

**FOURTEENTH MEETING OF THE IHO CAPACITY BUILDING SUB-COMMITTEE
IHO-CBSC14
Abu Dhabi, UAE, 24-26 May 2016**

**LIST OF ACTIONS
(Updated on 24 May 2016)**

No	Action (Agenda item)	Responsible	Deadline	Status
1	Send letter of thanks to the hosts for having hosted the CBSC13 Meeting (P)	Chair	June 2015	Permanent DONE
2	Send letter of thanks to future host for offering to hold CBSC14 in 2015 (P)	Chair	June 2015	Permanent DONE
3	Prepare and circulate draft minutes to all participants to CBSC13 (P)	Chair, Secretary	June 2015	Permanent DONE
4	Provide comments to Chair on the draft minutes of the CBSC13 (P)	All	July 2015	Permanent DONE
5	Issue final version of the CBSC13 Meeting report. Secretary to post in the IHO website (P)	Chair, Secretary	August 2015	Permanent DONE
6	Issue CL on the outcomes of the CBSC13 (P)	Secretary	August 2015	Permanent DONE
7	Send letters to the RHCs Chairs informing them of the approval or rejection of their submissions (P)	Chair	July 2015	Permanent DONE
8	Prepare Agenda, Annotated Agenda, Timetable and List of Documents and circulate them timely to all CBSC14 (P)	Chair, Secretary	February 2016	Permanent DONE
9	Consider participation in the 8th Joint IMO/IHO/IOC/WMO/IALA/IAEA/FIG CB meeting (P)	Chair, IHB	November 2015	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 2015	Permanent DONE
11	Provide summary reports for their respective region (P)	CB Coordinators	April 2016	Permanent DONE
12	Inform the venue and dates of CBSC14 and invite the IHB to draft a Circular Letter to MSs (P)	Chair	October 2015	Permanent DONE
13	Amend the CBSC13 Agenda and Timetable (doc. CBSC13-02) in accordance with Decision 1 (2)	Secretary	done during the meeting	DONE
14	Upload documents submitted to the IMO/TC 65 to be discussed under agenda item 10 (5)	Secretary	done during the meeting	DONE

No	Action (Agenda item)	Responsible	Deadline	Status
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	NOT DONE
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	DONE
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	CANCELLED
23	Continuously update the CBSC on the developments of the OECS project (5)	MACHC Chair	CBSC14	DONE
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	DONE
26	Submit projects related to the FOCAHIMECA Project to the CBSC in accordance with the CB Procedures (5)	Mexico, SEPRHC, SWAtHC	according to the CB Procedures	CANCELLED
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	NOT DONE

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	NOT DONE
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	NOT DONE (pending Action 28)
30	Inform the IRCC about the conclusions of the discussions on the FOCAHIMECA Project (5)	CBSC Chair	IRCC7	DONE
31	Report to the CBSC the status of development of the FOCAHIMECA Project (5)	Mexico	CBSC14	NOT DONE
32	Write to Mexico offering support for the project regarding technical advice and the professional recognition (5)	PAIGH	August 2015	NOT DONE
33	Investigate the opportunities to promote the IHO CB activities and report back to CBSC (6)	CBSC Members	CBSC14	Permanent DONE
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	DONE
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	DONE
38	Use the draft Procedure 9 in the future Technical Visits and report back to the CBSC (7)	RHC Chairs and CB Coordinators	CBSC14	DONE
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	NOT DONE No visit yet performed under Proc. 9
40	Send a draft "feedback report" to be included in draft Procedure 9 to the Chair and Secretary (7)	India	July 2015	NOT DONE
41	Include the "feedback report" to the draft Procedure 9 (7)	Secretary	following Action 40	NOT DONE (pending Action 40)
42	Upload the draft Procedure 9 in the IHO website (7)	Secretary	CBSC14	DONE
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	DONE
45	Use the spreadsheet provided under Action 44 to provide the input for the next 5-year Work Plan (7)	CB Coordinators	CBSC14	DONE

46	Review the submission for the hydrographic training proposed to be held in Panama and resubmit it intersessionally (8)	MACHC CB Coordinator	July 2015	DONE
47	Rewrite the submission regarding to ENC production and to resubmit it intersessionally (8)	MBSHC	July 2015	DONE
48	Investigate the possible use of a future MSDIWG training (8)	CBSC Members	CBSC14	DONE
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	DONE
52	Amend the 2015 CBWP if any change is decided following Action 51 (8)	Secretary	following Action 51	DONE
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	DONE
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	Permanent DONE
58	Review the wording of the actions and submit intersessionally to the CBSC for approval	Secretary	June 2015	DONE