



IHB File No. CBC-1

**CIRCULAR LETTER 51/2009
15 July 2009**

**REPORT OF THE
SEVENTH MEETING OF THE IHO CAPACITY BUILDING SUB-COMMITTEE**

Dear Hydrographer,

1 The Seventh meeting of the IHO CBSC was held in Seoul, Republic of Korea, from 11-13 May 2009 hosted by the Korean Hydrographic and Oceanographic Administration (KHOA) formerly known as NORI. Mr Ye Jong Woo, former Director-General of NORI addressed the Sub-Committee and welcomed the participants. The meeting was conducted by its Chairman, Captain Gorziglia, IHB Director.

2 The Chairman provided a general overview of the activities undertaken since the last meeting and reported on the status and performance of the CBFund and contributions received from Japan and the Republic of Korea to support CB activities. The coordination with IOC, IMO and WMO was highlighted, especially the projects in the Indian Ocean with IOC and in the South West Pacific and Caribbean Sea with IMO.

3 The Sub-Committee examined the achievements made in 2008 and the progress so far achieved with regard to the 2009 CBWP. They also examined the submissions made by various RHCs and decided to update the 2009 Capacity Building Work Programme and approved the CB Work Programme for 2010 that had been prepared, bearing in mind the approved IHO Work Programme for 2008-2012.

4 The Procedures that the CBSC has been establishing to facilitate the administration of the CBFund were reviewed. PRO1, PRO2 and PRO3 have been finalized and are posted on the IHO website. PRO4 and the final part of PRO5 are still in progress. The first part of PRO5 "Performance Assessment" was considered important to be known by all as it constitutes the guidelines and rules to assess the performance of all CB efforts funded by the CBFund. This PRO5 is attached in annex to this Circular Letter.

5 The Chairman informed the participants that following the implementation of the new structure of the IHO in January 2009, it was necessary for the CBSC to elect its officers. The CBSC Members unanimously decided to elect Mr. Janis Krastins (LV) as the Chair of the Capacity Building Sub-Committee and Cdr. Brian Connon (US) as Vice Chair. The next CBSC meeting was scheduled for May/June 2010 in New Orleans, USA.

6 The Minutes have been posted on the IHO website under Committees & WG>>>> CBSC >>> Previous Meetings >>> Documents. Member States are kindly requested to provide their comments on the Minutes by 31st August 2009 at the latest.

On behalf of the Directing Committee
Yours sincerely,

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

Captain Hugo GORZIGLIA
Director

Annex: PROCEDURE 5 "Performance Assessment".



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CAPACITY BUILDING SUB-COMMITTEE

PROCEDURE 5

PERFORMANCE ASSESSMENT

Procedure 5 provides guidelines and rules to assess the performance of all CB efforts funded by the CBFund. The assessment has to be divided into the different kinds of projects, as for example evaluating the success of sponsoring a training course is different to the result of a technical visit.

The sponsored person or body has to provide a report. This report should have a certain form, giving an impression of the result and hints for further comparable projects. There should be an evaluation made by the CBSC as well, as to whether the money spent was worthwhile. This is important (in combination with the report) to assist further funding decisions from the same applicant and to improve similar projects.

Procedure 5 is subdivided into four steps:

1. Monitoring of the project
2. Report
3. Assessment
4. Analysis

The performance assessment has to be related to the application and has to be as concrete as the objectives have been formulated.

1. Monitoring of the project

Monitoring is carried out by the relevant Regional Representative (internal body of each RHC and focal point, see Administrative Resolution T1.3) or another person appointed by the CBSC under supervision of the Chair/Vice-Chair of the CBSC.

The Monitoring starts after the CBSC informs the RHC about the funding and ends when the project leader reports to the CBSC. The report on project realization itself lies within the responsibility of the leader of the project.

For complex projects a subdivision into milestones is necessary and should be done in the application phase. These pre-defined milestones have to be surveyed by the Representative.

2. Report on the project carried out:

The leader of the project has to provide a report after completion, interruption or cancellation of the project, including an assessment of the project by all participants (i.e. participants of training courses). After finalization it is sent to the CBSC with a copy to the relevant RHC. The RHC, preferably through its regional co-ordinator or a CBSC member from this region should assess the results achieved, may add remarks and send them to the CBSC.

All reports shall have the same "Identification" and shall be provided according to the form below.
Report:

Identification	Project Number : (as assigned by CBSC)
Project Name:	
Submitting RHC/Country:	
Date:	
Institution executing the project:	
Name of responsible:	
Address:	
Telephone:	
Fax:	
e-mail:	

[similar to the application form]

Financial report	Resources			Comments
	requested	allocated	spent	
Contribution by countries involved				
Contribution by other parties				
Contribution expected from CBFund				
Total Cost (Euros)				
Breakdown of costs				
From CBFund (item and amount)				
From other parties (item and amount)				

Results	
	Assessment and Comments
Date of start	
Date of finish	
Changes in scope or focus	
Results achieved (output, product, etc.)	
Comparison with the Achievements and benefits awaited	
Problems experienced	
Suggestion for improvement for similar projects	
Suggestion for follow-up projects	
Information on the long term effect for Hydrography and the sustainable use	
Valuation	% According to the assessment criteria a) results achieved b) further perspective
General remarks	

For technical visits this form may not be valid. In this case the “Conduct of Advisory Visits by Study Teams drawn from Member States of Regional Hydrographic Commissions” can be used, including the following subsections:

- INTRODUCTION
- DESCRIPTION OF MARITIME ACTIVITIES
- OUTLINE S-55 ANALYSIS
- PROPOSALS FOR CO-ORDINATION AND CAPACITY BUILDING
- PROPOSALS FOR ASSISTANCE
- FOLLOW UP ACTION

3. Assessment (by the project leaders/organisers):

The project leader is requested to assess the project itself and future perspectives. Assessment should be carried out according to the table provided by rating each performance indicator on a scale from 0 to 5. Additional comments for more detailed explanation can be added in the table. The Project Leader is invited to collect feedback from all other participants of the project if applicable.

Each of the performance indicators indicated in the table is rated according to the scale provided:

a. main evaluation

0 = 0-20%	no goals achieved, no result,
1 = 20-40%	only some goals achieved or goals only achieved in minor parts
2 = 40-60%	about half of the goals achieved, result is only partially satisfying
3 = 60-80%	nearly all major goals achieved, result is almost satisfying
4 = 80-90%	all major goals achieved, result is satisfying
5 = 90-100%	all goals completely achieved, result is absolutely satisfying, more than expected,

b. rating value to estimate the possible perspective for further projects

0 = 0-20%	almost no basis for further projects, a general readjustment of co-operation is necessary before starting other projects
1 = 20-40%	quite poor basis for further projects, readjustment of co-operation seems to be helpful before starting other projects
2 = 40-60%	reasonable basis for further projects, but major adjustments are necessary
3 = 60-80%	good basis for further projects, but some adjustments may be helpful
4 = 80-90%	good basis for further projects
5 = 90-100%	very good basis for further projects

	<i>Performance indicator</i>	<i>Mark</i>	<i>Comments</i>
-	Arrangements		
	Organisation of the project		
	Involvement (contribution) of		
	National partners		
	Regional partners		
	RHC		
	IHB		
-	Efficiency of the project		
	Goals achieved		
	Planned timing		
-	Future perspectives		
	Need of similar project (locally, regionally)		
	Impact on future development		
-	Procedure of CBSC		
	Application form		
	Support received		
	Follow up and reporting		

THE END