

**8th IHO CAPACITY BUILDING SUB-COMMITTEE MEETING
New Orleans, USA, 14-16 June 2010.**

ANNOTATED AGENDA

1.- Opening and Welcome to New Members

Mr. Janis Krastins, Head of Latvian Hydrographic Service and Chairman of the IHO Capacity Building Sub-Committee will open the Meeting at 0900 on June 14, 2010 in the conference room.

1.1 Welcome

The Chairman will welcome the IHOCBSC Members and participants to the meeting. He will provide some guidance on the objectives and priorities that 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. CBSC8-1**) and Timetable (**Doc. CBSC8-3**). IHOCBSC Members will be invited to comment and finally adopt these documents. The Annotated Agenda (**Doc. CBSC8-2**), 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. CBSC8-4**). Participants are expected to have downloaded them from the IHO Web site and have brought them to the meeting.

1.4 Administrative Arrangements

The Vice-Chairman of the CBSC Cdr Brian Connon will provide participants with administrative and local details. The CBSC Secretary will circulate a draft version of **Doc. CBSC8-14** requesting participants to review and confirm the information contained within.

2.- Minutes of the Seventh IHO CBSC Meeting

The Secretary of the CBSC will introduce **Doc. CBSC8-5/1**, corresponding to the Minutes of the last CBSC Meeting. Despite the Minutes being approved by CBSC Members by correspondence and circulated to IHO MSs, CBSC Members willing to provide any comment shall be welcome to do so.

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. CBSC8-5/2**). 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.- Capacity Building Work Programme

The Chairman will provide a general report indicating issues to consider during the meeting and activities carried out since CBSC7 (**Doc. CBSC8-07/1**).

4.1 CB Management. (Doc. CBSC8-07/2 and Doc. CBSC8-08/1)

CB Fund - IHB Director Captain Hugo Gorziglia will report on the status and experiences gained administering the Capacity Building Fund (Doc. CBSC8-7/2). The report will include guidance provided by the IHO Auditor with regard to the management and control of the disbursement, status of the available resources and the provisions made for activities of which no interest has been shown to implement them.

Coordination of CB activities with other organizations and countries – Chairman will report on Joint Meeting of IHO-IMO-IOC-WMO-IALA. Captain Gorziglia will provide a report on cooperation and relations with Funding Agencies and other relevant Institutions (Doc. CBSC8-08/1)

4.2 Capacity Building Assessment. (Doc. CBSC8-08/2)

RHC's representatives from the EAHC and SWPHC as well as Captain Gorziglia shall report on the technical visits paid during 2009.

As it was decided during the last meeting SC Secretary sent out thirty three letters to countries visited in the period 2003-2009, requesting progress reports on proposals and suggestions. SC should consider the number of responses received and decide on further activities towards technical visits.

The CBSC Secretary will report on the status of C-55 (Doc. CBSC8-08/3).

4.3 Capacity Building Provision. (Doc. CBSC8-08/4)

RHC's representatives will be invited to report on the CB activities in their regions, making emphasis on the experiences gained. The SC shall discuss the relevant points and agree on actions aiming at improving the provision of CB. Considering several reports received, the Chairman will invite SC to discuss the amount of information requested in the reports and decide on possible improvements on Procedures which are in force.

4.4 Analysis & Decisions on pending activities. (Doc. CBSC8-10)

The Chairman will invite Captain Gorziglia to report on pending activities Doc. CBSC8-10. SC will be requested to analyse the situation of the pending activities not achieved in and before 2009 to adopt a decision with regard to its future.

5. Management Plan. (Doc. CBSC8-09)

The maintenance of the Management Plan requires a continuous follow up and adjustments as necessary. Not only new submissions received from RHCs but also corrections and updates on activities approved and included in the MP require discussion at SC and support to be accepted. Members of CBSC are expected to analyse received submissions, discuss and decide on priorities. The Chairman expects SC to reach conceptual agreement on two documents – The Management Plan (new items for 2011 and adjustments to 2010) and the Work Plan (Examination of WP2010 and adoption of WP2011).

5.1 Inputs received by RHCs and other sources. (Doc. CBSC8-09)

According to the Procedures in force RHCs are invited to submit their request for support directly to IHB. Secretary is tasked to review all submissions received ensuring compliance with the form

provided and propose an updated Draft Management Plan. The Draft Management Plan will be presented to Members of CBSC, requesting to discuss and decide on activities to be supported. While discussing submissions for approval, two action items from IRCC1 should be taken into account:

- Ensure that invitations to attend courses sponsored by the CBSC are sent also to the countries of the adjacent RHCs;
- Consider providing support to activities that promote management capacity development.

The second of those requires reporting back to IRCC.

5.2 Management Plan updating. (Doc. CBSC8-09):

At the last meeting it was decided to develop Technical Specification to transfer both historical records and actual MP to web based database. Additionally SC agreed that the MP should be transferred to Excel tables. No progress was made by the Task Group on Development of Database, due to unforeseen circumstances. The future format of the Management Plan, as well as the format of the Historical Record will be discussed at the 8th CBSC Meeting. The Chairman will invite Members of CBSC to reconsider the future of MP – what type of information is important for SC taking into account the experience of existing documents, the need to manage and exchange it. SC is expected to make a decision that would ensure adequate and effective data management.

The main principles should remain as agreed at CBSC7:

- it should be posted on the web;
- user friendly;
- contain essential information only for each project;
- submissions and reports as originals attached to the project;
- format should be in line with PROC1 (it may require re-consideration);
- additional features – templates for submissions and reports.

5.3 Examine 2010 CB WP development. (Doc. CBSC8-10):

Captain Gorziglia will provide a report (**Doc. CBSC8-10**) on WP2010 – activities accomplished so far, adjustments required (if any) and general conclusions. Respective representatives of RHC will be invited to comment on details and provide updates and any additional information. The Committee is expected to provide guidance to the Chairman as regard to this matter.

5.4 Adoption of Preliminary CBWP 2011. (Doc. CBSC8-11):

Captain Gorziglia assisted by the Chairman, based on the IHO WP; the requests received and the progress achieved in the previous years will propose the 2011 CBWP. The Committee is expected to provide guidance to the Chairman with regard to this matter.

6. Report from the CBSC to the IRCC2.

The Committee is expected to provide guidance to the Chairman as regard to the items to be included in the report to IRCC2, besides the list of activities achieved since CBSC7 and report on actions put on CBSC.

7. Any other business.

For the first time the CBSC has been approached by two companies from the industry sector to present Capacity Building projects carried and to share experiences gained. The Chairman and Vice-Chairman having discussed this matter decided to have an Open Session. Representatives giving presentations will be invited for the Open Session only. Members of CBSC are invited to take a note on both presentations and decide on appropriate actions if any are deemed necessary.

After approval of CB Procedures, the first reports have been received by the Chairman and the IHB. The analysed reports received, the Chairman considers that Procedure 5 might be reconsidered, as it requires a lot of information to be provided, but a small use of it.. The Chairman will conduct the discussion and all SC Members are invited to elaborate not only regarding Procedure 5 but also other Procedures if considered necessary.

Members of SC are also invited to initiate adjustments or improvements to CB Strategy under this Agenda item.

Captain Gorziglia will provide information on the Haiti Donors Meeting. SC is expected to widen its guidance and considerations.

8. Date and place of the 9th CBSC Meeting

The Chairman will invite the representative of the Republic of South Africa to confirm their 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 a future meeting, and to instruct the Chairman to coordinate well in advance the 9th Meeting and the followings.

9. List of Actions with deadlines and assigned lead.

CBSC Members are expected to agree on an Action List (**Doc. CBSC8-13**) 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.

10 Closure.

The closure of the meeting is scheduled at 1130 16 June 2010.