

INTERNATIONAL HYDROGRAPHIC
ORGANIZATION



ORGANISATION HYDROGRAPHIQUE
INTERNATIONALE

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CIRCULAR LETTER 88/2004
15 December 2004

SECOND MEETING OF THE IHO CAPACITY BUILDING COMMITTEE REPORT

Dear Hydrographer,

The Second meeting of the IHO CBC was held at the Hotel Tanoa Plaza, Suva, Fiji, from 11 to 12 November 2004 under the chairmanship of Capt. Hugo Gorziglia (IHB Director). The report of which is enclosed herewith for your information.

Among the subjects discussed and agreed by the Committee, the following should be highlighted:

- **IHO Capacity Building Strategy:** the text of the IHO Capacity Building Strategy was approved and it was unanimously agreed to recommend that Member States endorse the IHO Capacity Building Strategy. One component of the Strategy is the IHO CB Management Plan, which is a Table of projects for developing countries to be filled in by the Chairmen of RHCs' with the regional information on present and future projects and their financial implications and priorities.
- **Capacity Building Work Programme 2005-2007.** The CBC fully endorsed the 3 Years CB Work Programme 2005/2007. The 2005 CB WP was unanimously approved and it was agreed that both the 2006 and 2007 WPs would be refined at the third CBC Meeting in 2005 in the light of new information gathered.
- **Capacity Building Fund.** The establishment of an IHO Capacity Building Fund was fully endorsed by the CBC members. Moreover, the CBC Chairman, in his capability as IHB Director, was tasked to take appropriate actions by January 30th, 2005 to establish an IHO Capacity Building Fund.

Member States are kindly requested to provide their comments on the progress made by the CBC and to express their endorsement on the IHO Capacity Building Strategy, no later than **March 1st, 2005**. The Capacity Building Fund issue has been considered in a separate Circular Letter (CL 87/2004).

Finally, we would like to thank the Colombian Hydrographer, for the kind invitation to host the Third Meeting of the IHO CBC in Cartagena de Indias, from 30th May to 3rd June, together with a Technical Seminar on Hydrographic Development specially being organized for the Caribbean countries.

On behalf of the Directing Committee
Yours sincerely,



Captain Hugo GORZIGLIA
Director

Encl: 2nd IHOCBC Report

**REPORT OF THE SECOND MEETING OF THE IHO CAPACITY BUILDING
COMMITTEE
11-12 NOVEMBER 2004, Suva, Fiji**

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**REPORT OF THE SECOND MEETING OF THE IHO CAPACITY BUILDING
COMMITTEE
11-12 NOVEMBER 2004, Suva, Fiji.**

1) Location and venue

The Second meeting of the IHO CBC was held at the Hotel Tanoa Plaza, Suva, Fiji, from 11 to 12 November 2004 under the chairmanship of Capt. Hugo Gorziglia (IHB Director). The following members were present:

1. Capt. H. Gorziglia (IHB - Chairman)
2. Capt. M. Barritt (UK - Vice-Chairman)
3. Capt. F. Bermejo (IHB - Secretary)
4. Capt. B. Kafer (Australia)
5. Lt. E. Silva (Chile)
6. Ing. Gen. M. Le Gouic (France)
7. Capt. V. Badhwar (India)
8. Mr. J. Spittal (N. Zealand)
9. Mr. D. Cronin (USA)
10. Mr. F. Maharaj (Fiji) (observer)

The CBC regretted the absence of the representatives from Germany, Mozambique and Norway. The List of Participants is provided as **Annex 1**.

2) Agenda Item 1: Opening

Agenda 1.1: Welcome

Captain Gorziglia opened the meeting and welcomed the participants, especially to the new CBC members from New Zealand and USA. He expressed his thanks to the Hydrographer of Fiji for hosting the meeting.

Capt. Gorziglia emphasized the importance that Capacity Building has now in the Work Programme of the IHO as one of its major activities. He congratulated the participants on their presence and wished an active participation

The host of the meeting expressed his satisfaction to host such an important meeting in Fiji and wished the participants a successful meeting.

Agenda 1.2 Approval of the Agenda and Timetable

The Chairman introduced the Draft Agenda (CBC2-01) and Timetable (CBC2-03) that were approved by the IHOCBC Members with some slight amendments. The agreed Agenda is included as Annex 2.

Agenda 1.3 List of Documents

The Chairman introduced the List of Documents (CBC2-04). At the request of Australia, the document "Project on Maritime Safety Infrastructure in Papua-New Guinea" was included as an informative document. (CBC2-16).

It was agreed that all the CBC members will send to the Secretary a digital version of the relevant projects that they deemed interesting and that these documents will be made available on the IHO Web page. The List of Documents is provided as Annex 3.

Agenda 1.4. Local Arrangements

Mr. Maharaj provided participants with administrative details and general logistic information.

3) Agenda Item 2. Minutes of the First Meeting

The Secretary of the CBC introduced document CBC2-05, corresponding to the Minutes of the last CBC Meeting. The minutes were endorsed by the participants with some minor amendments.

4) Agenda Item 3. Review of List of Actions from the First Meeting

The Secretary of the CBC provided a brief comment on the actions agreed at the last meeting (CBC2-5). The members responsible for their accomplishment reported on the progress made.

It was agreed that, following the present Terms of Reference, S-55 should be a standing item for the CBC.

The representative of France welcomed the new edition of the IHO publication M-2, but stated that the CBC members have been consulted for giving their proposals of modifications on the previous version, but that the amended edition taking into account their comments had not been passed to CBC members for final endorsement. It was agreed that this is an open publication and CBC members can propose any amendment at any time to improve the text.

5) Agenda Item 4. Chairmanship and Vice-Chairmanship.

The CBC Chairman and Vice-Chairman were confirmed in their posts.

6) Agenda Item 5. Review of Rules of Procedure for the IHOCBC.

There was no proposal to adjust or change the Rules of Procedure.

7) Agenda Item 6. IHO Capacity Building Strategy Paper: final discussions and endorsement.

The Vice-Chairman introduced document CBC2-07. He reported on the procedure followed, the rationale for its structure and other considerations in its preparation. It was expected that this document will provide CBC guidelines for its future work. CBC members discussed the contents of the document and decided a number of amendments. It was decided to maintain a "Management Plan" (before named Action Plan) as a record of projects with indication of their financial implications and their possible inclusion in the CB Work Programme and thereafter in the IHO WP. The Chairman stressed that for that reason it was necessary to hold CBC meetings in the second quarter of the year, to permit the introduction of changes resulting from the consideration of the Management Plan in the forthcoming IHO Work Programme and Budget.

The Strategic Paper includes as an annex the CBC Procedures with a Management Plan which is a Table of projects for developing countries. Lengthy discussion arose about the use of the matrix to prioritise and evaluate projects and the CBC concluded that the Management Plan should be an internal tool to evaluate projects. A log-book will be maintained by the Secretary with a record of all projects, with an indication of what has been approved. The selected projects will be then considered, including their financial implications, in the corresponding IHO Work Programme to be approved by the IHO Member States.

It was agreed to communicate the Management Plan to the Chairmen of RHCs' to have it filled up with the regional information on present and future projects and their financial implications and priorities.

Finally the CBC members approved the content of the amended to the Strategic Paper as follows:

- Aim of the document
- Assessment criteria

- Prioritization matrix
- Funding processes (see also Agenda 10)
- Management Plan format
- Balance Scorecard for Performance Monitoring

The IHOCBC unanimously agreed to recommend that Member States endorse the IHO Capacity Building Strategy. The final text is included as **Annex 4** to this Report.

8) Agenda Item 7: Reports by IHB.

7.1 Liaison with UN, IMO and other technical and funding agencies.

The Chairman informed about the relations with different agencies and the outcomes of the coordination made. As regard to UN, special emphasis was made to the report provided by IHB to UNICPOLOS and the final UN Resolution adopted December 2003. With respect to IMO, mention was made of the future presentation of a document at the next IMO MSC meeting in December 2004. CBC members agreed that the UN Resolution was a powerful tool to assist Hydrographic Offices to raise awareness with their governments of the importance of Hydrography and to justify their work. The IHB was requested to explore the possibility to issue a joint IHO-IMO letter to all maritime countries to highlight the UN Resolution, as well as other relevant resolutions.

7.2 Technical Visits.

The Chairman tabled the technical visits paid by the IHB to Dominican Republic, Vietnam, Thailand and Brunei, following the present IHO Work Programme. France informed that SHOM has recently paid a visit to Vietnam, after the visit of the IHB and that the Vietnamese authorities seem to be ready to join IHO as members.

The Chairman noted that these visits were carried out in implementing the IHO Work Plan for 2004, but that new visits issuing from the CBC Management Plan should be injected in the following IHO Work Plan. For that reason, the Chairman tabled the following item, "Capacity Building 3 years Work Programme 2005/2007".

7.3 and 7.4 Projects Proposed and IHO Capacity Building Budget

CBC members discussed the proposed CBC Capacity Building 3 years Work Programme 2005/2007 presented by the Chairman. Some adjustments were made to it, such as to change the word "Course for Chairmen of NHCs" by "Seminar for Chairmen of NHCs or equivalent" that was considered more adequate and some actions proposed were prioritised. The nature and need for a provisional Programme was understood and supported by the CBC members.

The 2005 CB WP was unanimously approved and it was agreed that both the 2006 and 2007 WPs will be refined at the third CBC Meeting in 2005 in the light of new information gathered mainly through the completeness of the "Management Plan" matrix, as explained earlier. This is the way forward until the next I.H. Conference, the occasion in which a 3 year CB Work Programme will be submitted by the Committee for approval.

It was as well agreed to include the CB WP as part of the IHO WP and to inform MS of the approach the Committee is having to speed-up the provision of capacity building support.

The CBC fully endorsed the programme presented and the Chairman finished this Agenda item explaining in detail the IHO Capacity Building Programme (W.P. 2) for 2005. The Chairman also explained that the IHB is now planning to develop a "Capacity Building Fund" and that this matter was to be considered under Agenda item 10.

7.5. S-55 development

The Vice-Chairman in his capacity as S-55 Project Leader, explained the procedure followed to build up the results of the S-55 questionnaire and stressed that the urgency for the Caribbean area was great. He also explained the Table of Needs and Requirements for Training and Technical Assistance in different parts of the world. The information included in the S-55 should now be analysed to draw conclusions on the specific needs and propose conclusions.

It was agreed that CBC endorses the information presented and the tables will be sent to the Chairmen of Regional Hydrographic Commissions who will be responsible for maintaining updated information, including further and complementary matters. RHCs will be asked to include this item as a permanent agenda item in their meetings, providing follow-up to the CBC.

9) Agenda Item 8 : Reports from IHOCBC Members on RHC activities

The reports from IHOCBC Members on RHC activities can be found in the IHO Web Page (Capacity Building)

10) Agenda Item 9: Discussion of Assessment Criteria for the Development of Hydrographic Capability.

The representative from France presented the scheme of the assessment criteria for the development of hydrographic capability and explained the concepts included, Awareness, Authority, Accountability and Arrangements. He explained that this scheme has been applied to the technical visits carried out by the West African Action Team to 17 countries in Africa. The experience demonstrates that these four criteria are dependent on one another and should not be applied separately.

CBC members agreed that this document may be refined, changing its name to "Guidelines for Assessment Criteria" and that it should be a CBC document to be used by the future Action Teams that may be established.

It was also agreed that the CBC would have a series of Basic Documents that included the Terms of Reference, the Rules of Procedure and these Guidelines; other further documents could be added in the future.

11) Agenda Item 10 : Funding Issues.

10.1 IHO Trust Fund.

The Chairman informed the meeting about the intention of the IHB to establish a Capacity Building fund, within the IHO budget, modelled as the IMO Trust Fund. In doing that, the IHB does not need either any change to the existing Financial Regulations or implementing any new mechanism, but the endorsement of the CBC was necessary before informing IHO Member States of this initiative.

It was made very clear that this fund would be established to cover the main categories of capacity building activity i.e. technical assistance, training and education, financial assistance for participation in IHO events, start-up funding for hydrographic elements of projects, as identified in the IHO Capacity Building Strategy.

Funding of big projects was considered an activity of specialized agencies not the IHO.

The allocation of support will follow a procedure starting from the identification by a RHC of any priority project requiring support and its inclusion in the Management Plan for further consideration by the CBC. The CBC then will decide on priorities and amounts to be allocated, based on different parameters to be considered on a case by case basis. Among others: availability of resources, opportunities, risks, etc etc .

Yearly, in May/June, the CBC will agree on a Capacity Building Work Programme for the following year, and will identify the resources needed. Both, WP & Budget will be part of the IHO WP & Budget that will be submitted by the IHB for MS approval. Based on budget situation, the Capacity Building Fund could be assigned with a starting annual amount of 50,000 euros and certainly will be open to donations, as it is evident that the needs are greater than the resources available.

This initiative was fully endorsed by the CBC members who tasked the Chairman, in his capability of IHB Director, with taking the appropriate actions by January 30th, 2005, to establish an IHO Capacity

Building Fund. Moreover the Chairman was requested to brief the Finance Officers on this initiative at the meeting of the IHO Finance Officers, on 24 November 2004.

10.2 Donors' Conference/Visits to Funding Agencies.

The CBC discussed the possibility of calling for a Donors' Conference as a way to reach donors with the agreed concrete projects to be finally submitted by Member States, individually or collectively (regional projects). Although the idea was welcomed, it was found premature to organize such an important event without any concrete project to fund and a task group formed by France, New Zealand and the CBC Secretary was established with the task of studying the project. It was also agreed that the visit to Funding Agencies should be scheduled when the Management Plan is more developed.

12.- Agenda Item 11 Confirmation of Management Plan:

Analysis of activities in the CBC Work Programme.

In the light of the discussions had during the previous agenda items (see Agenda item 7), the activities planned for 2005 were summarized and the priorities assigned were confirmed. It was recognized that other projects may arise between now and the end of 2005, and this required the prioritisation of projects. As for activities to be carried out in 2006-2007, the Chairman reminded that the draft W.P. should be considered as a guideline until further collection of information is made.

The CBC fully confirmed endorsement of the 3 Years Work Programme 2005/2007 as provided in **Annex 5** to this Report.

13. Agenda Item 12: List of Actions with deadlines and assigned lead.

A list of identified tasks was prepared and is included in **Annex 6**.

14. Agenda Item 13: Date and place of 3rd Meeting.

The Chairman informed that to be in line with the IHO planning cycle, the meetings of the CBC should be scheduled for the last week of May or the first week in June. There was a general agreement on this matter and the week 30 May – 03 June was selected, as the first choice.

As regard to the place of the 3rd meeting, the Chairman expressed that he has been in contact with Cuba and Colombia and he was waiting confirmation. The reason for a venue in this region is to facilitate the execution of a Technical Workshop specially to benefit the Caribbean and the Central America region. It was agreed to consider Cuba as the first option due to the proximity to the Caribbean countries.

NOTE: After the meeting Cuba informed that they were not able to host the 3rd CBC Meeting and the CBC Chairman re-started the coordination with Colombia, that kindly confirmed their availability to host the 3rd CBC Meeting in Cartagena de Indias, 30 May to 03 June 2005.

15. Agenda Item 14: Closure.

The Chairman adjourned the meeting at 1730, on 12 of November 2004.

ANNEX 1
2nd IHO CAPACITY BUILDING COMMITTEE MEETING
Suva, Fiji, 11-12 November 2004.

LIST OF PARTICIPANTS

Member State	Name	E-mail	Address
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France	Ing. Général M. LE GOUIC	mlegouic@shom.fr	Service Hydrographique & Océanographique de la Marine BP 5 00307 Armees France
India	Capt. V. BADHWAR	nho@sancharnet.in	National Hydrographic Office Post Box No. 75 107 – A Rajpur Road Dehra Dun – 248 001 (U.P.) India
New Zealand	Mr. J. SPITTAL	jspittal@linz.govt.nz	National Topographic Hydrographic Authority Land Information New Zealand <i>Lambton House</i> 160 Lambton Quay Private Box 5501 WELLINGTON
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USA	Mr. D. CRONIN	Cronind@navo.navy.mil	Naval Oceanographic Office Code Ot – 1002 Balch Blvd. Stennis Space Center Mississippi, 39522-5001 USA
IHB	Capt. GORZIGLIA (Chairman) Capt. BERMEJO (Secretary)	hgorziglia@ihb.mc fbermejo@ihb.mc	International Hydrographic Bureau 4, Quai Antoine 1er MC 98000 MONACO
OBSERVERS			
Fiji	Mr. F.R. MAHARAJ	fimsa@connect.com.fj	Fiji Islands Maritime Safety Administration (FIMSA) Hydrographic Office G.P.O. Box 326 Suva

ANNEX 2
2nd IHO CAPACITY BUILDING COMMITTEE MEETING
Suva, Fiji, 11-12 November 2004.

AGENDA OF THE MEETING

Agenda Item	Subject	Lead
1.	Opening. 1.1 Welcome 1.2 Approval of the Agenda and Timetable 1.3 List of Documents 1.4 Local Arrangements	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 Rules 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. 7.3 Projects proposed. 7.4 IHO Capacity Building WP & Budget 7.5 S-55 Progress	Chairman. Project Leader
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 Donors' Conference/Visits to Funding Agencies.	Chairman
11.	Confirmation of Action Plan: 11.1 Analysis of activities in 2003-04. 11.2 Assessment and prioritisation of activities for 2005-06. 11.3 Assessment and prioritisation of medium/longer-term activities.	Chairman.
12.	List of Actions with deadlines and assigned lead.	Chairman.
13.	Date and place of 3 rd Meeting.	Chairman.
14.	Closure.	Chairman.

ANNEX 3
2nd IHO CAPACITY BUILDING COMMITTEE MEETING
Suva, Fiji, 11-12 November 2004.

LIST OF DOCUMENTS

Doc. No.	Title
CBC2-1	Agenda.
CBC2-2	Annotated Agenda.
CBC2-3	Timetable.
CBC2-4	List of Documents
CBC2-5	Minutes of the 1 st IHO CBC Meeting.
CBC2-6	Minutes of the 2 nd IHO CBC Meeting
CBC2-7	IHO Capacity Building Strategy Paper, including Proposed assessment criteria for the development of Hydrographic Capability (former CBC2-10)
CBC2-8	Reports by IHB.
CBC2-9	Report from IHOCBC Members on RHC activities.
CBC2-10	Included in CBC2-7
CBC2-11	Report of the Chairman on Funding Issues (CBC1- 16)
CBC2-12	CBC Work Programme 2005/2007
CBC2-13	CBC Medium/Long-term Programme
CBC2-14	List of Actions Agreed. Deadlines and Leaders.
CBC2-15	List of Participants
CBC2-16	PNG Maritime Safety Infrastructure

ANNEX 4.

2nd IHO CAPACITY BUILDING COMMITTEE MEETING
Suva, Fiji, 11-12 November 2004.

IHO CAPACITY BUILDING STRATEGY

References :

- IHOCBC Terms of Reference
- M-2 “National Maritime Policies and Hydrographic Services”
- S-55 “ Status of Hydrographic Surveying and Nautical Charting Worldwide”
- Safety of Life at Sea Convention (SOLAS), Chapter V
- United Nation Convention on the Law of the Sea (UNCLOS)
- UN General Assembly Resolution A/RES/58/240 dated 23 December 2003

I.- INTRODUCTION

1.- General aspects.

The first meeting of the IHOCBC, successor to the FIG/IHO Technical Assistance Coordination Committee (TACC), confirmed the need for a more systematic approach to WP2: Capacity Building.

In the IHO, Capacity Building is defined as the process by which the organisation assesses status and assists States to achieve sustainable development and improvement in their ability to meet hydrographic, cartographic and maritime safety obligations and recommendations in UNCLOS, SOLAS, and other international instruments.

The Capacity Building process recognizes **4 steps: awareness, assessment, analysis and action.**

The IHOCBC was unanimous that the first step must be the raising of **awareness** of the significance and impact of hydrography at the highest political levels in each country, and in the international funding agencies. Without this, adequate resources will not be secured for the implementation of the strategy. **Assessment** is underway on a permanent basis through the revision and update of S-55 and through technical visits. The subsequent steps of **analysis**, including prioritisation and identification of actions, and then the implementation of appropriate **actions**, require more detailed development within this policy paper.

The vision behind this policy paper is to provide strategic guidance for IHO capacity building to ensure the optimum contribution to safety of life at sea, to the protection of the environment, and to national economic development.

2.- Principles.

The strategy will be consistent with the following principles:

- 2.1 Individual national needs for infrastructure, together with a nation’s capacity for infrastructure development, should be assessed firmly against the 3 phases of development as defined in M-2 and shown in Figure 1.
- 2.2 Skill and technology transfers must leave solutions in place, which are appropriate and **sustainable**.
- 2.3 Wherever possible, capacity building projects should be coordinated regionally and be supported through regional co-operation.
- 2.4 The national administration of a State with developing hydrographic services must embrace and support the concept of capacity building as being in its national interest.
- 2.5 The focus should be on achieving enduring **output** which will benefit safe navigation, safety of life at sea, protection of the marine environment and economic development, rather than on creating enabling infrastructure *per se*.

3.- Goals.

The willingness of the IHO to assist Capacity Building has been expressed in terms of short and long term goals, providing a clear signal of the desired effect which the Organization is seeking. These goals also constitute guidance for the work of the CBC in implementing this IHO CB strategy.

3.1 Short Terms Goals.

- To implement a programme of events to raise awareness of the importance of hydrography at all relevant levels.
- To establish a “live” electronic version of S-55 presenting an accurate picture of the output of hydrographic services world-wide.
- To enable the IHO to present clear priorities for capacity building action to the UN and subordinate technical organisations and funding agencies, and to national governments.
- To enable RHCs to establish a data-base and prioritisation process for regional co-operative efforts.
- To implement appropriate management of an IHO Capacity Building Trust Fund.
- To produce an auditable IHO Capacity Building Action Plan.

3.2 Long Term Goal

- To enable all coastal states to achieve phase 1 of development (i.e. timely collection and promulgation of hydrographic information for their national waters), and to develop a national plan to put in place appropriate elements of phases 2 and 3 or alternative co-operative regional or bilateral arrangements.

II. - PROCESS

1.- Elements.

The process has the following elements:

- 1.1 Intensification of efforts to raise awareness of hydrography and to provide reference documents on the minimum requirements for national hydrographic services in accordance with SOLAS Chapter V Regulation 9.
- 1.2 Implementation and management of a trust fund or alternative mechanism.
- 1.3 Completion of the revision of the S-55 data-base to identify key deficiencies.
- 1.4 Development of a matrix to prioritise efforts to redress the deficiencies.
- 1.5 Development of RHC priority matrices for capacity building action.
- 1.6 Definition of an Action Plan to address selected goals within specific timescales, and to identify and manage funding.
- 1.7 Introduction of a Balanced Scorecard to monitor IHO effectiveness in achieving the Capacity Building Aim.

The main elements of this process are discussed in the paragraphs which follow. Detailed procedures are covered in a separate paper entitled “IHO/CBC Procedures Paper” included as Annex “A” to this document.

2.- Raising Awareness.

The IHB should continue the campaign for the establishment of the hydrographic services required to meet obligations under UNCLOS and SOLAS. High profile in the UNICPOLOS process, and within the IMO, should assist the IHO/CBC to implement specific actions to target subordinate international and regional agencies. A top priority should be contact with funding agencies, possibly through the medium of a Donor’s Conference. The urgency of this task is underlined by increasing evidence of international and regional investment in hydrographic equipment for marine scientific research (MSR), without adequate awareness of measurement criteria for charting purposes.

M-2 has been updated, and is available, free of charge, together with general IHO Information Brochure and IHO PowerPoint presentation, on the IHO web-site (www.iho.shom.fr).

3.- Needs identified through S-55

The main deficiencies in complying with SOLAS V Regulation 9 in many coastal states are as follows:

- 3.1 No effective organisation for the promulgation of information of importance to safe navigation and the protection of the maritime environment, either as navigational warnings or as inputs to those hydrographic offices with responsibility for charting.
- 3.2 Outstanding actions to implement the GMDSS.
- 3.3 No capacity to plan and implement a prioritised survey programme, including a re-survey component.
- 3.4 Failure to apply IHO S-44 criteria in Marine Scientific Research and offshore industrial surveys

- leading to lost opportunity data for SOLAS charting purposes.
- 3.5 Lack of chart information on datum transfer parameters for GPS navigation.
- 3.6 Lack of ENC coverage.

The S-55 data-base on the IHO web-site contains tables of MSI, survey and charting information for each coastal state. An overview of information provided by those states on co-operative undertakings and requirements for assistance has been prepared as a separate IHOCBC paper, and the RHCs will be expected to update this picture of regional needs before each annual meeting.

4.- Mechanisms

The following mechanisms are available for capacity building:

- 4.1 Contact with decision-makers and advice to national experts:
 - IHO input to projects championed by IMO and other organisations.
 - IHB advisory visits;
 - RHC Action and Study Teams;
 - Technical Workshops.
- 4.1 IHO and RHC assistance in co-ordination of regional survey, charting and MSI projects, including advice on liaison with funding agencies and with industry.
- 4.2 Bilateral assistance by other IHO MS, by MOU, or on contract or aid-funded basis:
 - loan of skilled staff;
 - training, including options in region;
 - output-based project assistance, with out-sourcing fully evaluated and exploited;
 - appropriate and sustainable technology transfer.
 -

5.- Prioritisation

It is already clear that the requirements for capacity building assistance will exceed the financial and human resources available in the IHO Work Programme. Therefore, in performing its role of co-ordination, the IHOCBC will employ a rational and systematic process for comparing bids and prioritising responses.

6.- Identification and Management of Funds

Having studied the practice within other international organisations such as the IOC and IMO, the IHOCBC proposes the establishment of an IHO Capacity Building (CB) Fund modelled on the IMO's multi-donor fund, which is maintained separately from all the other funds of the IMO. Details of the separate bank account are provided to all Member States and other potential donors. All transactions are transparent. For the IHO CB fund it is proposed that any donor may ear-mark pledged funding for a particular purpose or project if desired. The account would have sub-headings to cover the main categories of capacity building activity i.e. technical assistance, training and education, financial assistance for participation in IHO events, start-up funding for hydrographic elements of projects.

The IHO CB Fund will be a vital tool alongside a costed Management Plan and Work Programme. It will enable the IHOCBC to assess proposals submitted by the RHCs and to recommend an annual programme to Member States.

III.- MANAGEMENT PLAN

The IHOCBC Management Plan is the template within which requirements for assistance can be prioritised, appropriate responses confirmed and costs and benefits balanced. The IHOCBC Procedures Paper provides an example of how the plan would be used to determine which activities should be resourced from the IHO CB Fund and included in the Work Programme for the next accounting period.

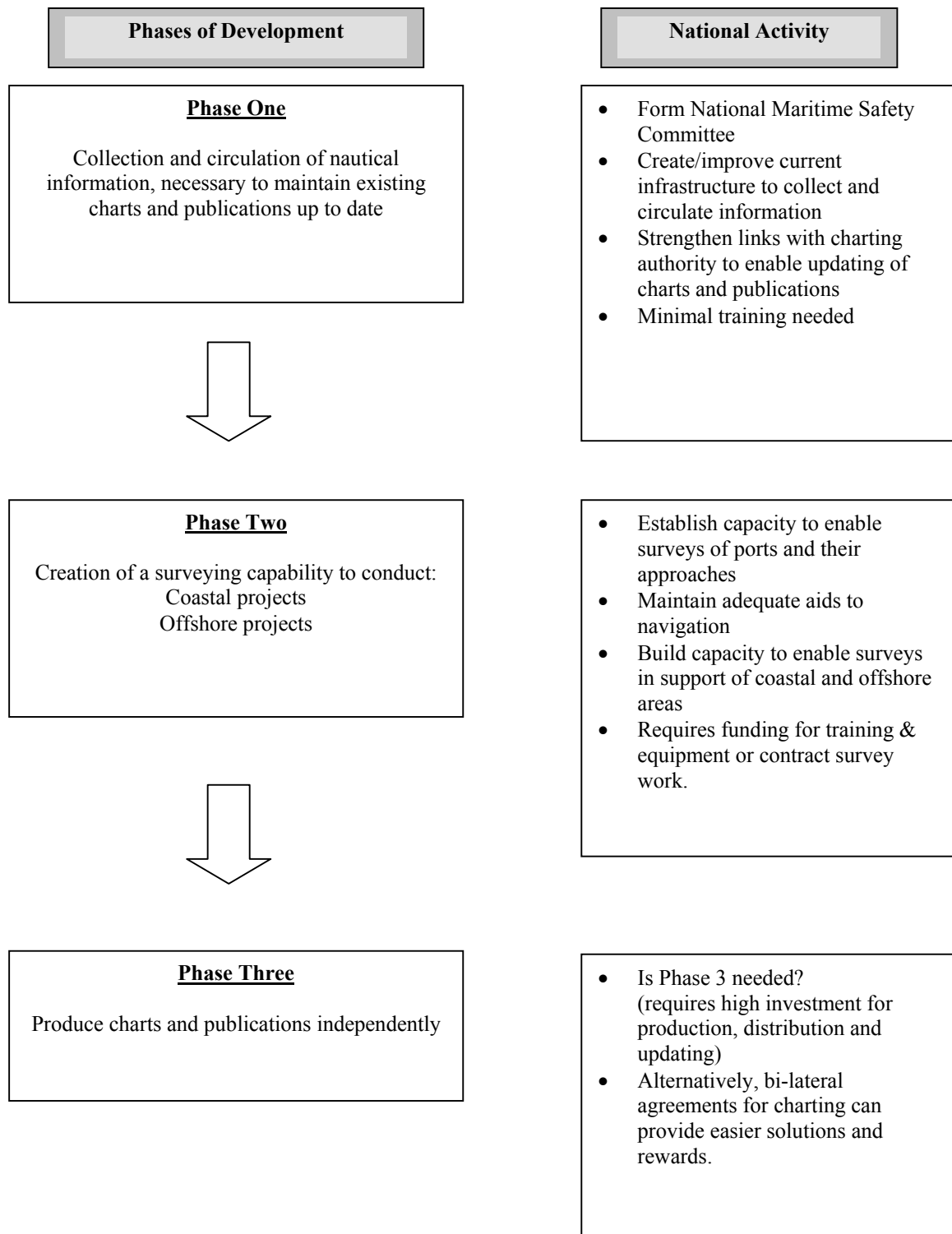
IV.- MONITORING EFFECTIVENESS

A Balanced Scorecard will be used to assess the effectiveness of IHO Capacity Building activity. Its axes are illustrated in Figure 2.

Annex "A": IHOCBC Procedures Paper

Figure 1

PHASES OF DEVELOPMENT OF HYDROGRAPHIC SURVEYING AND NAUTICAL CHARTING CAPABILITY

**Figure 2**

IHOCBC BALANCED SCORECARD
IHOCBC BALANCED SCORECARD

OUTPUT

- Improvement in the status of hydrographic survey, nautical cartography and MSI as shown in S-55.

SKILLS		AIM		FUNDING
<ul style="list-style-type: none"> ▪ Provision of specifications. ▪ Provision of education. ▪ Provision of Cat A and B training. ▪ Provision of modular training for specific equipment. ▪ Provision of contract management assistance. ▪ Acquisition of financial skills. 		<p align="center">Contribution to safety of navigation and life at sea, and to the protection of the environment.</p>		<ul style="list-style-type: none"> ▪ IHO input to major maritime projects of IMO and other agencies. ▪ IHO liaison with funding agencies. ▪ Matching of donor and recipient Member States.

DEVELOPMENT AND CHANGE MANAGEMENT

- Engagement of partners.
- Management of Capacity Building Funds.
- Empowerment of RHCs.
- Identification of appropriate and sustainable national capacity.
- Engagement with industry and promotion of outsourcing.
- Promote innovation.

	Provide Cat A and B training	Approved Action Plan items in hand.								
	Provide modular training	Approved Action Plan items in hand.								
	Provide contract management	Approved Action Plan items in hand.								
	Provide financial skills	Approved Action Plan items in hand.								

**Annex “A”
(to the IHO Capacity Building Strategy)**

IHOCBC PROCEDURES PAPER

Reference: IHOCBC Strategy Paper

I.- INTRODUCTION

The IHOCBC Strategy Paper develops the organization’s policy for assisting the development of national hydrographic services, and outlines the process by which this policy will be implemented. The aim of this paper is to provide the procedural guidance to enable the Regional Hydrographic Commissions (RHCs) and the coordinating organ, the Capacity Building Committee (CBC), to advise Member States on the optimisation of the use of available funding within the 3-year Work Programme.

II.- PROCEDURES

1.- IDENTIFICATION AND MANAGEMENT OF FUNDING

The statement of accounts for the IHB CB Fund will be the first key tool for the IHOCBC. It will permit a rapid assessment of the financial resources available, and will inform and focus the efforts of the organization to attract additional funding support.

2.- OVERVIEW OF REQUIREMENTS FOR ASSISTANCE

The IHOCBC will examine a summary table containing all the available information on ongoing projects and on required capacity building assistance from S-55. The purpose of the overview is to assist the RHCs to confirm that all requirements in their area are visible to the organization, and to give the IHOCBC a worldwide perspective of the demands on the organization’s financial and technical resources.

3.- PRIORITISATION OF BIDS FOR ASSISTANCE

Prioritisation procedures are to be developed and confirmed.

4.- MANAGEMENT PLAN

At Appendix 1 to Annex “A” is the format for the IHOCBC Management Plan. It is used to record and assess actions that are already in WP2, or which have been identified by the RHCs, or which have emerged from the S-55 process.

5.- MONITORING EFFECTIVENESS

Just as all the components of the IHO CB process must be totally transparent, so also the organization must develop a mechanism for demonstrating the effectiveness of the activities which it resources. The IHOCBC will use a balanced scorecard, the axes of which are illustrated in Figure 2 of the IHOCBC Strategy Paper.

III.- CONCLUSION

This Procedures Paper is a living document which will be further developed as the committee and the RHCs test the proposed procedures.

IHO CAPACITY BUILDING MANAGEMENT PLAN (Issue 1)

Guidance Notes

1. Capacity building actions which have been approved by the IHOCBC will be **highlighted in yellow** (web version) or shaded (paper version)
2. Priority numbers are only allocated by the IHOCBC after examination of a Cost Benefit Analysis submitted by the Sponsor RHC.
3. Entries in the **Country** and **Project/Assistance required** columns which have no supporting detail are utilised to give visibility to requirements which have been identified through the S-55 process or other channels, but which require RHC endorsement.

Priority	Sponsor RHC	Country/Countries	Project/Assistance required	Response	Cost	Benefits
	MACHC	Belize, Guatemala, Honduras	WB “Gulf of Honduras” Environmental Protection and Coastal Zone Management Project: - Capacity building component for hydrography.	Advice a. IHB and UK S-55 Coordinator to assist development of prioritised national survey plans. b. IHB visits to high-level officials.		Risk reduction + Potential to reduce risk on regional routes and in approaches to ports. Opportunity + Improve opportunity score through enhanced government engagement.
2	MACHC	10 regional states, especially E Caribbean Islands	Technical Workshop on Phase I Capacity	Funding Travel and subsistence for 10 participants	€8k	
	MACHC	12 regional states	IHB Symposium for NHC Chairmen	Funding Travel and subsistence for 12 participants	€20k	
3	SEPHC	Colombia, Ecuador (Also open to MACHC and SWAt)	SEPHC MBES Workshop hosted by Chile.	Training a. Lecturers (tbc). b. Travel funding (tbc).	€9k	
	MBSHC	3 regional states	MBSHC MBES Workshop		€10k	
	EAtHC	18 countries between Strait of Gibraltar and River Congo	Hydro West Africa Project: - Maritime Corridor Project including sub-regional components	Project Management		
4	EAtHC	“	IHB Symposium for NHC Chairmen	Training a. Lecturers	€20k	

				b. Travel and subsistence funding.		
		Comoros, Kenya, Madagascar, Mauritius, Mozambique, Seychelles, S Africa, Tanzania	WB GEF West Indian Ocean Marine Highway Project	Advice		
	SAIHC	8 regional states	Technical Visit		€10k	
	SAIHC	10 regional states	Technical Workshop on Phase 1 Capacity	Funding Travel and subsistence for 10 participants	€10k	
	EAHC	Indonesia, Malaysia, Singapore	WB/IMO MEH Project	Advice a. Input to PSC on technical standards (IHB).		
1	SWPHC	Cook Islands, Fiji, Kiribati, Nauru, PNG, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu	Technical Visit to raise awareness of hydrography, and to advise on implementation of Phase 1 capability, including GMDSS.	Advice a. Senior hydrographic specialist and a GMDSS specialist to visit all countries.	€13k	
	SWPHC	12 regional states	IHB Symposium for NHC Chairmen	Funding Travel and subsistence for 12 participants	€20k	

ANNEX 5.

**CAPACITY BUILDING
THREE YEARS WORK PROGRAMME 2005/2007
(as agreed by the CBC at its Second Meeting, Fiji, November 2004)**

Year		Activity	Draft Financial implication and Planning Figures
2005	1	Technical Visits to be paid by IHB to: a) ASEAN countries, Myanmar and Cambodia. b) Central American countries c) Baltic Sea countries d) Funding agencies	Covered by IHO normal approved operational budget.
	2	3 rd Capacity Building Committee Meeting to be held probably in Colombia, May/June	Covered by IHO normal approved operational budget.
	3	SWPHC AT technical visit co-chaired by Australia/New Zealand (Priority 1)	a) 10 countries to be visited b) 2 Participants: 13.000 euros
	4	Technical Workshop on Phase I for MACHC, especially East Caribbean State Islands, to be held in conjunction with 3 rd CBC Meeting in Colombia. (Priority 2)	a) Speakers: contribution MS b) Location: hosting MS c) 10 Participants: 8.000 euros
	5	Support attendance of some participants from MACHC, SEPHC and SWAtHC to assist Multibeam Course in the Americas. (Priority 3)	3 participants: 9.000 euros
	6	One week Seminar for Chairmen of National Hydrographic Committees (or equivalent) of EAthC, to be held at IMA, Trieste, Italy, second semester. (Priority 4)	a) Speakers: contribution MS or funds needed to be identified. b) Location: IMA c) 12 Participants: 20.000 euros
	7	IMA Hydrographic Course	No IHO financial implication
	8	IMA Nautical Cartography Course	No IHO financial implication
	9	Emergent commitments from Management Plan	Tentative. To be further discussed and agreed.
2006	1	Technical Visits to be paid by IHB to: a) Red Sea countries (Eritrea, Saudi Arabia and Yemen) b) Funding Agencies	Covered by IHO normal approved operational budget.
	2	4th Capacity Building Committee Meeting to be held probably in South Africa, May/June (To be coordinated).	Covered by IHO normal approved operational budget.
	3	Technical Workshop on Phase I for SAIHC, to be held in conjunction with 4th CBC Meeting in South Africa. (To be coordinated).	a) Speakers: contribution MS b) Location: hosting MS c) 10 Participants: 10.000 euros
	4	SAIHC AT technical visit probably led by South Africa plus IHB, January/February. (To be coordinated).	a) 8 countries b) 2 Participants: 10.000 euros
	5	One week Seminar for Chairmen of National Hydrographic Committees (or equivalent) of MACHC, to be held at, second semester. (To be coordinated).	a) Speakers: contribution MS b) Location: c) 12 Participants: 20.000 euros

	6	Support attendance of some participants from EAHC and RSAHC to assist Multibeam Course in (To be coordinated)	3 participants: 10.000 euros
	7	IMA Hydrographic Course	No IHO financial implication
	8	IMA Nautical Cartography Course	No IHO financial implication
	9	Emergent commitments from Management Plan	Tentative. To be further discussed and agreed.
2007	1	Technical Visits to be paid by IHB to : a) Countries (to be identified) b) Funding Agencies	Covered by IHO normal approved operational budget.
	2	5th Capacity Building Committee Meeting to be held probably in, May/June	Covered by IHO normal approved operational budget.
	3	Technical Workshop on Phase I for, to be held in conjunction with 5th CBC Meeting in	a) Speakers: contribution MS b) Location: hosting MS c) 10 Participants: 10.000 euros
	4 AT technical visit probably leaded by, January/February	a) 8 countries b) 2 Participants: 10.000 euros
	5	One week Seminar for Chairmen of National Hydrographic Committees (or equivalent) of SWPHC, to be held at, second semester.	a) Speakers: contribution MS b) Location: c) 12 Participants: 20.000 euros
	6	Support attendance of some participants from MBSHC andto assist Multibeam Course in	3 participants: 10.000 euros
	7	IMA Hydrographic Course	No IHO financial implication
	8	IMA Nautical Cartography Course	No IHO financial implication
	9	Emergent commitments from Management Plan	Tentative. To be further discussed and agreed.

Notes:

- a) This document constitutes the first attempt to develop a CB Work Programme. Is not perfect but has the merit to be a starting point in this important IHO activity. It includes activities without financial implications for the IHO and those that can be funded - totally or partially - by the current approved IHO budget.
- b) It has been prepared based mainly on two elements: the activities currently in force and the replies provided by MSs' to section 4 of S-55 questionnaire.
- c) Its content will be improved as the CBC receives further information from RHC's. Priorities have been given to the first year only.
- d) A minimum level of assured contribution of 50.000 euros (from the approved IHO budget) has been considered to go in direct support to fund partially the CB activities in a calendar year. The CBC will review this preliminary figure yearly.
- e) The CBC will meet each year in May or June at the latest, occasion in which will update the CB Work Programme and financial implications. This information will be plugged in by the IHB in the proposed WP & Budget to be submitted for MSs' approval.
- f) New activities will require extra funds coming as donations or the cancellation and replacement of activities early identified.
- g) Mechanisms to establish and manage a Capacity Building Fund are in progress.

ANNEX 6

**2nd IHO CAPACITY BUILDING COMMITTEE MEETING
Suva, Fiji, 11-12 November 2004.**

List of Actions

Item	Action	Date	Responsible	Comments (*)
1	Distribution of Minutes and Documents to CBC Members. Including Strategy paper and Guidelines for Assessment Criteria	20 Nov 2004	Chairman & Secretary	DONE
2	Comments on Minutes	15 Dec 2004	All	DONE
3	CL to MS reporting 2 nd CBC Meeting providing as well the approved CBC Strategy Paper	20 Jan 2005	Chairman	DONE CL 88/2004
4	Send to CBC Secretary the digital version of Projects' Reports	30 Jan 2005	All	
5	Explore sending a joint IHO/IMO letter to Maritime Countries referring to the UN Resolution A/RES/58/240	Late Dec 2004 or April 2005	Chairman	
6	Prepare letter to be sent to RHCs Chairmen attaching CB Management Plan (for completion of cost benefit analysis) and Summary table of Section 4 of S-55 Send letter to RHCs Chairmen	30 Nov 2004 10 Dec	Vice Chairman Chairman	DONE DONE
7	Establish a WG to study the possible organization of a Donors' Conference	30 Apr 2005	France, New Zealand and CB Secretary	
8	Refine the Guidelines of Assessment Criteria and include them as a CBC Document	30 Nov 2004	France Secretary	
9	Organize and deliver a seminar for NHC Chairmen (or equivalent present or future leaders) of countries in the area of influence of the EAthC	30 Jan 2005	IHB + CBC + EAthC	
10	Take action to establish an IHO Capacity Building Fund	30 Jan 2005	Chairman	DONE CL 87/2004
11	To organize 3 rd IHO CBC Meeting	20 Feb	Chairman + host Country	

(*) Information on the status of Actions has been added on December 15th, 2004.