



IHB File No. CBSC-1

CIRCULAR LETTER 62/2014
25 August 2014

OUTCOME OF THE 12th MEETING OF THE CAPACITY BUILDING SUB-COMMITTEE

Reference: IHO CL 22/2014 dated 24 February - 12th Meeting of the Capacity Building Sub-Committee (CBSC12) and 6th Meeting of the Inter-Regional Coordination Committee (IRCC6)

Dear Hydrographer,

1. In accordance with the Reference, the 12th Meeting of the IHO Capacity Building Sub-Committee (CBSC12) was held in Brest (France) from 14 to 16 May 2014, hosted by the *Service Hydrographique et Océanographique de la Marine (SHOM)*. CBSC12 was chaired by Mr Thomas Dehling (Germany) and attended by 12 members and 18 observers from 11 Regional Hydrographic Commissions (RHCs), 18 Member States and the IBSC Chair. The IHB was represented by Director Mustafa Iptes and Assistant Director Alberto Costa Neves (CBSC Secretary).
2. **Record of the Meeting.** The final minutes of CBSC12, together with all documents tabled at the meeting, are available on the IHO website: www.iho.int Committees & WG CBSC CBSC12. The most significant points discussed at the meeting are summarized below.
3. **Revision of the Capacity Building Strategy.** The CBSC approved the draft revised IHO Capacity Building (CB) Strategy that will be submitted for consideration by the 5th Extraordinary International Hydrographic Conference. Major aspects of the revised IHO CB Strategy include: specific guidance on the funding of equipment in comprehensive projects that include other funding streams and a sustainable process for using the equipment; limiting the funding of non-Member States to Phase 1 projects only; promoting comprehensive / regional projects; allowing the use of consultants; developing C55 as a "country profile" database; allowing the use of CB funds to support administration on a limited basis; the development of a broader basis for co-operation with stakeholders; and the inclusion of the development of Marine Spatial Data Infrastructures (MSDI) as part of the CB phases. The CBSC also formed a drafting group to develop a guidance paper on Public Relations to publicize the revised IHO CB Strategy.
4. **CB Coordinators.** The CBSC recognized the increasing importance of the CB Coordinators in the Regional Hydrographic Commissions (RHC). The CBSC developed and adopted new Terms of Reference (ToR) for CB Coordinators, whose goals are: to assist the Chair of the RHC; to assure continuity; and to closely cooperate with the CBSC, preferably as a CBSC member.
5. **Revised CB Procedures.** The meeting approved the revised CB Procedures 3 - *Reviewing process and the preparation of the Management Plan* and 8 - *Finance Management*. A Working Group was formed to develop a new Procedure 9 covering Technical Visits.
6. **Support from Donors and Industry.** The CBSC acknowledged the significant contributions made by the Republic of Korea and Japan, through the Nippon Foundation (NF), to the IHO Capacity

Building Programme. CBSC also recognized the contribution made by industry to Capacity Building and the benefits of further engagement with industry partners.

7. **Support from other organizations.** The meeting 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 (ITCP). The meeting commended the risk assessment methodology developed by New Zealand as a significant and beneficial tool for establishing priorities for surveys and charting, which, in turn supports the identification and justification for CB activities and projects.

8. **CB Work Programme.** The CBSC reviewed and updated the 2014 CB Work Programme (CBWP). The Sub-Committee also approved the 2015 CB Management Plan (CBMP) and the 2015 CBWP.

9. **Next Meeting.** The next meeting of the CBSC (CBSC13) will be held from 27 to 29 May 2015 in Mexico (exact location yet to be determined), hosted by the Hydrographic Office of Mexico.

Action Requested of RHC Chairs and CB Coordinators

10. In order to fully implement the 2014 CBWP, the Directing Committee requests RHC Chairs and CB Coordinators that have not already done so, to provide the names of the Project Leaders and the anticipated budget for outstanding activities in the 2014 CBWP to the IHB in accordance with the CB Procedure 8.

11. The Directing Committee also requests RHC Chairs to confirm and implement approved projects in the 2015 CBWP as early in the year as possible in order to assist in the financial management of the CB Fund by the IHB and the adoption of contingency plans by the CBSC when appropriate.

On behalf of the Directing Committee
Yours sincerely,



Mustafa IPTES
Director