



IHB File N° CBSC-1

**CIRCULAR LETTER 105/2012
13 December 2012**

**REPORT OF THE TENTH MEETING OF THE CAPACITY BUILDING
SUB-COMMITTEE (CBSC10)**

References: A. CL 25/2012 dated 20 February – *CBSC10 and IRCC4*

B. CL 99/2012 dated 22 November – *Outcome of IRCC4*

Dear Hydrographer,

1. The tenth meeting of the IHO Capacity Building Sub-Committee (CBSC10) was held in Singapore on 4-6 June 2012, kindly organized by the United Kingdom Hydrographic Office (UKHO) in cooperation with the Maritime and Port Authority of Singapore (MPA).

2. CBSC10 was chaired by Mr. Thomas Dehling (Germany) and attended by the Chairs, CB Coordinators and representatives of nine RHCs (EAHC, EAthC, MACHC, NIOHC, RSAHC, SAIHC, SEPHC, SWAtHC and SWPHC) and members or observers from 12 Member States. A total of 30 participants attended the meeting.

3. The main items on the agenda of the Sub-Committee were:

- outcome of the XVIIIth IHC
- Capacity Building (CB) Management and CB Fund
- coordination of CB activities with other international organizations, Republic of Korea (RoK) and Japan
- updates and adjustment of the 2012 CB Work Programme
- CB Assessment (Technical Visits and C-55 status)
- CB Provision (Courses and workshops)
- analysis and decision on pending activities
- operational issues of the CBSC (Procedures, Management System and Performance Indicators)
- IHO 5-year Work Programme
- CB Management Plan for 2013

4. The final minutes of CBSC10, together with all documents referred to at the meeting, are available in the CBSC Section of the IHO website. The list of actions arising from the meeting together with their current status is provided in the Annex to this Circular Letter. The most significant points discussed at the meeting are summarized below.

5. The main topics related to CBSC arising from the XVIIIth IHC that were discussed at the meeting were:

- the review of the CB Strategy, that is to be reported to the 5th EIHC: a Strategy Working Group was established and will report back to CBSC11;
- ways and means of enhancing the usefulness of C-55: the Secretary demonstrated the on-going data base development work being done by the IHB to collect and maintain relevant data and to provide a basis for the automatic compilation of publication C-55 and other IHO Publications.

- the development of MSDI: the CBSC decided to request IRCC to consider inviting HSSC to task the MSDIWG to develop an "introduction to MSDI" training course.

6. The Sub-Committee examined the achievements in 2011 and the progress so far achieved with regard to the 2012 CB Work Programme (CBWP). Special consideration was given to the status of the CB Fund and the main aspects of the CB management. The Secretary presented the development of the CB Management System that is being developed with the support of Norway, together with the CB Procedures. This is intended to improve the efficiency and effectiveness of the CBWP. The CBSC agreed on the revised 2012 CBWP based on the reports received from the RHCs. The CBSC also acknowledged the significant contributions of RoK and the Nippon Foundation to the CB Fund and noted that a number of projects have been undertaken through their contributions.

7. The Sub-Committee examined the submissions from various RHCs contained in the CB Management Plan 2013 and approved the CBWP for 2013, bearing in mind the approved IHO Work Programme for 2013-2017 and the availability of resources. A contribution from RoK was not confirmed by the time of the meeting and was therefore not taken into account in deciding the 2013 CBWP.

8. The Sub-Committee elected Mr. Thomas Dehling (Germany) and Mr. Olumide Omotoso (Nigeria) as Chair and Vice Chair of the CBSC for the period 2012-2017.

9. The 11th CBSC meeting (CBSC11) will be held from 30 May to 1 June 2013 in Wollongong, Australia, hosted by the Australian Hydrographic Service. Representatives of Member States who may require a visa are advised to submit their applications well in advance.

On behalf of the Directing Committee
Yours sincerely,



Mustafa IPTES
Director

Annex : CBSC Action List for 2013 (English Only)

ACTION LIST AGREED AT CBSC10
Updated 10 DEC 2012

No	Action	Responsible	Deadline	Status
1	Send letter of thanks to the hosts for having hosted the CBSC10 Meeting.	Chair	End June	DONE
2	Send letter of thanks to future host for offering to hold CBSC11 in 2013. Offer to be accepted on IRCC decision.	Chair	End June	Ongoing
3	To prepare and circulate draft minutes to all participants to CBSC10.	Chair, Secretary	End June	DONE
4	To provide comments to Chair.	ALL	End July	Ongoing
5	To issue final version of the CBSC10 Meeting minutes. Secretary to post on the IHO website. IHB to prepare CL on the subject.	Chair, Secretary	August	DONE
6	To send letters to the RHC Chairs informing them of the approval or rejection of their submissions.	Chair	End July	Ongoing
7	To prepare Agenda, Annotated Agenda, Timetable and List of Documents for CBSC11 and circulate them timely to all.	Chair, Secretary	February 2013	
8	Consider participation in the 6 th Joint IMO/IHO/IOC/WMO/IALA CB meeting.	Chair, IHB	October, Ostend (Belgium)	DONE in December 2012
9	Write to the RHC Chairs to remind the RoS submissions, highlighting the main topics: - Comply with Procedure 1 (Excel to be created) - Priority definition (1, 2, 3) - Spreadsheet with compiled values from RoS - Deadline	Chair	December	Ongoing
10	To provide summary reports for their respective region.	CB Coordinators	April 2013	
11	To provide written reports of the region's CB Projects of the intersessional period.	RHC Chairs	Before IRCC5	
12	To prepare and circulate a proposal for a revised IHO CB Strategy.	Strategy-WG	October	Ongoing
13	To develop and provide the specifications of the Management DB.	Norway, Secretary	March 2013	
14	Procedure 6 to be posted on the web.	Secretary	June	DONE
15	Create a workflow to Procedures 1, 2, 3 and 4 to allow an appropriate flow of information.	Secretary	November	Ongoing
16	Establish a timetable to be followed in the document submission for CBSC11.	Chair	October 31	Ongoing
17	To propose means to measure the success of CB beyond the existing Performance Indicators.	Singapore, UK, RSA, Secretary	October	Ongoing
18	To add the proposed means to measure the success of CB beyond the existing Performance Indicators.	All	April 2013	
19	To propose a way to derive figures for the Performance Indicators (questionnaire).	Brazil	August	DONE
20	To propose IRCC to consider inviting HSSC to task MSDI WG to develop an MSDI Standard Course.	Chair	During IRCC4	DONE
21	Submit to IHB the support need from IMO for the period 2014-2015.	Chair	October 31	Ongoing
22	To announce the venue and dates of CBSC11 and invite the IHB to draft a Circular Letter to MS.	Chair	After definition	DONE

23	To prepare a document proposing a mechanism to obtain the contracted support of CB coordinators to help RHCs to manage CB matters.	France, Australia, UK, USA	Before CBSC11 meeting	
24	Request IHB to consider copying the Cook Is. Technical Visit Report to the Cook Islands IMO representative.	Chair	When Technical report ready	DONE
25	a) To prepare a draft content for an awareness raising seminar to be delivered to IMO countries - mainly those least hydrographically developed – (using as a model the seminars organized by HCA at ATCM and others) and submit the draft to CBSC members for comments. b) Assess the interest of potential recipients and, if positive, c) prepare a proposal for IMO endorsement.	a) IHB b) Chair c) Secretary	a) Oct b) Nov c) Dec	Ongoing
26	Invite IHB to prepare a draft Procedure 6 based on the progress so far achieved, the discussion held, the contribution received from observers and the original intention to establish a project implementation plan and payment procedure. Submit to CBSC11.	IHB, Secretary	February 2013	
27	To organize a database that includes the attendees to the different CBFund supported courses and make it available in the CB section of the IHO website. Other sources of trained people are welcome and shall also be included.	IHB, Secretary and regional CB Coordinators	End October	Ongoing