

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

LIST OF ACTIONS AND DECISIONS (Updated: 25 April 2014)

No	Action	Responsible	Deadline	Status
1	Send letter of thanks to the hosts for having hosted the CBSC11 Meeting	Chair	End June	Permanent Done
2	Send letter of thanks to future host for offering to hold CBSC12 in 2014.	Chair	End June	Permanent Done
3	To prepare and circulate draft minutes to all participants to CBSC11	Chair, Secretary	End June	Permanent Done
4	To provide comments to Chair.	All	End July	Permanent Done
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 Done
6	To send letters to the RHCs Chairs informing them of the approval or rejection of their submissions.	Chair	End July	Permanent Done
7	To prepare Agenda, Annotated Agenda, Timetable and List of Documents and circulate them timely to all CBSC12	Chair, Secretary	February 2014	Permanent Done
8	Consider participation in the 7 th Joint IMO/IHO/IOC/WMO/IALA/IAEA/FIG CB meeting (October 2013)	Chair, IHB	October	Permanent Done
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 Done
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 CBSC12 and invite the IHB to draft a Circular Letter to MSs	Chair	October	Permanent Done
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	Done
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	Done

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	Done
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	Done
21	to provide the job description for the a Assistant 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	Done
23	to invite RHC Chairs to provide a consolidated 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	Done
25	to circulate the draft revised strategy (rev 2) to CBSC	Chair	January 2014	Done
26	to consider participation at CB Stakeholders Seminar in Monaco to discuss the draft revised strategy	Chair	5-6 March 2014	Done
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	Done
29	to liaise with Norway for the development of the Management System and its specifications for contract	Secretary	August 2013	Ongoing
30	to present the provisional 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	Done
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	Done
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	Done
36	to provide details of the Tidal and Water Level Course developed in Australia	Australia	June 2013	Done
37	to check with the TWLWG the existence of a basic course on tides	Secretary	June 2013	Ongoing, with IOC
38	to address Print on Demand with IRCC and HSSC	Chair	during IRCC5 and HSSC5	Done

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	Done
40	to develop the ToR for the CB Coordinators	Task Group: UK(chair), NZ, Turkey, Secretary	June 2013	Done
41	to present the CBSC11 report to IRCC5	Chair	during IRCC5	Done