

**ACTION LIST AGREED AT CBSC10**

<b>No</b>	<b>Description of the Activity</b>	<b>Responsible</b>	<b>Deadline</b>
1	Send letter of thanks to the hosts for having hosted the CBSC10 Meeting	Chair	End June
2	Send letter of thanks to future host for offering to hold CBSC11 in 2013. Offer to be accepted on IRCC decision.	Chair	End June
3	To prepare and circulate draft minutes to all participants to CBSC10	Chair, Secretary	End June
4	To provide comments to Chair.	ALL	End July
5	To issue final version of the CBSC10 Meeting minutes. Secretary to post in the IHO website. IHB to prepare CL on the subject.	Chair, Secretary	August
6	To send letters to the RHCs Chairs informing them of the approval or rejection of their submissions.	Chair	End July
7	To prepare Agenda, Annotated Agenda, Timetable and List of Documents and circulate them timely to all CBSC11	Chair, Secretary	February 2013
8	Consider participation in the 6 <sup>th</sup> Joint IMO/IHO/IOC/WMO/IALA CB meeting	Chair, IHB	October, Oostend
9	Write to the RHC Chairs to remind the RoS submissions, highlighting the main topics: - Comply with Procedure 1 (excel to be created) - Priority definition (1, 2, 3) - Spreadsheet with compiled values from RoS - Deadline	Chair	December
10	To provide summary reports for their respective region.	CB Coordinators	April 2013
11	To provide written reports of the region's CB Projects of the intersessional period.	RHC Chairs	Before IRCC5
12	To prepare and circulate a proposal for a revised IHO CB Strategy	Strategy-WG	October 2012
13	To develop and provide the specifications of the Management DB.	Norway, Secretary	March 2013
14	Procedure 6 to be posted on the web	Secretary	June
15	Create a workflow to Procedures 1, 2, 3 and 4 to allow an appropriate flow of information.	Secretary	November
16	Establish a timetable to be follow in the document submission for CBSC11	Chair	October 31
17	To propose means to measure the success of CB beyond the existing Performance Indicators	Singapore, UK, RSA, Secretary	October
18	To add the proposed means to measure the success of CB beyond the existing Performance Indicators	All	April 2013

19	To propose a way to derive figures for the Performance Indicators (questionnaire)	Brazil	August 2012
20	To propose IRCC to consider inviting HSSC to task MSDI WG to develop an MSDI Standard Course	Chair	During IRCC4
21	Submit to IHB the support need from IMO to the period 2014-2015	Chair	October 31
22	To inform the venue and dates of CBSC11 and invite the IHB to draft a Circular Letter to MSs	Chair	After definition
23	To prepare a document proposing a mechanism to obtain the contracted support of CB coordinators to help RHCs to manage CB matters	France, Australia, UK, USA	Before CBSC10 meeting
24	Request IHB to consider copying the Cook Is. Technical Visit Report to the Cook Islands IMO representative.	Chair	When Technical report is ready
25	a) To prepare a draft content for an awareness raising seminar to be delivered to IMO countries - mainly those least hydrographically developed – (using as a model the seminars organized by HCA to ATCM and others) and submit the draft to CBSC members for comments. b) Assess the interest of potential recipients and if positive, c) prepare a proposal for IMO endorsement.	a) IHB b) Chair c) Secretary	a) Oct b) Nov c) Dec
26	Invite IHB to prepare a draft Procedure 6 based on the progress so far achieved, the discussion had, the contribution received from observers and the original intention to establish a project implementation plan and payment procedure. Submit to CBSC11	IHB, Secretary	February 2013
27	To organize a database that includes the attendees to the different CBFund supported courses and make it available in the CB section of the IHO website. Other sources of trained people are welcome and shall also be included	IHB, Secretary and regional CB Coordinators	End October