

**13<sup>th</sup> IHO CAPACITY BUILDING SUB-COMMITTEE MEETING**  
**Mexico City, Mexico 27-29 May 2015**

**CBSC12 - LIST OF ACTIONS (Updated 27 May 2015 during CBSC13)**

**a) List of Actions**

<b>No</b>	<b>Action (Agenda item)</b>	<b>Responsible</b>	<b>Deadline</b>	<b>Status</b>
1	Send letter of thanks to the hosts for having hosted the CBSC12 Meeting (P)	Chair	June	Permanent Done
2	Send letter of thanks to future host for offering to hold CBSC13 in 2015 (P)	Chair	June	Permanent Done
3	Prepare and circulate draft minutes to all participants to CBSC12 (P)	Chair, Secretary	June	Permanent Done
4	Provide comments to Chair on the draft minutes of the CBSC12 (P)	All	July	Permanent Done
5	Issue final version of the CBSC12 Meeting report. Secretary to post in the IHO website (P)	Chair, Secretary	August	Permanent Done
6	Issue CL on the outcomes of the CBSC12 (P)	Secretary	August	Permanent Done
7	Send letters to the RHCs Chairs informing them of the approval or rejection of their submissions (P)	Chair	July	Permanent Done
8	Prepare Agenda, Annotated Agenda, Timetable and List of Documents and circulate them timely to all CBSC13 (P)	Chair, Secretary	February 2015	Permanent Done
9	Consider participation in the 8th Joint IMO/IHO/IOC/WMO/IALA/IAEA/FIG CB meeting (November 2014) (P)	Chair, IHB	November	Permanent Done
10	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 - Deadlines (P)	Chair	December	Permanent Done
11	Provide summary reports for their respective region (P)	CB Coordinators	April 2015	Permanent
12	Provide written reports of the region's CB Projects of the intersessional period (P)	RHC Chairs	April 2015	Combine with action 11
13	Inform the venue and dates of CBSC13 and invite the IHB to draft a Circular Letter to MSs (P)	Chair	October	Permanent Done
14	upload the ToR for the Coordinators to the IHO website (1)	Secretary	June 2014	Done
15	address the new ToR for CB Coordinators and their importance for RHCs during IRCC6 (1)	Chair	IRCC6	Done
16	list the current information available and the plans to expand the database for CIS to CBSC to allow the review (3)	IHB	September 2014	Done in Doc. CBSC13-07.3
17	request the TWLWG Chair a progress report on the tide and water level course (3)	Chair	June 2014	Done. Course ready
18	transfer the Ports and Shallow Water Survey Workshop from the 2013 to the 2014 CBWP (5)	Secretary	done during the meeting	Done
19	update the 2015 Management Plan and remove the SEPRHC Workshop on Multi-beam (5)	Secretary	done during the meeting	Done

20	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 (5)	CB Coordinators	December 2014	Done
21	present the IHO CB Strategy to IRCC6 for notice (6)	Chair	IRCC6	Done
22	report the IHO CB Strategy to the EIHC5 for endorsement (6)	Chair	EIHC5	Done
23	develop a Public Relation Paper to publicize the revised IHO CB Strategy (6)	drafting group 1 (AG, AK, JB, BG, NS, TD-lead, RL, Secretary)	CBSC13	Closed. See CBSC13 action list.
24	produce a Spanish version of the Public Relation Paper to publicize the revised IHO CB Strategy (6)	Mexico and Secretary	CBSC13	Closed See CBSC13 action list.
25	upload Procedures 3 and 8 to the IHO website (7)	Secretary	June 2014	Done
26	review the draft Procedure 9 (Guidelines to conduct technical visits) and report back to the CBSC (7)	drafting group 2 (AK, lead, BG, RL, JB, AG, HD, JK, NS and the Secretary)	CBSC13	Closed See CBSC13 action list
27	seek an expert to participate in the drafting group (7)	Brazil	June 2014	Done. Not available.
28	provide an input to the Strategy to have the follow up actions following the technical visits (7)	UK	done during the meeting	Done
29	further develop the display of C-55 information and report to CBSC (7)	IHB	CBSC13	Done. See doc CBSC13-05.2A
30	keep the CBSC involved in the development of C-55 and report to CBSC (7)	IHB	CBSC13	Done
31	request action from IRCC on the development of the GIS replacement of C-55 (7)	Chair	IRCC6	Done
32	keep the CBSC informed on the execution of the project at EAHC through all the phases (8)	France	CBSC13	Done
33	liaise and check the Phase 1 Skills training material in English and French are consistent and the need of harmonization (8)	France and UK	October 2014	Done
34	review the number of participants for the MSI workshop (8)	Turkey	done during the meeting	Done
35	invite the EAHC to consider assigning a permanent CB Coordinator (8)	Chair and the IHB	July 2014	Done
36	review the submission for a Technical Visit to Cambodia (8)	EAHC	done during the meeting	Done
37	review the submission on SDB and resubmit in 2015 (8)	EAHC	1 April 2015	Closed. No submission
38	invite EAHC to bring the SDB to the RHC meetings, inviting experts on this field (8)	Chair	June 2014	Done
39	discuss the tsunami inundation maps during the Joint CB Coordinating Meeting (8)	Chair	November 2014	Done
40	input the IOC Council with the subject on the tsunami inundation maps (8)	IHB	July 2014	Closed

41	find a better way to address the proposal of a project for Haiti (8)	MACHC	CBSC13	Closed. No submission
42	propose a TV to Haiti (8)	MACHC	July 2014	Done
43	propose a 3-day MSI course on Haiti to follow the TV or to participate in the MSI training course to be held at EAtHC (8)	MACHC	October 2014	Done
44	conduct the high level technical visit on Haiti (8)	IHB and France	TBD	In the 2015 CBWP
45	invite the IHB to consider creating a web page in the IHO website to hold the available training courses (8)	Chair	July 2014	Done
46	provide a revised and harmonized 5-year Work Plan (9)	SWPHC, MACHC, SWAtHC, SEPRHC, EAHC, EAtHC, SAIHC, NIOHC, MBSHC, RSAHC with the aid of the CB Coordinators	CBSC13	Done
47	include an agenda item for CBSC13 on the revision of the 5-year Work Plans (9)	Chair and the Secretary	CBSC13	Done
48	address the procurement issues at IRCC6 and EIHC5 (10)	Chair	IRCC6 and EIHC5	Done
49	include procurement of equipment in the agenda for CBSC13 (10)	Chair and Secretary	CBSC13	Done
50	approach the IMO to inform on the decision 13 (10)	IHB (in liaison with the CB Coordinator of SAIHC and MACHC)	June 2014	Done
51	liaise with the IBSC in order to improve the harmonization of information exchange between the CBSC and the IBSC (10)	Chair	Permanent	Done
52	inform IRCC on the decision to hold CBSC13 back-to-back to IRCC7 (11)	Chair	IRCC6	Done
53	send the logistic information on CBSC13 to the IHB in order to allow the announcement via CL (11)	Mexico	December 2014	Done