



**Dossier du BHI No. CBC-1**

**LETTRE CIRCULAIRE 77/2007  
31 août 2007**

**CINQUIEME REUNION  
DU COMITE DE L'OHI SUR LE RENFORCEMENT DES CAPACITES  
Rapport**

Madame la Directrice, Monsieur le Directeur,

1. La cinquième réunion du CBC de l'OHI a eu lieu au Maritim Park Hotel de Riga, Lettonie, du 5 au 7 juin 2007, sous la présidence du CV Hugo Gorziglia (Directeur du BHI). Le BHI tient à remercier, au nom de tous les membres du CBC, le directeur du Service hydrographie letton et l'Administration maritime lettone pour la remarquable organisation de la réunion dont un rapport est joint en annexe, à titre d'information.
2. Le BHI souhaite attirer l'attention des Etats membres de l'OHI sur le rôle important que les commissions hydrographiques régionales (CHR) jouent dans le processus de soumission de projets/initiatives nationaux ou régionaux en vue d'obtenir un financement du Fonds pour le renforcement des capacités. Tous les présidents des CHR doivent s'efforcer d'évaluer les besoins d'actions en matière de renforcement des capacités ainsi que les opportunités, de manière régulière. Une façon d'atteindre cet objectif consiste à inclure un point sur le « renforcement des capacités » à l'ordre du jour de toutes les réunions des CHR et de s'assurer de la participation à ces réunions des représentants des CHR au sein du CBC.
3. A la 5<sup>e</sup> réunion, le Comité a mis à jour le programme de travail CB pour 2007 et a approuvé le programme de travail CB pour 2008 qui avait été préparé à partir du programme de travail de l'OHI pour 2008/2012. Les deux documents sont fournis dans les Annexes 4 et 5 du rapport, respectivement.
4. Le CBC a décidé d'accorder une attention particulière à la décision de la 17<sup>e</sup> CHI portant sur l'assistance aux présidents des CHR pour traiter des questions de renforcement des capacités. Ceci est en cours.
5. Une autre question particulièrement importante à laquelle le Comité a décidé de s'atteler est celle de la mise au point de formulaires standardisés que les CHR devront utiliser pour soumettre leurs demandes d'aide au Fonds CB. Ce formulaire facilitera la procédure de demandes pour les CHR, tout comme l'examen des demandes par les membres du CBC. Ceci est en cours et, dans l'intervalle, le CBC suggère que les CHR utilisent le formulaire provisoire (Procédure 1) qui est inclus en annexe à la présente LC.

6. Il est demandé aux Etats membres de bien vouloir prendre bonne note des recommandations formulées et de faire parvenir leurs commentaires sur le rapport, **au plus tard le 20 octobre 2007**.

Veillez agréer, Madame la Directrice, Monsieur le Directeur, l'assurance de ma haute considération,

Pour le Comité de direction,

A handwritten signature in blue ink, appearing to be 'H. Gorziglia', is centered on a light yellow rectangular background.

Capitaine de vaisseau Hugo GORZIGLIA  
Directeur

Annexe 1 : 5<sup>e</sup> rapport du CBC de l'OHI (*en anglais seulement*)

Annexe 2 : Projet de Procédure 1 pour les soumissions de demandes au CBC (*en anglais seulement*).

**REPORT OF THE FIFTH MEETING OF THE IHO CAPACITY BUILDING COMMITTEE**  
**Riga, Latvia, 05- 7 June 2007**

- Annex 1. List of Participants
- Annex 2. IHO Capacity Building Management Plan 07/06/07
- Annex 3. Action List
- Annex 4. Updated CBWP 2007
- Annex 5. Agreed CBWP 2008



**REPORT OF THE FIFTH MEETING OF THE IHO CAPACITY BUILDING COMMITTEE**  
**Riga, Latvia, 05- 7 June 2007**

The Fifth meeting of the IHO CBC was held at the Maritim Park Hotel, Riga (Latvia), from 5 to 7 June 2007 under the chairmanship of Capt. Hugo Gorziglia (IHB Director). 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. W. Cavalheiro (Brazil)
6. Lt. Cdr. E. Silva (Chile)
7. Cdr. M. Gongora (Mexico)
8. IGA J. Laporte (France)
9. Mr. T. Dehling (Germany)
10. Capt. V. Badhwar (India)
11. Mr. JB Kim (Republic of Korea)
12. Mr. J. Krastins (Latvia)
13. Mr. K. Gjerstad (Norway)
14. Cdr. B. Connon (USA)

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

### **1. Opening and Welcome to New Members**

Captain Gorziglia, IHB Director and Chairman of the IHO Capacity Building Committee opened the Meeting and thanked the Director of the Latvian Maritime Administration and the Latvian Hydrographer for hosting and organizing the meeting. The Chairman welcomed the participants to the meeting, particularly the new members of the Committee, Ingénieur Général Laporte (France), Commander Connon (USA) and Commander Góngora (Mexico).

Mr. A. Zeltins, Director of the Latvian Maritime Administration, gave an opening speech, welcoming the participants. He stressed the importance of the tasks of the Capacity Building Committee and the concern of the Latvian Maritime Administration about safety of navigation and the effort made in this field since the independence of the country. He also referred to the importance of the IHO, of which Latvia became a member in 2005 and their wish to contribute to develop a modern organization, responding to the evolving world.

The Chairman provided a general overview of the activities conducted since the last meeting, stressing the achievement of the CBC Work Programme, the recognition by the 17<sup>th</sup> IH Conference of the importance of Capacity Building subjects and the MOU signed by the Republic of Korea and the IHO providing an annual contribution from this country to the Capacity Building Fund.

He also announced the retirement of the present Vice-Chairman, Captain Barritt, and highlighted his valuable work carried out during the four years of existence of the CBC. It was therefore necessary to elect a new Vice-Chairman at the end of the meeting.

The Hydrographer of Latvia provided the participants with administrative details and expressed his satisfaction on hosting the meeting.

### **2. Approval of the Agenda and Timetable**

The Chairman introduced the Draft Agenda (Doc. CBC5-01), the Timetable (Doc. CBC5-03) and the List of Documents of the meeting (Doc. CBC5-04). These items were unanimously approved by the Committee.

### **3. Minutes of the Third Meeting**

The CBC Secretary proceeded with a quick review of the minutes of the past meeting and the Report of the Fourth CBC Meeting was approved.

### **4. Review of the List of Actions from the Fourth Meeting**

The Secretary of the CBC provided a brief comment on the actions agreed at the last meeting (Doc. CBC5-5, Annex 3), allowing those responsible for their accomplishment to report to the meeting on the progress made.

The Committee agreed to propose a topic for the next World Hydrography Day 2008 to the IHB.

Capt. Nairn introduced Doc. CBC5-05 bis, a report produced by an Australian consultant addressing the subject "Guidelines for submission of projects". The CBC agreed that the paper addressed some important subjects and that it should be made available in the IHO Web page and comments collected from all the CBC members.

It was also agreed that a key point for this item was the relations with the Ministries of Foreign Affairs of the countries involved in a potential project, together with the respective Embassies in order to seek enough credibility when talking to donors and funding Agencies such as the World Bank.

The Committee also agreed to continue using the IHO publication M-2 as a tool to raise awareness of governments about hydrography.

The Chairman thanked the Australian Hydrographer for the work carried out that was funded by the Australian H.O.

The review of the Action List from the Fourth meeting finished with the information from the Chairman about the decision of the 17<sup>th</sup> IH Conference to establish a Working Group on Fluvial Hydrography.

### **5. Reports by the IHB**

#### **5.1. General IHO CB Activities.**

The Chairman reported on general matters related to Capacity Building not in the CB Work Program that have been dealt with by the IHO and particularly by the IHB, such as the involvement in the IOC Coast Map Project. The Vice-Chairman stressed the importance of the IHB involvement in such activities and also reported on his participation in the West Indian Ocean Marine Highway together with the Hydrographer of South Africa. The French delegate also referred to the involvement of SHOM (France) in that project and mentioned that France intends to request an extension of the project to meet the needs of West Indian Ocean Island states such as Madagascar. (IHB Note: The IHB is aware that the Project includes Comoros, Kenya, Madagascar, Mauritius, Mozambique, Seychelles, South Africa and Tanzania).

#### **5.2. S-55 Progress.**

The Vice Chairman noted that S-55 is now a data base maintained at the IHB and he reported on the progress made so far in the population of S-55, the actions taken to keep the information updated and the experience gathered when utilizing this data base. He proposed that tables showing gaps and the update status should be adopted as formal CBC Documents.

The French delegate reported that SHOM still holds in its archives a limited number of historical data of reefs and islets of the South China Sea. The Committee recommended that SHOM informs the EAHC Chairman about the availability of these data for the benefit of safety of navigation in this area. The Committee agreed that the IHB format for S-55 input was not difficult and could be easily used by all the IHO RHCs and also that data gathered during technical visits should be injected in the S-55 data base to update the areas concerned.

The Vice-Chairman illustrated Scorecard Tables for Performance Measurement and the delegates agreed that this topic deserved further consideration. It was agreed that the Chairman, the Vice-chairman and the IHB will study this topic, taking into consideration the input from Regional Hydrographic Commissions and will submit any resulting recommendation to the CBC members.

### **5.3. Capacity Building Fund**

The Chairman reported in detail on the income and expenditure related to the CB Fund, and the availability expected for the next 5-year period (2008/2012) (Document CBC5-07).

The Chairman strongly stressed that any expenditure from the CBC Fund, including any unexpected ones, should be approved by the Committee members.

The CBC approved the report presented and its format and the representative from Korea announced that his country was considering increasing the annual contribution to the CBC Fund.

The Chairman expressed his thanks to those individual countries who provided in-kind support and funding to activities related to the development of the CBC Work Programme. Special mention was made of Australia, France, Norway and UK.

### **5.4. Capacity Building Work Programme 2008/2012**

The Chairman informed the Committee about the procedure followed to build up the programme, the criteria used to identify the resources required for each activity and the final content of the programme approved by the 17th International Hydrographic Conference.

The Committee recognized the importance of establishing a clear method for RHCs to request financial support from the CBC and this item was further discussed and developed (see paragraph 7).

### **5.5. 2006/2007 CB WP. Executed and Pending Activities**

The Committee considered the outcome of technical visits, technical workshops, technical seminars and support provided to courses. (Docs CBC5-11 and CBC5-08)

#### **5.5.1. Technical Visits**

The UK representative reported on the outcome of the second phase of the technical visits paid to Caribbean States in MACHC in the second semester of 2006 (Trinidad & Tobago, Barbados, St. Vincent & Grenadines, St. Lucia, St. Kitts & Nevis, Antigua and Dominica).

The UK and France representatives presented a report about the technical visits made and advice offered for the development of prioritised national survey plans in the SAIHC and NIOHC regions (Madagascar, Seychelles, Mozambique, Sudan and Yemen). The Norwegian delegate reported that his country might consider supporting France in future activities in Madagascar and participate in a joint visit to Madagascar on the occasion of the 6<sup>th</sup> SAIHC meeting due to be held in Malawi at the end of August 2007.

The IHB reported on the technical visits paid to countries in the RSAHC (Oman, Iran, Qatar and Saudi Arabia). High level visits are pending to Eritrea, Kuwait, Egypt, Honduras, the Dominican Republic and Suriname.

The Chairman also reported that the scheduled participation in the CARICOM meeting had failed after successive delays but contact was maintained with this organization for future joint co-operation.

The Australian representative reported on the initiatives associated with a visit of hydrographic and GMDSS specialists to Tonga, Samoa and Tokelau. He stated that the conditions in the SWPHC have changed and now the postponed technical visits could be

carried out. The Committee agreed to re-assign the amount of 20,000 euros for that activity and the SWPHC Chairman will be informed of this decision.

The importance of the liaison with IMO in the execution of technical visits was highlighted by the CBC members.

### **5.5.2. Technical Workshops**

The representative from Chile reported on the ENC Workshop held in Chile in 2006, with the participation of representatives of the SEPHC.

The Chairman mentioned the arrangements made with the HO of Peru in order to deliver the Fluvial Hydrographic Survey Workshop in November 2007, in Iquitos, Peru and the UK representative noted that arrangements were in progress for the delivery of Phase 1 Capacity workshop in Jeddah, Saudi Arabia, November 2007.

### **5.5.3. Technical Seminars**

The Chairman delivered a short report on the outcome of the Seminar for NHC Chairmen (or equivalent) held in Acapulco, Mexico, in October 2006. The Committee thanked Mexico for having hosted and organized the Seminar.

### **5.5.4. Courses**

The Chairman also reported on the experience gained in running the Basic Hydrographic Training Course in Nicaragua, August/September 2006 and the support provided by the CBC Fund for the attendance of 8 students on the Multibeam courses delivered in Singapore in 2006 and in Norway in 2007. Another course will be organized in Australia in late 2007. The CBC Fund will also support the attendance of some students.

The Chairman finally reported on the arrangements made to have a MSI Training Course for MACHC delivered in Jamaica in June, and for the SAIHC in Mozambique in November 2007.

## **6. Management Plan**

The Chairman and Vice-chairman indicated the documentation received from various RHCs and other IHO bodies concerning their projects and requests for support to put in place their capacity building initiatives (Doc. CBC5-09).

The CBC members examined the updated Management Plan (Doc. CBC5-10) in which the above requests had been inserted and endorsed this updated Management Plan with some amendments. The resulting Management Plan, approved by the Committee, is provided in Annex 2.

It was again stressed that a standardized format to forward the requests to the CBC should be used by the RHCs and the model used by the EAHC was taken as a good example.

Following consideration of the updated Management Plan, the CBC decided to write letters as indicated below:

- 1) to write a letter to individual RHCs to seek clarification on their requests and to inform them about the CBC decisions on projects submitted.
- 2) to write a letter to the NIOHC Chairman to seek information on the progress in the organization of the Technical Workshop to be held in Jeddah in November 2007.
- 3) to the Peruvian Hydrographer to seek information on the progress in the organization of the Course on Fluvial Hydrography to be held in Iquitos in November 2007.
- 4) to the relevant IHO Committees and WGs requesting presentations for the delivery of short courses/seminars on topics under their responsibility similar to the initiative adopted by the CPRNW, that responds to the strategic nature of CB defined by IHO at XVII IHC.



- 5) to the MACHC Chairman requesting more information about the Gulf of Honduras project to justify the future support from CBC and about the status of the interest of Belize, Honduras, Suriname and Dominican Republic to receive an IHO technical visit.
- 6) To all beneficiary RHCs of the last three years, requesting feedback on the effects and follow-up of the support so far provided by the CBC in their regions.

In line with the updated Management Plan, the Chairman proposed the necessary adjustment to the CBC Work Programme 2007. An amended CBC Work Programme for 2008, based on the progress made in previous years, on the CBWP approved by the IH Conference and on the Management Plan was also approved by the CBC members. The resulting Work Programmes are given in Annexes 4 and 5. These WP will be injected into the IHO Work Programme and displayed on the IHO Web page.

There were some discussions at this stage on the possibility and appropriateness of using unexpended CBFunds to support initiatives other than those identified in the IHO A.R. 6.3:

- Fund an assistant to re-inforce the Committee: This was rejected on the grounds that such a decision, albeit useful considering the vice-chairman's past achievements, would undermine the CBC's future credibility which draws its strength from fully developed HOs and must be seen as focusing on countries in need;
- Fund the purchase of a multibeam echosounder for a group of island states: This was rejected because such a costly exception would probably imply further expenses (through-life support, repairs, consumables, etc.) and create a precedent while several new CB projects are likely to come forward;
- Fund Cat. A & B training courses: This was also rejected. It was agreed that CB funds should concentrate on short specific training courses, although certain expenses pertaining to long courses such as the purchase of plane tickets could be envisaged on a case-by-case basis.

## **7. Establishment of procedures to improve CB assessment, provision and accountability**

Following an initial presentation by the Vice-chairman, there were lengthy discussions on this important topic. The Committee agreed that it was essential to establish procedures to assess the requests for CBC support and that these procedures should be applied in different steps, involving the Regional Hydrographic Commissions, the IHB and the CBC. A drafting group, chaired by Australia, presented a straw man proposal for these procedures, articulated in 5 principal steps.

The Chairman insisted on the importance of keeping the procedures simple; the Committee then agreed to develop this proposal and assigned specific tasks for each step to the CBC members as follows:

To develop PROC 1 "Procedure and model for submitting a request of support to the CBC".  
*Chairman.*

To develop PROC 2 " Procedure to be followed by RHCs before submitting requests of support to the CBC"  
*USA and volunteers.*

To develop PROC 3 " Reviewing process to be followed by the IHB, prior to including request in the Draft Management Plan".  
*Chairman.*

To develop PROC 4 " CBC evaluation procedure of submissions presented by RHCs".  
*France + Australia*

To develop PROC 5 "Procedure for performance assessment". This includes the study and development of the existing Tables of Performance Indicators discussed.  
*Latvia + Germany*

## **8. Discussion on outcome of the XVII IH Conference**

The Chairman informed the CBC of the decisions adopted by the Conference concerning the work of the CBC. (Doc. CBC5-14).

Special mention was made of Decision 17 (Proposal 18) "PROVISION OF REGIONAL STAFF OFFICERS FOR CAPACITY BUILDING EFFORT".

The Conference had agreed to ask the CBC, in consultation with RHCs, to consider the part-time allocation of personnel to act as Regional Staff Officers to assist those chairmen of Regional Hydrographic Commissions (RHCs) who have limited human resources with which to sustain the capacity building effort in their regions.

It was decided that the CBC Chairman will work further on this Conference decision and will make a proposal to the CBC, deciding whether to establish an "ad hoc" CBC working group or not to address this decision.

## **9. Date and place of the 6<sup>th</sup> Meeting**

Following an invitation received from the Hydrographer of Pakistan, the CBC decided to hold the 6<sup>th</sup> meeting in Karachi, Pakistan, along with the 3<sup>rd</sup> Meeting of the RSAHC and the ENC/ECDIS Technical Workshop for RSAHC. The tentative dates will be the last week of May. The hosts will be asked to adjust the programme so that the CBC meeting comes at the end of the sequence, probably closing on 29 May.

The Korean representative proposed Seoul (Korea) as an alternative and offered this location for the 7<sup>th</sup> CBC Meeting (2009), which was accepted by the Committee.

Letters will be sent to Pakistan and the Republic of Korea to thank them for their kind offers.

## **10. Nomination of Vice Chairman**

The Chairman recalled that Captain Mike Barritt, the Vice Chairman of the CBC, was leaving his post at the UKHO and therefore was no longer available to stand as Vice Chairman of the CBC, and a new Vice Chairman was required. He stressed that the newly nominated Vice Chairman should be in a position to devote considerable time to perform his duties.

Mr. Janis Krastins, the Latvian Hydrographer, was elected Vice Chairman of the Capacity Building Committee.

Considering that the new Vice Chairman may not have the same availability as the former Vice Chairman, the CBC members requested the CBC Chairman to seek from the IHB Directing Committee a stronger involvement of the CBC Secretary, Captain Bermejo in the work of the Committee, relieving him of some commitments that may impede him from allocating the required time to CBC business.

## **11. Closure**

The meeting adjourned at 1330, on 07 June 2007.

## ANNEX 1. LIST OF CBC MEMBERS ATTENDING THE MEETING

Name	E-mail
Capt. H. GORZIGLIA Chairman (IHB)	<a href="mailto:hgorziglia@ihb.mc">hgorziglia@ihb.mc</a>
Capt. M. BARRITT Vice-Chairman (UK)	<a href="mailto:mike.barritt@ukho.gov.uk">mike.barritt@ukho.gov.uk</a>
AUSTRALIA Capt. R. NAIRN	<a href="mailto:international.relations@hydro.gov.au">international.relations@hydro.gov.au</a>
BRAZIL Mr. W. CAVALHEIRO	<a href="mailto:wesley.cavalheiro@dhn.mar.mil.br">wesley.cavalheiro@dhn.mar.mil.br</a>
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GERMANY Mr. T. DEHLING	<a href="mailto:dehling@bsh.de">dehling@bsh.de</a>
INDIA Cdr. V. BADHWAR	<a href="mailto:incho@dataone.in">incho@dataone.in</a>
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USA Cdr. B. D. CONNON	<a href="mailto:brian.connon@navy.mil">brian.connon@navy.mil</a>
Capt. F. BERMEJO Secretary (IHB)	<a href="mailto:fbermejo@ihb.mc">fbermejo@ihb.mc</a>



## ANNEXE 2

## IHO CAPACITY BUILDING MANAGEMENT PLAN (As approved by IHOCBC5 June 2007)

Order, Priority, or status	Sponsor RHC	Country/Countries	Project/ Assistance required	Response	Date/ Cost	Allocation	Benefits
<b>ACTIVITIES APPROVED FOR 2007 BY CBC4</b>							
	CBC	All MS	Develop TORs for consultant to produce guidelines for project development and submission. Consultancy hire.	<u>Funding</u> Travel and subsistence. Consultancy	AUS will produce TORs. € 5k € 7k	€ 13k <b>€13k unspent.</b>	Facilitates IHOCBC efforts to secure substantial WB project funding.
To be held in Jun 07	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)  Venue - CMI, Jamaica (no cost).	<u>Funding</u> a. Travel and subsistence for 10 students.  b. Lecturers to be provided by CPRNW. Funding may be required.	a. T € 2k S € 10k (UK will fund students from OTs)  b. € 3k € 3.5k	€ 18.5k	Early follow up to Technical Visits and identification of national co-ordinators. <b>Phase 1 Capability increase. Risk Reduction</b> + Potential to reduce risk on international and regional routes and in port approaches.
<b>Planning in progress</b>	MACHC, SEPHC, SWAtHC	Up to 6 candidates	Support participation of technical staff in the Workshop on Development of Standard Operating Procedures for MBES Hydrographic surveys	<u>Funding</u> Travel and subsistence for 6 attendees.	€ 9k <b>€10k proposed in IHO WP for 2008.</b>	<b>[CB Funds available €123.3k]</b> €10k	

To be held in last quarter 07	SEPHC	Chile Colombia Ecuador Peru  (Project also open to other countries. Mozambique to be included.) Argentina, Brazil, Uruguay	Workshop on Fluvial Hydrographic Survey hosted by the Servicio de Hidrografia y Navegacion de la Amazonia del Peru, Iquitos, PERU	<b>Funding</b> a. Travel and subsistence funding (4 days in country) for 2 well known invited experts and one participant of each country with hydrographic background. Plus logistics.	€ 5.5k  € 2.5k  Additional €3.5k	€113.3k  € 8k  € 3.5k	<b>Opportunities</b> + Improve methodologies used in river surveys. + Determine hydrographic survey periodicity in rivers + Improve availability of charts + establish standards to conduct hydrographic surveys in rivers <b>Risk reduction</b> + Potential to reduce navigation and pollution risks in rivers
To be held in last quarter 07	SAIHC	Angola, Kenya, Malawi, Madagascar, Mauritius, Mozambique, Namibia, RSA, Seychelles, Tanzania, Uganda	CPRNW Training Course (5 days)  Venue - Maputo at no cost.	<b>Funding</b> a. Travel and subsistence for 11 students. Host country may take additional places.  b. Lecturers to be provided by CPRNW. Funding may be required.	T €25k S €11k  €4-5k	€35k	<b>Phase 1 Capability increase through empowerment of national co-ordinators. INCREASED SAFETY IN NATIONAL WATERS.</b>
<b>Complete</b>	SAIHC	Kenya	Advice for development of prioritised national survey plan.	<b>Funding</b> Travel and subsistence for 2 week visit by surveyor with appropriate experience.	T €2.5k S €2k	€ 4.5k Out-turn €3.7k	<b>Phase 2 Capability increase.</b>
<b>Complete</b>	SAIHC	Madagascar	Advice for development of prioritised national survey plan.	<b>Funding</b> Travel and subsistence for 2 week visit by surveyor with appropriate assistance.	T €2.5k S €2k	€ 4.5k Out-turn €1.8k	<b>Phase 2 Capability increase.</b>

	SAIHC	Mauritius	Advice for development of prioritised national survey plan.	<b>Funding</b> Travel and subsistence for 2 week visit by surveyor with appropriate assistance. <b>India will conduct.</b>	T €2.5k S €2k	€ 4.5k  <b>Liaison underway.</b>	<b>Phase 2 Capability increase.</b>
<b>Complete</b>	SAIHC	Mozambique	Advice for development of prioritised national survey plan.	<b>Funding</b> Travel and subsistence for 2 week visit by surveyor with appropriate experience.	T €2.5k S €2k	€ 4.5k <b>Out-turn €3.7k</b>	<b>Phase 2 Capability increase.</b>
<b>Complete</b>	SAIHC	Tanzania	Advice for development of prioritised national survey plan.	<b>Funding</b> Travel and subsistence for 2 week visit by surveyor with appropriate experience.	T €2.5k S €2k	€ 4.5k <b>Out-turn €3.7k</b>	<b>Phase 2 Capability increase.</b>
<b>Complete</b>	NIOHC RSAHC	<del>Egypt, Sudan, Djibouti, Iran, Kuwait, and Qatar. Possibly also Eritrea and Yemen.</del>	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.	€25k <b>Out-turn €7.7k</b>	Raise <b>awareness</b> at governmental level, and prepare way for Phase 1 Technical Workshop.
To be held in last quarter 07	RSAHC NIOHC	Djibouti, Egypt, Eritrea, Saudi Arabia, Sudan, Yemen	Technical Workshop on Phase 1 Capacity.  Venue: Jeddah – no cost.	<b>Funding</b> a. Lecturers and facilities (tbc). b. Travel and subsistence for 6-12 students.	a. Met by MS contributions. b. €12k.	a. UK and India. €12k.	<b>Phase 1 Capability increase.</b> <b>Risk Reduction</b> + Potential to reduce risk on international and regional routes and in port approaches.

<b>NIOHC priority candidates shown</b>	<b>NIOHC plus 3 other RHCs</b>	Thailand(1), Sri Lanka(2), Myanmar(3), Saudi Arabia(4) Syria, Lithuania, Ukraine, Turkey	Attendance at MBES Course in either Norway (BSHC, MBSHC) or Australia ( NIOHC, EAHC)	Travel and subsistence	Thailand, Myanmar and KSA must submit applications.	€110k €24k Thailand, Sri Lanka and Myanmar. KSA only if no EAHC submissions.	<b>Phase 2 Capability increase for conduct or oversight of MBES surveys.</b>
<b>Complete</b>	<b>SWPHC</b>	Tonga, Samoa/ Tokelau.	Technical Visit to raise awareness of hydrography, and to advise on implementation of Phase 1 capability, including GMDSS.	<b>Advice</b> a. Senior hydrographic specialist and a GMDSS specialist to visit all countries.	/€4k for Tonga, Samoa/ Tokelau	€4k <b>Out-turn €7</b>	<b>Phase 1 Capability increase.</b>
<b>Priority 1 for late submission to CBC5 ACCEPTED IN PRINCIPLE, SUBJECT TO CONFIRMATION FROM RHC</b>	<b>MACHC</b>	Belize, Guatemala, Honduras	Support to GOH Project a) Availability of further expert pre- and post-survey advice. Adviser available from USA. b) Mobile team deployment to be pursued bilaterally with USA.	<b>Funding</b> a. T&S	€6k	€110k €6k	<b>Phase 2 Capability increase. Risk Reduction</b> + Potential to reduce risk on international and regional routes and in port approaches. + Protection of MBRS
<b>Priority 2 for late submission to CBC5 TO BE SENT BACK TO RHC FOR STUDY</b>	<b>MACHC</b>	Antigua and Barbuda, Jamaica, St Kitts & Nevis	Advice for development of prioritised national survey plan as recommended in technical visit report.	<b>Funding</b> Travel and subsistence for 1 week visit to each country by surveyor with appropriate planning experience. <b>UK is considering funding and undertaking this assistance in 2007.</b>	€7k if not offered by UK.  <b>UK proposes €8.2k T&amp;S total.</b>	<b>Further information needed from MACHC.</b>	<b>Phase 2 Capability increase. Risk Reduction</b> + Potential to reduce risk on international and regional routes and in port approaches.



Priority 3 for late submission to CBC5 NOT APPROVED, as the CBFund does not fund purchase of equipment.	MACHC	Jamaica	DCSS for Hydrographic Survey Unit, including training package.	<u>Advice</u> Technical advice on selection from Brazil. <u>Funding</u>	€40k	€104k CBC requires further evaluation of regional survey team concept.  CBC also constrained by TR 3.	Phase 2 Capability increase. Including build up of capability for a regional mobile survey team. <b>Risk Reduction</b> + Potential to reduce risk in port approaches.
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**CANDIDATE ACTIVITIES TO BE CONSIDERED FOR 2008**

APPROVED in principle, subject to the provision of complete information	MACHC	Mexico, Cuba, Venezuela, Colombia	1 week MBES on job training course to be conducted by Brazil in first quarter.	<u>Funding</u> Travel and subsistence for 4 students.	€12k	[CB Funds available €178,0k + 104 = €282k] €12k but more information on content needed from MACHC.	
APPROVED in principle, subject to the provision of complete information	MACHC	Belize, Brazil, El Salvador, Honduras, Guatemala, Guyana, Jamaica, Trinidad & Tobago	2-week ENC production course to be conducted by Venezuela in the third quarter.	<u>Funding</u> Travel and subsistence for 8 students.	€16k	More information on content and translation needed from MACHC.	

Postponed for consideration when working 2009 WP	MACHC	Belize, El Salvador, Honduras, Guatemala, Guyana, Jamaica, Trinidad & Tobago	2-week training course on planning and control of hydrographic surveys to be conducted by Venezuela.	<u>Funding</u> Travel and subsistence for 7 students.	€14k	€270k More information on content and translation needed from MACHC.	
APPROVED in principle, subject to the provision of complete information	SWATHC	All SWATHC countries (3)	Technical support in development of regional plan.	<u>Funding</u> Travel and subsistence	€5k	€5k subject to elaboration by SWATHC.	
Candidate Item for 2008, shown in IHO WP APPROVED in principle, subject to the provision of complete information	SEPHC	All SEPHC MS (5)	Workshop on site development for publishing data exchanged at regional level.	<u>Funding</u> Travel and subsistence	T €-k S €-k €10k proposed in IHO WP.	€265k More information required from SEPHC.	Regional co-ordination and Phase 3 Capability increase.
APPROVED	MBSHC	To be confirmed (S-55 suggests Albania, Algeria, Bosnia-Herzegovina, Egypt, Georgia, Israel, Lebanon, Libya, Morocco and Syria as candidates).	CPRNW MSI/GMDSS Training Course (5 days)	a. Lecturers from CPRNW and MBSHC MS. b. Travel and subsistence for up to 12? students	a. T €-k S €-k b. T €-k S €-k €20k proposed in IHO WP.	€20k	Phase 1 Capability increase through empowerment of national co-ordinators. INCREASED SAFETY IN NATIONAL WATERS.

APPROVED	MBSHC	Israel, Lebanon, Libya, Syria	Technical Visits <b>Should take place before CPRNW Workshop.</b>	Travel and subsistence for 2 man Visit Team from MBSHC MS (volunteers to be identified).	T €-k S €-k	€245k €10k MBSHC to develop at Oct meeting.	Raise awareness at governmental level, and prepare way for Phase 1 Technical Workshop.
APPROVED	EAHC	All W African coastal states in EAHC	Basic Practical Hydrographic Survey Course. (Using Nicaragua model)	<b>Funding</b> Travel and subsistence	€15k proposed in IHO WP.	More information required from EAHC.	
NOT APPROVED	EAHC	(1) Benin  (2) Gambia, Guinea, Senegal	(1) Cat A Hydrographic Course for one candidate, and basic hydrographic training in country (numbers to be determined). (2) Cat B Hydrographic Course for one candidate.	<b>Funding</b> a. Course fees? b. T&S? c. Lecturer and facilities for in country training?		Replaced by line above.	Phase 1 and 2 Capability increase.
APPROVED	EAHC	Guinea-Bissau	Expert advice for evaluation of contract proposals and oversight of out-sourced surveys.	<b>Advice</b> Portugal will provide adviser. <b>Funding</b> T&S	€?	€235k  €7.5k	<b>Risk Reduction</b> Delivery of data fit for charting purposes.
NOT APPROVED	EAHC	Cameroon	High-speed Internet access for MSI coordination	<b>Funding</b> €?		More information required from EAHC, including possibility of implementing a regional system.	<b>Phase 1 Capability increase.</b> Improved communication with national agencies and with NAVAREA II and charting HOs.

Postponed till the need arises	EAIHC	18 countries between Strait of Gibraltar and River Congo	IHO Hydro West Africa Project: - Project CHARMER	<u>Project Management</u> Input to definition study (IHB and MS); assistance with prioritised survey plans.	€5k allocated in 2006	France to update bid and provide detail of application of funding.	
Postponed till the need arises	SAIHC	Comoros, Kenya, Madagascar, Mauritius, Mozambique, Seychelles, S Africa, Tanzania	WB GEF West Indian Ocean Marine Highway Project	<u>Advice</u> a. Input to Project management on capacity building and training issues (MS input).	NO CBF INPUT AT THIS TIME?	€227.5k	
APPROVED	SAIHC	Angola	Advice for development of prioritised national survey plan.	<u>Funding</u> Travel and subsistence for 2 week visit by appropriately experienced surveyor with appropriate assistance.	€4.5k from €20k proposed in IHO WP.	€4.5k	Phase 2 Capability increase.
APPROVED	SAIHC	Malawi	Follow up advisory visit to consider management of national hydrographic unit, following end of ICEIDA project.	<u>Funding</u> Travel and subsistence for 1 week visit, possibly associated with SAIHC meeting in Malawi. Adviser from ??.	€4.5k from €20k proposed in IHO WP.	€4.5k	Phase 1, 2 and 3 Capability increase.
APPROVED	SAIHC	Namibia	Advice for development of prioritised national survey plan.	<u>Funding</u> Travel and subsistence for 1 week visit, possibly associated with SAIHC meeting in Malawi. Adviser from ??.	€4.5k from €20k proposed in IHO WP.	€4.5k	Phase 1, 2 and 3 Capability increase.

APPROVED	RSAHC	All RSAHC countries (8)	In region seminar on port and shallow water surveys.	<b>Funding</b> a. Lecturers and facilities (tbc). b. Travel and subsistence for ? students.	€10k proposed in IHO WP.	€214k €10k	
Postponed for consideration when working 2009 WP	RSAHC	Bahrain, Iran, Kuwait and Qatar	Technical Workshop on INT charts and scheming <b>CSPCWG to be requested to assist.</b>	<b>Funding</b> a. Lecturers and facilities (tbc). b. Travel and subsistence for 6-12 students.		More information needed from RSAHC.	
APPROVED THIS WAS PLANNED FOR 2007 BUT SHALL TAKE PLACE 2008	RSAHC	Oman, Qatar, Saudi Arabia, Kuwait, Iran	Technical Workshop on ENC + ECDIS <b>For additional justification see Annex 5 to CBC5-08.</b>	<b>Funding</b> a. Lecturers and facilities (tbc). b. Travel and subsistence for 5 students.	T €1.5k S €5k	€204k a. Venue in Pakistan. b. €6.5k	
APPROVED	NIOHC	Jordan, Maldives, Oman, Sri Lanka, Sudan, Yemen.	CPRNW Training Course Venue - Goa	a. Lecturers from CPRNW. b. Travel and subsistence for 6 participants	a. T&S for lecturers: €5k. b. €10k. <b>€20k proposed in IHO WP.</b>	€197.5k €20k	<b>Phase 1 Capability increase.</b> Facilitate GMDSS implementation. <b>Risk Reduction</b> Improved warnings to shipping.

APPROVED	NIOHC	Seychelles (1), Denis and other N islets)	Regional survey team operations (Up to 8 personnel to supplement Seychelles CG; contributions from Bangladesh, India and Pakistan, and US FST monitor). Last quarter 2007. Lead: Pakistan.	a. Travel and subsistence for 14 day deployment.  b. Transport of equipment	a. T&S: €20k (at €400 per head for T, and S at UN per diem of €150 for 14 days)  b. €10k	€177.5k  €30k	Phase 2 Capability increase for region as well as individual countries.
APPROVED	NIOHC	Bangladesh (2), Myanmar (2), Saudi Arabia (2), Seychelles (1), Sri Lanka (1)	<b>Training:</b> Cat. A hydrography in India.	Travel	T: €3.2k	€147.5k  €3.2k	Phase 2 Capability increase
APPROVED	NIOHC	Bangladesh (2), Myanmar (2), Saudi Arabia (2), Seychelles (1), Sri Lanka (2)	<b>Training:</b> Cat. B hydrography in India.	Travel	T: €3.6k	€3.6k	Phase 2 Capability increase
Postponed for consideration when working 2009 WP To be sent to RHC for re evaluation	NIOHC	Bangladesh, Myanmar (1-2) + 7	<b>Training:</b> 5 week ENC production course, delivered in region by UK in first quarter 2008	Travel and subsistence (based on course delivery in Malaysia)	T: €4k S: €82k (at UN per diem of \$165 for 35 days)	€140.7k  Further development required, including confirmation of demand.	Phase 3 Capability increase
APPROVED	NIOHC	Oman (2)	<b>Training:</b> 2 week ENC OJT in Pakistan	Travel and subsistence	T: €0.8k S: €4.6k (at UN per diem \$211)	€6k	Phase 3 Capability increase

<b>APPROVED</b>	NIOHC	<b>For candidates not allocated places in Australia</b>	Technical Workshop in region on MBES (Goa, India)	<b>Funding:</b> a.. Travel of students.	a. € 800 ?	€2k for 1 student	<b>Phase 2 Capability increase for conduct or oversight of MBES surveys.</b>
<b>APPROVED</b>	EAHC	All EAHC MS (9)	4 day course on QA of MBES hydrographic surveying and post processing.	<b>Funding</b> a. Students' fees. b. Accommodation costs.	a. €8.9k b. €3.6k	€132.7k €12.5k	
<b>APPROVED</b>	EAHC	All EAHC MS (9)	3 day course on QA of ENC production.	<b>Funding</b> a. Students' fees. b. Accommodation costs.	a. €6k b. €2.7k	€8.7k	
<b>Postponed till the need arises</b>	EAHC	Indonesia, Malaysia, Singapore	WB/IMO MEH Project Seminar (tbc)	<b>Advice</b> a. Input to PSC on technical standards (IHB).	€10k proposed in IHO WP.	€111.5k IHB and EAHC to advise on requirement.	
<b>APPROVED FIJI AND PNG, REST TO BE CONSIDERED AT A LATER DATE</b>	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.	<b>Advice</b> a. Senior hydrographic specialist and a GMDSS specialist to visit all countries.	€20k proposed in IHO WP.	€20k	<b>Phase 1 Capability increase.</b>
<b>2009 subject to progress with technical visits</b>	SWPHC	12 regional states.	IHB Seminar for NHC Chairmen	<b>Funding</b> Travel and subsistence for 12 participants	€20k		<b>Phase 1 Capability increase.</b>

2009 subject to progress with technical visits	SWPHC	SW Pacific Island States	Technical Advisory Visits to assist in development of prioritised national survey plan.	<u>Advice</u> a. Senior hydrographic specialist.			<b>Phase 1 Capability increase.</b>
Postponed till the need arises	HCA	Any IHO MS with spare capacity which does not have the means to deploy survey personnel or equipment to Antarctica (IHO CL 15/07).	Enhancement of resources for the HCA Prioritised Survey Plan through the deployment in MS surveying ships, research ships or ships of opportunity of: a. trained surveyors; b. additional equipment, especially portable echo sounders and sidescan sonar.	<u>Funding</u> a. T Travel routes and opportunities to be assessed with host MS, COMNAP and IAATO. b. Host MS to specify any daily subsistence costs. Transport of equipment. Transport routes and opportunities to be assessed with host MS, COMNAP and IAATO.	a. T €7k S €7k b. €7k	€91.5k	<b>Phase 2 Capability increase.</b> Increases potential for output of survey activity in HCA/INT Chart Region M. <b>Risk Reduction</b> Increases data for chart coverage in Region M.



**CANDIDATES ACTIVITIES NEEDING APPLICANTS' ACTION**

2008?	SWPHC	PNG	Technical Visit to advise on establishment of a hydrographic service.	<b>Advice</b> a. Senior hydrographic specialist.		Refer to SWPHC for analysis	
2008?	SWPHC	Fiji	(1) Hydrographic training course. (2) Secondment of hydrographic adviser.	<b>Funding</b> To be specified. <b>Advice</b> a. Senior hydrographic specialist.		Refer to SWPHC for analysis	

**ACTIVITIES COMPLETED / HISTORICAL RECORD**

Order or Priority	Sponsor RHC	Country/Countries	Project/ Assistance required	Response	Date / Budget	Final Cost	Comments/Results
2005							
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.	<b>Advice</b> 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	
3/2005	MACHC, SEPHC and SWAtHC	States of the regions	MBES Course	<u>Training</u> 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	<u>Training</u> 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.	<u>Advice</u> IHB high level visits	Feb/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 (Appropriately experienced 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 to 2006 )
<b>2006</b>							
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 (Appropriately experienced surveyor from MACHC MS) to make an assessment for definition of pilot phase survey and to train points of contact. IHB visit.	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.
Will not take place in 2007	MACHC	<del>Dominican Republic, Suriname, Costa-Rica, and Honduras</del>	Technical Visit  Costa Rica will be visited during FIG IV meeting in Nov 07.		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. In progress b. 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 €16.9k	Phase 1 Capability increase.

Complete	MACHC	Nicaragua	Training Course in basic practical surveying	<b>Funding</b> Conduct of 3 week course (lecturer, materials, travel).	€7k	€7k Out-turn €7k	FIG/IHO Advisory Board support. Future potential as sub-regional course. Develop prototype generic course? <b>Phase 1 Capability increase.</b>
Complete	MACHC	12 regional states	IHB Seminar for NHC Chairmen, to be held in Acapulco (Mexico)	<b>Funding</b> a. Lecturers (tbc) b. Travel and subsistence for 12 participants	Acapulco October 2006 €20k	€20k Out-turn €10.1	
Complete	SEPHC	Chile Colombia Ecuador Peru (Project also open to other countries. )	ENC Workshop hosted by the Servicio Hidrográfico y Oceanográfico de la Armada (SHOA) in Valparaíso, Chile	<b>Funding</b> 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	€7k Out-turn €4.3k	<b>Opportunities</b> + Increase ENC availability. + Improve standardization and processes of validation and encryption + Possibilities of regional RENC establishment Risk reduction + Potential to reduce risk on regional routes and in approaches to ports.
Complete	BSHC	Estonia, Latvia, Lithuania	Technical Visit	<b>IHB visit.</b>	July 2006 Included in the IHO WP Covered by IHO budget.		Raise awareness at governmental level, and prepare way for Phase 1 Technical Workshop.
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.
Complete	RSAHC EAHC	States of the regions (Pakistan, ROK)	MBES Course	<b>Funding</b> Travel and subsistence for 6 participants	€20k	€20k Out-turn €21k	Phase 2 Capability increase for conduct or oversight of MBES surveys.
Complete	NIOHC RSAHC	Eritrea, Saudi Arabia and Yemen	Technical Visit, to include contact with PERSGA national representatives.	IHB visit.	Covered by IHO budget.	[Under-spend €4.7k]	Raise awareness at governmental level, and prepare way for Phase 1 Technical Workshop.



## ANNEX 3

## ACTION LIST

Item	Action	Dead line	Responsible	Comment
1	Distribution of Minutes to all Participants	30JUN07	Chairman + Secretary	DONE 15 JUN 07
2	Comments on Minutes to the Secretary	20JUL07	ALL	
3	Issue CL to MS reporting on 5 <sup>th</sup> CBC Meeting, including the distribution of Final Minutes. Covering Letter shall highlight: a) Updated 2007 CBWP b) 2008 CBWP c) Rol of RHCs in the process d) Submission format and content (based on EAHC and others examples)	01AUG07	Chairman	Letter d) should be considered as a transitory model until CBC finalizes its work of defining a format.
4	Letters to be written: a) To Latvian Authorities thanking for having hosted the 5 <sup>th</sup> CBC Meeting	15 JUN 07	Chairman	Done 11 JUN 07
	b) to the IHB to request inclusion of CB as a specific topic for Hydrography Day 2008. Text to be prepared by Chair and Vice Chair and submitted to IHB.	15 JUN 07 01 FEB 08	Chairman Chairman + Vice Chairman	Done 11 JUN 07
	c) to invite SHOM to inform the EAHC Chairman about the availability of historical data of reefs and islets of the South China Sea.	10 JUL 07	Chairman	DONE 18 JUN 07
	d) to individual RHCs to seek clarification on their requests and to inform them about the CBC decisions on projects submitted. <i>Make reference to the format used by the EAHC and other examples for submission of projects.</i>	10 JUL 07	Chairman	IN PROCESS
	e) to the NIOHC Chairman to seek information on the progress in the organization of the Technical Workshop to be held in Jeddah, in November 2007	15 JUN 07	Chairman	Done 11 JUN 07
	f) to the Peruvian Hydrographer to seek information on the progress in the organization of the Course on Fluvial Hydrography to be held in Iquitos, in November 2007.	15 JUN 07	Chairman	Done 11 JUN 07
	g) to the relevant IHO Committees and WGs requesting to develop presentations for the delivery of short courses/seminars on topics of their responsibility similar to the initiative adopted by the CPRNW, that responds to the strategic nature of CB defined by IHO at XVII IHC	10 JUL 07	Chairman	DONE 18 JUN 07
	h) to the MACHC Chairman requesting more information about the Gulf of Honduras project to justify the future support from CBC and about the status of the interest of Belize, Honduras, Suriname and Dominican Republic to receive an IHO technical visit.	10 JUL 07	Chairman Brazil	IN PROCESS

	i) to all beneficiaries RHCs in the last three years, requesting feedback information on the effects and follow up of the support so far provided by the CBC in their regions	10 JUL 07	Chairman	DONE 02 JUL 07
5	Upload the Draft Guidelines (Document presented by Australia) in the IHO Web page. Inform RHCs and ask for feedback.	30JUN07	Chairman + Australia Secretary	Australia will continue to further develop the document with the support of a consultant funded by Australia
6	Harmonize the CBC ToRs, CBC Strategic Paper and IHO Resolution T 6. mainly concerning the interpretation that CBFund could fund purchase of equipment	Report to CBC6 MAY08	Chairman Secretary	
7	Study the decision of the XVII IHC as regard to Proposal 18 and provide CBC Members with an orientation on how the subject could be dealt with. CBC Members to provide feedback. Chairman to adopt the necessary measures in line with adopted procedure. Report on this and provide a working document to CBC6.	01SEP07  01OCT07 10OCT07  MAY08	Chairman  ALL Chairman  To be determined	
8	To develop PROC 1 "Procedure and model for submitting a requests of support to the CBC".	01JUL07	Chairman	IN PROCESS
9	To develop PROC 2 " Procedure to be followed by RHCs before submitting requests of support to the CBC".	01SEP07	USA (Connon) and volunteers.	
10	To develop PROC 3 " Reviewing process to be followed by the IHB, prior to include request in the Draft Management Plan".	01JUL07	Chairman	IN PROCESS
11	To develop PROC 4 " Procedure to be followed by the CBC when considering submission requesting support".	01OCT07	France (Laporte) + Australia (Nairn)	
12	To develop PROC 5 "Procedure for performance assessment". This includes the study and development of the existing Tables of Performance Indicators discussed.	01NOV07	Latvia (Krastins) + Germany (Dehling)	
13	Letter of thanks to Pakistan, confirming the acceptance of the CBC to have the CBC6 in Pakistan, recommending be the last 2 days.	15JUN07	Chairman	DONE 04 JUL 07
14	Letter to the Republic of Korea, thanking them to offer to host the 7 <sup>th</sup> meeting (2009) and being an alternate location for the 6 <sup>th</sup> meeting.	15 JUN 07	Chairman	DONE 04 JUL 07

Note: the outcome of the work identified under Items 8 to 12 shall be circulated to all CBC Members and enter into force as soon as the CBC agrees on the procedures proposed by the responsible of its development.



## ANNEX 4.

**APPROVED CAPACITY BUILDING WORK PROGRAMME FOR 2007  
UPDATED AT THE 5<sup>TH</sup> CBC Meeting**

<b>Action</b>	<b>Activity</b>	<b>Draft Financial implication and Planning Figures</b>
<b>CBC</b>	5th Capacity Building Committee Meeting to be held in June, in Riga, hosted by Latvia.	Covered by IHO normal approved operational budget.
<b>CBC</b>	Development of guidelines for project development and submission.	No funding required. from CBF (contribution from Australia)
<b>MACHC</b>	CPRNW Training Course, (5 days) first quarter (19 to 21 June) , for 10 students. Antigua, Bahamas, Barbados, Dominica, Grenada, Jamaica, St Kitts, St Lucia, St Vincent, Trinidad, Anguilla, BVI, Cayman Is., Montserrat, TCI. In Jamaica,	Travel, subsistence and lectures (tbd) (UK to fund students OTs) 18,500 euros from CBF
<b>SEPHC</b>	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) (14 to 16 November)	Travel, subsistence and lecturers 8,000 euros from CBF
<b>SAIHC</b>	CPRNW Training Course (5 days) last quarter, 12 students, Angola, Comoros, Kenya, Malawi, Madagascar, Mauritius, Mozambique, Namibia, RSA, Seychelles, Tanzania, Uganda. Hosted by Mozambique( facilities at no cost) (13 to 15 November)	Travel, subsistence and lecturers 35,000 euros from CBF
<b>SAIHC</b>	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
<b>NIOHC RSAHC</b>	Technical Visits to be paid by IHB: a) ROPME Sea Area HC & NIOHC AT technical visit including Egypt, Sudan, Djibouti, Iran, Kuwait, Oman , Saudi Arabia 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.	a) Covered by IHO normal approved operational budget plus 25,000 euros from CBFund.
<b>RSAHC NIOHC</b>	Technical Workshop on Phase 1 Capacity. Last half of 2007 (November). Djibouti, Egypt, Eritrea, Saudi Arabia, Sudan, Yemen. 6 to 12 students in Jeddah.	Lecturers and facilities met by UK and India . Travel and subsistence 12,000 euros from CBFund
<b>BSHC, EAHC MBSHC, NIOHC</b>	Support attendance of some participants from BSHC, MBSHC, EAHC and NIOHC to assist Multibeam Course in Norway and Australia, respectively, March and November.	8 participants: 24,000 euros from CBFund
<b>SWPHC</b>	Technical Visit by Senior hydrographic specialist and a GMDSS specialist to Tonga, Samoa and Tokelau.	Support to travel and subsistence 4,000 euros from CBFund
<b>MACHC, SEPHC, SWATHC</b>	Support participation to the Workshop on Development of Standard Operational procedures for Multibeam Hydrographic Surveys	Support up to 6 technical staff 10,000 euros from CBFund

<b>SWAtHC</b>	Support of three persons one from each member of the SWAtHC to attend the Fluvial Hydrographic Survey Workshop in Peru.	Support up to 3 technical staff 3500 euros from CBFund
<b>MACHC</b>	Support to the development of Gulf of Honduras project. Provision of expert advice to the hydrographic survey phase to Belize, Guatemala and Honduras	Travel and per-diem 6000 euros from CBFund

Resources needed from CBFund = **168,500 euros**

## ANNEX 5

## APPROVED CAPACITY BUILDING WORK PROGRAMME FOR 2008

<b>Program 2 Capacity Building</b>			
<b>Element 2.1 Capacity Building Management</b>			
		<b>Finances</b>	<b>Responsible</b>
<b>Task 2.1.1</b>	<b>IHO Capacity Building Committee (IHOCBC)</b> The 6 <sup>th</sup> Meeting to take place probably in Pakistan May/ Jun 2008.	IHO budget	Chair
<b>Task 2.1.2</b>	<b>Capacity Building Fund (CBFund)</b> Contribute to the IHB in the Administration of the Fund, report after the 6 <sup>th</sup> CBC Meeting to IHB on outcome.	None	Chair Vice Chair
<b>Task 2.1.3</b>	<b>Meetings with other organizations, funding agencies, private sector and academia.</b> To define institutions to be visited.	IHO budget	Chair
<b>Task 2.1.4</b>	<b>IHO Capacity Building Strategy.</b> Review the IHO CB Strategy and update it as required	None	Vice Chair with a task team
<b>Task 2.1.5</b>	<b>Capacity Building Work Program (CBWP).</b> Review and update the 2008 WP and develop and propose 2009 WP during CBC6 Meeting.	None	All
<b>Task 2.1.6</b>	<b>Follow-up of CB activities and initiatives.</b> Control CB WP and study and establish a procedure to assess the benefit of such activities and initiatives	None	All
<b>Element 2.2 Capacity Building Assessment</b>			
		<b>Euros</b>	<b>Responsible</b>
<b>Task 2.2.1</b>	<b>Technical and Advisory Visits.</b> General Support to be provided by IHB  SWPHC (Technical Visits to Fiji and PNG to be confirmed by SWPHC) SAIHC (Advisory Visits to Angola, Malawi and Namibia to be confirmed by SAIHC) EAHC (Assessment to Guinea Bissau to be confirmed by EAHC) MBSHC (Technical visit to Israel, Lebanon, Libya and Syria to be confirmed by MBSHC)	IHO budget  20,000 13,500 7,500 10,000	IHB + Chairs  Chair RHC* Chair RHC* Chair RHC* Chair RHC*
<b>Task 2.2.2</b>	<b>S-55 Status of Hydrographic Surveying and Nautical Charting Worldwide</b> Continue efforts to complete S-55 and to keep data updated.	None	Chair + IHB
<b>Task 2.2.3</b>	<b>Assessment procedures.</b> To establish procedures for assessing hydrographic, cartographic and safety of navigation status.	None	VC + task team
<b>Element 2.3 Capacity Building Provision</b>			
		<b>Euros</b>	<b>Responsible</b>
<b>Task 2.3.1</b>	<b>Raise Awareness on the Importance of Hydrography.</b> Support this general IHO task when ever technical visits are conducted.	None	All
<b>Task 2.3.2</b>	<b>Technical Workshops, Seminars, Short Courses.</b> Support for General Organization  - MSI Technical Training Course (MBSHC and NIOHC) - MB Course in Brazil (MACHC)	IHO budget  40,000 12,000	IHB + Chair  RHC Chairs

	- Regional Data Exchange Workshop (SEPHC)	10,000	RHC Chair + Brazil**
	- ENC Production Course (MACHC)	16,000	RHC Chair + Venezuela**
	- Workshop on Port and Shallow Water surveys, S-44 (RSAHC)	10,000	RHC Chair**
	- Technical support in developing regional hydro-cartographic plan (SWAtHC)	5,000	RHC Chair**
	- WB/IMO MEH Project Seminar (to be confirmed) (EAHC)	10,000	IHB/RHC
	- Conduct of Basic Practical Hydrographic Survey Course (EAHC)	15,000	RHC Chair**
	- Regional Survey Team operations in Seychelles area (NIOHC)	30,000	RHC Chair**
	- Support to attend course Cat A and Cat B. Bangladesh (2/2); Myanmar (2/2); Saudi Arabia (2/2); Seychelles (1/1); Sri Lanka (1/2) (NIOHC)	6,800	RHC Chair
	- Support to Oman for on the job training on ENC in Pakistan (NIOHC)	6,000	RHC Chair
	- Support for one person to attend technical workshop in India on MBES (NIOHC)	2,000	RHC Chair
	- Support 9 students fee and accommodation for QA course on MBES hydrographic surveying and post processing (EAHC)	12,500	RHC Chair
	- Support 9 student fee and accommodation for QA course on ENC Production (EAHC)	8,700	RHC Chair
<b>Task 2.3.3</b>	<b>Hydrographic and Nautical Cartography Courses.</b> Contribute with the IAB to the establishment of training facilities and delivery of courses.	None	Chair
<b>Task 2.3.4</b>	<b>On the Job Training (ashore / on board)</b> Investigate on the job training existing opportunities.	None	Chair
<b>Task 2.3.5</b>	<b>Marine/Maritime Projects.</b> Provide guidance upon request to ensure that marine/maritime projects include a CB component on hydrography, cartography and MSI aspects.	None	Chair
<b>Task 2.3.6</b>	<b>Bilateral agreements.</b> To study, develop and propose IHO transition procedures that could be adopted by countries with developing hydrographic capabilities for the provision of hydrographic services in accordance to SOLAS V.	None	VChair + Task team

**Note (\*)** = The CBC Chairman has been tasked to enquire confirmation from the RHCs Chairman.

**Note (\*\*)** = The CBC considers these activities as approved, in principle. Confirmation shall be granted provided that further details and information are provided to the CBC Chairman, as the Committee found that supporting information provided where not sufficient to firmly approve the submissions. The CBC Chairman will request this additional information and adopt the required action, upon receiving reply from the relevant RHCs.

**CBFUND Contribution to the WP = 235,000 euros.**

**2008 CBFund Normal Budget : 178,000**

**From not expended in previous years : 57,000**

## CAPACITY BUILDING COMMITTEE

## PROCEDURE 1

<b>PROCEDURE AND MODEL FOR SUBMITTING REQUEST FOR SUPPORT TO THE CBC</b>
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**PROCEDURE 1** has been established by the CBC to facilitate both the submission and evaluation procedures aiming at allocating the available limited resources in the most effective and efficient way, privileging those activities that in the general IHO concept will comply most with the Mission and Objectives of the IHO.

**Explanation:**

**Part 1** of this document contains the **standardized procedure** that must be followed by Countries and Regional Hydrographic Commissions to reach the CBC with proposals requesting support from the Capacity Building Fund.

**Part 2** of this document provides the **submission model** to be used when applying for support to the Capacity Building Fund.

<b>PART 1 STANDARDIZED PROCEDURE</b>
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Any country or group of countries deciding to develop a project that feels that support is required from other sources should ideally discuss its needs within the RHC in which it participates, aiming at finding a solution within the region.

If a regional solution cannot be found, the relevant country or group of countries might decide to request support from the CBC. This request for support should ideally be submitted through the relevant RHC, but before doing so, the RHC shall assess the request, evaluate its details and finally identify its priority at the RHC level. The RHC shall have a prioritized register of all requests for support (management plan) submitted to the CBC for consideration and keep a monitoring system to be aware of the progress.

If a country due to exceptional circumstances (to be explained in the request) decides to submit a request for support directly to the CBC, such a request shall be examined by the CBC that might decide to:

- a) send it back to the country requesting more information and/or clarifications and to re-submit it to the CBC.
- b) send it back to the country requesting that the submission be presented through the RHC aiming at finding a regional solution or to have it submitted by the RHC after their internal analysis.
- c) provide the support requested (totally/partially) through the CBFund or
- d) provide possible alternatives to find a viable solution.

It is the CBC view that countries should avoid as far as possible the individual submission of requests for support to the CBFund. A regional approach is strongly preferred and recommended.

Another important condition that countries and RHCs seeking resources from the CBFund must have in mind is that the Capacity Building Fund is to be used in the following four main streams:

#### **Technical Assistance**

*Concept:* These funds will support technical visits to Member States to assess hydrographic surveying, nautical charting and nautical information status; provide guidelines for the development of local hydrographic capabilities and/or to discuss and advise on technical matters pertaining to hydrographic projects. The technical visits to Non Member States are also considered under this concept. In brief, the resources under this topic are to be used to implement visits and related capacity building activities **consistent with the IHO Work Programme.**

#### **Training and Education**

*Concept:* These funds will support the implementation of hydrographic, nautical cartography and other related training and education initiatives **consistent with the IHO Work Programme.**

#### **Financial Assistance**

*Concept:* These funds will support Member States' representatives to attend courses and/or technical meetings as necessary in the interest of the Organization, **consistent with the IHO Work Programme.**

#### **Start-up Projects**

*Concept:* These funds will support the very first steps of the implementation of high priority hydro-cartographic projects **consistent with the IHO objectives.**

The CBFUND has not been established to fund the purchase of any sort of goods, as for example instruments, equipment, hardware, software, etc., therefore submissions must not request support from the CBFund to be used with this objective.

Finally, no matter the origin of a submission, the structure and content must contain all the information detailed in Part 2 "Submission Model".

<b>PART 2 SUBMISSION MODEL</b>
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<b><u>IDENTIFICATION</u></b>	<b>Project Number :</b> (to be filled by CBC)
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<b>Project Name:</b>	
<b>Submitting RHC/Country:</b>	
<b>Date:</b>	
<b>Institution executing the project:</b>	
<b>Name of responsible:</b>	
<b>Address:</b>	
<b>Telephone:</b>	
<b>Fax:</b>	
<b>e-mail:</b>	

**GENERAL SPECIFICATIONS**

(Please provide detailed information in Annex of no more than three pages)

<b>Background information</b>	
<b>Justification of the project</b>	
<b>Countries involved</b>	
<b>Exposition of the problem</b>	
<b>General objective</b>	
<b>Specific objectives</b>	
<b>Outputs/Products</b>	
<b>Other deliverables</b>	
<b>Achievements and awaited benefits</b>	
<b>Schedule of activities</b>	

**FINANCES**

<b>Contribution by countries involved</b>	
<b>Contribution by other parties</b>	
<b>Contribution expected from CBCFund</b>	
<b>Total Cost (euros)</b>	
<b>Breakdown of costs</b>	
<b>From CBCFund (item and amount)</b>	
<b>From other parties (item and amount)</b>	

**PROJECT SUMMARY**

<b>Project Name</b>	
<b>Priority</b>	(to be filled by CBC)
<b>RHC</b>	
<b>Countries involved</b>	
<b>Sort of support request</b>	
<b>Cost</b>	
<b>Allocation</b>	(to be filled by CBC)
<b>Benefits</b>	
<b>Execution Year</b>	
<b>Contact</b>	

Name and Signature of the RHC Chairman .....