

11th IHO CAPACITY BUILDING SUB-COMMITTEE MEETING
Wollongong, Australia 30 May - 01 June 2013.

LIST OF ACTIONS AND DECISIONS

No	Action	Responsible	Deadline	Status
1	Send letter of thanks to the hosts for having hosted the CBSC11 Meeting	Chair	End June	Permanent
2	Send letter of thanks to future host for offering to hold CBSC12 in 2014.	Chair	End June	Permanent
3	To prepare and circulate draft minutes to all participants to CBSC11	Chair, Secretary	End June	Permanent
4	To provide comments to Chair.	All	End July	Permanent
5	To issue final version of the CBSC11 Meeting minutes. Secretary to post in the IHO website. IHB to prepare CL on the subject.	Chair, Secretary	August	Permanent
6	To send letters to the RHCs Chairs informing them of the approval or rejection of their submissions.	Chair	End July	Permanent
7	To prepare Agenda, Annotated Agenda, Timetable and List of Documents and circulate them timely to all CBSC12	Chair, Secretary	February 2013	Permanent
8	Consider participation in the 7 th Joint IMO/IHO/IOC/WMO/IALA/IAEA/FIG CB meeting (October 2013)	Chair, IHB	October	Permanent
9	Write to the RHC Chairs to remind the RoS submissions, highlighting the main topics: - Comply with Procedure 1 and 4 - Priority definition (1, 2, 3) - Spreadsheet with compiled values from RoS - Deadline	Chair	December	Permanent
10	To provide summary reports for their respective region.	CB Coordinators	April 2014	Permanent
11	To provide written reports of the region's CB Projects of the intersessional period.	RHC Chairs	April 2014	Permanent
12	To inform the venue and dates of CBSC11 and invite the IHB to draft a Circular Letter to MSs	Chair	October	Permanent
13	To contact FIG to confirm the joint CB Meeting in October and the venue	Secretary	June 2013	Done
14	To invite Suriname to address the benefits of industry participation to MACHC in IRCC5	Chair	during IRCC5	Done
15	to include Inundation Maps in the agenda for the Joint CB meeting	Chair	before the Joint CB meeting	
16	to provide figures for Vanuatu and Timor Leste placement in the Australian Hydrographic Service: 6 000 Euros	Australia	done during the meeting	Done
17	to communicate with Portugal and Timor Leste about the letter requesting a Technical Visit	Secretary	June 2013	

18	to approach IMO to try to get to figures of the joint CB Projects in order to illustrate the investment from IMO to the CBWP	IHB	August 2013	
19	to get the figures for the portable devices: 50 000 euros approximate	France	done during the meeting	Done
20	to investigate the use of the Country Database (under development) to create a country profile that can guide the CB efforts	IHB	before CBSC12	
21	to provide the job description for the aAssistant to CB in the Bureau	IHB	done during the meeting	Done
22	to write the text for the Strategy revision enabling feasibility studies for larger projects	France	August 2013	
23	to invite RHC Chairs to provide a consolidated <u>d</u> C-55 update from the National Reports	Chair	during IRCC5	Done
24	to draft a revised strategy (rev 1) to CBSC	Drafting Group	December 2013	
25	to circulate the draft revised strategy (rev 2) to CBSC	Chair	January 2014	
26	to consider participation at CB Stakeholders Seminar in Monaco to discuss the draft revised strategy	Chair	11-12 March 2014	
27	to upload Procedures 7 and 8 and implement them at the IHB	Secretary	June 2013	Done
28	to upload the CB workflow to the IHO website	Secretary	June 2013	
29	to liaise with Norway for the development of the Management System and its specifications for contract	Secretary	August 2013	
30	to present the provis <u>ional</u> performance indicators figures to IRCC	Chair	during IRCC5	Done
31	to develop a new proposal for the River Survey Course to be included in the Agreed 2014 CBWP	SEPHC, SWAtHC, MACHC	done during the meeting	Done
32	Turkey to submit the proposal for the Technical Visit to Lebanon according to the CB Procedures	Turkey	done during the meeting	Done
33	to investigate the costs for funding the participation in a Hydrographic Surveyor Cat B Course	IHB	July 2013	
34	to investigate the budget for former CB Students participation in the CB Seminar and submit to the CBSC for intersessional consideration	UK	December 2013	
35	to invite HSSC to task TWLWG to develop a basic one-week training course on tides and water levels to be delivered to the RHC	Chair	before HSSC5	
36	to provide details of the Tidal and Water Level Course developed in Australia	Australia	June 2013	
37	to check with the TWLWG the existence of a basic course on tides	Secretary	June 2013	
38	to address Print on Demand with IRCC and HSSC	Chair	during IRCC5 and HSSC5	

39	to get back to their regions and assess whether the countries are willing to participate in the 2014 MSDI Courses funding their own attendees	MACHC, NIOHC and RSAHC CB Coordinators	July 2013	
40	to develop the ToR for the CB Coordinators	Task Group: UK(chair), NZ, Turkey, Secretary	June 2013	
41	to present the CBSC11 report to IRCC5	Chair	during IRCC5	Done

No	Decision
1	CBSC recognizes the industry contribution to Capacity Building and is keen to get further involvement with industry partners.
2	CBSC acknowledged the importance of the contributions from Republic of Korea and Japan for the CB Programme.
3	The CBSC noted the document and agreed to close the 2012 CBWP (Annex A).
4	CBSC acknowledged the significant contribution of IMO for the development of hydrographic services in the developing countries.
5	cancel the Assessment activities not executed in 2012 marked as "Cancelled" in the 2012 CBWP (Annex A).
6	include the Assessment activities not executed in 2012 marked as "Postponed to 2013" in the 2012 CBWP (Annex A) in the discussions to be held under Agenda item 8.3 (update the 2013 CBWP).
7	to acknowledge the suggestion from New Zealand to create a country profile, similar to the existing in IMO, to help the decision process in the establishment of the annual CBWP.
8	to recognize the risk assessment developed by New Zealand as a positive tool to establish the priorities for surveys/charting in a region, as well to guide the CB activities and projects.
9	to approve the investment of up to 13% of the CB Funds to administrative tasks and project management but not to exceed 40 000 Euros.
10	equipment purchases and associated maintenance should be included in the draft revised Strategy as part of a holistic approach to CB activities, where there are sufficient resources, a compelling case has been made and there has been comprehensive cooperation between States, RHCs and CBSC.
11	to include in the Strategy revision a general statement highlighting that a financial commitment will be taken into account when assessing the submission of CB projects.
12	do not close the support to non-Member States but establish some limit. The suggested wording to be considered in the revision is: "In general the IHO CBSC will focus Member States and will limit the support to non-Member States to Phase 1 only".
13	the CBSC will consider a wider communication goal during the process of the Strategy revision.
14	to create a working group to deal with the draft revised strategy comprising the Chair, France, New Zealand, South Africa, UK, and the Secretary.

15	<p>to establish the major aspects of the revised strategy as:</p> <ul style="list-style-type: none"> - Strict limitations on funding equipment - Non-Member States generally limited to Phase 1 activities - The need for comprehensive projects - Use of consultants - Use of C-55 as a country profile - Use of funds for administrative issues on a limited basis - Co-operation with stakeholders - MSDI - Cat B survey
16	<p>to establish the following revision timetable:</p> <ul style="list-style-type: none"> - review of the current strategy at CBSC11 - discuss possible changes at CBSC11 - draft a first version at CBSC11 - work on first version until Dec 2013 - disseminate second version January 2014 - stakeholders seminar 11-12 March 2014 - finalize strategy at CBSC12 - present to IRCC at IRCC6 - present to IHC at EIHC5
17	to approve CB Procedure 7 and CB Procedure 8 that will enter into effect immediately.
18	to acknowledge the support provided by Norway to the development and specification of the CB Management System.
19	to include the High Level Visits to MOWCA in the 2014 Management Plan and the 2013 CBWP.
20	to allocate resources to the IHB to contract the Capacity Building Assistant (CBA) to assist the CB management to be included in the 2013 CBWP, 2014 Management Plan and 2014 CBWP.
21	the late submission NIOHC on "Multi-beam training and Paper Chart/ENC production" has not been taken into account and suggested to resubmit the following year.
22	to include SWAtHC and MACHC to participate in the River Survey workshop proposed by SEPHC.
23	to include the Technical Visit to Lebanon in the Management Plan under condition that it will not exceed 5 000 Euros and be submitted before 7 June 2013.
24	to adopt the 2014 Management Plan (Annex C).
25	not approve the funding of a "Print on demand" course in the 2013 CBWP.
26	to keep the MSDI courses and finance the instructors' participation (fees, air tickets, local transportation, accommodation and meals) and the students pay for their participation.
27	continue to support the Boundary Courses using CB Fund.
28	to adopt the Updated 2013 CBWP (Annex D)
29	to adopt the Agreed 2014 CBWP (Annex E)
30	to establish a Task Group to develop the ToR for the CB Coordinators in coordination with the CBSC Chair. Composition: Jeff Bryant (UK/Chair), Adam Greenland (NZ), Inan Burak (Turkey) and the Secretary.
31	to continue the CBSC meetings back-to-back with IRCC whenever feasible.
32	to hold the CBSC12 meeting in Brest (TBC) on 14 – 16 May 2014.