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CIRCULAR LETTER 57/2013
25 October 2013

REPORT OF THE 11th MEETING OF THE CAPACITY BUILDING SUB-COMMITTEE

Reference: IHO CL 9/2013 dated 1 February - 11th Meeting of the Capacity Building Sub-Committee (CBSC11) and 5th Meeting of the Inter-Regional Coordination Committee (IRCC5)

Dear Hydrographer,

1. In accordance with the Reference, the 11th Meeting of the IHO Capacity Building Sub-Committee (CBSC-11) was held in Wollongong (Australia) from 30 May to 1 June 2013, hosted by the Australian Hydrographic Service. CBSC-11 was chaired by Mr Thomas Dehling (Germany) and attended by the Chairs, CB Coordinators and representatives of 9 Regional Hydrographic Commissions (EAthC, MACHC, MBSHC, NIOHC, RSAHC, SAIHC, SEPHC, SWAtHC and SWPHC) and members or observers from 11 Member States. A total of 40 participants attended the meeting. The IHB was represented by President Robert Ward, Director Mustafa Iptes and Assistant Director Alberto Costa Neves (CBSC Secretary).

2. **Record of the Meeting.** The final minutes of CBSC11, together with all documents tabled at the meeting, are available on the IHO website: www.iho.int > Committees & WG > CBSC > CBSC11. The most significant points discussed at the meeting are summarized below.

3. **Revision of the Capacity Building Strategy.** One of the major topics on the agenda was the revision of the IHO Capacity Building (CB) Strategy. The revision was tasked to the CBSC by the XVIIIth International Hydrographic Conference. The results of the revision are to be reported to the 5th Extraordinary International Hydrographic Conference in 2014. During the meeting the CBSC identified the main topics to be addressed and the timetable for the revision process. The main topics for consideration as part of the revision process will be:

- the possibility of funding equipment as part of capacity building;
- the establishment of guidelines on the level of capacity building to be made available to non-Member States;
- the need for comprehensive projects and the use of consultants to assist with or deliver capacity building programmes;
- the use of C-55 - *Status of Hydrographic Surveying and Nautical Charting Worldwide* as a country profile database;
- co-operation with stakeholders;
- the development of standard courses in Marine Spatial Data Infrastructures (MSDI);
- the increasing requirement for hydrographic surveying courses at the FIG/IHO/ICA International Board on Standards of Competence (IBSC) Category B level; and
- the use of CB funds to support routine administrative processes.

4. **Revised CB Procedures.** The CBSC approved two new CB Procedures (Procedure 7 - *Application for courses, technical workshops, seminars and financial assistance*, and Procedure 8 - *Project finance management*) that came into effect immediately. The CBSC also decided to establish guidelines in order to assist the CB Coordinators in each Regional Hydrographic Commission (RHC).

5. **Support from Other Organizations.** The CBSC acknowledged the significant contribution of the International Maritime Organization (IMO) in supporting the development of hydrographic services in Developing States through its Integrated Technical Co-operation Programme. The CBSC also acknowledged the support of Norway in the development of the CB Management System and the programme Performance Indicators (PIs). The preliminary figures for the Strategic PIs were discussed and reported to the 5th meeting of the Inter-Regional Coordination Committee (IRCC5) which followed CBSC11.

6. **Support from Donors.** The Sub-Committee acknowledged the significant contributions made by the Republic of Korea and the Nippon Foundation of Japan to the IHO Capacity Building Programme. It also recognized a risk assessment process developed by New Zealand as a very useful tool for establishing priorities for surveys and charting in a region, as well as for guiding CB activities and projects. The CBSC also recognized the contribution of stakeholders from industry to the IHO Capacity Building Programme and the need to further develop engagement with industry partners.

7. **Lessons Learned.** The CBSC discussed experiences and lessons learned from the execution of the 2012 and 2013 Capacity Building Work Programme (CBWP) and reviewed the activities associated with the 2013 IHO CBWP. This was used to adjust the future programme. The CBSC reviewed the proposals for CB projects submitted by the RHCs and developed the 2014 IHO CBWP. The approved projects were listed by order of priority so that more projects can be undertaken if additional funds become available during the year. The updated 2013 CBWP and agreed 2014 CBWP are provided in the Annexes to this Circular Letter.

Next Meeting

8. The next meeting of the CBSC will be held in Brest, France, from 14 to 16 May 2014.

On behalf of the Directing Committee
Yours sincerely,



Mustafa IPTES
Director

Annexes:

- A. The updated 2013 Capacity Building Work Programme (CBWP) (English Only)
- B. The agreed 2014 Capacity Building Work Programme (CBWP) (English Only)

UPDATED 2013 CBWP

Updated: 24/10/2013

Element 3.4 Capacity Building Assessment - Technical and Advisory Visits				
No.	Events	Responsible	Budget	Status
3.4.1a	Technical Assessment & Advice - Tonga	SWPHC	5 500 *IHO	Led by LINZ with Risk Assessment 25 Nov-6 Dec 2013
3.4.1b	Technical visit to Cook Islands to facilitate National Hydrographic Requirements	SWPHC	7 000 *IHO	Led by LINZ with Risk Assessment 7-18 Oct 2013
3.4.1c	Technical Visit to Government high authorities - Eritrea and Sudan	NIOHC	6 000 *IHO	Led by IHB (ADSO) Dates TBC
3.4.1d	Technical Visit to Cambodia	EAHC	4 000 *IHO	From 2011 & 2012 CBWP Led by Philippines, 4-6 Dec 2013
3.4.1e	Technical advisory & Assessment Visit – Sri Lanka	NIOHC	6 000 *IHO	From 2012 CBWP Led by UKHO with Consultant
3.4.1f	Technical High Level Visit - UAE	RSAHC	8 000 *IHO	From 2012 Manag. Plan Led by UKHO with IHB (ADSO)
3.4.1g	High Level Visit to MOWCA	EAtHC	4 000 *IHO	From 2012 Manag. Plan Led by SHOM, 18-20 Nov 2013
3.4.1	Subtotal of 3.4.1	-	40 500	
Element 3.5 Capacity Building Provision - Technical Workshops, Seminars, Short Courses				
No.	Events	Responsible	Budget	Status
3.5.1a	MSI (training on establishment of MSI structure and basic MSI procedures)	MACHC	12 600 *ROK	Trinidad and Tobago, 20-22 May 2013 Led by USA DONE
3.5.1b	Advanced Chart Production in Sri Lanka	NIOHC	6 800 *ROK	Colombo, Sri Lanka, 11-15 Feb 2013 Led by UKHO DONE
3.5.1c	Chart Production training course in Mozambique	SAIHC	4 200 *ROK	Maputo, Mozambique, 23-27 Sep 2013 Led by Brazil DONE
3.5.1d	MSI (training on establishment of MSI structure and basic MSI procedures)	SAIHC	11 000 *ROK	Fish Hoek, S. Africa, 16-18 Dec 2013 Led by UKHO
3.5.1e	Workshop on Port & Shallow Water Surveys	RSAHC	10 400 *ROK	Manama, Bahrain, 1st half Dec 2013 Led by UKHO
3.5.1f	Seminar on S-100	EAHC	14 000 *ROK	Pusan, Korea, 9-13 Sep 2013 Led by KHOA DONE
3.5.1g	Regional Workshop in Hydrographic Production Database (HPD)	SEPHC SWAtHC	29 000 *ROK	Lima, Peru, 2-6 Sep 2013 Led by DHN DONE

UPDATED 2013 CBWP

3.5.1h	2-weeks Regional Training Course on Basic Hydrography and Hydrographic Awareness	SWPHC NIOHC	^a IMO	Suva, Fiji, 10-21 Feb 2014 Led by LINZ
3.5.1i	2-weeks Regional Training Course on Basic ENC and ENC Production	EAtHC SAIHC	^a IMO	Second semester 2013
3.5.1j	5th Course on Hydrographic Data Processing and Marine Cartography	IHB	^o Nippon	Taunton, UK, 02 Sep-13 Dec 2013 Led by UKHO DONE
3.5.1k	Hydrographic Administration Training Placements with Regional HO for Vanuatu and Timor Leste	SWPHC	6 000 *ROK	From 2012 CBWP Led by Australia
3.5.1l	Self Training Course preparation (MSI)	IHB	5 500 *ROK	From 2012 CBWP Led by IHB ONGOING
3.5.1m	Administration for the CB Management	CBSC	10 000 *ROK	For CBA. Led by IHB DONE
3.5.1n	Cat A Hydrography Programme (USM)	IHB	155 000 *ROK	USM 7 Aug 2013 - 8 Aug 2014 Led by IHB DONE
3.5.1o	Development and delivery of a basic Training for Trainers (TFT) (EAHC Members)	EAHC	79 900 *ROK	Busan, Korea, 18-29 Nov 2013 Led by UKHO
3.5.1p	MSDI and Database Management (EAHC Members)	EAHC	19 200 *ROK	From 2012 Manag. Plan. Singapore, 7-11 Oct 2013 DONE
3.5.1q	S-100 Exchange of Information Workshop	SEPHC	8 500 *ROK	From 2012 Manag. Plan. Guayaquil, Ecuador, 12-15 Nov 2013
3.5.1r	GEBSCO Training Project (UNH)	IHB	^o Nippon	Durham, New Hampshire, 22 Aug 2013 - 22 Aug 2014 DONE
3.5.1	Sub-total of 3.5.1	-	372 100	

^aIMO Funding IHO in kind

^o Nippon Foundation - Japan CB Project

*IHO/ROK Programme of Technical Cooperation

Total	412 600
Regular	40 500
*ROK	372 100

AGREED 2014 CBWP

IHO WP Element: Capacity Building Assessment - Technical and Advisory Visits						
No.	Events	Responsible	Budget	Spent	Status	Resources
A-01	Technical visit to Brunei Darussalam	EAHC	4 000	0,00		IHO
A-02	Technical visit to Viet Nam	EAHC	4 000	0,00		IHO
A-03	Technical Assessment & Advice Visit – Nicaragua	MACHC	9 000	0,00		IHO
A-04	Technical visit to Israel	MBSHC	5 000	0,00		IHO
A-05	Technical visit to Georgia	MBSHC	5 000	0,00		IHO
A-06	Technical Visit to Government high authorities - Jordan	NIOHC	6 000	0,00		IHO
A-07	Technical Visit to Paraguay	SWAtHC	9 000	0,00		IHO
A-08	Technical Assessment & Advice - Samoa	SWPHC	6 000	0,00		IHO
A-09	MOWCA (all western Africa coastal and island states from Mauritania to Angola) high level visit	EAtHC	5 000	0,00		IHO
A-10	Technical visit to Lebanon	MBSHC	5 000	0,00		IHO
	Subtotal of A (Assessment)	-	58 000	0,00		

IHO WP Element: Capacity Building Provision - Technical Workshops, Seminars, Courses						
No.	Events	Responsible	Budget	Spent	Status	Resources
P-01	MSI (training on establishment of MSI structure and basic MSI procedures), for NIOHC Members	NIOHC	26 194	0,00		IHO
P-02	MSI (training on establishment of MSI structure and basic MSI procedures), for RSAHC Members	RSAHC	21 417	0,00		IHO
P-03	MSI Regional Workshop, for Solomon Is, Tuvalu, Cook Is, Fiji, Samoa, Tonga, Kiribati, PNG, Tokelau, New Caledonia, Niue, Vanuatu, French Polynesia	SWPHC	21 000	0,00		IHO
P-04	Phase 1 Skills: MSI course (3 days) + Introduction to the assessment and promulgation of navigationally significant data (2 days), for EAHC Members	EAHC	19 200	0,00		ROK
P-05	MSI Regional Workshop, for EAtHC Members	EAtHC	20 000	0,00		ROK
P-06	Tides and water level for hydrographic survey, for EAHC Members	EAHC	19 000	0,00		ROK

P-07	Sub-regional course on Hydrography (for Spanish speakers), for Guatemala (lead) Belize, El Salvador, Honduras, Nicaragua, Costa Rica and Dominican Republic	MACHC	10 896	0,00		IHO
P-08	Tidal and Water Levels Workshop, for RSAHC Members	RSAHC	19 285	0,00		IHO
P-09	Introduction to Hydrographic Surveying, for SAIHC Members	SAIHC	32 865	0,00		IHO
P-10	Tidal and Water Levels Workshop, for SAIHC Members	SAIHC	24 731	0,00		IHO
P-11	Technical Workshop on Hydro/Cartography River Survey, for SEPHC (8) SWAtHC (3) MACHC (3)	SEPHC	35 000	0,00		IHO
P-12	Solomon Is. National Hydrographic Capability Development	SWPHC	5 000	0,00		IHO
P-13	Advanced Chart Production, for Myanmar	NIOHC	7 000	0,00		ROK
P-14	Advanced ENC Production, for Bangladesh	NIOHC	7 000	0,00		ROK
P-15	Development of a Regional Marine Spatial Data Infrastructure (MSDI) Workshop, for MACHC Members	MACHC	10 000	0,00		IHO
P-16	Development of a Regional Marine Spatial Data Infrastructure (MSDI) Workshop, for NIOHC Members	NIOHC	10 000	0,00		ROK
P-17	Development of a Regional Marine Spatial Data Infrastructure (MSDI) Workshop, for RSAHC Members	RSAHC	10 000	0,00		IHO
P-18	Technical aspects of maritime boundaries, baselines and extended continental shelf, for EAHC Members	EAHC	19 000	0,00		ROK
P-19	CB Management Assistant	IHB	20 000	0,00		IHO
P-21	IMO funded course - Africa	IHB	-	-		IMO
P-22	IMO funded course - Southwest Pacific	IHB	-	-		IMO
P-23	Cat A Hydrography Programme (USM)	IHB	-	-	amount not yet decided	ROK
P-24	5th Course on Hydrographic Data Processing and Marine Cartography (UKHO)	IHB	-	-		Nippon
P-25	GEBCO Training Project (UNH)	UNH	-	-	TBC	Nippon
	Subtotal of P (Provision)	-	337 588	0,00		

Total 2014 CBWP	395 588	0,00
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101 200	Subtotal ROK
294 388	Subtotal IHO