



IHB File No. CBC-1

**CIRCULAR LETTER 17/2005
4 February 2005**

ESTABLISHMENT OF AN IHO CAPACITY BUILDING FUND

Reference: CL 87/2004

Dear Hydrographer,

In the above-referenced Circular Letter the Directing Committee requested Member States to vote and provide comments on the proposed establishment of an IHO Capacity Building Fund. The Bureau is grateful to all those Member States who responded and also for the valuable comments made and is pleased to announce that this proposal has obtained the required majority of positive votes.

The text of the approved IHO Administrative Resolution, as amended by Member States, is given in the Annex and should be inserted in the corresponding section of publication M-3.

The IHO Capacity Building Fund is now open for contributions. It should, however, be noted that resources for capacity building are not necessarily only monetary: places on training courses, both sponsored and non-sponsored, and short and long-term attachments to obtain practical experience in field surveys, or the operation of a chart-producing hydrographic office have long been important tools within the IHO community. For example, Member States have embarked IMA students onboard their survey vessels to gain practical experience on completion of their training. The IHOCBC would welcome such offers of training or experience to meet the requirements identified in the Capacity Building Management Plan or to complement the assistance proposed in the 3-Year Work Programme. In many respects, it will be the human resources aspect, rather than the funding aspect, which will constrain the future capacity building effort of the IHO. The number of people who are actively engaged in the Organization's CB Work Programme as advisers, lecturers or presenters is small. Member States are requested to consider whether they have gifted people who could be seconded for short periods to assist this most vital aspect of the IHO's task.

The Directing Committee would like to express its satisfaction on the approval and the strong support received for this proposal which will clearly contribute to the fulfilment of the objectives of the Organization.

On behalf of the Directing Committee
Yours sincerely,

Captain Hugo GORZIGLIA
Director

Annex A: New Administrative Resolution

ADMINISTRATIVE RESOLUTION R 6.1

R 6.1 Purpose of the Capacity Building Fund

The Capacity Building Fund (CBF) is defined as a mechanism to support the Capacity Building Work Programme (CBWP) developed by the Capacity Building Committee (CBC) and approved by Member States.

The resources of the CBF shall be used to go in support of the main capacity building activities, as for example:

- technical assistance
- training and education
- financial assistance for participation in IHO events, and
- start-up funding for hydrographic elements of projects

all with the sole objective to assist developing countries in building human and institutional capacities for the effective development of hydrographic surveying and nautical charting capabilities needed to comply with the IHO objectives and related requirements defined in SOLAS and in other international regulations.

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

R 6.2 The Capacity Building Fund

The Capacity Building Fund will be integrated by:

An annual contribution from the IHO Budget approved by Member States.

Donations made by governments, other international organizations, funding agencies, public or private institutions, associations or private individuals in support of IHO Capacity Building initiatives.

Contributions earmarked for a specific capacity building initiative may also be received.

The IHB shall open a special bank account for the sole purpose of facilitating the management and control of the funds received to support capacity building initiatives, either coming from the normal IHO budget and/or extraordinary external contributions received.

Note: Details of the special bank account shall be provided to all Member States and other potential donors to facilitate their contribution.

R 6.3 Uses of the Capacity Building Fund

The Capacity Building Fund is to be used in the following four main streams:

Technical Assistance

Concept: These funds will support technical visits to Member States to assess hydrographic surveying, nautical charting and nautical information status; provide guidelines for the development of local hydrographic capabilities and/or to discuss and advise on technical matters pertaining to

hydrographic projects. The technical visits to Non Member States are also considered under this concept. In brief, the resources under this topic are to be used to implement visits and related capacity building activities **consistent with the IHO Work Programme**.

Training and Education

Concept: These funds will support the implementation of hydrographic, nautical cartography and other related training and education initiatives **consistent with the IHO Work Programme**.

Financial Assistance

Concept: These funds will support Member States' representatives to attend courses and/or technical meetings as necessary in the interest of the Organization, **consistent with the IHO Work Programme**.

Start-up Projects

Concept: These funds will support the very first steps of the implementation of high priority hydro-cartographic projects **consistent with the IHO objectives**.

R 6.4 Procedures

1. IHO Member States, preferably through the RHC Chairmen, shall report to the CBC Chairman at the IHB, no later than April each year, on the main capacity building initiatives needing financial support. The needs shall be clearly identified as well as the regional priority assigned.
 2. The CBC at its annual meeting, May/June, shall analyze all requirements received from the RHCs and, considering the IHO WP & Budget approved by the Conference, shall agree on a prioritized CB Work Programme & Budget for the following year to be submitted to Member States for approval through the IHB.
 3. The IHB shall include the CB Work Programme & Budget in the IHO WP & Budget proposal requesting Member States' approval, following the existing procedure.
 4. The IHB shall report annually within the existing accountability system full details of income and expenditures associated to these resources. Expenditures will be executed according to the CB Work Programme and Budget proposed by the IHO Capacity Building Committee for Member States' approval, as part of the normal IHO WP & Budget approval process. The Annual Report, Part 2, Finances should consider an Annex containing a detailed report on the management of the Capacity Building Fund.
 5. Funds not used within the calendar year shall remain in the Capacity Building Fund to be used in support of future Capacity Building activities identified in the IHO Work Programme.
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