



IHB File No. CBC-1

CIRCULAR LETTER 58/2006
25 August 2006

**FOURTH MEETING OF THE IHO CAPACITY BUILDING COMMITTEE
REPORT**

Dear Hydrographer,

The Fourth meeting of the IHO CBC was held at the VIP Hotel, Maputo, Mozambique, from 7 to 8 June 2006 under the chairmanship of Capt. Hugo Gorziglia (IHB Director). The report, together with some important annexes, is attached herewith for your information.

On behalf of the Capacity Building Committee, the IHB would like to thank the Hydrographer of Mozambique for the excellent organization of the meeting and the associated events: Technical Workshop on Phase One for the SAIHC countries and the Special Meeting of SAIHC.

The IHB would like to draw the attention of Member States to the content of the annexes included, and particularly to the following recommendations agreed at the CBC meeting :

- 1) *All RHC Chairmen as well as the Chairmen of all IHO technical bodies are requested to:*
 - *Contribute to the IHO CB effort by assessing, on a permanent basis, the needs for CB actions together with the assessment of opportunities. The standard formats proposed by the IHB for National Reports and RHC Agendas are designed to promote this effort.*
 - *Inform the IHB (copy to the CBC Chairman) on all CB matters discussed during their meetings. This could be done through the preparation of a special document annexed to the minutes of their meetings.*
- 2) *All RHC Chairmen should be:*
 - *Reminded of the importance of reviewing the contents of S-55 under the standing agenda item on their Conference agenda;*
 - *Asked to encourage the provision of missing data and regular updates as a matter of urgency;*
 - *And their attention should be drawn to the areas where S-55 has highlighted major concerns, for which the IHO CBC is eager to resource remedial action.*
- 3) All RHC Chairmen are requested to assess the requirements, within their region, for training in River Hydrography and are invited to report back to the CBC by 31st December 2006.

Member States are kindly requested to provide their comments on the report and the agreed recommendations, no later than **20th October 2006**.

On behalf of the Directing Committee
Yours sincerely,

A handwritten signature in blue ink, consisting of a large, stylized 'H' followed by a smaller 'G' and a final flourish.

Captain Hugo GORZIGLIA
Director

Encl: 4th IHOCBC Report

**REPORT OF THE FOURTH MEETING OF THE IHO CAPACITY BUILDING
COMMITTEE
Maputo, Mozambique, 07-08 June 2006**

- Annex 1. List of Participants
- Annex 2. IHO Capacity Building Management Plan
- Annex 3. Action List
- Annex 4. Development of Guidelines for Assessment Criteria
- Annex 5. Updated CBWP 2006
- Annex 6. Agreed CBWP 2007

**REPORT OF THE FOURTH MEETING OF THE IHO CAPACITY BUILDING
COMMITTEE
Maputo, Mozambique, 07-08 June 2006**

The Fourth meeting of the IHO CBC was held at the VIP Hotel, Maputo, Mozambique, from 7 to 8 June 2006 under the chairmanship of Capt. Hugo Gorziglia (IHB Director). It was preceded by a Technical Workshop on Phase 1 for the SAIHC countries and a Special Meeting of the SAIHC, held respectively on 5 and 6 June.

The following CBC members attended the meeting:

1. Capt. H. Gorziglia (IHB - Chairman)
2. Capt. M. Barritt (UK - Vice-Chairman)
3. Capt. F. Bermejo (IHB - Secretary)
4. Capt. R. Nairn (Australia)
5. Capt. C. Pegas (Brazil)
6. Capt. W. Cavalheiro (Brazil)
7. Lt. Cdr. A. Enriquez (Chile)
8. Ing. en chef. Y. Guillam (France)
9. Mr. T. Dehling (Germany)
10. Capt. V. Badhwar (India)
11. Dr. S. Kato (Japan)
12. Dr. Hideo Nishida (Japan)
13. Mr. JB Kim (Republic of Korea)
14. Mr. J. Krastins (Latvia)
15. Mr. S. Mundlovo (Mozambique)
16. Mr. T. Langvik (Norway)
17. Mr. K. Gjerstad (Norway)

Observers from Angola, Guatemala, Kenya, Madagascar, Malawi, Mauritius, Namibia, Nicaragua, Seychelles, Sri Lanka, South Africa, Tanzania and representatives from industry also participated in the meeting.

The CBC regretted the absence of the representatives from Mexico, New Zealand and USA. The List of CBC participants is provided in Annex 1.

1. Agenda Item 1: Opening and Welcome to New Members

Dr. José Albano Jr., Secretary to the Minister of Transportation gave an opening speech, welcoming the participants. He stressed the importance of maritime communications for the economic development of Mozambique and also referred to his country's obligations as a signatory of the SOLAS Convention and other international agreements as well as to the historical development of Hydrography in his country.

Captain Gorziglia, CBC Chairman, opened the meeting and welcomed the participants, in particular the new CBC members from Brazil, Rep. of Korea, Japan and Latvia. He thanked the Hydrographer of Mozambique, Mr. Mundlovo, for kindly hosting the meeting.

The Agenda and Timetable were then unanimously adopted and the Host country announced the administrative arrangements.

2. Agenda Item 2: Minutes of the Third Meeting

The CBC Secretary proceeded with a quick review of the minutes of the past meeting, requesting any comments from the CBC members. There were none, and the Report of the Third CBC Meeting was approved.

3. Agenda Item 3. Review of the List of Actions from the Third Meeting:

The CBC members checked that the List of Actions resulting from the Third Meeting had all been completed. Special reports on the following topics were given by the Vice-Chairman and France:

3.1 Development of Guidelines for Assessment Criteria.

The Vice-Chairman explained the work done on this document, presented as CBC4-14 to the meeting (Annex 4). He highlighted the need for guidance to take maximum advantage during technical visits to developing countries, emphasizing the importance of human resources. He also explained that the document had not yet been tested but its use was encouraged and he requested comments and suggestions from the other CBC members.

It was decided to endorse the document and to include it as an annex to the CBC Strategy Paper.

It was also noted that the CBC Reports are distributed to all the IHO Member States and, therefore, it was decided to include a paragraph in the Circular Letter distributing the report, drawing attention to the importance of the documents annexed.

It was also decided to establish a Working Group formed by the Vice-Chairman, Australia, Brazil, Chile, France and Germany to review the CBC Strategy Paper and to check the CBC documents displayed on the IHO Web Site. This WG will work by e-mail.

3.2. Report on Donors' Conference.

The representative from France presented his report (CBC4-15). He stressed that, from his experience, hydrographic projects needed to be included within other major projects in order to obtain funding.

As stated in the report, he felt that holding a Donors' Conference was premature and should wait until there were some projects to submit.

The representative from India felt that Donor Agencies are not interested at present in investing in developing hydrographic capability as they are not updated about the importance of Hydrography.

It was considered that all opportunities should be taken to motivate donors and that guidance on how to approach Funding Agencies for funding purposes could be drafted by an expert under contract. Australia and the Chairman will draft the Terms of Reference for such a consultancy.

As regards the problem of communicating with Funding Agencies, it was thought that the “World Hydrography Day” could well provide an opportunity for such contacts.

The CBC Chairman reminded the Committee members that the CBC Report to the 17th I.H. Conference must be ready by 1st October and asked for input from the members. A drafting group was established with Australia, France, Mozambique, Norway and UK (Vice Chairman) and chaired by the CBC Chairman.

4. Agenda Item 4. Reports by the IHB:

4.1. General IHO CB Activities.

The Chairman reported on all general matters related to Capacity Building not under the CB Work Program that have been dealt with by the IHO and in particular by the IHB. It was agreed to include the following recommendation in the Circular Letter dispatching the Report to the IHO Member States:

The IHOCBC should request all RHC Chairmen as well as the Chairmen of all IHO technical bodies to:

- *Contribute to the IHO CB effort by assessing on a permanent basis the needs for CB actions together with the assessment of opportunities. The standard formats proposed by the IHB for National Reports and RHC Agendas are designed to promote this effort.*
- *Inform the IHB (copy to the CBC Chairman) on all CB matters discussed during their meetings. This could be done through the preparation of a special document annexed to the minutes of their meetings.*

4.2. S-55 progress.

The Vice Chairman reported on the progress made with S-55 and the actions taken to keep the information updated, as well as on the experience gained from using this data base. He stressed the particular high profile of the data-base in the IMO.

The following recommendations were noted and will also be included in the IHB C.L. mentioned above:

The IHOCBC should contact all RHC Chairmen:

- *reminding them of the importance of reviewing the contents of S-55 under the standing agenda item on their Conference agenda;*
- *asking them to encourage the provision of missing data and regular updates as a matter of urgency;*
- *drawing attention to the areas where S-55 has highlighted major concerns, for which the IHOCBC is eager to resource remedial action.*

4.3. Capacity Building Fund

The Chairman reported in detail on the income and expenditure related to the CB Fund, and the availability expected for the near future and clarified some questions from the CBC members about the use of the remaining annual funds. It was agreed that any re-allocation of funds should be assessed by the CBC and that the CBC Management Plan should be considered on a case by case basis, being considered as a kind of “waiting list” of projects to be funded in accordance with the priorities assigned. For this reason, it was stressed that projects submitted for funding should be clearly explained, detailing the cost and planning. The representative of **Hydro Services** explained that Industry could also contribute to Capacity Building projects with equipment provision and other means.

The Korean member of the CBC announced that his country had recently signed a MOU with the IHO, following which an annual contribution of US\$ 100,000 will be made to the IHO CB Fund.

It was also agreed that, for information purposes, countries developing bilateral agreements on hydrographic matters should keep the IHO informed about their action.

The Chairman thanked the representatives from Norway, on behalf of the CBC and the IHO, for the financial contribution of his country to support the 4th CBC Meeting, funding the travel and accommodation costs of some countries and the representative of Korea for his country’s substantial contribution to the CB Fund.

5. Agenda Item 5. 2005/2006 CB Work Programme. Activities complete and pending.

- 5.1. The Committee considered the outcome of technical visits, technical workshops, technical seminars and support provided to courses.
- 5.2. The SAIHC Chairman reported on the technical visits paid to Malawi, Tanzania, Kenya, Namibia and Uganda as Head of the Visit Team to SAIHC 1 (South Africa and UK) and Mozambique (UK, South Africa and Portugal).
- 5.3. The Head of the Visit Team to SAIHC 2 (France & IHB) reported on the visits paid to Seychelles, Mauritius and Madagascar. He felt that these visits had been important in raising awareness in these countries about the importance of Hydrography. He also informed about the follow-up of the EAthC’s WAAT visits carried out in 2003. A status report will be made after the next meeting of the EAthC.
- 5.4. The Head of the Visit Team to East Caribbean Countries (UK) reported on the visits paid during the first phase. He noted the lessons learned in logistical planning and costing of the complex travel programme. He also stressed the point that the visits paid to the Caribbean region in 1998 had not been adequately followed up and this had reduced their effectiveness. In subsequent discussion of the IHOCBC Management Plan he would be pressing for focussed follow-up action to stimulate development of Phase 1 hydrographic capacity.

- 5.5. The Chairman reported on the technical visit of a hydrographic professional from USA to the countries involved in the Gulf of Honduras project, funded by the CBC Fund, as agreed at the 3rd CBC Meeting. He also anticipated Colombia was in the process of making a presentation to CARICOM and that the pending visit to Suriname is being planned to be carried out in conjunction with the 8th MACHC Meeting, in October 2006 (Acapulco, Mexico) and that technical visits to Saudi Arabia, Eritrea and possibly to Yemen might take place in December 2006.
- 5.6. The representative from Australia announced that the planned technical visits to the SWPHC area would be delayed or suspended for 2006 due to co-ordination difficulties, and its implementation should be considered on a step by step basis. He also provided a general report on the status of the South West Pacific region, especially on the development of the joint project with Papua New Guinea.
- 5.7. The BSHC Chairman (Latvia) referred to the future visits of the IHB to the three Baltic Countries and mentioned that high-level contacts had been scheduled for these visits.
- 5.8. The following conclusions were agreed by the Committee:
- Technical visits are important and must be maintained in the CBC Work Programme;
 - Technical visits should have an adequate follow-up, principally oriented to training as a first step.
 - Partnership with other organizations, such as IMO, is important for an effective result.
 - Visits should be considered on two different levels: Technical and High-level ones, with different purposes.
 - The preparation of technical visits is a time-consuming task and lower priority should be given to those countries that do not respond.
 - The commitment of the countries visited is an important factor for the success of visits.
- 5.9. The representative from South Africa, in his capacity of Chairman of the SAIHC, reported on the outcome of the Technical Workshop held on 5 June and France reported on the seminar held in Trieste for the EAtHC. The conclusion of the Trieste Seminar, in spite of the lack of attendance of some countries, was very positive and gave the participants a complete overview of Hydrography, new technologies, development of techniques and equipment and other important matters.

The CBC commended the IHB on the production of the Seminar Proceedings which is now a very useful document for future use in other Seminars.

The next Seminar for Chairmen of National Hydrographic Committees is now being prepared and will be held in October 2006 in Acapulco (Mexico) together with the 8th MACHC Meeting.

- 5.10 Finally, the IHB reported on the support provided by the CBC Fund to send students to the 39th Multi Beam Course held in Plymouth. Support for six students to attend the 42nd Ocean Mapping Group Multibeam course to be organized in Singapore from 20 to 25 November 2006, is now in progress. The CBC Fund also provided support to Nicaragua to establish a Short Course on Hydrography in INETER (Managua). The observer from this country informed the Committee that the course will be held from 7 to 24 August this year.

6. Agenda Item 6 Management Plan

Considerable time was devoted by the CBC members to examine and endorse an updated Management Plan, collating all projects and requests for support received from the IHO Regional Hydrographic Commissions. The result, approved by the Committee, is given in Annex 2.

It was felt that future Management Plans may also include provision of equipment and training to developing countries and that this item may be considered when reviewing the CBC Strategy Document.

The following items are to be highlighted as a result of the consideration of the Management Plan:

- Tanzania will be advised of the decision of the CBC related to the bid for consultancy funding.
- Chairmen of RHCs will be requested to assess requirements for training in river hydrography and report back to CBC. River Hydrography is an important matter and Seminars on this topic may be organized after receiving the assessment from the RHCs Chairmen about their convenience. Brazil will cooperate in the establishment of such Seminars.
- The Seminar on ENC to be held in Valparaíso (Chile) is open to other countries, non members of the SEPHC. The Norwegian representative offered possible support to send lecturer upon receipt of program for the planned workshop in Valparaiso, Chile.
- The representatives from Industry offered their support to send lecturers to the course at their cost.
- Insufficient details had been received from the RSAHC about the requested Seminar on ECDIS for the region. The RSAHC must be requested to provide further details.

After having analysed and approved the updated version of the MP, the 2006 and 2007 Work Programmes were updated and approved, respectively. (See Annexes 5 and 6.)

7. Agenda Item 7 Establishment of the CB Work Program for 2008/2012.

It was decided that the CBC will refine the draft CB Work Programme 2008/2012 following response from the RHCs Chairmen to the draft sent by the IHB for this purpose.

8. Agenda Item 8 List of Actions.

An Action List was prepared and is shown in Annex 3.

9. Agenda Item 9 Date and place of the 5th Meeting.

The Chairman informed the Committee that the Hydrographer of Pakistan has offered to host the next CBC Meeting in Karachi, during the first week of June 2007. Following the practice of the Committee to hold meetings in the regions where CB initiatives are to take place, the proposal was supported by the Vice-Chairman and subsequently agreed by the Committee. The representatives of Latvia and Korea also offered to hold the meeting in their countries.

10. Agenda Item 10. Any Other Business

The representatives of Japan gave an interesting presentation about the Hydrographic Course of the Japan Coast Guard.

Note: Other CBC documents not included in this report can be downloaded from the IHO Web Site www.iho-ohi.org

Monaco, 21 August 2006.

LIST OF CBC MEMBERS ATTENDING THE MEETING

Name	E-mail
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IHO CAPACITY BUILDING MANAGEMENT PLAN (Version updated by IHOCBC, 8 June 2006)

<u>ACTIVITIES APPROVED FOR 2006 BY CBC3</u>							
Order, Priority, or status	Sponsor RHC	Country/ Countries	Project/ Assistance required	Response	Date/ Cost	Allocation	Benefits
Planning in progress	MACHC	Dominican Republic, Suriname, Costa Rica, and Honduras	Technical Visit	IHB visit.	October 2006 Included in the IHO WP Covered by IHO budget.		Raise awareness at governmental level, and prepare way for Phase 1 Technical Workshop.
a. Complete b. 50% complete	MACHC	E Caribbean island states	a. Brief CARICOM Meeting of Transport Ministers. b. Follow up visits to countries visited in 1998, and visits to other island states.	Funding Travel and subsistence	a. €2k b. €13k	a. €2k Out-turn €1.7k b. €13k Out-turn so far = €6.1k.	Phase 1 Capability increase.
In progress	MACHC	Nicaragua	Training Course in basic practical surveying	Funding Conduct of 3 week course (lecturer, materials, travel).	€7k	€7k	FIG/IHO Advisory Board support. Future potential as sub-regional course. Develop prototype generic course?
Planning in progress	MACHC	12 regional states	IHB Seminar for NHC Chairmen, to be held in Acapulco (Mexico)	Funding a. Lecturers (tbc) b. Travel and subsistence for 12 participants	Acapulco October 2006 €20k	€20k	Phase 1 Capability increase.
Planning in progress	BSHC	Estonia, Latvia, Lithuania	Technical Visit	IHB visit.	July 2006 Included in the IHO WP Covered by IHO budget.		Raise awareness at governmental level, and prepare way for Phase 1 Technical Workshop.

Order, Priority, or status	Sponsor RHC	Country/ Countries	Project/ Assistance required	Response	Date/ Cost	Allocation	Benefits
Planning in progress	RSAHC EAHC	States of the regions (Pakistan, ROK)	MBES Course	Funding Travel and subsistence for 6 participants	€20k	€20k	Phase 2 Capability increase for conduct or oversight of MBES surveys.
Planning in progress	NIOHC RSAHC	Eritrea, Saudi Arabia and Yemen	Technical Visit, to include contact with PERSGA national representatives.	IHB visit.	Covered by IHO budget.		Raise awareness at governmental level, and prepare way for Phase 1 Technical Workshop.
Late application approved by CB4	SEPHC	Chile Colombia Ecuador Peru (Project also open to other countries.)	ENC Workshop hosted by the Servicio Hidrografico y Oceanografico de la Armada (SHOA) in Valparaiso, Chile	Funding a. Travel and subsistence funding (6 days in country) for 2 well know invited experts and one participant of each country with cartographic skills, working in ENC production. Plus logistics.	August 2006 € 7k	[CB Funds available, excluding ROK donation, €180k] € 7k	Opportunities + Increase ENC availability. + Improve standardization processes of validation and encryption + Possibilities of regional RENC establishment Risk reduction + Potential to reduce risk on regional routes and in approaches to ports.

ACTIVITIES APPROVED FOR 2007 BY CBC4							
Order, Priority, or status	Sponsor RHC	Country/ Countries	Project/ Assistance required	Response	Date/ Cost	Allocation	Benefits
√	CBC	All MS	Develop TORs for consultant to produce guidelines for project development and submission. Consultancy hire.	Funding Travel and subsistence. Consultancy	AUS will produce TORs. € 5k € 7k	[€173k] € 13k	Facilitates IHOCBC efforts to secure substantial WB project funding.
Candidate Item for first quarter √	MACHC	Antigua, Bahamas, Barbados, Dominica, Grenada, Jamaica, St Kitts, St Lucia, St Vincent, Trinidad, Anguilla, BVI, Cayman Is., Montserrat, TCI	CPRNW Training Course (5 days)	Funding a. Travel and subsistence for 10 students. b. Lecturers to be provided by CPRNW. Funding may be required. c. Venue (tbc).	a. T € 2k S €10k (UK to fund students from OTs) b. € 3k € 3.5k	[€160k] € 18.5k Facilities available in Jamaica.	Early follow up to Technical Visits and identification of national co-ordinators. Phase 1 Capability increase. Risk Reduction + Potential to reduce risk on international and regional routes and in port approaches.
√	SEPHC	Chile Colombia Ecuador Peru (Project also open to other countries. Mozambique to be included.)	Workshop on Fluvial Hydrographic Survey hosted by the Servicio de Hidrografia y Navegacion de la Amazonia del Peru, Iquitos, PERU	Funding a. Travel and subsistence funding (4 days in country) for 2 well know invited experts and one participant of each country with hydrographic background. Plus logistics.	€ 5.5k € 2.5k	[€141.5k] € 8k	Opportunities + Improve methodologies used in river surveys. + Determine hydrographic survey periodicity in rivers + Improve availability of charts + establish standards to conduct hydrographic surveys in rivers Risk reduction + Potential to reduce navigation and pollution risks in rivers

Order, Priority, or status	Sponsor RHC	Country/ Countries	Project/ Assistance required	Response	Date/ Cost	Allocation	Benefits
Candidate Item for last quarter √	SAIHC	Angola, Kenya, Malawi, Madagascar, Mauritius, Mozambique, Namibia, RSA, Seychelles, Tanzania, Uganda	CPRNW Training Course (5 days)	Funding a. Travel and subsistence for 11 students. Host country may take additional places. b. Lecturers to be provided by CPRNW. Funding may be required. c. Facilities available in Mozambique or Tanzania.	T €25k S €11k €4-5k	[€133.5k] €35k MOZ facilities - no cost.	Phase 1 Capability increase through empowerment of national co-ordinators. INCREASED SAFETY IN NATIONAL WATERS.
√	SAIHC	Kenya	Advice for development of prioritised national survey plan.	Funding Travel and subsistence for 2 week visit by surveyor with appropriate experience. UK will investigate provision of expert, and possible contribution to costs.	T €2.5k S €2k	[€98.5k] € 4.5k	Phase 2 Capability increase.
√	SAIHC	Madagascar	Advice for development of prioritised national survey plan.	Funding Travel and subsistence for 2 week visit by Cat A surveyor with appropriate assistance. France will investigate provision of expert, and possible contribution to costs.	T €2.5k S €2k	€ 4.5k	Phase 2 Capability increase.

Order, Priority, or status	Sponsor RHC	Country/ Countries	Project/ Assistance required	Response	Date/ Cost	Allocation	Benefits
√	SAIHC	Mauritius	Advice for development of prioritised national survey plan.	Funding Travel and subsistence for 2 week visit by Cat A surveyor with appropriate assistance. India will investigate provision of expert, and possible contribution to costs.	T €2.5k S €2k	€ 4.5k	Phase 2 Capability increase.
√	SAIHC	Mozambique	Advice for development of prioritised national survey plan.	Funding Travel and subsistence for 2 week visit by surveyor with appropriate experience. UK will investigate provision of expert, and possible contribution to costs.	T €2.5k S €2k	€ 4.5k	Phase 2 Capability increase.
√	SAIHC	Tanzania	Advice for development of prioritised national survey plan.	Funding Travel and subsistence for 2 week visit by surveyor with appropriate experience. UK will investigate provision of expert, and possible contribution to costs.	T €2.5k S €2k	€ 4.5k	Phase 2 Capability increase.
√	NIOHC RSAHC	Egypt, Sudan, Djibouti, Iran, Kuwait, and Qatar . Possibly also Eritrea and Yemen.	Technical Visit, to include contact with PERSGA national representatives. First quarter 2007.	IHB visit or team from NIOHC MS. UK and FR ready to participate.	Covered by IHO budget; additional €12k for extra visits.	[€76k] €25k	Raise awareness at governmental level, and prepare way for Phase 1 Technical Workshop.

Order, Priority, or status	Sponsor RHC	Country/ Countries	Project/ Assistance required	Response	Date/ Cost	Allocation	Benefits
√	RSAHC NIOHC	Djibouti, Egypt, Eritrea, Saudi Arabia, Sudan, Yemen	Technical Workshop on Phase 1 Capacity. Last half of 2007.	Funding a. Lecturers and facilities (tbc). b. Travel and subsistence for 6-12 students.	a. Met by MS contributions. b. €12k.	[€51k] a. UK and India. Venue: Jeddah. €12k.	Phase 1 Capability increase. Risk Reduction + Potential to reduce risk on international and regional routes and in port approaches.
√	SWPHC	Tonga, Samoa/ Tokelau.	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.	€4k for Tonga, Samoa/ Tokelau	[€39k] €4k [€35k remains]	Phase 1 Capability increase.

CANDIDATE ACTIVITIES TO BE CONSIDERED FOR 2008							
Order, Priority, or status	Sponsor RHC	Country/ Countries	Project/ Assistance required	Response	Date/ Cost	Allocation	Benefits
	MBSHC		GMDSS Workshop	Travel and subsistence for students			
	MBSHC	Israel, Lebanon, Libya, Syria	Technical Visits	Travel and subsistence			
	MBSHC		Pilot phase for BASWG Project				
	MBSHC		Cooperative survey project IT/SLO				
	EAtHC	18 countries between Strait of Gibraltar and River Congo	IHO Hydro West Africa Project: - Project CHARMER	Project Management Input to definition study (IHB and MS).	€5k	France to provide detail of application of funding.	
	SAIHC	Angola, Kenya, Malawi, Madagascar, Mauritius, Mozambique, Namibia, Seychelles, Tanzania, Uganda	Seminar for NHC Chairmen (3 days)	Funding Travel and subsistence for 10 attendees Lecturers to be provided by MS? Facilities to be provided by ??	T €25k (To be covered by recipients). S €11k Participation of commercial companies to be investigated.		INCREASED AWARENESS IN GOVERNMENT.

Order, Priority, or status	Sponsor RHC	Country/ Countries	Project/ Assistance required	Response	Date/ Cost	Allocation	Benefits
To be developed by SAIHC.	SAIHC	Angola	Advice for development of prioritised national survey plan.	Funding Travel and subsistence for 2 week visit by Cat A surveyor with appropriate assistance.			Phase 2 Capability increase.
To be developed by SAIHC.	SAIHC	Malawi	Follow up advisory visit to consider management of national hydrographic unit, following end of ICEIDA project.	Funding Travel and subsistence for 1 week visit, possibly associated with SAIHC meeting in Malawi. Adviser from ??.			Phase 1, 2 and 3 Capability increase.
To be developed by SAIHC.	SAIHC	Namibia	Advice for development of prioritised national survey plan.	Funding Travel and subsistence for 1 week visit, possibly associated with SAIHC meeting in Malawi. Adviser from ??.			Phase 1, 2 and 3 Capability increase.
	NIOHC	6 NIOHC countries.	CPRNW Training Course	a. Lecturers from CPRNW. b. Travel and subsistence for 6 participants	a. T&S for lecturers: €5k. b. €10k.	Course to be delivered in region. Venue: India Costs: small.	Phase 1 Capability increase. Facilitate GMDSS implementation. Risk Reduction Improved warnings to shipping.
	NIOHC	Mauritius, Seychelles at pilot stage	Regional survey team operations.	Travel and subsistence		Tasking requirements being identified. MS are examining provision of planning support, team members and equipment.	Phase 2 Capability increase for region as well as individual countries.

Order, Priority, or status	Sponsor RHC	Country/ Countries	Project/ Assistance required	Response	Date/ Cost	Allocation	Benefits
	RSAHC	Bahrain, Iran, Kuwait and Qatar	Technical Workshop on INT charts and scheming See also candidate item on ENC/ECDIS referred back to RSAHC.	Funding a. Lecturers and facilities (tbc). b. Travel and subsistence for 6-12 students.			
	EAHC	Indonesia, Malaysia, Singapore	WB/IMO MEH Project	Advice a. Input to PSC on technical standards (IHB).	NO CBF INPUT AT THIS TIME		
Pending – to be assessed within 2008-12 WP	SWPHC	Cook Islands, Fiji, Kiribati, Nauru, PNG, Solomon Islands, 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.			Phase 1 Capability increase.
Pending – to be assessed within 2008-12 WP	SWPHC	12 regional states.	IHB Seminar for NHC Chairmen	Funding Travel and subsistence for 12 participants	€20k		Phase 1 Capability increase.
Pending – to be assessed within 2008-12 WP	SWPHC	SW Pacific Island States	Technical Advisory Visits to assist in development of prioritised national survey plan.	Advice a. Senior hydrographic specialist.			Phase 1 Capability increase.

<u>CANDIDATES ACTIVITIES NEEDING APPLICANTS' ACTION</u>							
Order, Priority, or status	Sponsor RHC	Country/ Countries	Project/ Assistance required	Response	Date/ Cost	Allocation	Benefits
	RSAHC	Oman, Qatar, Saudi Arabia, Kuwait, Iran	Technical Workshop on ENC + ECDIS	<u>Funding</u> a. Lecturers and facilities (tbc). b. Travel and subsistence for 5 students.	b. T €1.5k S €5k	a. Venue in Pakistan. Requirement to be clarified by RSAHC.	
<u>ACTIVITIES COMPLETED / HISTORICAL RECORD</u>							
2005							
Order, Priority, or status	Sponsor RHC	Country/ Countries	Project/ Assistance required	Response	Date/ Cost	Allocation	Benefits
1/2005	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.	<u>Advice</u> a. Senior hydrographic specialist and a GMDSS specialist to visit all countries.	Not executed €13k	Forecast to be within budget €13k Resources moved to 2006.	This activity was postponed to 2006 due to coordination complexity.
2/2005	MACHC	10 regional states, especially E Caribbean Islands	Technical Workshop on Phase 1 Capacity	<u>Funding</u> Travel and subsistence for 10 participants	Cartagena, Colombia, June 2005 €8k	€4,3k	

Order, Priority, or status	Sponsor RHC	Country/ Countries	Project/ Assistance required	Response	Date/ Cost	Allocation	Benefits
3/2005	MACHC, SEPHC and SWAtHC	States of the regions	MBES Course	Training a. Course cost including lodging and meals. Travel is funded by participants (3 students).	Plymouth, UK November 2005 €9k	€9k	
4/2005	EAtHC	States of the region	IHB Seminar for NHC Chairmen	Training a. Lecturers (IHB, MS). b. Travel and subsistence funding.	Trieste, October 2005 €20k. Co-funded with France	€13,5k	
-	MACHC	Guatemala, Honduras El Salvador Nicaragua	WB “Gulf of Honduras” Environmental Protection and Coastal Zone Management Project: - Capacity building component for hydrography.	Advice IHB high level visits	February/March 2005	IHB WP IHO Budget	
5/2005	MACHC	Guatemala, Honduras Belize	WB “Gulf of Honduras” Environmental Protection and Coastal Zone Management Project: - Capacity building component for hydrography.	Travel and subsistence funding (15 days in country) for Technical advisor (Cat A surveyor from MACHC MS) to make an assessment for definition of pilot phase survey and to train points of contact.	November 2005 €7k.	€3,5k Of the non - expended original resources, €2,5k was transferred to 2006 to cover Belize mission.	This activity was interrupted due to Katrina. Visit to Belize was postponed for 2006)

2006							
Order, Priority, or status	Sponsor RHC	Country/ Countries	Project/ Assistance required	Response	Date/ Cost	Allocation	Benefits
5/2005 carried forward to 2006	MACHC	Belize	WB "Gulf of Honduras" Environmental Protection and Coastal Zone Management Project: - Capacity building component for hydrography.	Travel and subsistence funding for Technical advisor (Cat A surveyor from MACHC MS) to make an assessment for definition of pilot phase survey and to train points of contact.	March 2006 €2.5k.	€2.5k. (see also 2005 actions) Out-turn €1.7k	Risk reduction + Potential to reduce risk on regional routes and in approaches to ports. Opportunity + Improve opportunity score through enhanced government engagement.
4/2005	SAIHC	States of the region	Technical Visit to 8 countries	Funding Travel and subsistence	€10k	€10k Out-turn = €9k	Raise awareness at governmental level, and prepare way for Phase 1 Technical Workshop. Linked to WB GEF WIO MH Project.
6/2005	SAIHC	States of the region	Technical Workshop on Phase 1 Capacity in Maputo	Funding Travel and subsistence for 10 participants	Maputo June 2006 €10k	€10k Out-turn = €5.6k	Phase 1 Capability increase Linked to WB GEF WIO MH Project.

ACTION LIST

Item	Action	Date	Responsible	Comments
1	Distribution of Minutes and Documents to CBC Members.	30 Jun 06	Chairman + Secretary	DONE 26JUN06
2	Comments on Minutes	20 Aug 06	All	DONE
3	CL to MS reporting 4th CBC Meeting. Including : - Covering letter drawing attention on the importance of the documents annexed. - Guidance for Assessment Criteria - Recommendations to Chairmen of RHCs of paragraphs 1.2 and 2.4 of document CBC4-07. - Management Plan	30 Aug 06	Chairman	DONE 25AUG06
4	Revision of the CBC Strategic Paper and Annexes	31 Dec 06	Working Group by correspondence: Vice-Chairman, Australia, Brazil, Chile, France and Germany	For subsequent circulation to all CBC members for comments before 30 Apr 07.
5	Use the Hydrography Day to raise awareness of the importance of Hydrography in Funding Agencies	21 Jun 07	IHO-IHB	
6	Prepare Report of the CBC to the 17 th IH Conference	15 Sep 06	Chairman, Australia, France, Mozambique, Norway, UK	DONE 24AUG06
7	Prepare Terms of Reference for consultancy to develop "Guidelines for project development and submission"	31 Dec 06	Chairman, Australia.	
8	To request RHCs to assess requirements for training in river hydrography and report back to CBC.	a) 30 Aug 06 b) 31 Dec 06	a) Chairman b) RHCs Chairmen	a) DONE 25AUG06
9	a. Request RSAHC Chairman more details on the requested training course on ENC-ECDIS. b. Advise Tanzania of the decision of the CBC related to the bid for consultancy funding.	30 Jul 06	Chairman	a) DONE 18JUL06 b) DONE 24AUG06
10	Refine amended Draft CBC WP 2008-2012 with items agreed at the 4 th Meeting and other input.	30 Sep 06	ALL + Chairman	In progress
11	Preparation of the 5 th IHO CBC	30 Mar 07	Chairman + Host Country	In progress

NOTE: Status of Actions has been updated on 25AUG06

ASSESSMENT CRITERIA FOR DEFINITION OF APPROPRIATE HYDROGRAPHIC CAPABILITY

Background

1. The IHO's capacity building strategy lays great stress on the selection of appropriate and sustainable arrangements to enable a coastal state to deliver its obligations under SOLAS V/4 & 9. The services that can be delivered by the country itself, rather than being out-sourced to the hydrographic service of another Member State or to the commercial sector, will obviously depend on the inherent resources of the coastal state. The constraints will not necessarily be budgetary. The appropriate organisation for a small state will often depend upon the size of the pool of skilled manpower which it can sustain.

Aim

2. The aim of this draft paper is to provide a process for the identification of appropriate capability during technical assessment visits and the subsequent stages of analysis within the RHCs and the IHOCBC. The process consists of a series of questions reflecting the 3 phase approach to capacity building which is defined in the IHOCBC Strategy Paper. A criterion is required for the assessment of the best means of providing each of the SOLAS V services, and this is provided in this paper in the form of a matrix.

Process

3. The series of questions follows closely the logic of the standard questionnaires and reports used in IHO technical visits. The same logic is followed in the S-55 questionnaire. The first four questions are fundamental to the assessment process.

Q1. Is there a national focal point for hydrography?

- a. a. Is the government made aware of its responsibilities under SOLAS V/4 & 9?
- b. Is M-2 or equivalent available and implemented to some degree?
- c. Is the government aware of the importance of hydrography and oceanography for sustainable development, economy, safety of navigation, the law of the sea, prevention of natural disasters, integrated coastal management, and protection of the marine environment?

Q2. Is the importance of hydrography in national policy and planning acknowledged at government decision-making level?

- a. Is there an MSA or equivalent which receives IMO input and guidelines?
- b. Is there a National Hydrographic Committee or equivalent?
- c. Is the state represented at the RHC?
- d. Is the state a member of IHO?

Q3. Are significant challenges or deficiencies apparent from the S-55 data-base?

- a. MSI.
- b. Surveys.
- c. Charting.

Q4. What arrangements are appropriate and sustainable for the country?

People

Facilities/Equipments

Training

- a. MSI.
- b. Surveys.
- c. Charting.

4. The following supplementary questions are designed to identify appropriate enabling procedures, once a suitable national organisation has been defined.

Q5. What authorisation is in place for hydrographic activity?

- a. Would national legislation be sufficient, appropriate and efficient?
- b. Is there an official policy for the implementation of SOLAS V/9 responsibilities?
- c. If yes, is it currently out-sourced to another Member state or to the private sector?
- d. Is there a national plan, including a prioritised survey and charting programme? If any, is it limited to harbours and approaches only or is it more comprehensive?
- e. If no, what would be the main driving forces to set up such a plan?
- f. Are adequate funding arrangements in place?

Q6. What measures are in place for accountability for output?

- a. Have key targets and reporting dates been set?
- b. Have timescales been set for enabling activities?

Q7. Is the proposed national hydrographic organisation sustainable?

- a. Is there an adequate pool of skilled personnel?
- b. Is there a viable plan for career development and succession planning?
- c. Is there an equipment investment plan to deal with wear and tear or obsolescence?

Q8. Has the national plan taken advantage of opportunities to pool resources with neighbouring states?

A Matrix of Assessment Criteria

5. The following table aims to assist the definition of the appropriate and sustainable solution for delivery of each the 3 main outputs required by SOLAS V (Q4). A worked example indicates how it would be used to ensure assessment of a realistic level of capacity for the coastal state.

Table of Arrangements for SOLAS V/9 Hydrographic Services

<u>In-house Capacity</u>	<u>MSI</u>	<u>Survey</u>	<u>Charting</u>
<p>Not required ^</p> <p>-----</p> <p>Partial</p> <p>-----</p> <p>v</p> <p>Full</p>		Outsource all aspects.	Provide data to Charting HO.
		Conduct port check surveys. Out-source remainder,+/- QC.	Compile Fair Sheets, and pass to Charting HO.
		Produce/conduct prioritised national survey plan, +/- QC, /- port check surveys.	Compile and maintain chart base and pass to producer/distributor HO.
	Produce Local/Coastal/NAVAREA Warnings. Communicate effectively with charting HO. Implement GMDSS.	Produce/conduct prioritised national survey plan	Produce, maintain, distribute paper charts + publications. Produce, maintain, distribute ENC's + digital publications.

Table of Arrangements for SOLAS V/9 Hydrographic Services

Example of appropriate options for small island state with limited resources

<u>Capacity</u>	<u>MSI</u>	<u>Survey</u>	<u>Charting</u>
Not required ^		Outsource all aspects.	Provide data to Charting HO.
		Conduct port check surveys. Out-source remainder, +/- QC.	Compile Fair Sheets, and pass to Charting HO.
Partial		Produce/conduct prioritised national survey plan, +/- QC, +/- port check surveys.	Compile and maintain chart base and pass to producer/distributor HO.
	Produce Local/Coastal/NAVAREA Warnings. Communicate effectively with charting HO. Implement GMDSS.	Produce/conduct prioritised national survey plan	Produce, maintain, distribute paper charts + publications. Produce, maintain, distribute ENC's + digital publications.
Full v			

**APPROVED CAPACITY BUILDING WORK PROGRAMME FOR 2006
UPDATED AT THE 4TH CBC, 07-08 June 2006**

Action	Activity	Draft Financial implication and Planning Figures
1 a) DONE b) + c) Planning in progress	Technical Visits to be paid by IHB to: a) Baltic Sea countries (Estonia, Latvia and Lithuania) b) Red Sea countries (Eritrea, Saudi Arabia and Yemen to include contact with PERSGA national Representatives) c) Suriname	Covered by IHO normal approved operational budget.
2 DONE	4th Capacity Building Committee Meeting to be held in Maputo, Mozambique, 7-9 June.	Covered by IHO normal approved operational budget.
3 DONE	Technical Workshop on Phase I for SAIHC, to be held in conjunction with 4th CBC Meeting on the 5 th June in Maputo, Mozambique.	a) Speakers: contribution MS b) Location: hosting MS c) 10 Participants: 10.000 euros
4 DONE	SAIHC AT technical visit probably led by South Africa, UK, France and IHB, February/March. (Malawi, Kenya, Tanzania, Namibia, Uganda, Seychelles , Mauritius and Madagascar)	a) 8 countries (7) b) 2 Participants: 10.000 euros (FR 2,5 PT 2 SA 2,5 UK 3) IHB budget
5 Planned	Three days Seminar for Chairmen of National Hydrographic Committees (or equivalent) of MACHC, to be held in Acapulco, Mexico, 2-4 October.	a) Speakers: contribution MS b) Location: Mexico c) 12 Participants: 20.000 euros
6 Planned	Support attendance of some participants from EAHC and RSAHC to assist Multibeam Course in Singapore, Nov 2006	6 participants: 20.000 euros
7 In progress	MACHC to brief CARICOM Meeting of Transport Ministers (date to be determined)	Travel and subsistence one person 2.000 euros
8 DONE	MACHC to follow up visits to countries visited in 1998, and visits to other island states. (Antigua, Montserrat, Anguilla, Bahamas, Turks & Caicos, Cayman Is., Jamaica = = Trinidad & Tobago, Barbados, Grenada, St. Vincent & Grenadines, St Lucia, St Kitts & Nevis, Dominica) (25 Mar-12Apr and 18Jun-02Jul).	Travel and subsistence 2 persons 13.000 euros (UK)
9 In Progress	Nicaragua 3 weeks Training Course in basic practical surveying. (August 2006).	Run the course 7.000 euros
10 DONE	Technical visit to Belize (March 2006) associated to Gulf of Honduras project that due to Katrina was not executed in 2005.	Travel and subsistence 2.500 euros
11 DONE	SEPHC ENC Workshop	Travel and subsistence 5 persons 7.000 euros

Planned: 91.500

NOTE: Status of Actions updated to the 25AUG06

**APPROVED CAPACITY BUILDING WORK PROGRAMME FOR 2007
CBC4 7-8 June 2006**

Action	Activity	Draft Financial implication and Planning Figures
CBC	5th Capacity Building Committee Meeting to be held in June, in Karachi, hosted by Pakistan, (to be coordinated).	Covered by IHO normal approved operational budget.
CBC	Development of guidelines for project development and submission.	Travel, subsistence and consultancy 13.000 euros from CBF
MACHC	CPRNW Training Course, (5 days) first quarter, for 10 students . Antigua, Bahamas, Barbados, Dominica, Grenada, Jamaica, St Kitts, St Lucia, St Vincent, Trinidad, Anguilla, BVI, Cayman Is., Montserrat, TCI. Probably in Jamaica (tbc),	Travel, subsistence and lectures (tbd) (UK to fund students OTs) 18.500 euros from CBF
SEPHC	Workshop on Fluvial Hydrographic Survey hosted by the Servicio de Hidrografia y Navegacion de la Amazonia del Peru, Iquitos, PERU (open to other countries, Mozambique to be included)	Travel, subsistence and lecturers 8.000 euros from CBF
SAIHC	CPRNW Training Course (5 days) last quarter, 11 students, Angola, Kenya, Malawi, Madagascar, Mauritius, Mozambique, Namibia, RSA, Seychelles, Tanzania, Uganda. Probably Mozambique(facilities at no cost) or Tanzania tbc)	Travel, subsistence and lecturers 35.000 euros from CBF
SAIHC	Advice for development of prioritised national survey plan. Kenya, Madagascar, Mauritius, Mozambique, Tanzania. (France, India and UK will investigate provision of expert and possible contribution to costs in the case of Madagascar; Mauritius; and Kenya, Mozambique and Tanzania, respectively).	Travel, subsistence and surveyor with appropriate experience, 4,500 euros each country, total 22,500 euros from CBF
NIOHC RSAHC	Technical Visits to be paid by IHB: a) ROPME Sea Area HC & NIOHC AT technical visit including Egypt, Sudan, Djibouti, Iran, Kuwait and Qatar. Possible also Eritrea and Yemen(if not executed in 2006) to include contact with PERSGA national representatives and IMO regional representative), first quarter 2007.	a) Covered by IHO normal approved operational budget plus 25,000 euros .
RSAHC NIOHC	Technical Workshop on Phase 1 Capacity. Last half of 2007. Djibouti, Egypt, Eritrea, Saudi Arabia, Sudan, Yemen. 6 to 12 students probably in Jeddah.	Lecturers and facilities met by UK and India . Travel and subsistence 12,000 euros from CBFund
SWPHC	Technical Visit by Senior hydrographic specialist and a GMDSS specialist to Tonga, Samoa and Tokelau.	Support to travel and subsistence 4.000 euros from CBF

Resources needed from CBFund = 138.000 euros
