

**CAPACITY BUILDING SUB-COMMITTEE (CBSC)**  
**Terms of Reference and Rules of Procedure**

Reference: IHO Circular Letter N° 06/2019, dated 23 January 2019

**TERMS OF REFERENCE**

1. Implement and review the IHO Capacity Building Strategy and promote the Capacity Building and Training initiatives identified by the Regional Hydrographic Commissions.
2. Continuously assess the hydrographic surveying, nautical charting and hydrographic information status in nations and regions where hydrography is developing, using an adequate and agreed methodology. This includes developing and keeping up to date IHO publication "C-55 - Status of Hydrographic Surveying and Nautical Charting Worldwide".
3. Cooperate with the IHO Secretariat in the establishment and maintenance of close relationships with national agencies and international organizations, which may provide funding or other support to technical assistance projects, and study the procedures to access the funds for Technical Assistance available from such organizations.
4. Support the IHO Secretariat in the close and continuous monitoring of proposals resulting from any assessments undertaken by Study Teams or Action Groups, and also promote the sharing of experience and knowledge gained in this field.
5. Cooperate with the IHO Secretariat in the provision of advice to all maritime nations requesting support to develop hydrographic capabilities, as a result of the implementation of SOLAS Chapter V Regulation 9.
6. Liaise with the IHO Secretariat in drafting and keeping the relevant elements and tasks of Work Programme 3 up to date.
7. Review the development of the relevant elements and tasks of the IHO Work Programme 3 and maintain publications related to the objectives of the Sub-Committee.
8. Liaise and maintain contact with relevant IHO bodies and other international and regional organizations, to ensure that the IHO Capacity Building activities are coordinated.
9. These Terms of Reference can be amended in accordance with Article 6 of the General Regulations.

**RULES OF PROCEDURE**

1. Membership of the Sub-Committee is open to all Member States of the IHO. The Sub-Committee shall comprise IHO Member States representatives. The appointed members should ideally cover all RHCs, and provide broad experience and varied backgrounds. The Sub-Committee may invite observers to participate in the activities of the Sub-Committee.
2. The Chair and Vice-Chair shall be a representative of a Member State and shall be determined by vote of the Member States participating in the Sub-Committee at the first meeting after each ordinary session of the IHO Assembly. The Sub-Committee shall have a Secretary, nominated by the IHO Secretariat.
3. The Chair shall have a seat in the IRCC and shall report on the activities of the Sub-Committee to the IRCC Chair for further report to each ordinary session of the Assembly through the Council.
4. The Sub-Committee shall have its permanent secretariat at the IHO Secretariat. The Sub-Committee Secretariat shall provide the secretarial and administrative support needed to gather, hold and disseminate information on behalf of the Sub-Committee. The Secretary shall provide a summary of the Sub-Committee's activities to be included in the IHO Annual Report.
5. The Sub-Committee shall normally meet once a year, in early June whenever possible in conjunction with another conference or meeting. The venue and date of the meeting shall be decided at the previous meeting, in order to facilitate participants' travel arrangements. The Chair or any member of the Sub-Committee, as considered necessary, with the agreement of the simple majority of all members of the Sub-Committee, can call extraordinary meetings.
6. Confirmation of venue and date shall normally be announced at least six months in advance. All intending participants shall inform the Chair and Secretary ideally one month in advance of their intention to

attend meetings of the Sub-Committee.

7. Members are expected to attend every meeting of the Sub-Committee. Members who are not able to attend a meeting should send a written contribution on relevant items of the agenda to the Chair and Secretary, prior to the meeting.

8. Between meetings, the Sub-Committee business will be progressed by correspondence. E-mail will be the normal method of communication. Papers and information material will be posted on the Sub-Committee's section of the IHO website.

9. Decisions should generally be made by consensus. If votes are required, decisions shall be taken by simple majority of Members of the Sub-Committee present and voting. When dealing with matters by correspondence, a simple majority of all Members of the Sub-Committee shall be required.

10. Recommendations of the Sub-Committee shall be submitted to IRCC for consideration.

11. The draft minutes of meetings shall normally be distributed by the Secretary within six weeks of the end of meetings and member comments should be returned within three weeks. Final minutes should be distributed and posted on the IHO website within three months after a meeting.

12. The working language of the Sub-Committee shall be English.

13. These Rules of Procedure can be amended in accordance with Article 6 of the General Regulations.