

**14<sup>th</sup> MEETING OF THE IHO CAPACITY BUILDING SUB-COMMITTEE  
IHO-CBSC14  
Abu Dhabi, UAE, 24-26 May 2016**

**LIST OF ACTIONS  
(Updated 18 July 2016)**

**Note: actions grouped by Responsible**

<b>N.</b>	<b>Action (Agenda item)</b>	<b>Responsible</b>	<b>Deadline</b>	<b>Status</b>
<b>CBSC Members and CB Coordinators</b>				
4	Request to the SEPRHC to consider having permanent CBSC Member and CB Coordinator (5)	SEPRHC Representative	SEPRHC13	
5	Provide input about the bilateral direct support outside the CBWP in the reports to the CBSC meetings (5)	CBSC and CB Coordinators	CBSC15	Permanent
7	Provide RHC Reports to CBSC meetings with the direct in-kind contribution (5)	CB Coordinators from BSHC, NHC, ARHC, NSHC and USHC	CBSC15	Permanent
8	Liaise with Mexico for FOCAHIMECA issues and inform the SEPRHC and SWAtHC CB Coordinators (6)	MACHC CB Coordinator	CBSC15	
11	Consider the draft revised C-47 <i>Training Courses in Hydrography and Nautical Cartography</i> (6)	CBSC	CBSC15	
12	Liaise with IMarEST to investigate synergies in e-learning courses and report back to the CBSC (6)	France	CBSC15	
15	Liaise with national and regional donor agencies to get them involved in support of hydrographic development, and report back to the CBSC (7)	CBSC Members	CBSC15	
16	Provide the impact assessment questionnaire developed in the EAtHC (7)	France	Done during the meeting	DONE
18	Send the input to the Secretary to improve the draft CB Procedure 9 (8)	CBSC Members	30 Jun 2016	
20	Send input to the Secretary on draft Procedure 10 (8)	CBSC Members and CB Coordinators	30 Nov 2016	
23	Implement the draft CB Procedure 11 during the preparation of the 3-year WP (8)	CB Coordinators	1 Jul 2016	

24	Provide the feedback from the use of the draft Procedure 11 to the Secretary (8)	CB Coordinators	30 Sep 2016	
26	Send input to the Secretary on draft Procedure 12 (8)	CBSC Members	31 Nov 2016	
30	Provide the 3-y WP to the CBSC Chair, considering Decision 18 (8)	CB Coordinators	1 July 2016	
35	Investigate the possibility to merge P-12 (SEPRHC) and P-16 (SWAtHC) for the provision of MB training and inform the CBSC (9)	SEPRHC and SWAtHC Members	30 Jun 2016	DONE
36	Consider participation to the WWNWS8 meeting in Alesund (Norway) in September 2016 (9)	CB Coordinators	WWNWS8	
40	Confirm the CBSC16 dates and venue (12)	India	31 Oct 2016	
44	Provide comments to Chair on the draft minutes of the CBSC14 (P)	All	Jul 2016	Permanent
51	Provide summary reports for their respective region (P)	CB Coordinators	Apr 2017	Permanent
53	Investigate the opportunities to promote the IHO CB activities and report back to CBSC (P)	CBSC Members	CBSC15	Permanent
<b>CBSC Chair and Vice-Chair</b>				
3	Invite MSDIWG Chair to CBSC15 to present the MSDI (3)	Chair	15 Dec 2016	
9	Reconsider within the IHO/Republic of Korea Programme Management Board (PMB) the Italian Category A and Category B programmes (6)	Chair, ROK and IHB	PMB7	
14	Provide an input to the IHO Strategic Plan to CBSC14 participants (7)	Chair	Done during the meeting	DONE
17	Develop a first draft questionnaire for the assessment of the impact of the CBWP (7)	Vice-Chair	15 Dec 2016	
28	Develop a proposal to be submitted to the IRCC8 (8)	Chair	IRCC8	DONE
37	Liaise with the WWNWS-SC Chair to improve the assessment of the MSI by the NAVAREA Coordinators and the reporting to the CBSC (9)	Chair	1 Dec 2016	
41	Send letter of thanks to the hosts for having hosted the CBSC12 Meeting (P)	Chair	Jun 2016	Permanent
42	Send letter of thanks to future host for offering to hold CBSC13 in 2015 (P)	Chair	Jun 2016	Permanent
43	Prepare and circulate draft minutes to all participants to CBSC12 (P)	Chair, Secretary	Jun 2016	Permanent
45	Issue final version of the CBSC14 Meeting report. Secretary to post in the IHO website (P)	Chair, Secretary	Aug 2016	Permanent

47	Send letters to the RHCs Chairs informing them of the approval or rejection of their submissions (P)	Chair	Jul 2016	Permanent
48	Prepare Agenda, Annotated Agenda, Timetable and List of Documents and circulate them timely to all CBSC15 (P)	Chair, Secretary	Feb 2017	Permanent
49	Consider participation in the 8th Joint IMO/IHO/IOC/WMO/IALA/IAEA/FIG CB meeting (November 2016) (P)	Chair, IHB	Nov 2016	Permanent
50	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	Dec 2016	Permanent
52	Inform the venue and dates of CBSC15 and invite the IHB to draft a Circular Letter to MSs (P)	Chair	Oct 2016	Permanent
<b>Secretariat</b>				
6	Investigate an additional field in the Country Information System (CIS) or other related database to assimilate the direct in-kind contribution from countries, institutions or industry (5)	IHB	1 Aug 2016	
10	Provide a draft revised C-47 <i>Training Courses in Hydrography and Nautical Cartography</i> to the CBSC (6)	IHB	CBSC15	
13	Do an editorial amendment to the IHO CB Strategy, third paragraph of item 1, to read "... sectors and was adopted by the 5th Extraordinary International Hydrographic Conference." (7)	IHB	31 Aug 2016	
1	Update the Membership and CB Coordinator for the USCHC (Capt. Brian Connan) and India (Cdr Amol G Merwade) (1)	Secretary	10 Jun 2016	
2	Provide the MSDIWG Work Plan 2016-2020 and draft C-17 to the meeting participants (3)	Secretary	30 Jun 2016	
19	Compile the input generated under Action 18 and send it to the Drafting Group (8)	Secretary	31 Jul 2016	
21	Resubmit the improved Procedure 10 to the CBSC (8)	Secretary	CBSC15	
22	Upload the amended Terms of Reference for CB Coordinators to the IHO website (8)	Secretary	30 Jun 2016	
25	Update the draft CB Procedure 11 and	Secretary	CBSC15	

	submit back to the CBSC (8)			
27	Incorporate the feedback from CBSC Members to the draft Procedure 12 and to re-submit it to the CBSC (8)	Secretary	CBSC15	
29	Develop a template for the 3-y WP and distribute to the CB Coordinators (8)	Secretary	13 Jun 2016	DONE
31	Upload the approved amended CB Procedures 7 and 8 and the draft CB Procedures 9, 10, 11 and 12 to the IHO website (8)	Secretary	31 Aug 2016	
32	Add the IMO audit scheme questionnaire to the draft CB Procedure 9 (9)	Secretary	31 Jul 2016	
33	Add the link with the planned IMSAS audits (9)	Secretary	31 Aug 2016	
34	Include the MBSHC ENC Production Course in the 2017 CB Management Plan (9)	Secretary	Done during the meeting	DONE
38	Upload the Updated 2016 CBWP to the IHO website (9)	Secretary	30 Jun 2016	DONE
39	Propose an amendment in the CB Procedure 4 to include reference to maritime boundaries and Law of the Sea (9)	Secretary	30 Sep 2016	
46	Issue CL on the outcomes of the CBSC14 (P)	Secretary	Aug 2016	Permanent