

INTERNATIONAL HYDROGRAPHIC  
BUREAU



BUREAU HYDROGRAPHIQUE  
INTERNATIONAL

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PRINCIPAUTE DE MONACO

EAtHC10-08C

# CAPACITY BUILDING COMMITTEE

## PROCEDURE 1

### PROCEDURE AND MODEL FOR SUBMITTING REQUEST OF SUPPORT TO THE CBC

**PROCEDURE 1** has been established by the CBC to facilitate both, the submission and evaluation procedures, aiming at allocating the available limited resources in the most effective and efficient way, privileging those activities that in the general IHO concert will comply most with the Mission and Objectives of the IHO.

#### **Explanation:**

**Part 1** of this document contains the **standardized procedure** that must be followed for all proposals requesting support from the CBC.

**Part 2** of this document provides the **submission model** to be used when applying for support from the CBC.



## PART 1

### STANDARDIZED PROCEDURE

Any country or group of countries deciding to develop a project that feels that support is required from other sources should ideally discuss its needs within the RHC in which it participates, aiming at finding a solution within the region.

If a regional solution cannot be found, the corresponding RHC might decide to request support from the CBC, but before doing so, the RHC shall assess the demand, evaluate its details and finally identify its priority at the RHC level. In case a RHC submits more than one proposal, it should indicate the relative priority respect to other submitted projects.. The RHC shall have a prioritized register of all demands of support (management plan) submitted to the CBC for consideration and keep a monitoring system to be aware of the progress.

If a country due to exceptional circumstances (to be explained in the demand) submits a request of support directly to the CBC, such request shall be examined by the CBC that might decide to:

- a) send it back to the country requesting more information and/or clarifications and to re-submit it to the CBC.
- b) send it back to the country requesting that the submission be presented through the RHC aiming at finding a regional solution or to have it submitted by the RHC after their internal analysis.
- c) provide the support requested (totally/partially) through the CBFund following the priorities assigned by the CBC.
- d) provide possible alternatives to find a viable solution.

Another important condition that countries and RHCs seeking resources from the CBFund must have in mind is that the Capacity Building Fund is to be used in the following four main streams:

#### **Technical Assistance**

**Concept:** These funds will support technical visits to Member States to assess hydrographic surveying, nautical charting and nautical information status; provide guidelines for the development of local hydrographic capabilities and/or to discuss and advise on technical matters pertaining to hydrographic projects. The technical visits to Non Member States are also considered under this concept. In brief, the resources under this topic are to be used to implement visits and related capacity building activities **consistent with the IHO Work Programme.**

#### **Training and Education**

**Concept:** These funds will support the implementation of hydrographic, nautical cartography and other related training and education initiatives **consistent with the IHO Work Programme.**

#### **Financial Assistance**

**Concept:** These funds will support Member States' representatives to attend courses and/or technical meetings as necessary in the interest of the Organization, **consistent with the IHO Work Programme.**

### Start-up Projects

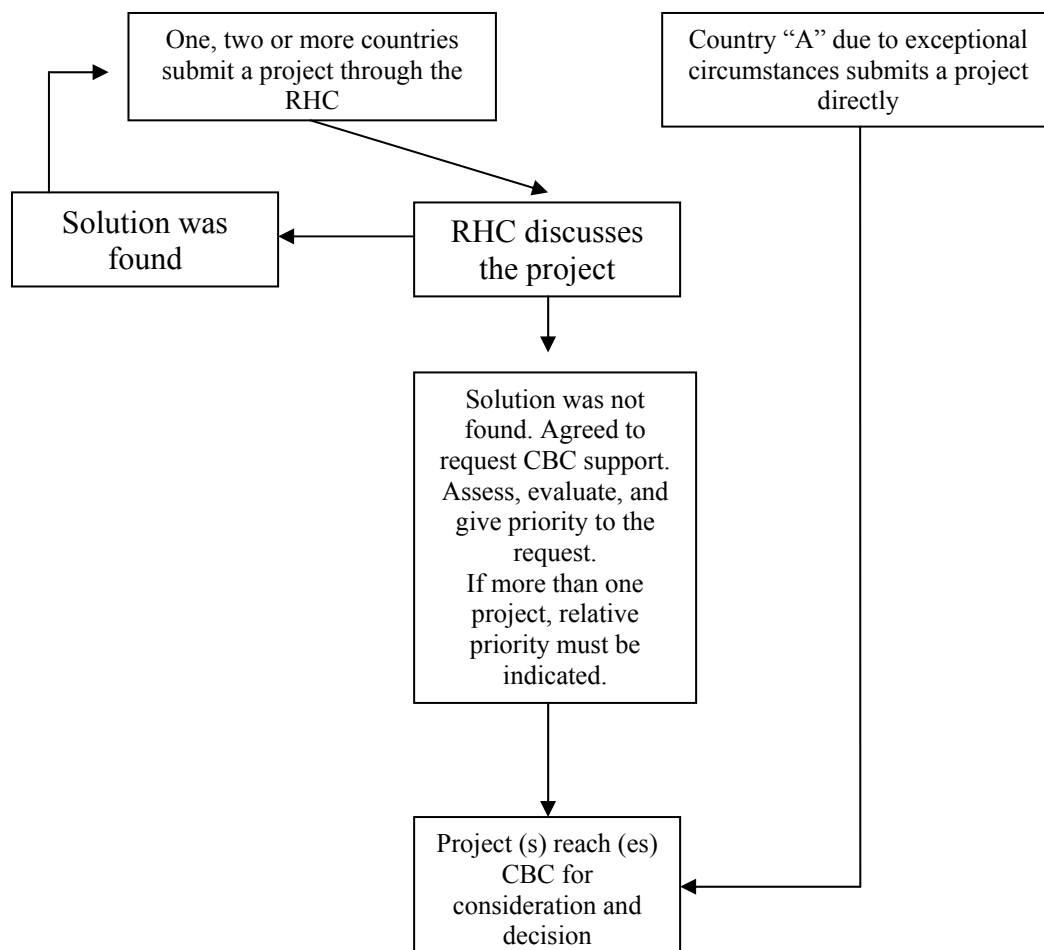
**Concept:** These funds will support the very first steps of the implementation of high priority hydro-cartographic projects **consistent with the IHO objectives.**

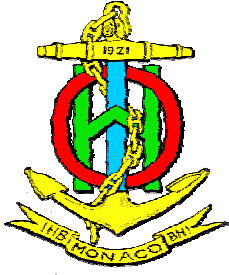
The CBFUND does not fund the purchase of any sort of goods, as for example instruments, equipment, hardware, software, etc. Also the CBFund does not fund long term courses or the attendance to administrative meetings, as for example IH Conferences, RHC Meetings, CBC Meetings or similar. Therefore, submissions **must** not request support from the CBFund to fund activities as the indicated and equivalent.

Finally, no matter the origin of a submission, the structure and content must contain all the information detailed in Part 2 "Submission Model". Requests shall be submitted to reach THE cbc BY 01 April for the inclusion in the CBWP of the following year.

- Ref.: a) IHO A.R. R 6.3 Uses of the Capacity Building Fund  
b) IHO Capacity Building Strategy

### Flow chart





<p><b>PART 2</b></p> <p><b>SUBMISSION MODEL</b></p>
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**IDENTIFICATION**

<b>Project Number :</b> (to be filled by CBC)
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<b>Project Name:</b>	
<b>Submitting RHC/ (priority):</b>	
<b>Date of Submission:</b>	
<b>Institution executing the project:</b>	
<b>Name of responsible:</b>	
<b>Address:</b>	
<b>Telephone:</b>	
<b>Fax:</b>	
<b>e-mail:</b>	

**GENERAL SPECIFICATIONS**

(Please provide detailed information in Annex of no more than three pages)

<b>Background information</b>	
<b>Justification of the project</b>	
<b>Countries involved</b>	
<b>Explanation of the problem</b>	
<b>General objective</b>	
<b>Specific objectives</b>	
<b>Outputs/Products</b>	
<b>Other deliverables</b>	
<b>Achievements and awaited benefits</b>	
<b>Schedule of activities</b>	
<b>Past and/or current related projects supported by CBC or other sources</b>	

**RESOURCES**

<b>Contribution by countries involved</b>	
<b>Contribution from other sources</b>	
<b>Contribution requested from CBCFund</b>	
<b>Total Cost (euros)</b>	
<b>Breakdown of costs</b>	
<b>a) From CBCFund (item and amount)</b>	

<b>b) From other parties (item and amount)</b>	
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**PROJECT SUMMARY**

<b>Sponsor RHC</b>	<b>Year of Execution</b>	<b>Country/ Countries involved</b>	<b>Priority/Status</b>	<b>Project Name</b>	<b>Project Objective</b>	<b>Benefits</b>	<b>Assistance required</b>	<b>Cost</b>	<b>Allocation and Priority (to be filled by CBC)</b>	<b>Contact Person</b>

**Name and Signature of the RHC Chairman .....**