

IHB File: CBC-1

CIRCULAR LETTER 14/2004
13 February 2004

**IHO CAPACITY BUILDING COMMITTEE (IHOCBC)
PROGRESS REPORT AND AGENDA FOR SECOND MEETING**

Reference: IHB CL 70/2003 of 13 November 2003

Dear Hydrographer,

1. The IHB Directing Committee is grateful to the Chief Hydrographer of Fiji for his agreement that facilities will be available for the 2nd IHO Capacity Building Committee (IHOCBC) meeting to take place in Suva from 10-12 November 2004 following the meeting of the SWPHC. It is hoped that a Technical Workshop for SWPHC members can be held on 10th November.
2. A Draft Agenda for the 2nd IHOCBC meeting is attached at Annex A. The main business of this meeting will be to take stock of capacity building activity since the first meeting, to endorse an IHO Capacity Building Strategy and to develop an Action Plan. The remainder of this Circular Letter sets out the activities that are in hand as a result of the 1st IHOCBC Meeting, so that momentum can be maintained during 2004.
3. The inaugural meeting of the IHOCBC agreed that the top priority remained the need to raise **awareness** of the importance of hydrography. The following actions have taken place or are being planned for the period leading up to the second meeting:
 - a. The Directing Committee has provided input to UNICPOLOS.
 - b. A new edition of M-2 will be published reflecting the comments of IHOCBC and updates from the IHB.
 - c. Briefings will be provided to IMO on the outcomes of the S-55 review and of the EAtHC West African Action Team visits.
 - d. The IHOCBC and the IHB are considering the merits of either a Donor's Conference or visits to individual Funding Agencies.
 - e. IHB and RHC Study Team Visits will take place (Brunei Darussalam, Thailand and Vietnam; EAtHC WAAT Phase 4).
 - f. The Directing Committee and IHOCBC Members will provide a focus for discussion on capacity building measures at Regional Hydrographic Commission Meetings.
4. The 3rd Edition of S-55 will be the key to effective **assessment** of current status. Subject to receipt of the responses called for in CL 41/2003, and reiterated in CL 4/2004, the new edition will appear in electronic format on the IHO web site in June 2004. RHCs have

been asked to consider the development of regional databases as a more detailed layer below S-55, and the IHB will promulgate a prototype version by the end of March 2004.

5. The Committee's Working Groups contributing to the development of the IHOCBC Strategy Paper are developing the tools that are needed to refine the process of **analysis** leading to the establishment of an **Action Plan**. Their proposals are best seen in the "Draft of the Strategy Paper" which has been placed in the IHOCBC section of the IHO website. Comments are welcomed from all Member States.

6. The Members of the IHOCBC are kindly requested to confirm their availability to attend the 2nd Meeting on the proposed dates and to provide their comments on the Draft Agenda (Annex A), **preferably by 16 April 2004**.

On behalf of the Directing Committee,
Yours sincerely,

(original signed)

Captain Hugo GORZIGLIA
Director

Annex A – Draft Agenda for the 2nd IHOCBC Meeting.

2nd IHO CAPACITY BUILDING COMMITTEE MEETING**DRAFT AGENDA**

Agenda Item	Subject	Lead
1.	Opening.	Chairman.
2.	Minutes of the First Meeting.	Secretary.
3.	Review of List of Actions from the First Meeting.	Secretary.
4.	Chairmanship and Vice-Chairmanship.	Chairman.
5.	Review of Terms of Procedure for the IHOCBC.	Chairman.
6.	IHO Capacity Building Strategy Paper: final discussions and endorsement.	Vice Chairman.
7.	Reports by IHB: 7.1 Liaison with UN, IMO and other technical and funding agencies. 7.2 Technical Visits.	Chairman.
8.	Reports from IHOCBC members on RHC activities: 8.1 Technical Co-operation on-going projects. 8.2 Technical Visits. 8.3 Technical Workshops. 8.4 Requests for assistance.	IHOCBC members, or written reports sent to the Chairman.
9.	Discussion of Assessment Criteria for the Development of Hydrographic Capability.	Chairman WG.
10.	Funding Issues: 10.1 IHO Trust Fund. 10.2 Donor Conference/Visits to Funding Agencies.	Chairman WG.
11.	Confirmation of Action Plan: 11.1 Analysis of activities in 2003-04. 11.2 Assessment and prioritisation of activities for 2004-05. 11.3 Assessment and prioritisation of longer-term activities.	Chairman WG; Chairman.
12.	List of Actions with deadlines and assigned lead.	Chairman.
13.	Date and place of 3 rd Meeting.	Chairman.
14.	Closure.	Chairman.