

**THIRTEENTH MEETING OF THE IHO CAPACITY BUILDING SUB-COMMITTEE
IHO-CBSC13
Mexico City, Mexico, 27-29 May 2015**

**LIST OF ACTIONS
(Updated on 25 September 2015)**

| No | Action (Agenda item) | Responsible | Deadline | Status |
|----|--|---------------------|-------------------------|-------------|
| 1 | Send letter of thanks to the hosts for having hosted the CBSC12 Meeting (P) | Chair | June 2015 | Permanent |
| 2 | Send letter of thanks to future host for offering to hold CBSC13 in 2015 (P) | Chair | June 2015 | Permanent |
| 3 | Prepare and circulate draft minutes to all participants to CBSC12 (P) | Chair, Secretary | June 2015 | Permanent |
| 4 | Provide comments to Chair on the draft minutes of the CBSC12 (P) | All | July 2015 | Permanent |
| 5 | Issue final version of the CBSC12 Meeting report. Secretary to post in the IHO website (P) | Chair, Secretary | August 2015 | Permanent |
| 6 | Issue CL on the outcomes of the CBSC12 (P) | Secretary | August 2015 | Permanent |
| 7 | Send letters to the RHCs Chairs informing them of the approval or rejection of their submissions (P) | Chair | July 2015 | Permanent |
| 8 | Prepare Agenda, Annotated Agenda, Timetable and List of Documents and circulate them timely to all CBSC13 (P) | Chair, Secretary | February 2016 | Permanent |
| 9 | Consider participation in the 8th Joint IMO/IHO/IOC/WMO/IALA/IAEA/FIG CB meeting (November 2014) (P) | Chair, IHB | November 2015 | Permanent |
| 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 2015 | Permanent |
| 11 | Provide summary reports for their respective region (P) | CB Coordinators | April 2016 | Permanent |
| 12 | Inform the venue and dates of CBSC13 and invite the IHB to draft a Circular Letter to MSs (P) | Chair | October 2015 | Permanent |
| 13 | amend the CBSC13 Agenda and Timetable (doc. CBSC13-02) in accordance with Decision 1 (2) | Secretary | done during the meeting | DONE |
| 14 | to upload documents submitted to the IMO/TC 65 to be discussed under agenda item 10 (5) | Secretary | done during the meeting | DONE |

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| 15 | report to the IHB the decisions from MBSHC19 related to capacity building regarding to venue and dates of the 2015 CBWP activities in the region (5) | MBSHC | 10 July 2015 | DONE |
| 16 | provide the updated proposal of the three EAHC activities to include Brunei Darussalam and Viet Nam that became IHO Member States (5) | Japan | done during the meeting | DONE |
| 17 | liaise with the IHB to coordinate the organization of the IMO funded trainings in 2015 (5) | SAIHC, EAHC and SWPHC Chairs and CB Coordinators | done during the meeting | DONE |
| 18 | add new event for the CBA for a temporary solution for 2015 in the 2015 CBWP: 7 500 Euros that will be complemented by the CB Admin fund with 7 500 Euros (5) | Secretary | June 2015 | DONE |
| 19 | provide the reports of the Technical Visits done during 2014 (5) | EAHC | August 2015 | |
| 20 | provide the reports of the Technical Visits done during 2014 (5) | MBSHC | August 2015 | DONE |
| 21 | produce a syllabus for the Awareness Seminar to be delivered in future events (5) | MACHC and SWPHC CB Coordinators | CBSC14 | |
| 22 | intersessionally submit a project for funding for the peer review of the risk assessment methodology developed at the SWPHC by LINZ (5) | SWPHC | December 2015 | |
| 23 | continuously update the CBSC on the developments of the OECS project (5) | MACHC Chair | CBSC14 | |
| 24 | address the RHCs in the IRCC proposing the consideration for comprehensive projects to raise funds from Donor agencies (5) | Chair | IRCC7 | DONE |
| 25 | address the development of comprehensive projects in the regions (5) | RHC Chairs and CB Coordinators | CBSC14 | |
| 26 | submit projects related to the FOCAHIMECA Project to the CBSC in accordance with the CB Procedures (5) | Mexico, SEPRHC and SWPHC | according to the CB Procedures | |
| 27 | liaise with the MACHC Chair to seek support for the FOCAHIMECA Project with technical advices for the execution of the project in accordance with the MoU with the Association of Caribbean States (ACS) (5) | Mexico | CBSC14 | |
| 28 | write a formal letter to the IHB with the summary of the FOCAHIMECA Project and the alignment with the IHO Strategy and work programme (5) | Mexico | July 2015 | |

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| 29 | communicate with the ACS to express the willingness to support the FOCAHIMECA Project in accordance with the MoU with ACS (5) | IHB | following Action 28 | |
| 30 | inform the IRCC about the conclusions of the discussions on the FOCAHIMECA Project (5) | CBSC Chair | IRCC7 | |
| 31 | report to the CBSC the status of development of the FOCAHIMECA Project (5) | Mexico | CBSC14 | |
| 32 | write to Mexico offering support for the project regarding technical advice and the professional recognition (5) | PAIGH | August 2015 | |
| 33 | investigate the opportunities to promote the IHO CB activities and report back to CBSC (6) | CBSC Members | CBSC14 | Permanent |
| 34 | invite RHCs to provide input to the Public Relation paper (6) | Chair | IRCC7 | DONE |
| 35 | upload available presentations from the past CB Exhibition to the CB website (6) | IHB | August 2015 | |
| 36 | provide input to the Public Relation paper from the THSOA and PAIGH (6) | PAIGH | done during the meeting | DONE |
| 37 | provide presentations on Capacity Building to be uploaded do the IHO website (6) | Chair | September 2015 | |
| 38 | use the draft Procedure 9 in the future Technical Visits and report back to the CBSC (7) | RHC Chairs and CB Coordinators | CBSC14 | |
| 39 | provide a copy of the Technical Visit (TV) reports to the IHB based on the draft Procedure 9 (7) | RHC Chairs and CB Coordinators | CBSC14 | |
| 40 | send a draft "feedback report" to be included in draft Procedure 9 to the Chair and Secretary (7) | India | July 2015 | |
| 41 | include the "feedback report" to the draft Procedure 9 (7) | Secretary | following Action 40 | |
| 42 | upload the draft Procedure 9 in the IHO website (7) | Secretary | CBSC14 | |
| 43 | invite RHCs and MSs (through the IHB) to update C-55 even when there are no changes to it (7) | Chair | IRCC7 | DONE |
| 44 | disseminate the spreadsheet used in 2012 for the preparation of the 5-year Work Plans to the CB Coordinators (7) | UK | July 2015 | |
| 45 | use the spreadsheet provided under Action 44 to provide the input for the next 5-year Work Plan (7) | CB Coordinators | CBSC14 | |
| 46 | review the submission for the hydrographic training proposed to be held in Panama and resubmit it intersessionally (8) | MACHC CB Coordinator | July 2015 | |
| 47 | rewrite the submission regarding to ENC production and to resubmit it intersessionally (8) | MBSHC | July 2015 | |

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| 48 | investigate the possible use of a future MSDIWG training (8) | CBSC Members | CBSC14 | |
| 49 | report to IRCC on the MSDIWG training needs and the vision of the CBSC for the future interaction (8) | Chair | IRCC7 | DONE |
| 50 | amend the 2016 draft Management Plan considering the discussions held during CBSC13 (8) | Secretary | done during the meeting | DONE |
| 51 | review the situation agreed in Decision 25 and to liaise with the CBSC intersessionally (8) | Chair | when possible | |
| 52 | amend the 2015 CBWP if any change is decided following Action 51 (8) | Secretary | following Action 51 | |
| 53 | provide a rearranged draft Management Plan and to circulate intersessionally (8) | Chair and Secretary | June 2015 | DONE |
| 54 | review and approve the rearranged draft Management Plan done under Action 53 (8) | CBSC Members | July 2015 | DONE |
| 55 | report the outcomes of the CBSC13 to IRCC7 and submit the proposals outlined in Decision 29 (9) | Chair | IRCC7 | DONE |
| 56 | inform the IMO regional coordinators to the CB Coordinators | IHB | July 2015 | |
| 57 | liaise with the IMO regional representatives when appropriate in order to optimize the delivery of the IHO Capacity Building activities and report back to CBSC | CB Coordinators | CBSC14 | |
| 58 | review the wording of the actions and submit intersessionally to the CBSC for approval | Secretary | June 2015 | DONE |