



IHO CAPACITY BUILDING SUB-COMMITTEE (CBSC)

TERMS OF REFERENCE FOR CAPACITY BUILDING COORDINATOR

Ref: IHB Circular Letter No ____/2014, dated ____ June 2014.

1. All Regional Hydrographic Commissions (RHCs) are encouraged to appoint a Capacity Building (CB) Coordinator to ensure that regional capacity building activities are aligned and coordinated in accordance with the procedures and practices developed by the CBSC. Such appointment should be reflected in the RHC Statutes to define the role of the CB Coordinator.
2. It is recommended that the CB Coordinator is to be appointed for a period of no less than two years to ensure continuity and should be conversant with the CB Strategy, CB Fund, CB Work Programme and CB Procedures.
3. The CB Coordinator is expected to hold a prominent position within the governance structure of the RHC and to drive the CB programme of work for the benefit of the region, within the overarching IHO CB Strategy. The CB Coordinator should have oversight of all CB assessments and analysis and organise action to build capacity in the region and promote the work of the IHO.
4. CB Coordinators are expected to keep a record of the Capacity Building Phase Stage of all the countries and territories in their RHC region in accordance with the template in annex. This record will be part of the 5-year regional CB plan.
5. The CB Coordinator will be a member of the CBSC which meets at least once per annum. Between meetings the business of the CBSC is conducted through email.
6. The CB Coordinator is responsible for developing a 5-year regional CB plan to feed into the 5-year IHO Work Plan (approved at each International Hydrographic Conference) and to review this plan on an annual basis to ensure emerging requirements are addressed. This plan will be the supporting document to the annual request of Capacity Building support to the CBSC.
7. The CB Coordinator should be alert to regional projects (possibly donor funded) which might benefit the members of the RHC and be prepared to promote the work of the IHO and CB in particular within these projects.
8. CB Coordinators should look into hydrographic ship deployments to least developed RHC for possible on-job training when conducting surveys on behalf of Member States in need of CB provision.



XXXHC Countries/Territories Capacity Building Phase Stage

	Country / Territory	CB Phase 0	CB Phase 1	CB Phase 2	CB Phase 3	Last TV
1	Country A		Self		Bilateral with Country Y	2006
2	Country B		Self		Bilateral with Country Y	2006
3	Country C		Self		Bilateral with Country Z	2006
4	Country D		?	Self	Bilateral with Country X	2011
5	Territory E		Self	Self	Bilateral with Country Y	2008
6	Country F		Self	Self	Self	
7	Territory G		?		Bilateral with Country Y	2011
8	Country H		Self	Self	Self	
9	Territory I	?			Bilateral with Country Z	2006
10	Country J	?			Bilateral with Country Z	

KEY TO REQUIRED TRAINING ACTIVITY

	Technical visit
	MSI Training and development
	Hydrographic survey training and development
?	Estimated assessment
Self	Country/Territory are self sufficient