

**11th MEETING OF THE IHO CAPACITY BUILDING SUB-COMMITTEE
IHO-CBSC11
Wollongong, Australia, 30 May - 1 June 2013**

AGENDA AND TIMETABLE

Note: the CBSC11 Meeting was moved from the Australian Hydrographic Service (AHS) to the Novotel Wollongong Northbeach Hotel, the venue of IRCC5.

Note: Presenters of papers in parentheses ().

Time	CB Coordinators Meeting – Thursday, 30 May	Action
09h00 11h30	Preparatory meeting for the RHC CB Coordinators in the lobby of the Novotel.	Chair

Time	DAY ONE OF CBSC11 – Thursday, 30 May	Action
13h00	<p>1. a. Opening Remarks Opening of the meeting and welcome.</p> <p>b. Introductions Participants will be invited to introduce themselves.</p> <p>c. Administrative Arrangements <i>Docs: CBSC11-01A List of Documents (IHB)</i> <i>CBSC11-01B List of Participants (IHB)</i> <i>CBSC11-01C CBSC Membership (IHB)</i> <i>CBSC11-01D ToR and RoP (IHB)</i></p> <p>Logistic guidance and information. Documents are presented and updated as necessary.</p>	Chair/Host/ IHB All IHB
13h40	<p>2. Approval of Agenda <i>Doc: CBSC11-02 Agenda and Timetable (IHB)</i></p> <p>Participants are invited to comment the agenda and timetable in case updates are necessary. Agenda is adopted.</p>	Chair
14h00	<p>3. Matters arising from Minutes of CBSC10 Meeting <i>Docs: CBSC11-03A Minutes of CBSC10 (IHB)</i> <i>CBSC11-03B Status of Action List from CBSC10 (IHB)</i></p> <p>Approval of the CBSC10 Minutes. List of Actions is reviewed and updated.</p>	Chair Chair
14h30	<p>4. General Issues 4.1 Report by the Chair 4.2 Industry Stakeholder presentation</p>	Chair Industry Stakeholder

15h00	Group photo followed by afternoon tea	Host
15h30	<p>5. IHO 2012 CBWP <i>Docs: CBSC11-05A CB Fund Report (IHB)</i> <i>CBSC11-05B 2012 CBWP (IHB)</i></p> <p>5.1 CB Management - CB Fund Report - Coordination of CB activities with ROK and Japan - IHO/IMO/WMO/IOC/IALA/IAEA/FIG Joint CB Coordination - Updates to the 2012 CBWP</p> <p>5.2 CB Assessment - Technical visits - C-55 Status</p> <p>5.3 CB Provision - Report of courses, workshops and seminars</p> <p>5.4 Analysis and decision on pending activities</p>	Secretary Chair Chair Chair RHC Reps. Secretary RHC Reps. Chair
18h30	END OF DAY ONE	Chair

Time	DAY TWO OF CBSC11 – Friday, 31 May	Action
08h30	Coffee and tea on arrival	Host
09h00	<p>6. Strategic Issues of the CBSC <i>Docs: CBSC11-06A IHO Capacity Building Strategy (IHB)</i> <i>CBSC11-06B Proceedings of the IHC18, Decision 11 (IHB)</i> <i>CBSC11-06C Discussion Paper (France, EAHC CB Coordinator)</i> <i>CBSC11-06D Discussion Paper (UK)</i></p> <p>6.1 CB Strategy Revision 6.2 CB Strategy Discussion Review and discussion of the CB Strategy as decided by the IHC18 (Decision 11)</p>	Chair
10h30	Morning tea	Host

11h00	<p>6. Strategic Issues of the CBSC (Continuation) <i>Docs: CBSC11-06A IHO Capacity Building Strategy (IHB)</i> <i>CBSC11-06B Proceedings of the IHC18, Decision 11 (IHB)</i> <i>CBSC11-06C Discussion Paper (France, EAHC CB Coordinator)</i> <i>CBSC11-06D Discussion Paper (UK)</i></p> <p>6.2 CB Strategy Discussion (Continuation)</p> <p>6.3 CB Strategy basic decisions</p> <p>Discussion (continuation) and decision of the CB Strategy as decided by the IHC18 (Decision 11)</p>	Chair
12h30	Lunch	Host
14h00	<p>7. Operational issues of the CBSC <i>Docs: CBSC11-07A Draft Procedure 7 – Application Procedures (IHB)</i> <i>CBSC11-07B Draft Procedure 8 – Finance Management (IHB)</i> <i>CBSC11-07C CBWP Workflow (IHB)</i> <i>CBSC11-07D CB Management System update (IHB)</i></p> <p>7.1 CB Procedures</p> <p>7.2 CB Workflow</p> <p>7.3 CB Management System update</p> <p>7.4 Performance Indicators</p> <p>Discussion about the operational aspects of the CB management, including procedures, workflow and the development of a comprehensive CB Management and Monitoring System.</p>	Chair Secretary Secretary Secretary
15h30	Afternoon tea	
16h00	<p>8. Management Plan <i>Doc: CBSC11-08 Draft Management Plan (IHB)</i></p> <p>8.1 Inputs received from RHCs, analysis and decision</p> <p>8.2 Management Plan Update</p> <p>Revision and update of the Management Plan.</p>	Chair Chair Chair
17h30	END OF DAY TWO	Chair

Time	DAY THREE OF CBSC11 – Saturday, 1 June	Action
08h30	Coffee and tea on arrival	Host
09h00	<p>8. Management Plan (Continuation) <i>Doc: CBSC11-08 Draft Management Plan (IHB)</i></p> <p>8.2 Management Plan Update (Continuation)</p> <p>Adoption of the Updated Management Plan.</p>	Chair

10h30	Morning tea	Host
11h00	<p>8. Management Plan (Continuation) <i>Doc: CBSC11-08 Draft Management Plan (IHB)</i></p> <p>8.3 Review and Update of the CBWP 2013</p> <p>8.4 Adoption of the CBWP 2014 Adoption of the Updated CBWP 2013 and Agreed CBWP 2014.</p>	<p>Chair</p> <p>Chair</p>
12h30	Lunch	Host
14h00	<p>9. Report from the CBSC to the IRCC5 Meeting Preparation of the CBSC Chair report to the IRCC5 Meeting</p>	Chair
14h30	<p>10. Any other business CBSC discuss any other business.</p>	Chair
15h00	<p>11. Venue and date of the CBSC12 CBSC decides on the next CBSC Meeting venue and date.</p>	Chair
15h30	Afternoon tea	Host
16h00	<p>12. Review of the List of Actions CBSC reviews the List of Actions with deadlines and assigned lead.</p>	Chair
17h30	CLOSURE	Chair