

**12th MEETING OF THE IHO CAPACITY BUILDING SUB-COMMITTEE
IHO-CBSC12
Brest, France, 14-16 May 2014**

DRAFT AGENDA AND TIMETABLE

Note: Presenters of papers in parentheses ().

Time	DAY ONE OF CBSC12 – Wednesday, 14 May	Action
08h00	Registration	All
09h00	<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: CBSC12-01A List of Documents (IHB)</i> <i>CBSC12-01B List of Participants (IHB)</i> <i>CBSC12-01C CBSC Membership (IHB)</i> <i>CBSC12-01D ToR and RoP (IHB)</i> <i>CBSC12-01E ToR for the CB Coordinators (IHB)</i></p> <p>Logistic guidance and information. Documents are presented and updated as necessary. The draft ToR for the CB Coordinators is reviewed and approved.</p>	<p>Chair/Host/ IHB</p> <p>All</p> <p>IHB</p>
09h45	<p>2. Approval of Agenda <i>Doc: CBSC12-02 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
10h00	<p>3. Matters arising from Minutes of CBSC11 Meeting <i>Docs: CBSC12-03A Minutes of CBSC11 (IHB)</i> <i>CBSC12-03B Status of Action List from CBSC11 (IHB)</i></p> <p>Approval of the CBSC11 Minutes. List of Actions is reviewed and updated.</p>	Chair
10h30	Coffee break	Host
11h00	<p>4. Report by the Chair and the IHB <i>Docs: CBSC12-04A Report by the Chair (Chair)</i> <i>CBSC12-04B Report by the IHB (IHB)</i></p> <p>Highlights from the Chair and the IHB on ongoing issues and the outcomes from the CB Stakeholders' Seminar.</p>	Chair

Time	DAY ONE OF CBSC12 – Wednesday, 14 May (Cont.)	Action
11h30	<p>5. IHO 2013 CBWP</p> <p><i>Docs: CBSC12-05A CB Fund Report (IHB)</i> <i>CBSC12-05B Updated 2013 CBWP (IHB)</i> <u><i>CBSC12-05C EAtHC Report (EAtHC)</i></u> <u><i>CBSC12-05D SWAtHC Report (SWAtHC)</i></u> <u><i>CBSC12-05E MACHC Report (MACHC)</i></u> <u><i>CBSC12-05F NIOHC Report (NIOHC)</i></u> <u><i>CBSC12-05G RSAHC Report (RSAHC)</i></u> <u><i>CBSC12-05H SAIHC Report (SAIHC)</i></u></p> <p>5.1 CB Management</p> <ul style="list-style-type: none"> - CB Fund Report - Coordination of CB activities with ROK and Japan - Joint IHO/IMO/WMO/IOC/IALA/IAEA/FIG CB Coordination Meeting - Updates and finalization of the 2013 CBWP 	<p>Secretary</p> <p>Chair</p> <p>Chair</p> <p>Chair</p>
12h30	Group photo followed by lunch break	Host
14h00	<p>5.2 CB Assessment</p> <ul style="list-style-type: none"> - Technical visits - C-55 Status <p>5.3 CB Provision</p> <ul style="list-style-type: none"> - Report of courses, workshops and seminars <p>5.4 Analysis and decision on pending activities</p>	<p>RHC Reps.</p> <p>Secretary</p> <p>RHC Reps. and IHB</p> <p>Chair</p>
15h30	Coffee break	Host
16h00	<p>6. Strategic Issues of the CBSC</p> <p><i>Docs: CBSC12-06A IHO Capacity Building Strategy (IHB)</i> <i>CBSC12-06B Proceedings of the IHC18, Decision 11 (IHB)</i> <i>CBSC12-06C Current Revised CB Strategy (Chair)</i> <i>CBSC12-06D CB Stakeholders' Seminar Results (Chair)</i></p> <p>6.1 Current Status of Revised CB Strategy</p> <p>6.2. CB Stakeholders' Seminar Results</p> <p>6.3. Decision about New CB Strategy</p> <p>6.4. Way Ahead for CB Strategy</p> <p>Review and discussion of the CB Strategy as decided by the IHC18 (Decision 11), considering the current draft revision.</p>	<p>Chair</p>

Time	DAY ONE OF CBSC12 – Wednesday, 14 May (Cont.)	Action
17h00	END OF DAY ONE	Chair
<u>18h00</u>	<u>"Ice breaker" cocktail at Brest's City Hall</u>	<u>Hosts</u>

Time	DAY TWO OF CBSC12 – Thursday, 15 May	Action
09h00	<p>6. Strategic Issues of the CBSC (continuation) <i>Docs: CBSC12-06A IHO Capacity Building Strategy (IHB)</i> <i>CBSC12-06B Proceedings of the IHC18, Decision 11 (IHB)</i> <i>CBSC12-06C Current Revised CB Strategy (Chair)</i> <i>CBSC12-06D CB Stakeholders' Seminar Results (Chair)</i></p> <p>6.1 Current Status of Revised CB Strategy 6.2. CB Stakeholders' Seminar Results 6.3. Decision about New CB Strategy 6.4. Way Ahead for CB Strategy</p> <p>Review and discussion of the CB Strategy as decided by the IHC18 (Decision 11), considering the current draft revision (Continuation from day 1).</p>	Chair
10h30	Coffee break	Host
11h00	<p>7. Operational issues of the CBSC <i>Docs: CBSC12-07A Revised Procedure 3 – Reviewing process and the preparation of the Management Plan (IHB)</i> <i>CBSC12-07B Revised Procedure 8 – Finance Management (IHB)</i> <i>CBSC12-07C Draft Procedure 9 – Technical Visits (IHB)</i> <i>CBSC12-07D Revised CBWP Workflow (IHB)</i> <i>CBSC12-07E CB Management System update (IHB)</i></p> <p>7.1 CB Procedures 7.2 CB Workflow 7.3 CB Management System update 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. The meeting will discuss the revision of the current procedures 3 and 8 and the development of a new procedure (9) for Technical Visits.</p>	Chair and Secretary
12h30	Lunch break	Host

Time	DAY TWO OF CBSC12 – Thursday, 15 May (Cont.)	Action
14h00	<p>8. Management Plan <i>Doc: CBSC12-08 Draft Management Plan (IHB)</i></p> <p>8.1 Inputs received from RHCs, analysis and decision Revision of the Management Plan.</p>	Chair Chair
15h30	Coffee break	
16h00	<p>8. Management Plan (Continuation) <i>Doc: CBSC12-08 Draft Management Plan (IHB)</i></p> <p>8.2 Management Plan Update Adoption of the Updated Management Plan.</p>	Chair Chair
17h00	END OF DAY TWO	Chair
<u>TBC</u>	<u>No host dinner</u>	<u>Hosts</u>

Time	DAY THREE OF CBSC12 – Friday, 16 May	Action
09h00	<p>8. Management Plan (Continuation) <i>Doc: CBSC12-08 Draft Management Plan (IHB)</i></p> <p>8.3 Review and Update of the 2014 CBWP 8.4 Adoption of the 2015 CBWP Adoption of the Updated 2014 CBWP and Agreed 2015 CBWP.</p>	Chair Chair
10h30	Coffee break	Host
11h00	<p>9. Report from the CBSC to the IRCC6 Meeting and EIHC5 Preparation of the CBSC Chair report to the IRCC6 Meeting and to the EIHC5.</p>	Chair
12h30	Lunch	Host
14h00	<p>10. Any other business CBSC discuss any other business.</p>	Chair
14h30	<p>11. Next CBSC Meetings (venue and date) Definition of the dates and venue for CBSC13 and, if possible, for CBSC14. Participants expected to offer the host the coming meetings.</p>	Chair
15h00	<p>12. Review of the List of Actions and Draft Report 12.1 Review of the List of Actions CBSC reviews the List of Actions with deadlines and assigned lead.</p>	Chair
15h30	Coffee break	Host

Time	DAY THREE OF CBSC12 – Friday, 16 May (Cont.)	Action
16h00	12. Review of the List of Actions and Draft Report (continuation) 12.2 Review of the Draft Report CBSC reviews the draft report of the meeting	Chair
17h00	CLOSURE	Chair