

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

1. Letter to the Republic of Korea, thanking them for re-confirming their invitation to host the next CBC Meeting. Letter to South Africa thanking their offer to host CBC7.	Chairman - 30 June <b>DONE 11JUL08</b>
2. Distribution of Minutes to the CBC Members, including Management Plan	Secretary – 2 June <b>DONE</b>
3. Comments from Members	Secretary – 10 July <b>DONE</b>
4. Issue of Final Report CBC6	Secretary – 15 August <b>DONE</b>
5. Letter to the RHCs communicating the decisions on projects submitted and requesting information on the progress achieved so far in the execution of the activities considered in the 2008 CBWP	Chairman - 30 June <b>DONE 26/27 JUNE</b>
6. Letter to the SAIHC Chairman on the decision about the Project of Madagascar	Chairman - 15 June <b>DONE</b> <b>03JUL08</b>
7. a) Include time for Regional Reports in the Agenda of the future CBC Meetings b) CBC Members to consider providing reports on CB activities in their region at all CB Meeting	Secretary All CBC Members <b>Considered in Agenda DONE</b>
8. Request Reports to all beneficiary RHC/countries about the results of the projects supported by the IHO CB Fund in 2007. Provide a draft format to be filled.	Chairman - 30 June <b>DONE WITH 5.</b>
9. Finalize Procedures CBC: a) <u>Proc 1: “Procedure and model for submitting a request for support to the CBC”</u> . To improve the text as agreed, including flow chart and circulate to all CBC members for final approval. b) <u>Proc 2: “Procedure to be followed by RHCs before submitting requests for support to the CBC”</u> . To consider explanation notes and improvement of flow chart and circulate to all CBC members for final approval c) <u>Proc 3: “Review process to be followed by the IHB, prior to including the request in the Draft Management Plan”</u> . To improve the text and add a flow chart. Circulate to all CBC members for final approval d) <u>Proc. 4 : “CBC evaluation procedure of submissions presented by RHCs”</u> . Produce a simplified text and circulate to all CBC members for final approval e) <u>Proc. 5 “Procedure for performance assessment”</u> . To finalize the text and circulate it to all CBC members for final approval (trial, examples etc etc ) f) To circulate the text of Procedures 1 and 2 to all RHC for their application, indicating the main concepts that the CBC will apply when evaluating submissions (based on the concepts identified in Proc 5 ) g) All the Procedures should be in force.	Chairman - 15 June <b>DONE</b> <b>APPROVED</b>  Connon - 15 June <b>DONE</b> <b>APPROVED</b>  Chairman - 15 June <b>DONE</b> <b>APPROVED</b>  Connon, Laporte, Nairn, Smith - 1st July <b>DONE TO</b> <b>DISCUSS CBSC7</b>  Krastins, Dehling - 30 July <b>DONE TO DISCUSS CBSC7</b> Chairman 30 August <b>DONE 02DEC08</b>  01 October <b>ONLY 1+2+3</b> <b>4 and 5 TO BE DISCUSS</b> <b>CBSC7</b>
10. Future submissions to be posted in the CBC page of the IHO web site as they are received for early information of the CBC Members.	Secretary <b>TO CONSIDER</b> <b>FOR CBC7</b>
11. To issue an IHB Circular Letter for IHO Member States voting concerning the amendment of IHO A.R. T 1.3. (XVII IHC Decision 17)	IHB Secretariat <b>DONE CL</b> <b>51/2008 18JUN08</b>
12. a) To send a letter of thanks to IOC for the travel support offered to countries in the NIO Project to attend the Multi-beam course to be held in Goa. b) To inform countries indicated by the IOC about the support offered by IOC to attend the MB course in Goa.	Chairman - 30 June <b>DONE 24JUL08</b>  Secretary - 30 June <b>DONE 24JUL08</b>