

**9th IHO CAPACITY BUILDING SUB-COMMITTEE MEETING
Niteroi, Brazil, 23-25 May 2011.**

ANNOTATED AGENDA

1.- Opening and Welcome.

Mr. Janis Krastins, Chairman of the IHO Capacity Building Sub-Committee will open the Meeting at 0900 on May 23, 2011, at the Directorate of Hydrography and Navigation (DHN) conference room.

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 Sub-Committee.

1.2 Approval of the Agenda and Timetable

The Chairman will introduce the Draft Agenda (**Doc. CBSC9-1**) and Timetable (**Doc. CBSC9-3**). IHOCBSC Members will be invited to comment and finally adopt these documents. The Annotated Agenda (**Doc. CBSC9-2**), 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. CBSC9-4**). Participants are expected to have downloaded them from the IHO Web site and have brought them to the meeting.

1.4 Administrative Arrangements

The representative of the Host country (Brazil- DHN) will provide participants with administrative and local details.

The CBSC Secretary will circulate a draft version of the List of Participants (**Doc. CBSC9-14**) requesting participants to review and confirm the information contained.

2.- Minutes of the Eighth IHO CBSC Meeting

The Secretary of the CBSC will introduce **Doc. CBSC9-5/1**, corresponding to the Minutes of the last CBSC Meeting. Despite the Minutes were approved by CBSC Members by correspondence and circulated to IHO MSs, CBSC Members willing to provide any comment shall be welcome to do it.

3.- Review of List of Actions from the Eighth Meeting

The Secretary of the CBC will provide a brief comment on the status of each action agreed at the last meeting (**Doc. CBSC9-5/2**). CBC Members are expected to report verbally on the accomplishment or progress made on the actions of their responsibilities, unless such activity has a particular Agenda Item allocated in the Agenda.

4.- IHO 2010 Capacity Building Work Programme

Chairman will provide a general report indicating issues to consider during the meeting and activities carried out since CBSC8 (**Doc. CBSC9-07/1**).

4.1 CB Management. (Doc. CBSC9-07/2 and Doc. CBSC9-08/1A; 1B; 1C; 1D and 1E)

CB Fund - IHB Director Capt.Hugo Gorziglia shall report on the status and experiences gained administering the Capacity Building Fund (**Doc. CBSC9-7/2**). The report will include the status of the CBFund.

Coordination of CB activities with other organizations and countries – Chairman will report on Joint Meeting of IHO-IMO-IOC-WMO-IALA. Capt.Hugo Gorziglia will provide a report on cooperation and relations with Funding Agencies and other relevant Institutions (**Doc. CBSC9-08/1A**)

The Chair and other Task Group leaders shall provide a report on the progress made in the following tasks:

- a) Project Implementation Plan and Payment Procedure (**Doc. CBSC9-08/1B**)
- b) CBSC Procedures (1 to 5) (**Doc. CBSC9-08/1C**)
- c) Management Plan structure as a database(**Doc. CBSC9-08/1D**)
- d) Regional CB Coordinators' mechanism. (**Doc. CBSC9-08/1E**)

4.2 Capacity Building Assessment. (Doc. CBSC9-08/2)

RHC's representatives from the MBSHC; EAAtHC; EAHC, SWPHC and the IHB shall report on the status of the technical visits planned to execute during 2010.

The CBSC Secretary will report on the status of C-55 (**Doc. CBSC9-08/3**).

4.3 Capacity Building Provision. (Doc. CBSC9-08/4)

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, Chairman will invite SC to discuss the amount of information requested in reports and decide on possible improvements in Procedures in force.

4.4 Analysis & Decisions on pending activities. (Doc. CBSC9-9)

The Chairman will invite Capt.Hugo Gorziglia to report on pending activities Doc. **CBSC9-9**. SC will be requested to analyse the situation of the pending activities not achieved during 2010 and earlier and to adopt a decision with regard to its future.

5. Management Plan. (Doc. CBSC9-10)

Maintenance of Management Plan requires continuous follow up and adjustments as necessary. Not only new submissions received from RHCs but also corrections and updates to activities approved and included in MP require discussion at SC and support to be accepted. Members of CBSC are expected to analyse received submissions, discuss and decide on priorities. Chairman expects SC to reach conceptual agreement on two documents – Management Plan (new items for 2012 and adjustments to 2011) and Work Plan (Examination of WP2011 and adoption of WP2012).

5.1 Inputs received by RHCs and other sources. (Doc. CBSC9-10):

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. 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:

- To ensure that invitations to attend courses sponsored by the CBSC are sent also to the countries of the adjacent RHCs;
- To consider providing support to activities that promotes management capacity development.

The second of those requires reporting back to IRCC.

5.2 Management Plan updating. (Doc. CBSC9-10):

The Chairman will invite Members of CBSC to consider the MP.

5.3 Examine 2011 CB WP development. (Doc. CBSC9-11):

Capt.Hugo Gorziglia will provide a report (**Doc. CBSC9-10**) on WP2011 – 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 Sub-Committee is expected to provide guidance to the Chairman as regard to this matter.

5.4 Adoption of Preliminary CBWP 2012. (Doc. CBSC9-12):

The Chairman assisted by Capt.Hugo Gorziglia, based on the IHO WP; the requests received and the progress achieved in the previous years, will propose the 2012 CBWP. The Committee is expected to provide guidance to the Chairman with regard to this matter.

6. Report from the CBSC to the IRCC3.

The Committee is expected to provide guidance to the Chairman as regard to the items to be included in the report to IRCC3, besides the list of activities since CBSC8 and report on actions put on CBSC by the IRCC2.

7. Any other business.

In this Agenda Item it is expected that new subjects might be discussed.

8. Date and place of the 10^h CBSC Meeting

The Chairman will invite the SC Members to express their willing and readiness to host the 10th CBSC Meeting in late May or early June 2012 to match IHO planning cycle. It is reminded that in late April 2012 the XVIIIth IHC will take place in Monaco.

9. List of Actions with deadlines and assigned lead.

CBSC Members are expected to agree on an Action List (**Doc. CBSC9-13**), 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 1230 on the 25th May 2011.

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