

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

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

The Seventh meeting of the IHO CBSC was held at the Hotel Seoul KyoYuk MunHwa HoeKwan, Seoul, Republic of Korea, from 11 to 13 May, under the chairmanship of Capt. Hugo Gorziglia (IHB Director). The representative from Mexico apologised for not being able to attend the meeting.

The List of CBC participants is provided in **Annex A**.

1. Opening and Welcome to New Members

Captain Gorziglia, IHB Director and Chairman of the IHO Capacity Building Sub-Committee opened the meeting with the presence of Director-General Mr. Ye Jong Woo. The Chair thanked the hosts on the excellent arrangements and for organising the meeting. Welcomed Capt. Gianella (PE) attending for the first time as soon shall be nominated the representative of the SEPHC as decided by this RHC. Chairman informed Members of the Sub-Committee that Secretary Capt. Bermejo could not make it to the meeting due to some late minute health problems. Vice-Chair Mr. Janis Krastins volunteered to take the minutes of the meeting.

1.1 Welcome

The Chairman welcomed IHOCBSC Members and participants to the meeting. He provided some guidance on the objectives and priorities the meeting should address. One of the main tasks of the meeting is to start to assess the activities provided so far, that can be basis for future development. Sub-Committee should agree on the final versions of the Procedures of CBSC.

Chairman invited to consider the changes of IHB, respectively chairmanship of the CBSC. So far received only one official indication to take over Chairmanship of the Sub-Committee from Latvia, but it is up to CBSC to nominate and elect candidates. According to new procedures Chair of CBSC will report to IRCC.

The Chairman once again thanked the hosts for organizing the meeting and invited Ye Jong Woo, Director-General of National Oceanographic Research Institute (NORI) to address the CBSC.

Mr. Ye Jong Woo welcomed participants in the Republic of Korea, indicating the important role of Capacity Building Sub-Committee and wishing fruitful and successful work.

1.2 Approval of the Agenda and Timetable

The Chairman introduced the Provisional Agenda (**Doc. CBSC7-01**) and Timetable (**Doc. CBSC7-03**). IHOCBSC Members were invited to comment and finally adopt these documents. As there were no comments Agenda and Timetable were approved with no corrections. The Annotated Agenda (**Doc. CBSC7-02**), was used as a guide for the discussions.

Chairman informed the CBSC that there are two participants coming, to join later the day and the day after (IN and MZ).

CBSC members consider Annotated Agenda as very good initiative. Capt.Gorziglia invited to use Annotated Agenda also in future and distribute it in advance to so giving the Members of CBSC possibility to comment it and add information if any.

1.3 List of Documents

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

The latest document posted on the web was CBSC7-09, it was done as it was possible due to late submission from RHCs. Chairman informed the Sub-Committee on the results received from Chairs of RHC(doc.-Status of requests from RHC). Some of RHC are using procedures provided, some are flagging their needs in other forms. FR advised to use reports of RHC Conferences to derive information on possible needs for supportive activities. Chairman informed that all the latest reports of the last Conferences of RHCs were studied carefully, as a result some information was derived.

No other comments were provided.

1.4 Administrative Arrangements

A Representative of NORI, Mr. Joon-Ho Jin provided participants with administrative and local details. Additional information on Evening Social events was provided.

The draft List of Participants was circulated, requesting participants to review and confirm the information contained.

2. Minutes of the Sixth IHO CBSC Meeting

The Chairman of the CBSC introduced **Doc. CBSC7-05**, corresponding to the Minutes of the last CBSC Meeting. Chairman informed that comments were received and considered. Minutes had been sent to MS with the CL. As there were no additional comments received Minutes of **CBSC6** has been approved, with no further corrections.

AU requested whether proposal from CBSC6 to utilize possibility of video conferences has been considered. Chairman informed that the issue is in consideration of IHB also for other meetings. So far there are no documents and procedures developed. As long as IHB is still investigating the possible use of modern technologies, Chairman indicated that if the hosts are ready to provide video conference facilities Committee should take advantage of it.

3. Review of List of Actions from the Sixth Meeting

Chairman provided a brief comment on the status of each action agreed at the last meeting (**Doc. CBSC7-5, Annex 1**). Procedures 4 and 5 need some further discussion prior to finalisation. Leaders of respective WG ready to provide additional info. Chairman thanked Members of Sub-Committee for contribution and input. FR requested to make all the procedures available at least in the two official languages of the IHO (i.e. English and French) otherwise there is a number of countries which are unable to submit any capacity building request. During the discussion it was decided that PROCS 1+2 should be translated also into Spanish.

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

Chairman provided general overview of the activities undertaken since the last meeting.

Information about contribution for CB by Japan and Republic of Korea were provided to CBSC. The support by Japan is not direct contribution to CBSC fund, as the arrangement is to provide financial support from the Nippon Foundation through Japan Hydrographic Association to fund the training course for six candidates. Training is provided in the Facilities of UKHO. There were 49 applications altogether,

so displaying great interest of cartographic training. Chairman thanked WG that assessed applications and selected six candidates. Applications clearly indicated the needs for training. The support from Republic of Korea has followed the procedures established in the signed MOU.

Coordination of CB activities with IOC, IMO and WMO has been productive. There is a two day meeting annually. This year's meeting shall take place in October at IMO. Work programs and information on technical visits as well as the names of countries and persons receiving support and training are exchanged.

Chairman informed the Sub-Committee about establishment of Maritime Academy (Italy), this is completely new institution. The programs are in Italian and therefore not yet recognised by Adv.Board. Expected to have programs and teachers in English not earlier than 2011.

AU indicated that reports show lot of activities, coordination, meetings. AU wonders whether it is a responsibility of Chair of CBSC or Director of IHB. It seems that for the next Chairman if he is elected from MS will not be possible to provide the same level of contribution.

Chairman informed that IHB Directors have different areas to be responsible for. CB is one of the responsibilities of Capt.Gorziglia. For successful work of the WG, Sub-Committees and Committees, every respective chairman requires strong support from IHB. MS have decided that Directors will be Secretaries of IRCC and HSSC. New structure is demanding more responsibilities from MS.

FR commented indication by AU and asked whether IHB Director is not the person to contact other organisations (IMO) rather than Chair of CBSC? Chairman responded that CBSC is responsible of preparation of WP defining priorities and directions of further development. SA reminds that this issue was raised at the last IHC. BR – CBSC, IHB, RHC needs a close cooperation as the experience show that there are such needs.

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

Based on the IHO CB WP for 2008, the Chairman provided a general overview of the activities conducted since the last meeting, mainly referring 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**).

The document provided (**Doc. CBSC7-07**) has been updated on 07th May 2009. It displays activities conducted so far in 2009. Some actions completed, but not paid yet, some activities are pending from 2008. There is surplus aprox.327000, but there are not spent resources allocated for 2008 and 2009. Financial input from Korea is still expected at the mid of the year.

Chairman informs that MOU with Republic of Korea indicates that overhead of 13% of financial support provided has to be allocated for administrative costs of IHB to cover administrative and operational costs. So far no funds from Korea support had been allocated for management purposes, as there has not been such a need. Auditors of IHB have indicated that this is not according to MOU.

CBSC decided to make a formal decision that 13% are allocated according to MOU, but if there is not such a need then it is passed to CBF for covering actual CB activities.

Coordination with IMO.

AU provided a report on the seminar held by IMO in Fiji. Due to different circumstances the course was not as successful as expected due to the different levels students attending the course had. FR supports AU comments and there are lessons to be learned from this example. Better coordination is required.

AU – IMO has more resources and working closer good and better results could be achieved.

BR informed that the IMO course delivered for the Caribbean States experienced a rather different situation, more technical oriented. Comments by the BR on experience and considerations gained from the seminar in Caribbean indicated that there is a strong need to work closer with IMO as hydrographic understanding is essential for the success IMO is wishing to reach with these efforts.

FR presented IMO document TC59/4 dated 8 April 2009, displaying global and regional programs, that contains several training courses for SIDS and LDCs on hydrographic matters – MSI, ENC production, Hydrographic surveying and introduction to chart production. Considering the lessons learned from the seminar held in Fiji, FRA proposes to investigate the possibility of implementing better coordination mechanisms between IMO TC and IHO CBSC.

Chairman indicated that IMO has no expertise on some of the courses, this is the place where IHO should act accordingly providing knowledge and expertise. Common view is that using IMO resources it would be possible to achieve better results on attendance.

It was noted that not all of the programs from the document presented are reflected in WP2009. Chairman displayed the document with proposals on CB from the IHO to be considered for inclusion in IMO TCP 2010. It is planned to coordinate activities of both IMO and IHO, after approval of TCP2010. Therefore it is essential to maintain close contact with IMO - as soon as the TCP program is approved IHB is ready to discuss it in details.

Everybody agreed that South-West Pacific, Caribbean and Central America and Africa are the areas of highest priority for CB.

Cooperation with IOC.

Chairman provided a report on activities of IOC including those planned for 2009. Coordination of activities is providing better results, but one of the main problems is to be sure that the training is received by appropriate people. Next coordination meeting with IOC is scheduled in October 2009. IHO will be presented at the meeting, either Chair of CBSC or Director from IHB, or ideally by both.

Cooperation with IMSSEA.

On the 12th September 2008, the IHB was informed about the formation of the “International Maritime Safety, Security and Environment Academy” (IMSSEA) affiliated to the International Maritime Organization (IMO). The IHB reacted immediately by expressing its appreciation for such a good new and its confidence that with the partnership of the Italian Navy Hydrographic Institute (IIM), the reactivation of international hydrographic and cartographic programs could be achieved in the short to medium term. In order to progress in the required coordination, the IHB invited the Academy and the Italian Navy Hydrographic Institute to a meeting at the IHB premises, occasion in which the parties discussed the details for cooperation under this new scenario. Such meeting took place on the 28th of October 2008, at the IHB.

The main actions agreed were:

- a) The Academy will study a Draft Cooperation Arrangement proposed by the IHB.
- b) The IHB to explore the convenience and viability of delivering a short course at IMSSEA in 2009 that could be used to verify the procedures the Academy is developing with regard to announcement, application and selection of participants.
- c) The Academy to develop the procedures required to prepare, evaluate and confirm an annual program containing the course to be delivered, and the procedures for announcement, application and selection of participants.

Japan Capacity Building Project.

The IHO concluded a Memorandum of Understanding (MoU) with the Japan Hydrographic Association (JHA) acting on behalf of the Japan Hydrographic and Oceanographic Department (JHOD) for the implementation of a Capacity Building Project aiming at developing and promoting human capacity building of technical personnel in developing countries, particularly in Asia and its adjacent regions in nautical cartography. After the first coordination meeting held at the IHB, it was confirmed that the course “Hydrographic Data Processing and Marine Cartography” (Cat B) will be delivered at the UK Hydrographic Office, between 7 September and 18 December 2009. The course consists of three modules of 5 weeks each. Up to 6 trainees will be considered for financing. The support provided by the Nippon Foundation will cover course fees; travel to and from the respective countries, accommodation and a reasonable living allowance.

It has been discussed that there might be the case where some candidates are not interested in all three modules of the course. Within the WG that was assessing the applications for the training, it was felt that the solution should be found to organise the training in 2010 as 3 separated courses.

JP informed the Sub-Committee that it must be discussed with the Nippon Foundation, as the arrangement has been fixed for the entire project (all 3 modules together as a complete course).

The number of applicants for JP funded project showed a great interest for the cartographic training. CBSC should consider the great demand not only for 1st Phase training and support but also for other two Phases.

Nippon Foundation – GEBCO Training Project.

The establishment of the GEBCO Nippon Foundation Training Program leading to the Graduate Certificate in Ocean Bathymetry at the University of New Hampshire, USA, is in its 5th year and it has been confirmed that will run for the period 2009/2010 as well, starting August 2009. Students undertake an intensive 12-month training of lectures, practical laboratory and on-the-water projects, secondments to relevant laboratories and cruises on research or survey ships.

Representative from Peru have had attended the training course – the experience shows that it is very valuable and intensive, high quality course. The course is 1 year long and provides very good and deep knowledge in bathymetry, geology.

CB procedures in force

The CB Sub Committee agreed that it was essential to establish procedures to assess the requests for CB support at different stages, involving the Regional Hydrographic Commissions, the IHB and the CBSC. Following actions agreed at the last meeting and after having finalized and approved Procedures 1 and 2, they were provided to all RHC Chairs and included in the IHO web site :

- PROC 1 “Procedure and model for submitting a request for support to the CBSC”.
- PROC 2 “Procedure to be followed by RHCs before submitting requests for support to the CBSC”

Chairmen of the IHO RHC were kindly requested to provide comments to the CBSC Chairman on the final Procedures as well as on those under preparation, by 1st March 2009. A especial request was made to apply PROC1 and PROC2 when submitting any proposal to the CBSC.

The Chairman has not received any comment suggesting any change to the procedures referred.

It is the opinion of the CBSC Chair that PROC3 “Review process to be followed by the IHB, prior to including the request in the Draft Management Plan” has been approved.

Discussing the PROC3 it was agreed that mainly the correspondence of the CBSC will be organized through the IHB. It is the purely secretarial function to review the requests received and prepare a draft MP, as PROC3 is just to assess whether requests comply with the PROC3 approved by CBSC.

CBSC decided that PROC3 should be corrected replacing Chair with the Secretariat and post it on the IHO web site as its final version.

PROC4. US have created Excel Worksheet to implement the evaluation tool described in PROC4. Some calculations have been run to get an overview of the tool itself. AU suggested not to approve the PROC4, but to run it for the next requests received and collect some experience.

Testing with some existing requests has indicated that it does not work for group activities, separate countries have to be taken to run the tool. It has been decided to apply the method for new requests received in the future. As the tool is used the version of it must be recorded for historical records, as with the change of the tool outcome also will change.

Sub-Committee also agreed that the results of applying PROC4 shall not be mechanically used to prioritise the requests received as there are also subjective parameters to be considered.

CBSC agreed to circulate updated tool and PROC 4 after minor corrections and finalisation. It was also decided to request Secretary of CBSC to apply the tool for new requests for support and provide the outcome to the CBSC prior the meetings when the MP is discussed.

PROC5. LV and DE presented the latest version of PROC5 that was sent out in advance. The initial idea or the PROC5 was to have it as simple as possible and to make it as much as possible similar to the form provided in PROC2.

During the discussions it was decided that the PROC5 should be simple and not to create additional workload, but should provide historical information on previous projects within the respective regions or countries supported and results achieved. Sub-Committee decided to adopt part 1 and 2 of PROC5 and to adjust part 3 and 4 as discussed in the meeting. Sub-Committee also decided to test the PROC5 and correct it as such needs arises.

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

RHC's representatives from the MBSHC, SWPHC, SAIHC as well as the CBSC Chairman reported on the technical visits paid during 2008, except those already reported at the CBSC6. The SC discussed the experiences gained during these visits.

FR provided a report on technical visits to MBSHC (presentation). Visits were paid to Romania, Lebanon. FR also shared experience from technical visits in West Africa, in the NIOHC and SAIHC areas of responsibilities (visits paid in Sudan, Yemen or Seychelles, Mauritius with very few effects during RHCs meetings). One of the important conclusions is that in many cases interest on building up hydrographic capability decreases with the time after the visit. Suggestion is to have follow-up visits at least once in a two year period and at least to investigate the possibilities of inviting representatives of the visited countries to attend the RHCs meetings.

AU reported on SWPHC. Workshop for Regional Hydrographic representatives, in association with a SWPHC Conference was carried out. The only way to get representatives of small countries to attend the workshops, RHC Conferences and Seminars is to pay for their travel. As CBF cannot pay for the travel to RHCC, the solution is to have a workshop back to back with RHCC. Well organised technical workshop was held in Papua New Guinea. Results – countries saw the potential where to develop, understanding of support available. FR added that the main target was IMO Member states to affect their view on mandatory ECDIS carriage. FR indicated that the impression is that providing financial support to Non-Members of IHO, they reconsider joining IHO, as financial support can be obtained even not being a member.

ZA provided a report on follow-up visit to Malawi. ZA agrees that the interest of attended countries to build up hydrographic capability fall dramatically after the visit. Good solution would be follow-up visits, and requesting feed back on progress on report recommendations after a year, repeated visits at least 1 in 2 years.

NO – reported on the Advisory Visit to Angola, carried out by Portugal and Norway. The Government of Angola has decided that the local HO, named ISHMA, will be under the responsibility of the Ministry of Transport. During the visit it appeared that the local HO existed with unclear tasks and few people employed. Even though several surveys have taken place along the coast by private industry, oil companies and a foreign donor, no hydrographic data were available at ISHMA. There is an obvious need for setting up a data management system within ISHMA. Lack of reporting of changes to countries producing charts for the Angolan waters was discovered during the visit. The oil industry has setup their own system of NtM (private). Out of 16 Cat A and Cat B surveyors trained in Portugal, only 4 – 5 are working in field of hydrography. There has been no contact after finalising the report, except a positive acknowledgement from the Minister of Transport

FR presented a report on EAtHC visits. After seven years of huge effort on both sides, some countries have set up National Hydrographic Committees. France signed Bilateral Agreement with Togo about carrying out SOLAS obligations, later Senegal signed similar. It was suggested to provide CBSC members with a generic copy of such agreements (copy already given to IHB and AU).

Chairman reported on technical visit to Haiti. There was an official request for advisory visit having a plan to establish Hydrographic – Oceanographic Service in Haiti (Written report was provided on the web).

After having presented reports from technical and advisory visits Sub-Committee through lengthy discussions came to a decision to request progress reports from recipients of technical visits on the recommendations made. It was also agreed to have follow-up visits in the countries visited after a year or two, subject to availability or resources in CB Fund.

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Information was provided on those countries which have recently updated their information for the publication. Analysis shows that there is a significant request for CAT A and CAT B courses. During the discussion several ideas came up, such as establishment of scholarship, start to finance not only short course, but also professional training courses (CAT A and CAT B). Sub-Committee decided to address funding agencies requesting for a possibility to fund professional training courses.

Action – task for IHB to consult funding agencies on possibilities to support CAT trainings.

Norway has experienced difficulties to update the relevant information as the web-tool is not working properly, other have had similar problems.

Chairman agreed to take an action to ensure proper operation of the update-tool on IHO website.

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

Chair presenting the Doc.CBSC7-08, reported on the activities conducted within 2008, pending activities and other.

There was a request from the Sub-Committee for reports on Technical Workshops and Courses carried out during 2008. Chair informed Members of the Sub-Committee that all reports are available on the website or should be posted there soon.

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

With the latest update from regional representatives, Sub-Committee discussed Pending activities from 2008:

- For the time being there is no need to initiate any changes in the Strategy of CBSC, having in mind that such necessity may arise after working under new structure of IHO;
- Visit to PNG and Fiji – requirement is not actual anymore, has been carried out in other means;
- Technical visits to MBSHC (Lebanon, Romania, Malta, Albania) – done
- MSI training NIOHC – moved to 2009
- ENC Production Course MACHC – conducted in 2009
- Workshop Port and shallow water survey (RSAHC) – no information from RHC, no RHCC has taken place. GB will be in the next RHCC meeting, additional information will be provided afterwards. CBSC decided consider this activity as dormant till any further information is received.
- Basic Practical Hydrographic Survey Course (EAHC) has been re-scheduled to 2010
- Regional Survey Team operations in Seychelles (NIOHC) – has conducted, with no participation from Seychelles
- Gulf of Honduras Projects (MACHC) – takes place in 2009
- Technical workshops on ENC/ECDIS (RSAHC) pending from 2007 – as in 2008 no information received from the RHC, CBSC decided to assign the status of Dormant;
- Cartographic production training for Mozambique – there are no activities reported. The representative from Mozambique informed that the project has been delayed due to the internal problems. Project is expected to be reactivated.
- Bridging advance Preparation of Project (SAIHC, Madagascar) – process started, France provides training in SHOM. For political reasons Norway has decided to stop the foreign aid to Madagascar for the time being, included the actual Project, France continues to provide the support.

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. This matter was covered during previous discussions, no other comments.

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

Chairman informed the Sub-Committee about the request for support received from RHCs. Relevant document were posted on the web in advance, however there was a late submission received by MACHC, as there are resources not spent in the projects accepted before, CBSC as an exemption agreed to include the request by MACHC into the list of requests to be discussed.

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

Request for support received at IHB were addressed and discussed one by one:

- **EAHC** - submitted proposal requesting CB Fund to support four activities – Requests A; B; C and D (see Doc. EAHCPR09.pdf). CBSC in principal accepted Request A (ENC training). Discussing Request B (Baselines) – Sub-Committee decided to include this request in MP2010, but with the low priority, as such expertise is being provided by experienced countries on the basis of Bilateral Agreement. It was also noted that such a request has a little or no impact on increase of hydrographic capabilities.

Request C(Ballast water) – CBSC did not support to include this activity in MP2010, as it is considered as technical development, not capacity building activity.

Request D (Technical visit) – CBSC noted that there is no candidates indicated to be visited in 2010. Regional representative of EAHC (Japan) informed that for 2009 Vietnam is scheduled and for 2010 – Cambodia or Brunei are the countries to be visited. As the Sub-Committee considered that for the request D there is not enough details provided, it was decided to request additional information from EAHC.

- **SWPHC** – Seven requests received (5 of those seeking for the financial support in 2009; 2 of those planned in 2010).

Request1 – representation at PACMA meeting. As the activity takes place at the same time with CBSC7, Chairman has it accepted, resources allocated from economy of previous activities. CBSC formally agreed to support the activity and use resources assigned last year and not spent.

Request2 – Technical Assessment & Advice Solomon Islands – Regional representative (Australia) reported that Solomon Island has been active and shown interest in support, therefore highest priority for the activity is recommended, also because of significant support assigned by other organizations to the country. CBSC decided approve the activity using resources that has been assigned last year and not been spent.

Request3 and Request4– Technical Assessment & Advice Cook Islands, Kiribati – SWPHC have assigned less priority to those two activities as Cook Islands has a close cooperation with New Zealand. Sub-Committee agreed support the inclusion of the activity in MP, allocating resources that has been assigned last year and not been spent.

Request5 – MSI training course in 2009 – Representative of SWPHC indicated that it would be desirable to have it approved for the year 2009, as the preparation has been started. If Sub-Committee can not find resources to support it in 2009, then SWPHC recommends including in MP2010. Chairman suggested including the activity in MP2010 for better coordination, as liaison with IMO could provide better coordination and additional resources. CBSC with the agreement of representative of SWPHC formally accepted the activity and decided to include it in MP2010.

Request6 – Regional Nautical Cartographic Course – Chairman informed the Sub-Committee that there is similar activity proposed in the plan of IMO activities in the region. CBSC decided at this stage to include the request in MP2010, but prior to support the request, wait for IMO decision and then decide whether efforts of two organisations can be combined in one.

Request7 – Nautical Cartographic Training Course for Fiji – because of reasons outside the control of the CBSC candidate from Fiji can not attend the course in Australia. CBSC discussed several options providing the training course for Fiji, finally it was decided to include the request MP2010 with low priority. Some of the options discussed – request whether UKHO would kindly provide bursary course or encourage Fiji to apply for CAT B training financed by NIPPON Foundation in 2010.

- **SAIHC** – Request1 – MSI training course – Sub-Committee supported the request to be included in WP2010.

Request2 – France indicated that activity is linked to Marine Highway Project (MHP). The decision was to include the request in MP2010 as a component of MHP under the supervision of SAIHC.

- **SWAtHC** – Request1. Chairman reminded that this request – shallow water hydrographic survey - had been discussed before, just confirmation and detailed information received from RHC.

Additionally, Members of CBSC were informed about the agreement in place that 3 RHC (SEPHC, MACHC and SWAtHC) to join the resources. As the activity was accepted before, CBSC provided a formal approval.

Request2 – MSI Training course in 2011. CBSC took a note of the request and decided to consider it as the WP2011 will be discussed, also having in mind the benefit of having the three RHCs in South America could benefit from this event.

- **MACHC** – BR and representative of MACHC informed on a late request submitted to CBSC not following the procedures in force. (have not met deadline). The Representative from the MACHC explained that there has been initial theoretical training and practical training during on-site surveying provided by USA. This request is to continue more deeply the initial project. CBSC after having lengthy discussions agreed to include the request in WP2010, main reason for such a decision is that it is continuous activity providing good results. However CBSC decided to accept it as an exemption and strongly indicate to RHCs that request must be submitted according to the PROCS approved by CBSC within the deadlines set.

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. The Chairman recommended that as a starting point **Doc.CBSC7-10** should 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.

The basic idea is to have the Management Plan posted in the IHO website. This database shall be kept updated by the CBSC Secretary at the IHB under the supervision of Chairman. 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.

CBSC agreed to assign unique ID for every request received, no matter whether it is approved or not. The same unique ID would be kept for the proposal during the period when the activity is carried out. For historical reasons unique ID shall remain also for the requests not approved by the Sub-Committee. The format shall follow the form accepted in CBSC PROCS.

Discussing the MP it was noted that the target is to have it as a good tool that would be effective, not creating lot of work load. Members of CBSC came to a common decision that Excel Spreadsheet is not the best solution for such task. Web based database of Asian Development Bank was demonstrated during the discussion as an example of possible solutions.

CBSC decided that web based database should be introduced. Representatives from Norway, Australia and Latvia volunteered to put down Technical Specification of web based MP and to request IHB to finance the project. As the expected cost of digital web based MP is relatively small, one of the possible sources to finance it could be 13% of financial support from Republic of Korea that is provided for Administrative and operational needs. It was decided to create Management Plan Working Group, chaired by Norway. It was also agreed that representative from IHB also should participate in the WG as there will be technical issues on existing IHO website to be covered.

Meanwhile the existing MP in Excel Spreadsheet is decided to be continued. Sub-Committee decided to task Secretary to fill in data as much as available both for the history and future requests.

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

The Chairman reported on the progress made in the CB WP 2009 and proposed to consider updated version of WP2010. Report included activities already conducted in 2009 and also planned projects. Chairman also invited to delete two following activities from WP2009 as no information is received upon the date of the meeting.

NIOHC(B) for 5week ENC production course delivered in region by UK in first quarter 2008.
Advice for development of prioritised national survey plan Seychelles (SAIHC)

Other project included in WP2009, Bridging advance Preparation of Project (SAIHC, Madagascar) and following Training (SAIHC, Madagascar) needs further clarification from SAIHC. It was reminded from the CBSC6 that this request was accepted with a condition, that further steps of the project depend on the results received from stage 1 (Bridging advance Preparation of Project). Report on the first step of the project as well as additional information on activities, costs etc. were expected.

CBSC with the approval of regional representative decided that this activity shall be discussed in SAIHC and will be considered in light with the Marine Highway Project. However, the SAIHC members representatives (FR, MZ, NO, ZA) expressed their concerns on this occasion to have their requests pretty argued when none of the same questions is raised for the other programmes...

Discussing the Task2.3.4 from WP2009 (Doc. CBSC7-11) several views were exchanged. Members of the CBSC came to common conclusion that this issue has to be solved by Bilateral Agreements. Chair of CBSC was tasked to recommend to RHC to solve issue the On the Job training at regional level

While discussing the progress on Task 2.3.6 that refers to bilateral arrangements, FR informed that the template/model for such arrangements is available and it was provided to the Chair.

Finally the CBSC approved the adjusted version of the CBWP 2009 as in **Annex B**.

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, proposed updated version of 2010 CBWP. The Committee adopted the CBWP 2010 as included in the **Annex C**. Sub-Committee also decided to highlight those programs that have a potential to be co-sponsored by IMO.

Chairman informed the Sub-Committee that IHB is considering transferring EUR 80,000 from the surplus of annual budget of IHB for 2008 to reinforce CB activities. The original idea was to allocate these additional financial resources for the cartographic training, as great interest was discovered. The Chairman requested Members of the Sub-Committee to discuss this matter aiming at identifying the best investment. Common agreement was reached to send out another call for candidates for Cartographic training course. As the intention was to support professional cartographic training (CAT B), CBSC decided to support funding of the first module of CAT B training course provided by UKHO, in the future it might be considered to provide other two models of CAT B training for the persons trained, depending on the success of Module 1. Formal approval from UKHO was received that such approach is acceptable. Decision was approved by CBSC subject to funding availability.

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 seat at the IRCC that meets annually. Chairman introduced the document provided.

Members of the Sub-Committee indicated that because of significant workload and tasks the Sub-Committee is dealing with the best solution would be to have IHB Director as the Chair, it was also admitted that due to the Regulations and Procedures entered in force starting from 01st January 2009 it is not possible.

However CBSC took a decision to request IHB to continue receiving Secretariat Support for the CBSC from the IHB staff. There are several reasons that highlights such necessity – correspondence of CBSC mainly to be organized through IHB, as it is considered as most convenient way by the Sub-Committee. As some countries or RHCs applying for support of CBSC might submit their requests in French and Spanish, language support from the IHB might be required. The Secretary of CBSC from the IHB Staff would also ease the workload from the shoulders of the Chairman of CBSC, besides SC has decided to task the Secretary important and continuous activities that require knowledge of history of CB and daily involvement. Chairman of CBSC was strongly recommended by the Sub-Committee to address this issue reporting to IRCC and to request full understanding and support from IHB.

6.1 Nomination of Chairman and Vice Chairman of the CBSC.

Chairman informed the CBSC Members that there has been received a formal indication from Latvia volunteering to assume chairmanship of the CBSC. No other formal notification has been received.

Members of the CBSC took unanimously the formal decision to elect Mr. Janis Krastins (LV) as the Chair of the Capacity Building Sub-Committee. Captain Gorziglia (IHB Director) confirmed that the IHB is ready to keep during the intersessional period its strong support from the IHB Director in charge of the organization's capacity building general matters to the work of the new elected Chairman.

Chair invited for volunteers to apply for the position of Vice-Chair of the CBSC. Cdr. Brian Connon (US) volunteered to be elected as the Vice-Chair of the Sub-Committee and received full support from the Members of CBSC.

6.2 CBSC Internal working procedure.

The elected CBSC Chairman indicated that Capt. Hugo Gorziglia has provided lot of efforts in CB activities. Understanding that high standard has been set, newly elected Chairman expects regional representatives of CBSC to be very active and provide assistance both to the CBSC and RHC Chairmen ensuring reflexive link among the Sub-Committee and regions.

Chairman also is looking forward on good cooperation with Secretary and IHB in general.

It was also agreed that new Chair and Vice-Chair will have a strategic meeting with Capt. Hugo Gorziglia during the Extraordinary Conference.

France requested to include in the Minutes of CBSC7 that submission papers may be sent in French or in Spanish, therefore these has to go through the Secretariat of the SC.

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.

CBSC provided Chair with indication to the main issues to be included in the report of the report. Some of the points indicated:

- address the strategy of the CBSC;
- stress the need for permanent support from IHB to CBSC and necessity for assignation of permanent Secretary;

- indication to the future plans – digital database, introduction of PROCS, to increase the efficiency of resources provided for the support;
- invite IRCC to consider strategic aspects and avoid the duplication of the activities and reporting requested.

7. Any other business.

Under this Agenda Item, proposal concerning the theme for World Hydrography Day 2010 was expressed. Possible theme was suggested - **Hydrography supporting Maritime Trade**. CBSC with full support decided to invite IHB to consider the proposal.

Having a further discussion it was agreed to invite IHB to consider coordinating the theme of WHD with the Maritime Day of IMO in the future, understanding that it might not be possible for the present and next year.

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.

Vice-Chair indicated his will to provide some input to prepare the document about the benefits being the Member of IHO. SC decided that an article for international media shall be prepared by US and AU.

As it regards fundamental document about benefits being the Member of IHO should be prepared by IHB. Members of CBSC expressed readiness to study the Draft of such document and provide comments and support.

8. Date and place of the 8th CBSC Meeting

The Chairman invited the representative of the Republic of South Africa to confirm the availability to host the 8th CBSC Meeting in Cape Town. Due to a big sportive event in South Africa, coinciding with the period of the CBSC meeting, South Africa confirmed the situation and proposed to have CBSC9 in the Republic of South Africa in 2011.

Considering that some time should be left between the meetings of CBSC and IRCC, it was agreed to have the next CBSC in May 2010 or during the first week of June 2010. The Representative of US volunteered to host and organise the CBSC8 in New Orleans, USA. The SC thanked the invitation, accepted the proposal and invited the USA to set the dates of the CBSC8 within the timeframe indicated and circulate this well in advance.

9. List of Actions with deadlines and assigned lead.

Draft List of Actions (**Annex D**) was presented to CBSC Members. The document was prepared based on the discussions had during the meeting. The document required some editorial and deadlines, but it was agreed to finalize it after the meeting and then make it public.

10. Closure.

The Chairman adjourned the meeting at 1230, on May 13, 2009. Before closing the meeting the Chairman handed over the Chairmanship to the New elected Chairman of the Sub Committee. The outgoing Chairman, new Chairman and new Vice-Chair agreed to meet during the Extraordinary IHC in the first week of June to discuss any detail that could facilitate the work of the SC and to provide all support to the work from the very beginning.

ANNEXES:

- Annex A. List of Participants
 Annex B. Adjusted CBWP 2009
 Annex C. Agreed CBWP 2010
 Annex D. Draft List of Actions

ANNEX A

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

LIST OF PARTICIPANTS

Country	Name	E-mail
IHB	Capt. Hugo GORZIGLIA <i>CBSC Chairman</i>	hgorziglia@ihb.mc
Secretary IHB	Capt. Federico BERMEJO <i>Secretary CBSC</i>	fbermejo@ihb.mc
Australia (AU)	Comm. Rod NAIRN <i>Hydrographer Australia</i>	international.relations@hydro.gov.au
Brazil (BR)	Capt. Wesley CAVALHEIRO	wesley.cavalheiro@dhn.mar.mil.br wesley.cavalheiro@yahoo.com
Chile (CL)	Capt. Patricio CARRASCO <i>Deputy Hydrographer Chile</i>	pcarrasco@shoa.cl
Chile (CL)	Cdr. Enrique SILVA	esilva@shoa.cl
France (FR)	Ingenieur en chef Yves GUILLAM <i>Director Strategy and External Relations France</i>	yves.guillam@shom.fr
Germany (DE)	Mr. Tomas DEHLING	thomas.dehling@bsh.de
India (IN)	Capt. Vinay BADHWAR	inho@dataone.in
Japan (JP)	Mr. Teruo KANAZAWA	kanazawa-r4w@jha.jp
Korea, Rep. of (KR)	Mr. Joon-Ho Jin	joon469@mltm.go.kr
Latvia (LV)	Mr. Janis KRASTINS <i>Hydrographer Latvia CBSC Vice Chairman</i>	janis.krastins@lhd.lv
Mozambique (MZ)	Mr. Humberto MUTEVUIE	hmutevuie@yahoo.com.br
Norway (NO)	Mr. Gerry LARSSON-FEDDE <i>Hydrographer Norway</i>	gerry.larsson.fedde@statkart.no
Norway (NO)	Mr. Noralf SLOTSVIK	noralf.slotsvik@statkart.no
Peru (PE)	Capt. José GIANELLA <i>Deputy Hydrographer Peru</i>	jgianella@dhn.mil.pe
South Africa (ZA)	Capt. Abri KAMPFER <i>Hydrographer S. Africa</i>	hydrosan@iafrica.com

South Africa (ZA)	Mr. Philemon LESHAGE	
UK (GB)	Mr. Jeffrey BRYANT	Jeff.Bryant@ukho.gov.uk
USA (US)	Cdr. Brian CONNON	brian.connon@navy.mil

ANNEX B

ADJUSTED 2009 CBWP Based on the 2009 CBWP approved at CBC6 plus updates from CBSC7

Program 2 Capacity Building			
Element 2.1 Capacity Building Management			
		Finances	Responsible
Task 2.1.1	IHO Capacity Building Committee (IHOCBC) The 7 th Meeting to take place probably in Seoul, Rep. of Korea May 2009.	IHO budget	Chair DONE
Task 2.1.2	Capacity Building Fund (CBFund) Contribute to the IHB in the Administration of the Fund, report after the 7 th CBC Meeting to IHB on outcome.	None	Chair Vice Chair
Task 2.1.3	Meetings with other organizations, funding agencies, private sector and academia. To define institutions to be visited.	IHO budget	Chair
Task 2.1.4	IHO Capacity Building Strategy. Review the IHO CB Strategy and update it as required; CBSC7 decided that no need for changes at this time.	None	Vice Chair with a task team
Task 2.1.5	Capacity Building Work Program (CBWP). Review and update the 2009 WP and develop and propose 2010 WP during CBSC7 Meeting.	None	All DONE
Task 2.1.6	Follow-up of CB activities and initiatives. Control CB WP and study and establish a procedure to assess the benefit of such activities and initiatives	None	All DONE

Element 2.2 Capacity Building Assessment			
		Euros	Responsible
Task 2.2.1	Technical and Advisory Visits. General Support to be provided by IHB *EAHC (Technical Visits) *SWPHC (Advisory Visits) + SWPHC represent to PACMA 3.000 + Technical Assessment & Advice Salomon Islands + Technical Assessment & Advice Cook Islands + Technical Assessment & Advice Kiribati *MBSHC (Advisory Visits) Lebanon, pending from 2008	IHO budget 10.000 3.000 3.600 4.500 4.200 2.500	IHB + Chairs Chair RHC Chair RHC DONE Chair RHC Chair RHC Chair RHC Chair RHC DONE

Task 2.2.2	S-55 Status of Hydrographic Surveying and Nautical Charting Worldwide. Continue efforts to complete S-55 and to keep data updated.	None	Chair + IHB
Task 2.2.3	Assessment procedures. To establish procedures for assessing hydrographic, cartographic and safety of navigation status.	None	VC + task team DONE
Element 2.3 Capacity Building Provision			
		Euros	Responsible
Task 2.3.1	Raise Awareness on the Importance of Hydrography. Support this general IHO task when ever technical visits are conducted.	None	All
Task 2.3.2	Technical Workshops, Seminars, Short Courses. Support for General Organization <ul style="list-style-type: none"> • Chart Production and ENC training Course (SWATHC, MACHC and SEPHC), • Seminar for National Hydrographic Committee Chairmen (SWPHC and SAIHC) • MSI Technical Training Course (RSAHC and EAthC) Plus NIOHC pending from 2008 • Workshop on Regional Survey Team Operations (NIOHC) • Technical Workshop on INT charts and scheming (RSAHC) • QA on Multibeam Surveying and Post Processing (EAHC) • QA on ENC Production (EAHC) • MBES Course OMG (SWATHC, MACHC and SEPHC) • ENC Production Course (MACHC) HydroSurvey Course/Charts/ENC • Workshop on Port and Shallow Water surveys, S-44 (RSAHC) • Conduct of Basic Practical Hydrographic Survey Course (EAthC) • Regional Survey Team operations in Seychelles area (NIOHC) • Golf of Honduras Projects (carried from 2007) (MACHC) • Technical workshop on ENC/ECDIS *in conjunction with 3rd RSAHC October 2008 (pending from 2007) • Cartographic production training for Mozambique (SAIHC) • Bridging advance Preparation of Project (SAIHC, Madagascar) • Training (SAIHC, Madagascar) Conditional, depending on the results received from stage 1, if support is approved ,and additional information to be requested on activities, costs etc. 	IHO budget 20.000 15.000 45.000 4.000 10.000 12.500 8.700 30.000 10.000 15.000 6.500 4.300 18.000 38.000	RHC Chairs RHC Chairs DONE/PEND RHC Chairs RHC Chair* RHC Chair* RHC Chair RHC Chair RHC Chair RHC Chair DONE RHC Chair* RHC Chair DONE DONE RHC Chair * RHC Chair * RHC Chair** RHC Chair**
Task 2.3.3	Hydrographic and Nautical Cartography Courses. Contribute with the IAB to the establishment of training facilities and delivery of courses.	None	Chair
Task 2.3.4	On the Job Training (ashore / on board) Investigate on the job training existing opportunities.	None	Chair
Task 2.3.5	Marine/Maritime Projects. Provide guidance upon request to ensure that marine/maritime projects include a CB component on hydrography, cartography and MSI aspects.	None	Chair
Task 2.3.6	Bilateral agreements. 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 (*) = RHC Chairman to confirm this activity and provide details.

Note ()** = Will be considered by the SAIHC at its meeting in 2009, if supported, execution is considered for 2010.

RESOURCES:

REVIEWED 2009 CBWP EXPECTED COSTS	=	208.800,00 euros
CBFUND Total availability to the 30 APRIL09	=	327.058,40 euros
(of which 149.104,41 comes from ROK)		
AVAILABILITY FOR 2010	=	118.258,40 euros

ANNEX C

AGREED 2010 CB WORK PROGRAMME

Program 2 Capacity Building			
Element 2.1 Capacity Building Management			
		Finances	Responsible
Task 2.1.1	IHO Capacity Building Sub Committee (IHOCBSC) The 8 th Meeting to take place in New Orleans , USA (dates to be decided May/June 2010).	IHO budget	Chair
Task 2.1.2	Capacity Building Fund (CBFund) Contribute to the IHB in the Administration of the Fund, report after the 8 th CBC Meeting to IHB on outcome.	None	Chair Vice Chair
Task 2.1.3	Meetings with other organizations, funding agencies, private sector and academia. To define institutions to be visited.	IHO budget	Chair
Task 2.1.4	IHO Capacity Building Strategy. Review the IHO CB Strategy and update it as required. Use HELCOM Resurvey Plan to develop a model.	None	Vice Chair with a task team
Task 2.1.5	Capacity Building Work Program (CBWP). Review and update the 2010 WP and develop and propose 2011 WP during CBC8 Meeting.	None	All
Task 2.1.6	Follow-up of CB activities and initiatives. To execute an assessment trial, identifying the ways to improve the management of the CBFund and other resources, including human resources.	None	All

Element 2.2 Capacity Building Assessment			
		Euros	Responsible
Task 2.2.1	Technical and Advisory Visits. General Support to be provided by IHB <ul style="list-style-type: none"> • MBSHC (Syria, Libya and Israel) • EAHC (follow up mission to Gabon, Cameroon and Guinea Bissau) • EAHC (probably Brunei or Cambodia) 	IHO budget 20.000 20.000 2.800	IHB + Chairs Chair RHC* Chair RHC* Chair RHC*
Task 2.2.2	S-55 Status of Hydrographic Surveying and Nautical Charting Worldwide. Continue efforts to complete S-55 and to keep data updated.	None	Chair + IHB
Task 2.2.3	Assessment procedures.	None	VC + task

	Based on the experience gathered, to improve and update the procedures that have been established.		team
Element 2.3 Capacity Building Provision			
		Euros	Responsible
Task 2.3.1	Raise Awareness on the Importance of Hydrography. Support this general IHO task when ever technical visits are conducted.	None	All
Task 2.3.2	Technical Workshops, Seminars, Short Courses. Support for General Organization <ul style="list-style-type: none"> • Marine cartography and ENC production and QA EAHC • Technical aspects of maritime boundaries, baselines and the extended continental shelf EAHC • Workshop on Port and Shallow Water Surveys (SAIHC, NIOHC All countries). This is one event that shall benefit both RHCs. • MSI Regional Workshop SAIHC • Survey Attachment On the Job Training SAIHC • Workshop on Port and Shallow Water Surveys (MACHC, SEPHC and SWAtHC All countries). This is one event that shall benefit the three RHCs. • MSI Regional Workshop SWPHC • Regional Nautical Cartographic Course SWPHC • Golf of Honduras MACHC 	IHO budget 8.700 11.200 20.000 26.000 20.000 27.000 17.600 47.280 15.000	IHB + Chair RHC Chair RHC Chair RHC Chairs* RHC Chair RHC Chair RHC Chairs RHC Chair RHC Chair RHC Chair
Task 2.3.3	Hydrographic and Nautical Cartography Courses. Contribute with the IAB to the establishment of training facilities and delivery of courses.	None	Chair
Task 2.3.4	On the Job Training (ashore / on board) Report to IHO on results of a study conducted to identify “on the job training opportunities” proposing the adoption of required Adm. Res. on the subject.	None	Chair
Task 2.3.5	Marine/Maritime Projects. Provide guidance upon request to ensure that marine/maritime projects include a CB component on hydrography, cartography and MSI aspects.	None	Chair

Note (*)= RHC Chairman to confirm this activity and provide details.

RESOURCES:

AVAILABILITY FROM 2009	=	118.258,40 euros
Allocated from 2009 IHO Regular Budget	=	65.000,00 euros
Expected contribution from RoK 2nd Half 2009	=	65.000,00 euros (aprox)
CBFUND Total availability for 2010	=	248.258,40 euros
 AGREED 2010 CBWP EXPECTED COSTS	=	 236.580,00 euros
 Difference	=	 11.678,40 euros

Pending for consideration two SAIHC projects under evaluation for 18K and 38K respectively.

ANNEX D

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

No	Description of the Activity	Responsible	Deadline
1	Send letter of thanks to Rep. of Korea (NORI) for having hosted the CBSC7 Meeting	Chair	01 June 2009
2	Send letter of thanks and acceptance to USA (NAVOCEANO) for offering to host CBSC8 in 2010.	Chair	01 June 2009
3	To prepare and circulate draft minutes to all participants to CBSC7	Chair/Past Chair	01 June 2009
4	To provide comments to Chair.	ALL	15 June 2009
5	To issue final version of the CBSC7 Meeting minutes. Secretary to posted in the IHO website. IHB to prepare CL on the subject.	Chair/Secretary/IH B	20 June 2009
6	To request IHB to investigate possible use of video conferences.	Chair	20 June 2009 *
7	To provide a French and Spanish version of the PROCS 1+2 approved, indicate submission could be provided in any official language of the IHO and Spanish.	IHB/Secretary	01 August 2009
8	To inform the IHB on the need of using some resources coming from the MOU with RoK for administrative and operational expenses for the management of the projects.	Chair	20 June 2009 *
9	To ensure continuous contact between CBSC and IMO/IHO/WMO/IOC coordination board aiming at synergy between organizations' programs, and preventing duplication.	Chair + IHB	Permanent
10	To correct PROC3 replacing Chair with the Secretariat and post it on the IHO web site as its final version.	Secretary	30 June 2009
11	To review all proposals received for consideration at the next CBSC meeting ensuring compliance with the form provided and propose an updated Draft Management Plan.	Secretary	As they arrive. 01 April 2010
12	To circulate the form "Report of the activity supported by CBF" – PROC5 (1-3)	Chair + IHB	01 July 2009
13	To revise PROC5 Section II (4) and provide new text to Chair.	Germany	DONE
14	To request progress reports from recipients of technical visits on the recommendations made. (Include needs for follow-up visits).	IHB/Chair	01August 2009
15	To explore Funding Agencies (i.e. Nippon Foundation) on possibilities to support CAT A or B recognized training courses.	IHB	01October 2009
16	To request to EAHC for additional info on technical visits planned in 2010.	Chair	20 June 2009
17	11.To clarify the possibility to include representative of Fiji in Bursary course UKHO	UK	
18	To write a letter to the relevant RHCs informing the decision Adopted by the CBSC 7 with regard to their requests for support from CBFund.	Chair	30 June 2009 **
19	To fill in all available data in the Excel Spreadsheet containing the Management Plan. First column must be Project ID Number.	Secretary	01October2009

20	To prepare the technical specification necessary for the development of a database to administer the Management Plan.	Management Plan Working Group (NO/AU/LA/BHI) Chair : Norway	01October2009
21	To find appropriate resources to implement the database	IHB	01November 2009
22	To recommend RHC Chairs to solve regionally needs of on-job Trainings, making use of Bilateral Agreements.	Chair	30 June 2009 **
23	To send out another call for candidates for cartographic course (Module 1 of UKHO CAT B course) for first quarter 2010, subject to funding availability and in coordination with UKHO.	IHB/UKHO	01 August 2009 (if funds are available)
24	To circulate updated PROC 4. Chair to instruct when ready to post it in the CBSC section of the IHO website	US/Chair/Secretary	20 June 2009 30 July 2009
25	To apply PROC4 for all new request for support and provide to the CBSC prior the meetings when the MP is discussed.	Secretary	As they arrive. 01 April 2010
26	To provide an article displaying the benefits of Hydrography to be published in Hydro International and/or International Hydrographic Review.	US + AUS	30 July 2009
27	To provide a draft simple paper describing the benefits of being an IHO Member, for comments by CBSC within one month.	IHB	01 August and 01 September 2009
28	To review entree procedure system for updating S-55 included in the IHO website to ensure its operability.	IHB	01 August 2009
29	To request IHB to consider to have as theme for WHD 2010 – “Hydrography supporting Maritime Trade”. Harmonizing this with IMO WMD if possible.	Chair	20 June 2009
30	To define dates for the CBSC8 Meeting.	Chair / USA	01August 2009
31	To prepare Agenda, Annotated Agenda, Timetable and List of Documents and circulate them timely to all CBSC8	Chair / Secretary	20January 2009

Updated version prepared 18 May 2009.