

LIST OF ACTIONS – Updated 14 January 2016

Agenda Item	Subject	Status/Date	Comments	Action
CSBWG 1				
5	Data Format and Metadata	CSBWG2 Complete	Create CG to define minimum metadata and appropriate data format usable to data users and provide recommendations	NOAA-OCS
6	IHO website	On going	Check IHO website for documents and information	All
10	CSBWG2	16 Oct Complete	Circular potential dates and request to host meeting in late January/February	IHB
10	CSBWG2	7 Nov Complete	Confirm availability and offers to host	All
10	CSBWG2 venue and dates	30 Nov Complete	Circulate an initial letter of invitation	IHB
11	Action List	CSBWG2	Keep IHB informed of progress with allocated actions	All
11	CSBWG 1 Draft Report	16 Oct Complete	Draft to be circulated for comment	IHB
11	CSBWG 1 Draft Report	30 Oct Complete	All to provide comments on draft report to IHB	All
11	CSBWG 1 Final Report	13 Nov Complete	Publish final report	IHB
11	Report to IRCC8	19 Mar	Draft report for review and amendment by Chair and vice-Chair	IHB
11	Report to IRCC8	10 Apr	Comments back to IHB	Chair, Vice Chair