of the beneficiary countries, such as the joint COCATRAM/IHO project, still awaited funding.

Captain BERMEJO pointed out the need for the governments of these countries and the funding agencies to recognize the importance of Hydrography so that the projects directed to develop this area may be adequately supported.

Other projects not included in the working documents were mentioned, such as the “Gulf of Honduras” and “Gulf of Fonseca” and projects carried out in support of Papua New Guinea and Fiji.

The Committee recognized that Hydrography is usually inserted as a component of major projects concerning wider areas of development. It was agreed that the IHO Capacity Building strategy must reflect the need to engage national administrations effectively, and to raise the profile of the IHO as a point of reference for technical input to projects.

Training was considered to be a basic tool of Capacity Building and, in this sense, the Committee acknowledged the support that the IHO has given to the IMA (Trieste) and the effort of other countries such as India, Japan, UK and USA in the establishment of international courses. Such courses are publicized by the IHO through Circular Letters.

12) Agenda item 6.3 - The new edition of IHO Publication S-55

Captain BARRITT explained the work of updating IHO Publication S-55. He noted the requirement for input from all IHO Member States and the importance of the co-ordinating role of the Regional Hydrographic Commissions. The S-55 questionnaire has now been sent to all coastal states. Contacts have also been established with IMO, the International Chamber of Shipping, and the Nautical Institute.

The CBC agreed that its members should encourage the Regional Hydrographic Commissions to contribute to the S-55 updating process (advice to non Member States, Development of Regional Data Bases) and to assist in establishing contact with non-Member States in their region.

The Committee also endorsed the importance of implementing a digital S-55 database at the IHB, to be kept updated by the IHO Member States.

13) Agenda item 7 - Establishment of an IHO Capacity Building Strategy aimed at assessing, initiating and implementing related projects.

The Chairman noted that the Committee's attention should now be on developing the IHO Strategy on Capacity Building, and that a Study Group would be formed to work on such a Strategy based on the conclusions and directions given by the Committee.

In general, the Committee agreed that the first priority of an adequate strategy should be to have high level access to governments and funding agencies in order to present regional problems and to convince them of the importance of Hydrography and the tangible benefits to be gained from its development, reinforced with the new SOLAS V and UNCLOS. It was noted that the world funding agencies do not yet give the same priority to Hydrography as they do to other programmes, such as biodiversity. Holding a conference for funding agencies to explain hydrography in the political context of SOLAS and UNCLOS might be useful.

It was also agreed that specific areas needing development must be identified and prioritized, and Captain BARRITT suggested as an objective that all coastal states should attain at least the first phase of hydrographic development, as defined in M-2.

In conclusion, it was recognized that the CBC should obtain some agreement on (or endorsement of) the concept at the highest political and diplomatic levels.

The Committee agreed to establish a ‘Task Group’, chaired by the Vice-chairman with Australia, Chile, France, Germany, India and USA, tasked with drafting an ‘IHO Strategy for Capacity Building’, by 31 December 2003.

The Committee also agreed that the CBC Members will submit their suggested amendments to IHO Publication M-2, which is considered an important tool for increasing the visibility of the IHO.

14) Agenda Item 8 - Funding options in support of Capacity Building.
Agenda Item 8.1 - National, Regional and International funding organizations.

A list of the principal Funding Agencies, identified by the IHB, was tabled at the meeting. The importance of persistent lobbying through personal visits to funding bodies was recognized.

The same arguments which had been raised when discussing the CBC Strategy were repeated, that is the need for Hydrography to be recognized as a fundamental factor for both the development of certain economic sectors as well as a True Value element.

It was also recognized that "Sensitivity studies" should be carried out to demonstrate why Hydrography should be funded and that those studies should be adequately publicized.

It was agreed that CBC members would provide input to the List of Funding Agencies, including contact addresses.

15) Agenda Item 8.2 - IHO Trust Fund

There was considerable discussion on the concept of an IHO Trust Fund. The Chairman explained that the IHO budget currently includes a small fund for Technical Assistance, which is mainly devoted to financing Technical Assistance travel, but which cannot fund any Project. However, it should be decided how funds coming from potential donors should be managed and this may be done through a "Trust Fund" or other such mechanism.

It was felt that if the present IHO financial regulations did not provide for this kind of fund management, then the regulations should be revised. The delegates from the USA and Germany warned against the IHB becoming involved in funding specific projects as this would probably exceed the capabilities of the small IHB staff, and they recommended that any IHO funds should be administered by existing funding agencies having the required experience.

The delegate from Australia indicated that, although his preference was to include any possible donation within the IHO budget under some "CB" Chapter, the draft IHO Strategy to be produced should include this important point.

The Chairman stressed that the system could manage any extraordinary income easily but what was more difficult was to decide on how such funds should be used and it was important to take into account the wishes of the donors.

It was decided that it was more important, in the first instance, to identify and prioritize candidate projects, and to return to the management of funds in a second phase.

16) Agenda Item 8.3 - Industry/Academy contribution

Dr. David WELLS and Mr. Gordon JOHNSTON gave excellent presentations on how the Academic and the Industry sectors respectively could help IHO CB endeavours. The presentations are available on the IHO Web site (Documents CBC1-17 and CBC1-18 respectively). The views expressed were widely discussed and the Task Group formed to develop the IHO Capacity Building Strategy will consider the findings. The Committee thanked both gentlemen for their interesting views and recommendations.

17) Agenda Item 8.4 - Other sources.

This item focused specifically on the IHO budget. The Chairman stated that from an administrative point of view there was no problem to accept donations, but a policy was needed on how these extraordinary contributions should be expended.

18) Agenda Item 9 - Committee's Work Programme.

List of Actions, Schedule and Responsibilities.

The Committee prepared a List of Actions which will constitute its initial Work Programme. (See Annex 5)

The holding of a Second Meeting was considered and the Committee agreed that the next meeting should be scheduled in 2004. Australia offered to host the meeting and it was unanimously approved.

The date and venue will be decided at a later date, but the delegate from Australia (Captain KAFER) stated his intention to hold it in conjunction with the next meeting of the SWPHC.

19) Agenda Item 10 - Closure

The Chairman thanked the participants for their attendance and participation, closing the meeting at 16.30 on Friday 12 September 2003.

ANNEX 1 to the CBC Report

LIST OF PARTICIPANTS

Member State	Name	E-mail	Address
Australia	Capt. Bruce KAFER	Bruce.Kafer@defence.gov.au	Royal Australian Navy Hydrographic Service 8 Station Street Wollongong, NSW 2500 Australia
Chile	Capt. Fernando MINGRAM 1 st Lt. Enrique SILVA VILLAGRA	director@shoa.cl esilva@shoa.cl	Servicio Hidrografico y Oceanografico de la Armada Casilla 324 Valparaiso Chile
France	Ing. en chef Michel LE GOUIC	mlegouic@shom.fr	Service Hydrographique et Oceanographique de la Marine BP5 00307 Armees France
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Korea (Rep.)	Mr. OH Soon-Bock Mr. CHOI Shin-Ho	choish@nori.go.kr	National Oceanographic Research Institute Gukrip Haeyang Josawon 1-17,7 ga, Hang dong, Jung-gu Inchon , 400-800 Republic of Korea
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Norway	Mr. Frode KLEPSVIK	frode.klepsvik@statkart.no	Statens Kartverk Sjokartverket Norwegian Hydrographic Service P.O. Box 60 N-4001 Stavanger Norway

UK	Capt. Michael K. BARRITT	mike.barritt@ukho.gov.uk	United Kingdom Hydrographic Office Admiralty Way Taunton Somerset TA1 2DN United Kingdom
USA	Dr. Edward JOHNSON	Johnsone@navo.navy.mil	Naval Oceanographic Office Code OT- 1002 Balch Blvd. Stennis Space Center Mississippi, 39522-5001 USA
USA	Mr. Paul COOPER	cooperp@navo.navy.mil	Naval Oceanographic Office Code N44 - 1002 Balch Blvd. Stennis Space Center Mississippi, 39522-5001 USA
IHB	Captain Hugo GORZIGLIA <i>(Chairman)</i> Captain Federico BERMEJO <i>(Secretary)</i>	hgorziglia@ihb.mc fbermejo@ihb.mc	International Hydrographic Bureau 4, Quai Antoine 1er MC 98000 Monaco

Guests

	Name	E-mail	Address
Academy Sector (Canada)	Dr. Dave WELLS	dew@unb.ca	University of New Brunswick 538, Squires Street Fredericton New Brunswick E3B 5A3 Canada
Industrial Sector (UK)	Mr. Gordon JOHNSTON	Gordon.Johnston@thales-geosolutions.com	Thales Geosolutions Group Unit 4. White Lodge Busines Park Hall Road Norwich NR4 6D6 United Kingdom

IHB President	Vadm. Alexandros MARATOS	amaratos@ihb.mc	IHB
IHB Director	Radm. Kenneth BARBOR	kbarbor@ihb.mc	IHB
IHB (Cartography)	Ing. en chef Michel HUET	mhuet@ihb.mc	International Hydrographic Bureau 4, Quai Antoine 1er MC 98000 Monaco
IHB (Data Management)	Mr. Anthony PHARAOH	apharaoh@ihb.mc	
IHB (Hydrography)	Comdr. Steve SHIPMAN	sshipman@ihb.mc	

AGENDA

1. Opening.
 - 1.1 Welcome
 - 1.2 Background information - Former TACC activities - .
 - 1.3 Approval of the Agenda and Timetable
 - 1.4 List of Documents
 - 1.5 Local Arrangements
2. Chairmanship and Vice-Chairmanship.
3. Terms of Reference and Rules of Procedure for the IHOCBC.
4. Consequences of new SOLAS Chapter V. Advice and support to coastal nations.
5. Recent Regional Hydrographic Commission initiatives. Analysis of the results.
6. Analysis of Program 2 "Capacity Building" of the IHO Work Programme 2003-2007.
 - 6.1 Capacity Building Definition
 - 6.2 Technical Co-operation on-going projects.
 - 6.3 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 in support to Capacity Building.
 - 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.

TERMS OF REFERENCE AND RULES OF PROCEDURE

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 below¹)
 - 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. In accordance with IHO Resolution T 1.1, membership of the Committee is open to all Member States of the IHO. The appointed members should cover all RHCs, and provide broad experience and varied backgrounds. One of the members will be appointed Vice-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.

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

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 Rules of Procedure issued and approved by the Committee members, as deemed necessary.

Note: These **Terms of Reference** were approved in April 2003, by the required majority of IHO Member States (Ref.: CL No 30/2003). They were subsequently reviewed and improved by the CBC Members at the First meeting (Sep 2003) unanimously agreed by the Committee.

RULES OF PROCEDURE

1. The IHO Capacity Building Committee will meet once a year, whenever possible in conjunction with another conference or meeting. The venue and date of the meeting will be decided at the previous meeting, in order to facilitate participants' travel arrangements. Extraordinary meetings can be called by the Chairman or any appointed member, as considered necessary, with the agreement of the simple majority of all members of the Committee.
2. Members are expected to attend every meeting of the Committee. Members who are not able to attend a meeting should appoint a proxy or send to the Chairman and Secretary, prior to the meeting, a written contribution on relevant items of the agenda.
3. Between meetings, IHOCBC business will be progressed by correspondence. E-mail communication will be the normal method. Papers and information material will be posted on the IHOCBC section of the IHO web site.
4. The working language of the Committee will be English.
5. The draft minutes of each meeting will be distributed by the Chairman to the IHB and members of the Committee within one month of the meeting, and member comments should be returned within 2 months of the meeting. Final minutes will be posted on the IHO web site.
6. During the meetings, decisions will be taken by simple majority vote of Members of the Committee present. When dealing with matters by correspondence, a simple majority of all Members of the Committee will be required.
7. The CBC Terms of Procedure can be amended by simple majority of all its Members.

CAPACITY BUILDING DEFINITION

WITH RESPECT TO THE IHO, "CAPACITY BUILDING" IS DEFINED AS THE PROCESS BY WHICH THE ORGANIZATION ASSESSES AND ASSISTS IN SUSTAINABLE DEVELOPMENT AND IMPROVEMENT OF THE STATES, TO MEET THE OBJECTIVES OF THE IHO AND THE HYDROGRAPHY, CARTOGRAPHY AND MARITIME SAFETY OBLIGATIONS AND RECOMMENDATIONS DESCRIBED IN UNCLOS, SOLAS V AND OTHER INTERNATIONAL INSTRUMENTS.

LIST OF ACTIONS

1. M-2 Revision. All CBC members to provide input by 31 December 2003.
2. CBC Members to encourage RHC contribution to the S-55 process (advice to non Member States; development of Regional Data Bases).
3. CBC Members to assist to establish contact with non-MS in their region.
4. CBC Task Group (UK (Chair), Australia, Chile, France, Germany, India and USA) to issue first draft of IHO Capacity Building Strategy paper, by e-mail to all CBC Members, by 31 December 2003.
5. CBC to complete the list of Funding Agencies by 31 December 2003.
6. To identify suitable follow-up options by 31 December 2003 e.g. workshops (France in relation to WAAT and Chile in relation to PAIGH, as both are chairing ongoing projects).

ANNEX 6 to CBC Report

LIST OF DOCUMENTS

(All these documents are available from the IHO WEB site www.iho.shom.fr)

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