

**7th IHO CAPACITY BUILDING SUB-COMMITTEE MEETING  
SEOUL, REPUBLIC OF KOREA, 11-13 May 2009.**

**ANNOTATED AGENDA**

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

Captain Gorziglia, IHB Director and Chairman of the IHO Capacity Building Sub-Committee will open the Meeting at 0900 on May 11, 2009 at the conference room NORI will provide the Sub Committee, (place to be defined later ) , Seoul, Republic of Korea.

**1.1 Welcome**

The Chairman will welcome IHOCBSC Members and participants to the meeting. He will provide some guidance on the objectives and priorities the meeting should address, in the light of the objectives of the IHO. The Chairman will request the Local Authority to welcome and address the Committee.

**1.2 Approval of the Agenda and Timetable**

The Chairman will introduce the Draft Agenda (**Doc. CBSC7-01**) and Timetable (**Doc. CBSC7-03**). IHOCBSC Members will be invited to comment and finally adopt these documents. The Annotated Agenda (**Doc. CBSC7-02**), this document, will be used as a guide for the discussions.

**1.3 List of Documents**

The Chairman will introduce the List of Documents (**Doc. CBSC7-04**). Participants are expected to have downloaded them from the IHO Web site and have brought them to the meeting.

**1.4 Administrative Arrangements**

A Representative of NORI will provide participants with administrative and local details.

The CBSC Secretary will circulate a draft version of **Doc. CBSC7-16** requesting participants to review and confirm the information contained.

**2.- Minutes of the Sixth IHO CBSC Meeting**

The Secretary of the CBSC will introduce **Doc. CBSC705**, corresponding to the Minutes of the last CBSC Meeting. Despite the Minutes were approved by CBC Members by correspondence and circulated to IHO MSs, CBC Members willing to provide any comment shall be welcome to do it.

**3.- Review of List of Actions from the Fifth Meeting**

The Secretary of the CBC will provide a brief comment on the status of each action agreed at the last meeting (**Doc. CBSC7-5, Annex 1**). CBC Members are expected to report verbally on the accomplishment or progress made on the actions of their responsibilities, unless the report deserves a written report.

#### **4.- Reports on IHO 2008 CB WP (Doc. CBSC6-07)**

##### **4.1 Capacity Building Management. (Doc. CBSC7-07 and Doc. CBSC7-08)**

Based on the IHO CB WP for 2008, the Chairman will provide a general overview of the activities conducted since the last meeting. Mainly he will refer to the Capacity Building Fund (**Doc. CBSC7-07 Annex B**); the relations with Funding and other relevant Institutions (**Doc. CBSC7-07 Annex A**) and the Procedures so far approved and in force. (**Doc. CBSC7-07 Annex D**).

##### **4.2 Capacity Building Assessment. (Doc. CBSC7-07)**

RHC's representatives from the MBSHC and SWPHC well as the CBSC Chairman shall report on the technical visits paid during 2008, except those already reported at the last CBSC Meeting. The SC might wish to discuss the experiences had during these visits and identify further actions.

The CBSC Secretary will report on the status of S-55 (**Doc. CBSC7-07 Annex C**). The SC might wish to identify ways on how the CB effort could benefit from the information gathered.

The Leaders of PROC 4 and PROC5 will be invited to report on the progress made in developing these two remaining procedures. The SC shall discuss the way forward and concrete actions to finalize such procedures. (**Doc. CBSC7-13**)

##### **4.3 Capacity Building Provision. (Doc. CBSC7-08)**

RHC's representatives will be invited to report on the CB activities in their regions, making emphasis on the experiences gained, mainly those that could recommend the adoption of policies. The SC shall discuss the relevant points and agree on actions aiming at improving the provision of CB.

##### **4.4 Analysis & Decisions on pending 2008 activities. (Doc. CBSC7-08)**

The Chairman based on **Doc. CBSC7-08** will request the SC to analyse the situation of the pending activities not achieved during 2008 and to adopt a decision with regard to its future.

##### **4.5 Experiences gained.**

This Agenda Item has been introduced to recap the main points of the discussions had in order to identify possible actions that could benefit the efficiency and effectiveness of the SC in the management, assessment and provision of CB.

#### **5. Management Plan. (Doc. CBSC7-10)**

Under this agenda item it is expected first, to learn about submissions received from RHC's requesting assistance for their projects. Having adopted a decision on each application, the Management Plan will be updated to reflect this new scenario. Afterwards, a close exam to the 2009 CBWP will be made and necessary updates shall be introduced, to finally adopt a preliminary 2010 CBWP based on the discussion had.

The Chairman will conduct the discussion and all CBSC Members are invited to elaborate on the activities being proposed and to provide guidance on the way forward and /or follow-up actions that might be wise to adopt.

##### **5.1 Inputs received by RHCs and other sources. (Doc. CBSC7-09):**

The Chairman will report on the requests received at the IHB. CBSC Members will be invited to discuss all applications received and to adopt a decision with respect to its acceptance. The SC might wish to request further clarification from the RHCs representatives present in order to have a better understanding of the objective of the proposals and expected outcome.

### **5.2 Management Plan updating. (Doc. CBSC7-10):**

During the intersessional period the Chair and Vice Chair have been working on a new scheme for the Management Plan. The progress so far made requires close examination by the CBSC members. It is felt that a new more flexible and friendly structure of the Management Plan is absolutely needed, but its content needs to be discussed and agreed.

The Chairman will recommend that as a starting point **Doc.CBSC7-10** be used for discussion on what activities shall be kept or inserted as part of the Management Plan and which one might be deleted or not accepted, based on the information managed by the SC.

After having agreed on the core of the Management Plan, the SC shall discuss on the way the structure used as a starting point **MUST** be improved.

The Chair and Vice Chair have identified some elements for which there is not just one approach and it is expected that through the discussion we shall be able to find the one that best suits the needs of the SC.

The basic idea is to have the Management Plan posted in the IHO website. This database shall be kept updated by the Chairman with the direct support of the CBSC Secretary at the IHB. The structure shall include for each project a set of links, one to access the submission and one to access the final report, together with different columns providing key and synthetic information and status of progress of each one. A code, ID, or Project Number shall identify each application? or approved project? (to be discussed and agreed). The format shall follow exactly the Project Summary as in PROC1 ? Do we need to modify the content of the Summary to make it fit with the content of the Management Plan? The SC shall allocate some time to discuss these and other associated issues. The target is to have in the Management Plan a good tool.

### **5.3 Examine 2009 CB WP development. (Doc. CBSC7-11):**

The Chairman will report on the progress made in the CB WP 2009 and will propose the necessary adjustment for consideration by the SC. The idea is to agree on an updated version of the 2009 WP based on the real situation and demands. The Committee is expected to provide guidance to the Chairman as regard to this matter. .

### **5.4 Adoption of Preliminary CBWP 2010. (Doc. CBSC7-12):**

The Chairman, based on the IHO WP; the requests received and the progress achieved in the previous years, will propose the 2010 CBWP. The Committee is expected to provide guidance to the Chairman with regard to this matter.

## **6. The CBSC within the New IHO Structure. (Doc. CBSC7-14).**

Starting 01 January 2009, the IHO has a new structure with regard to its bodies. New Terms of Reference and Rules of Procedures have entered in force for the CBSC. The new ToR establishes that the Chairman and Vice Chairman shall be a representative of a Member State, therefore at this meeting it is mandatory for the CBSC to nominate its authorities. The internal working procedure of the former CBC shall be examined and adjusted accordingly. The CBSC now reports to the Inter Regional Coordination Committee (IRCC) and the CBSC Chair has a sit at the IRCC that meets annually.

### **6.1 Nomination of Chairman and Vice Chairman of the CBSC.**

The SC has been invited to start discussions on this matter in order to have a clear picture during the meeting, and particularly when dealing with this agenda item. The Chairman will ask for volunteers to assume both positions, first for the position of Chairman and secondly for the position of Vice Chairman. It is expected that nomination will be by consensus. If that is not the case, a voting process shall take place and a decision be taken by simple majority of CBSC Members present and voting.

The election shall take place under this agenda item and it is proposed that the handover takes place at the closing of the CBSC7.

## **6.2 CBSC Internal working procedure.**

The elected CBSC Chairman might wish at this stage to offer Members of the SC indications and guidance on the way he would like to conduct the SC activities. One important aspect relates with the dates and venues of the CBSC meetings, as some members might also be members of the IRCC.

## **6.3 CBSC Representation at the IRCC-1.**

As known, the CBSC Chair has a sit at the IRCC. The First IRCC meeting will take place on the morning of Friday 05 June 2009, at the Auditorium Rainier III. An Agenda has already circulated, and it will be provided to the elected Chairman. It is expected that a Report on the CBSC status be asked by the IRCC Chair for submission and presentation at the IRCC1.

## **7. Any other business.**

### **7.1 Synthetic Document on Advantages of becoming a full member of IHO.**

At the last EAthC meeting held in Togo in December 2008, the following action was identified: *“Based on M-2, the IHB to produce and distribute a cost/benefit analysis synthetic document highlighting the advantages for a coastal State to become a full member of IHO” (Sep 2009)*”. The IHB DC considering that such an effort recommends a wider view feels that the CBSC will be in a better position to take on board this work. It has to be considered as well that the CBSC is the IHO body responsible for the publication M-2 and it seems very appropriate that the CBSC assumes the preparation of this document. The SC might wish to discuss this matter and probably to establish a WG to develop a draft.

## **8. Date and place of the 8<sup>th</sup> CBSC Meeting**

The Chairman will invite the representative of the Republic of South Africa to confirm the availability to host the 9th CBSC Meeting in Cape Town. Dates shall be agreed considering that the meeting should take place in late May or early June to match IHO planning cycle.

The Committee will be invited also to consider any invitation received as an alternative and/or for future meeting, and to instruct the Chairman to coordinate well in advance the 9<sup>th</sup> Meeting and the followings.

## **9. List of Actions with deadlines and assigned lead.**

CBSC Members are expected to agree on an Action List (**Doc. CBSC7-15**), prepared based on the discussions had during the meeting. This document should clearly identify the Action, the agreed date for its achievement as well as the person(s) responsible for monitoring or executing the actions. In other terms, this document is a sort of WP for the Members of the Sub Committee.

## **10 Closure.**

The Chairman shall adjourn the meeting at 1230, on May 13, 2009. Before closing the meeting the Chairman will hand over the Chairmanship to the New elected Chairman of the Sub Committee. The outgoing Chairman expects to meet in the afternoon with the incoming Chairman, Vice Chairman and the Secretary to discuss any detail that could facilitate the work of the Sc and to provide all my support to their work from the very beginning.

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