

**10th IHO CAPACITY BUILDING SUB-COMMITTEE MEETING
Singapore, 04 - 06 June 2012.**

ANNOTATED AGENDA

1.- Opening and Welcome to New Members

Mr. Thomas Dehling, Chairman of the Capacity Building Sub-Committee will open the Meeting at 0900 on June 04, 2012 at the conference room in the Regent Hotel Singapore.

1.1 Welcome

The Chairman will welcome CBSC Members and participants to the meeting. He will provide a general overview of the activities conducted since the last meeting, as details will be considered and discussed under the appropriate agenda items. He will provide some guidance on the objectives and priorities the meeting should address, in the light of the decision adopted by the XVIII IHC and the objectives of the IHO.

The Chairman will request the representative from the United Kingdom Hydrographic Office as hosts to address the Sub-Committee.

1.2 Approval of the Agenda and Timetable

The Chairman will introduce the Draft Agenda (**Doc. CBSC10-01**) and Timetable (**Doc. CBSC10-03**). CBSC Members will be invited to comment and finally adopt both documents. The Annotated Agenda (**Doc. CBSC10-02**), 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. CBSC10-04**). Participants are expected to have downloaded them from the IHO Web site and have brought them to the meeting.

1.4 Local Arrangements

A Representative of the host country will provide participants with administrative and local details.

The CBSC Secretary will circulate a draft version of the List of Participants (**Doc. CBSC10-05**) requesting participants to review and confirm the information contained.

2.- Minutes of the Ninth Meeting

The Secretary of the CBSC will introduce **Doc. CBC10-06**, 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 so.

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

The Secretary of the CBSC will provide a brief comment on the actions agreed at the last meeting (**Doc. CBC10-6 Annex D**). CBSC 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 2011 CB WP

Chairman will provide a general report indicating issues to consider during the meeting and activities carried out since CBSC9 (**Doc. CBSC10-07**).

4.1 CB Management.

Capacity Building Fund (Doc. CBSC10-08)

IHB Director Capt.Hugo Gorziglia shall report on the status and experiences gained administering the Capacity Building Fund. The report will include the status of the CBFund.

Coordination of CB activities with RoK and Japan

IHB Director Capt.Hugo Gorziglia shall report on the status and experiences gained in the cooperation with the Republic of Korea and Japan.

Coordination of CB activities with IMO/IOC/WMO/IALA/FIG

The Chairman will report on the joint meeting of IHO/IMO/IOC/WMO/IALA/FIG.

Updates and adjustments to the 2011 WP

The Chairman will report on the updated and adjustments, referring to the coordination by e-mail between the meetings.

4.2 CB Assessment.

RHC's representatives from the **MBSHC; EAiHC; EAHC, SWPHC** and the IHB shall report on the status of the technical visits planned to execute since CBSC9.

The CBSC Secretary will report on the status of C-55 (**Doc. CBSC10-09**).

4.3 CB Provision.

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. A detailed discussion should be handled under agenda item 6 or 7.

4.4 Analysis and decision on pending activities.

If needed, the Chairman will invite Capt. Hugo Gorziglia to report on pending activities. SC will be requested to analyze the situation of the pending activities not achieved during 2011 and earlier (if any) and to adopt a decision with regard to its future.

5. IHO 5 Year WP

The Chairman will provide an overview of the development of the 5 Year Work Programme 2013-2017. RHCs were asked to identify their needs for the next 5 years, in terms of general statements. These requirements were compiled in Annex A of document CONF 18/REP/01 which was approved by the XVIII IHConference.

To facilitate the CBSC work the document **CBSC10-10A** "Approved Capacity Building Requirements for 2013-2017" has been prepared.

6. Strategic Issues of the CBSC

The Chairman will invite the Sub-Committee to discuss on the strategic Issues of the CBSC, including the outcome of the 18th IHC and the growing demands for the IHO Capacity Building.

7. Operational Issues of the CBSC

Procedures

The Secretary will provide a current status of the Procedures in place. The Sub-Committee will be invited to propose further developments.

Management Plan Database

The Secretary and Norway will provide and update on the current status of the development of the Database.

Performance Indicators

The Chairman will invite the Sub-Committee to review the performance Indicators and suggest improvements if appropriate.

8. Management Plan

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 2013 and adjustments to 2012) and Work Plan (Examination of WP2012 and adoption of WP2013).

8.1 Inputs received from RHCs, analysis and decision

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.

8.2 Management Plan update

The Chairman will invite Members of CBSC to consider the MP (**Doc. CBC10-11**).

8.3 Review and update of CBWP 2012

Capt. Hugo Gorziglia will provide a report (**Doc. CBSC10-12**) on WP2012– 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.

8.4 Adoption of CBWP 2013

The Chairman assisted by Capt.Hugo Gorziglia, based on the IHO 5 year WP, the requests received and the progress achieved in the previous years, will propose the 2013 CBWP (**Doc.CBSC10-13**). The Committee is expected to provide guidance to the Chairman with regard to this matter.

9. Report from the CBSC to the IRCC4 Meeting

The Sub-Committee is invited to provide guidance to the Chairman as regard to the items to be included in the report to IRCC4, besides the list of activities since CBSC9 and report on actions put on CBSC by the IRCC3.

10. Election of Chairman and Vice-Chairman

As agreed at the last meeting and according to the beginning of a new 5 Year period, the Chairman and the Vice-Chairman have to be elected.

11. Any other business

In case a subject not previously identified is raised for discussion, it shall be considered under this agenda item. Ideally substantial matters should be raised well in advance in order to be prepared to discuss or comment the subject.

12. Date and place of the 11th CBSC Meeting

The Chairman will invite the Sub-Committee to identify the venue and dates for the 11th CBSC Meeting. Consideration should be given that in order to contribute to the IHO WP preparation, meetings should take place in late May or early June. Also, whenever possible, meetings should be organized in conjunction with other relevant events, which has been the case in 2010 and 2011 back to back with IRCC meetings.

13. List of Actions with deadlines and assigned lead

CBSC Members are expected to agree on an Action List (**Doc. CBSC10-14**), 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.

14. Closure

The closure of the meeting is scheduled at 1230 on June 04, 2012.