

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

REPORT

1. OPENING AND WELCOME

Mr. Thomas Dehling, Chair of the Capacity Building Sub-Committee (CBSC), opened the meeting at 09h00 on 14 May 2014 at the *Service hydrographique et océanographique de la marine* (SHOM) in Brest, France.

1.1. Opening Remarks

The Chair welcomed the members and observers to CBSC12. The *Ingénieur général de l'armement* (IGA) Bruno Frachon (France) welcomed all to Brest and highlighted the importance of the meeting. He appointed Mr Eric Langlois from SHOM as the liaison officer for the meeting. Apologies were received from the Vice Chair, Mr Olumide Omotoso.

IHB Director Mustafa Iptes thanked the SHOM for hosting the meeting and highlighted the strategic role of the CBSC. The Chair requested the hosts from France to provide participants with administrative and local details.

1.2. Introductions

The meeting participants were invited to introduce themselves.

1.3. Administrative matters

<i>Docs: CBSC12-01A</i>	<i>List of Documents (IHB)</i>
<i>CBSC12-01B</i>	<i>List of Participants (IHB)</i>
<i>CBSC12-01C</i>	<i>CBSC Membership (IHB)</i>
<i>CBSC12-01D</i>	<i>ToR and RoP (IHB)</i>
<i>CBSC12-01E</i>	<i>ToR for the CB Coordinators (IHB)</i>

The Secretary introduced the list of documents (*doc. CBSC12-01A*). The Chair introduced the list of participants (*doc. CBSC12-01B*) that was reviewed and updated (**Annex A**). The membership list (*doc. CBSC12-01C*) was also presented. The Chair stressed that the CBSC is open to all Member States and Regional Hydrographic Commissions but requested a formal nomination so they can be considered as members. He recalled that only members can vote in case a voting is necessary.

The CBSC ToR and RoP (*doc. CBSC12-01D*) were reviewed and no changes were proposed. The Chair introduced the new ToR for the CB Coordinators (*doc. CBSC12-01E*). The CBSC considered the duration for the assignment to the position of CB Coordinator and agreed to keep two years as the recommended minimum duration for the benefit of the regions.

The meeting recognized the importance of the CB Coordinators from all regions including the ones that do not need CB support but may support the other regions in the CBWP. The CBSC agreed on the following decision and actions:

Decision 1: to adopt the ToR for the CB Coordinators (Annex B).

Action 14: Secretary to upload the ToR for the Coordinators to the IHO website (deadline: June 2014)

Action 15: Chair to address the new ToR for CB Coordinators and their importance for RHCs during IRCC6 (deadline: IRCC6)

2. **Note:** Actions 1 to 14 are permanent and actions agreed during the respective agenda items are numbered from 15 onward. **APPROVAL OF AGENDA**

Doc: CBSC12-02rev1 Agenda and Timetable (IHB)

Participants were invited to comment the agenda and timetable (*doc. CBSC12-02rev1*). Agenda and timetable were adopted without any changes.

3. MATTERS ARISING FROM MINUTES OF CBSC11 MEETING

Docs: CBSC12-03A Minutes of CBSC11 (IHB)
CBSC12-03B Status of Action List from CBSC11 (IHB)

The Chair introduced the CBSC11 meeting report (*doc. CBSC12-03A*) that was approved without alteration. He also introduced the list of actions (*doc. CBSC12-03B*) that was updated and accepted by the participants (**Annex C**). The participants provided the following additional comments regarding some of the actions:

Action CBSC11/17: the SWPHC Chair informed that Timor Leste decided to establish the MSI structure in the military at Timor and the IHO will help to accomplish its goals.

Action CBSC11/20: the collective view was that country profile, C-55 and the Country Information System (CIS) are all complex. There are some difficulties to implement some of the aspects due to the boundary issues (lack of agreements), specially the C-55 information. Director Iptes explained the relationship with the information provided in IHO CL-23 for the further development of the IHB infrastructure.

China stated that supports a central and integrated database and Mexico recalled that the GIS Antarctica is not user friendly. The IHB informed the participants that this was the reason to have a commercial GIS and the layers provided by web map service and web feature service. This topic will continue at Agenda Item 5.2 on C-55 status.

The meeting further discussed Actions CBSC11/35 and 37 on Tides and Water Level Course development under the guidance of HSSC/TWLWG. The IHB informed the participants that this is an ongoing project within TWLWG.

The participants then agreed on the following actions:

Action 16: IHB to list the current information available and the plans to expand the database for CIS to CBSC to allow the review (deadline: September 2014).

Action 17: Chair to request the TWLWG Chair a progress report on the tide and water level course (deadline: June 2014)

4. REPORT BY THE CHAIR AND THE IHB

Doc: CBSC12-04A Report by the Chair (Chair)

Chair introduced the report (*doc. CBSC12-04A*) and stressed the following aspects of the CBSC activities:

Strategy: the revised IHO Capacity Building Strategy was finalized in February and a consolidated version was produced after the IHO CB Stakeholders Seminar, when very valid input was provided by the audience. The Chair thanked all members of that Strategy WG and of all CBSC members for their very active participation. Following the adoption of a final version during the meeting it will be presented at IRCC and reported to EIHC5.

Stakeholder Seminar: the CB stakeholder seminar was held at the IHB from 4 to 5 March 2014. The two days seminar was very useful for providing the participants with open and fruitful discussions. It was also a good opportunity to gather feedback and suggestions from the industry, other stakeholders, trainers and trainees, besides the discussions on the revised IHO CB Strategy. About 60 participants attended the seminar, which was also broadcasted via internet.

Procedures: the number of procedures continued to increase but in the Chair view this is not a bureaucratic overload. The necessary improvement and clarification for the practical work of CB has been incorporated and this became more and more important due to the growing CB activities. The Chair thanked the IHB for the constructive input regarding these improvements in the procedures.

Membership: the membership to the CBSC is open to all MS of the IHO however it is necessary to have a clear overview who is a member of the CBSC and who is an observer of a meeting. The Chair thus asked all Member States to clearly indicate their representatives to the Secretary.

CB Coordinators: the CB Coordinators play an extraordinary important role in the success of CB efforts in the IHO. He thanked all the Coordinators for the very active and supportive activities. The Chair stressed the crucial role of the Coordinators in linking the practical provision and the procedural work, besides promoting CB in the respective regions.

IHB Work: with the growing success of CB, the administrative work is growing likewise. The Chair thanked the IHB CB Team explicitly for their work, namely Director Mustafa Iptes, Assistant Director Alberto Costa Neves and CB Assistant Bianca Costin.

Intersessional work: the Chair highlighted the importance of the intersessional work of the CBSC in order to react in-between two meetings and reach decisions by e-mail when necessary.

Contribution from Japan and the Republic of Korea to the Capacity Building: the extraordinary generous contributions from ROK and Japan through the Nippon Foundation have been one major factor in the success of CB. He said to be very confident to sustain the fruitful cooperation with both countries.

Joint Capacity Building efforts: in November 2013 the annual joint CB meeting of IHO, IMO, IOC, WMO, IALA, FIG and IAEA was held at the IHB in Monaco. Director Iptes, AD Costa Neves and the CBSC Chairman attended the meeting and considered it very helpful to exchange experiences, to develop common projects and to foster the visibility of CB. He highlighted that the IMO volunteered to lead the development of a joint project.

EIHC5: the 18th International Hydrographic Conference tasked the CBSC to review the CB Strategy based on the discussions had and report back to the next Conference. He noted that the CB issues will play an important role at the next EIHC5 in October and the possibility to use the presentation of the revised strategy to further foster the CB issues and its visibility to a wide audience.

Developments and improvement of the work: the Chair highlighted that two years ago, when chairing his first CBSC meeting, he brought up some issues that the CBSC should try to improve:

- Take more time for strategic issues and the further development of CB;
- Streamline and ease the secretarial work including the development of a management Database;
- Further improve the procedures;

- Facilitate and speed up the process from submission to execution of projects;
- Identify measures to improve the long-term effects of CB-projects;
- Standardized trainings and a modular structure of them may facilitate the CB provision;
- Improve the contact and cooperation with the IBSC;
- Check whether e-learning or self-learning can be used to some extent;
- Monitor the provisions in place for raising the awareness for the need for hydrography;
- Further improve PR measures.

In the Chair's view the CBSC Members have been very active in many of these issues and the CBSC is on track to deliver a comprehensive IHO CB programme, which is growing and evolving constantly. He stated that the CB is much more visible in the hydrographic community and the CBSC have to use the momentum and further develop the hydrographic capacity worldwide.

The meeting recognized the work done by the IHB CB Assistant (Ms Bianca Costin) for the management of the CB Activities. UK noted that not many CB Coordinators attend the RHC meetings and this is a desirable presence.

Director Iptes reported on the organization of the CB and Standards of Competence Seminars in March at the IHB. He noted the presence of a significant number of participants and the active discussions that will further help improving the CB outcomes and the standards of competence for hydrographers and nautical cartographers. He also presented the statistics of the CB activities and how the management is affected (**Annex D**).

Suriname thanked the IHB and the Nippon Foundation for selecting the student from Suriname for the IHO-NF CHART project and highlighted the impact this will have in the hydrographic services in Suriname.

The Chair stressed the need to execute the budget efficiently considering that the funds may increase in the future as seen in the graphics of statistics.

5. IHO 2013 CBWP AND 2014 CBWP

<i>Docs: CBSC12-05A</i>	<i>CB Fund Report (IHB)</i>
<i>CBSC12-05B</i>	<i>Updated 2013 CBWP (IHB)</i>
<i>CBSC12-05C</i>	<i>EAtHC Report (EAtHC)</i>
<i>CBSC12-05D</i>	<i>SWAtHC Report (SWAtHC)</i>
<i>CBSC12-05E</i>	<i>MACHC Report (MACHC)</i>
<i>CBSC12-05F</i>	<i>NIOHC Report (NIOHC)</i>
<i>CBSC12-05G</i>	<i>RSAHC Report (RSAHC)</i>
<i>CBSC12-05H</i>	<i>SAIHC Report (SAIHC)</i>
<i>CBSC12-05I</i>	<i>SWPHC Report (SAWPHC)</i>
<i>CBSC12-05J</i>	<i>MBSHC Report (MBSHC)</i>
<i>CBSC12-05K</i>	<i>2014 CBWP (IHB)</i>

Chair introduced the report on the CB Fund (*doc. CBSC12-05A*), reported on the activities in general and particularly the Programme Management Board (PMB) meetings with Korea, under the IHO/ROK MoU.

Director Iptes noted the new agreement signed with Nippon Foundation (NF) and the new arrangement with UKHO for the implementation of the IHO-NF cooperation. He also reported the coordination meeting held in Japan for the new IHO-NF CHART (Cartography, Hydrography and Related Training) project in Taunton, and the next CAT-B course to be held from September to December 2014. This next course will have an increase from six to seven students.

The Chair invited the RHC CB Coordinators or their representatives to introduce the reports (*docs. CBSC12-05C to CBSC12-05J*):

EAtHC: highlighted the support of IMO and IALA in the regional awareness seminar held in Africa and the efforts in place to get the assessment of MSI infrastructure in the region in order to carry out the MSI training in 2014.

SWAtHC: presented the efforts to increase the capacity in the region and across the regions. He also noted the support to the training course in Mozambique and how the students continued in touch with the instructor (Lt. Rafael Vieira, from Brazil) following the training.

MACHC: reported the difficulties in putting in place the 5-year work plan and the revision cycles and how important this plan is to give the continuity necessary in the regions.

The MACHC Chair acknowledged the support received from France in the region (by Survey Ship Borda) where a joint survey was conducted. The Chair highlighted the importance of the CB support of this kind.

NIOHC: stressed the difficulties in attracting the attention of some of the coastal States in the region. He noted the case in Sri Lanka where equipment is available but no human resources are in place to properly operate them. He also noted the experience to use industry to deliver training in cartographic production in Bangladesh.

Saudi Arabia noted the establishment of a training center in Jeddah, the courses available and the plans for further provide trainings starting in 2015 (MSI, MB, etc.). South Africa expressed that sending someone to do an on-the-job training with the ship in Sri Lanka could make a difference in creating capacity in the country.

RSAHC: reported on the high level visit to UAE by Director Iptes before the technical visit. He also noted the need to cancel the Ports and Shallow Water Survey (P&SWS) Workshop and that the RSAHC showed no interest to hold the partially funded MSDI course. He requested the CBSC to transfer the P&SWS workshop from 2013 to 2014.

SAIHC: reported the review cycle for the 5-year CB Plan and its link to the assessments done in the region. He stressed the need of SOLAS awareness in the SAIHC.

SWPHC: noted the long distances and low frequency of flights as they pose difficulties to the region. He reported on the outcomes of the risk assessment tools and the Vanuatu results.

The SWPHC Chair commended the work done by the CB Coordinator, Mr. Adam Greenland, to put the risk assessment project in place.

MBSHC: reported the development of the 5-year Plan and the assessment activities held (Lebanon and Georgia) or planned (Israel and Montenegro) in the region.

SEPRHC: reported the workshops organized in 2013 on Hydrographic Production Database and S-100, the 2014 workshop on hydro/cartographic river survey, and requested the CBSC to change the workshop on Multi-beam from 2015 to 2016.

The CBSC considered the requests and agreed on the following actions:

Action 18: Secretary to transfer the Ports and Shallow Water Survey Workshop from the 2013 to the 2014 CBWP (done during the meeting).

Action 19: Secretary to update the 2015 Management Plan and remove the SEPRHC Workshop on Multi-beam (done during the meeting).

The CBSC discussed the partial funding for MSDI and the lack of interest from RHCs if the course is not fully funded and how this would be the case for other courses as well. The general understanding was that it is difficult to get commitment from the institutions receiving the trainings.

Saudi Arabia asked whether the trainings are open and freely available or proprietary. The Chair explained that there is no single model and it depends on the institution providing the trainings and the arrangements made. Saudi Arabia then suggested that all the CB Funded trainings should have the material freely available. The meeting agreed that this is difficult to implement and it would limit the access to training resources.

Based on the reports from the RHCs and participants the 2013 CBWP (**Annex E**) and the 2014 CBWP (**Annex F**) were updated. Director Iptes explained the difficulties in management when carrying courses from one year to the next. This poses a problem for the accounting and auditing of the programme and for the planning of the next year's CBWP. The meeting agreed on the following decision:

Decision 2: to Cancel or Transfer to the following year the CB Activities that are not accomplished by the end of December of the current CBWP year. There will be no automatic transfer and the request needs to be submitted to the CBSC in due time. The CBSC will consider the request intersessionally if necessary, based on the justification provided.

The CBSC also evaluated the joint trainings with the IMO and the need to better coordinate with all the stakeholders. The procedure for establishing the joint programme was also discussed. The IHB explained how the trainings are submitted to the IMO and informed the meeting that the next submission will happen in January 2015. The following action was then agreed:

Action 20: CB Coordinators to provide input to the IHB on the needs and considerations regarding the IMO trainings to be submitted to the IMO TC65 for the ITCP 2016-2017 (deadline: December 2014).

South Africa suggest considering other training opportunities supplementing the USM Category A. The IHB explained the complex environment for defining the entry requirements, the selection process and the students' relocations, to be done both at the IHB and at the provider institution. This complexity makes it difficult to change institutions or make more than one available.

6. STRATEGIC ISSUES OF THE CBSC

Docs: CBSC12-06A IHO Capacity Building Strategy (IHB)
CBSC12-06B Proceedings of the IHC18, Decision 11 (IHB)
CBSC12-06C Current Revised CB Strategy (Chair)
CBSC12-06D CB Stakeholders' Seminar Results (Chair)

The Chair and the IHB introduced the *docs CBSC12-06A to CBSC12-06D* regarding the revision of the IHO CB Strategy, following the Decision 11 of the IHC18. The Chair explained that it was an evolution and not a revolution in the Strategy, and also the rationale for the changes.

The Chair and IHB also presented the outcomes on the CB Seminar, the actions arising and the participants to the meeting. The IBSC Chair also presented the outcomes of the Standards of Competence Seminar: separation of the standards, the new syllabus with learning outcomes and the e-learning courses.

The meeting discussed the way ahead for the CB Strategy and the importance of public relations to help the publicity of the CB outreach. The CBSC agreed on the following decisions and actions:

Decision 3: to approve the revised IHO CB Strategy and to submit it to the EIHC5 for endorsement (Annex G).

Action 21: Chair to present the IHO CB Strategy to IRCC6 for notice (deadline: IRCC6)

Action 22: Chair to report the IHO CB Strategy to the EIHC5 for endorsement (deadline: EIHC5)

Decision 4: to form a drafting group 1 (New Zealand [Adam Greenland - AG], South Africa [Abri Kampfer - AK], UK [Jeff Bryant - JB], Turkey [Bülent Gürses - BG], IBSC Chair [Nicolas Seube - NS], Chair [Thomas Dehling – TD, lead], Mexico [Ricardo Lopes - RL], and the Secretary) to develop a Public Relation Paper to publicize the revised IHO CB Strategy.

Action 23: drafting group (AG, AK, JB, BG, NS, TD-lead, RL, Secretary) to develop a Public Relation Paper to publicize the revised IHO CB Strategy (deadline: CBSC13)

Action 24: Mexico and Secretary to produce a Spanish version of the Public Relation Paper to publicize the revised IHO CB Strategy (deadline: CBSC13)

7. OPERATIONAL ISSUES OF THE CBSC

Docs: CBSC12-07A Revised Procedure 3 – Reviewing process and the preparation of the Management Plan (IHB)

CBSC12-07B Revised Procedure 8 – Finance Management (IHB)

CBSC12-07C Draft Procedure 9 – Technical Visits (IHB)

CBSC12-07D Revised CBWP Workflow (IHB)

CBSC12-07E CB Management System update (IHB)

The IHB introduced *docs. CBSC12-07A to CBSC12-07E* highlighting the benefits of proposed revisions to Procedures 3 and 8, and the development of the new Procedure 9, based on existing notes already in use by the CBSC. The Chair reviewed the evolution of the Procedures to help the work of the CBSC, RHC Chairs, CB Coordinators, project leaders and IHB.

The Secretary explained the CB Workflow and invited the participants to consider ways to improve the work done each component. The objective is to have the documents (Management Plan, updated CBWP, etc.) timely available and complete, following the procedures. Turkey suggested using an online submission or a template to help the submission phase of the documents. The IHB explained that the templates will be available before CBSC13 and the online submission is also under consideration.

The CBSC agreed on the following decisions and actions:

Decision 5: to approve and adopt the revised Procedures 3 and 8.

Action 25: Secretary to upload Procedures 3 and 8 to the IHO website (deadline: June 2014).

Decision 6: to create a drafting group 2 (South Africa [Abri Kampfer - AK, lead], Turkey [Bülent Gürses - BG], Mexico [Ricardo Lopes - RL], UK [Jeff Bryant - JB], New Zealand [Adam Greenland - AG], France [Henri Dolou - HD], Latvia [Janis Krastins - JK], IBSC Chair [Nicolas Seube - NS] and the Secretary) to review the draft Procedure 9 (Guidelines to conduct technical visits).

Action 26: drafting group (AK, lead, BG, RL, JB, AG, HD, JK, NS and the Secretary) to review the draft Procedure 9 (Guidelines to conduct technical visits) and report back to the CBSC (deadline: CBSC13).

Action 27: Brazil to seek an expert to participate in the drafting group (deadline: June 2014).

Action 28: UK to provide an input to the Strategy to have the follow up actions following the technical visits (done during the meeting).

Chair presented the CB related performance indicators (PI) on **Annex H** and the need to review the current PIs. The general understanding was that the strategic performance indicators (SPI) and the Work performance indicators (WPI) are complex and that the CBSC will learn during the process of implementation the ways to improve them.

The IHB presented the current status of development for C-55: the new format available at the IHB website and the future development as a derived product from an IHO GIS and Database. The meeting agreed on the following actions:

Action 29: IHB to further develop the display of C-55 information and report to CBSC (deadline: CBSC13).

Action 30: IHB to keep the CBSC involved in the development of C-55 and report to CBSC (deadline: CBSC13).

Action 31: Chair to request action from IRCC on the development of the GIS replacement of C-55 (deadline: IRCC6).

8. MANAGEMENT PLAN

Doc: CBSC12-08 Draft Management Plan (IHB)

The Secretary introduced the draft Management Plan (*doc. CBSC12-08*). The CBSC considered the case of technical visits (TV) that have the weight 10 (same as Phase 1) in Procedure 4 but will get lower priority compared to Phase 1 projects. The Chair highlighted that TV are not automatically approved and the CBSC will review the priority according to the circumstances.

The meeting reviewed the proposals in the Management Plan, with the following updates, decisions and actions:

a) EAtHC - Definition Study for Long Term CB Project
Approved. Due to the new approach for regional CB projects, the Chair requested France to keep the CBSC informed on the execution of the project.

Action 32: France to keep the CBSC informed on the execution of the project at EAtHC through all the phases (deadline: CBSC13).

b) SWPHC - Technical Workshop on Hydrography and Hydrographic Governance
Approved.

c) SWPHC - Vanuatu technical implementation visit
Approved, with the name changed.

d) MACHC - Phase 1 Skills Course for Spanish Speakers
Approved.

e) SAIHC - Phase 1 Skills Training Course
Approved.

Action 33: France and UK to liaise and check the Phase 1 Skills training material in English and French are consistent and the need of harmonization (deadline: October 2014).

f) MACHC - Seminar on Raising Awareness of Hydrography
Approved.

g) SWPHC - Kiribati technical implementation visit
Approved, with the name changed.

h) MBSHC - Technical Visit to Montenegro
Approved with a reduced technical visiting team from 3 to 2 participants and the approved budget reduced from 5 100 to 3 400 Euros.

i) SWPHC - Tides & Water Levels Technical Workshop
Approved.

j) MBSHC - Workshop on MSI
Approved with a reduced number of participants and budget.

Action 34: Turkey to review the number of participants for the MSI workshop (done during the meeting).

k) NIOHC - Introduction to MBES
Approved. Turkey requested to join the MB course in India if the participants accept to finance their participation.

l) EAHC - Technical Visit to Cambodia
Approved. The CBSC considered the time between the last TV to Cambodia in December 2013 and the next is short and does not provide the necessary technical background to help Cambodia. The meeting considered that the recommendations from the last TV do not support the new TV and that some of the problems were due to the fact that the CB Coordinator changes every year. Thailand suggested to reduce the number of the TV team and asked the CBSC to reconsider. The meeting agreed to approve with a reduced team and budget.

Action 35: Chair and the IHB to invite the EAHC to consider assigning a permanent CB Coordinator (deadline: July 2014).

Action 36: EAHC to review the submission for a Technical Visit to Cambodia (done during the meeting)

m) NIOHC - MBES Processing for Bangladesh
Approved.

n) RSAHC - MBES Processing
Approved. Accepted the inclusion of Iraq, a non-Member State.

o) SWAtHC - MSDI Workshop with MACHC and SEPRHC
Approved.

p) NIOHC - MBES Processing for Sri Lanka
Approved.

q) NIOHC - ENC QA
Approved.

r) MBSHC - Workshop on Multi-beam Echo Sounder and SSS Systems
Approved with a reduction from 26 946 to 13 070 euros.

s) SAIHC - Technical aspects of Maritime boundaries, baselines
Approved.

t) EAHC - Satellite Derived Bathymetry (SDB)
Not approved. The CBSC considered the submission not consistent with the IHO Strategy. France and Suriname reported their experiences in the MACHC where they held technical sessions on SDB.

Decision 7: to withdraw the activity from the Management Plan.

Action 37: EAHC to review the submission on SDB and resubmit in 2015 (deadline: 1 April 2015).

Action 38: Chair to invite EAHC to bring the SDB to the RHC meetings, inviting experts on this field (deadline: June 2014).

u) EAHC - Seabed Classification and Multi-beam Survey
Approved.

v) EAHC - Tsunami Inundation Mapping Workshop
Approved.

Action 39: Chair to discuss the tsunami inundation maps during the Joint CB Coordinating Meeting (November 2014).

Action 40: IHB to input the IOC Council with the subject on the tsunami inundation maps (July 2014).

w) MACHC - Haiti Nautical Charting Project

Partially approved. There is full support from the CBSC Members that Haiti needs support but the submission was not consistent and needed a better approach. The meeting recognized the efforts done by Haiti and the participation in the MACHC meetings and in training events and noted that USA is the Charting Authority but is not participating in the project. CBSC also recognized that Haiti needs to raise awareness of Hydrography in the country. Main points considered by the CBSC:

- 1) High cost project (55 000 Euros)
- 2) Large percentage of the budget to buy licenses (does not fit the Strategy)
- 3) Not creating a National Hydrographic Coordinating Committee
- 4) Not established the MSI infrastructure
- 5) Not established a plan to update and maintain the charts
- 6) The project leader not from a Member State
- 7) Not provided the instrument of accession to the IHO Convention
- 8) Outcomes of the previous training in 2011 not clear
- 9) Last TV done in 2009
- 10) Not in line with the strategy (to provide support for a non-MS for a Phase 3 project)
- 11) The project does not help to raise awareness of Hydrography in the country
- 12) Need a follow up report with the status of the recommendations from the TV (2009).

Action 41: MACHC to find a better way to address the proposal of a project for Haiti (deadline: CBSC13)

Decision 8: to pay a high level technical visit by IHB and France.

Action 42: MACHC to propose a TV to Haiti (July 2014).

Action 43: MACHC to propose a 3-day MSI course on Haiti to follow the TV or to participate in the MSI training course to be held at EAHC (October 2014).

Action 44: IHB and France to conduct the high level technical visit (deadline: TBD).

x) SWAtHC - Seminar on S-100
Approved.

y) EAHC - MSDI and Database Management
Approved. The CBSC considered that this same course was delivered in 2011, 2012 and 2013 in the EAHC by industry without showing capacity creation in the region.

Decision 9: the majority of the members decided to support the project as it is.

z) MACHC - Technical aspects of Maritime boundaries, baselines
Approved.

aa) EAHC - Seminar on S-100

Saudi Arabia highlighted the importance of making the available training material posted in a website. The meeting then agreed to on the following action:

Action 45: Chair to invite the IHB to consider creating a web page in the IHO website to hold the available training courses (deadline: July 2014).

Secretary introduced the Finance Report and the meeting agreed on the following decisions:

Decision 10: to approve the 2015 Management Plan (Annex I).

Decision 11: to approve the 2015 Agreed CBWP (Annex J).

9. REPORT FROM THE CBSC TO THE IRCC6 MEETING AND EIHC5

The CBSC Chair invited the meeting to elaborate the topics to the report to the IRCC6 meeting and to the EIHC5 and presented his initial points. Both reports will be prepared a posteriori by the Chair. Based on the discussions the meeting agreed on the following actions:

Action 46: SWPHC, MACHC, SWAtHC, SEPRHC, EAHC, EAAtHC, SAIHC, NIOHC, MBSHC, RSAHC with the aid of the CB Coordinators to provide a revised and harmonized 5-year Work Plan (deadline: CBSC13).

Action 47: Chair and the Secretary to include an agenda item for CBSC13 on the revision of the 5-year Work Plans (deadline: CBSC13).

10. ANY OTHER BUSINESS

The CBSC discussed the following additional items:

a) Procurement of equipment and software licenses when part of the projects approved by the CBSC:

The meeting agreed that procurement for equipment or services may pose problems with the changes in the CB Strategy. However, acquisition is only possible within a comprehensive programme and this programme should specify how the procurement is done. The meeting understood that the CBSC should be kept away from procurement as far as possible and that this would apply to consultants and to what extent the CBSC gets involved in this selection. The IHB reminded the meeting that the use of CB Funds requires the scrutiny of the auditing team and this applies to the equipment procurement.

Decision 12: to include procurement in the agenda for the future meetings in view of the importance and complexity of the subject.

Action 48: Chair to address the procurement issues at IRCC6 and EIHC5 (deadline: IRCC6 and EIHC5).

Action 49: Chair and Secretary to include procurement of equipment in the agenda for CBSC13 (deadline: CBSC13).

b) Conflicts of IHO and IMO funded courses in SAIHC and MACHC:

The meeting reviewed the possible conflict of the IHO and IMO courses in the regions, due to the similarities and the need of coordination.

Decision 13: to combine the two courses in both regions (SAIHC and MACHC)

Action 50: IHB (in liaison with the CB Coordinator of SAIHC and MACHC) to approach the IMO to inform on the decision (deadline: June 2014).

c) Saudi Arabia informed the CBSC on the investments done by GCS for capacity building and infrastructure in Hydrography and Nautical Cartography.

d) IBSC Chair presented relevant information about the IBSC and called for the need to better exchange information between the two bodies.

Action 51: Chair to liaise with the IBSC in order to improve the harmonization of information exchange between the CBSC and the IBSC (permanent).

11. NEXT CBSC MEETINGS (VENUE AND DATE)

The Chair invited the participants to consider the dates and venue for CBSC13 and CBSC14, considering the possibility to have the meeting back to back to IRCC7 and IRCC8 respectively. The Chair informed that received the kind invitation from Mexico to hold CBSC13 in Mexico.

Decision 14: to inform the IRCC on the suggestion to hold CBSC13 in Mexico on 27 to 29 May 2015, in Acapulco or Mexico City (TBC).

Action 52: Chair to inform IRCC on the decision to hold CBSC13 back-to-back to IRCC7 (deadline: IRCC6).

Action 53: Mexico to send the logistic information on CBSC13 to the IHB in order to allow the announcement via CL (deadline: December 2014).

The IHB informed the meeting that UAE (Abu Dhabi) volunteered to host the CBSC14 in 2016 (exact dates and venue TBD). Suriname offered to hold the CBSC15 (2017) in Suriname, subject to confirmation.

Decision 15: to hold CBSC14 in Abu Dhabi, pending confirmation.

Decision 16: to hold CBSC15 in Suriname, pending confirmation.

12. REVIEW OF THE LIST OF ACTIONS AND DRAFT REPORT

The CBSC reviewed the draft report of the meeting and the list of decisions and actions with deadlines and assigned lead, in addition to the 13 permanent items.

Decision 17: to adopt the CBSC12 List of Actions and Decisions (**Annex K**).

CLOSURE

The Chair thanked France for the hospitality and the participants for the contributions and support.

The Chair closed the meeting at 15h23 of 16 May 2014.

ANNEXES:

Annex-A: List of participants

Annex-B: ToRs for the CB Coordinators

Annex-C: Updated List of Actions of the CBSC11

Annex-D: CB Statistics

Annex-E: Updated 2013 CBWP

Annex-F: Agreed 2014 CBWP

Annex-G: Revised IHO CB Strategy

Annex-H: Performance Indicators

Annex-I: 2015 CB Management Plan

Annex-J: 2015 Agreed CBWP

Annex-K: List of Actions and Decisions