



**INTERNATIONAL HYDROGRAPHIC ORGANIZATION
MESO AMERICAN & CARIBBEAN SEA HYDROGRAPHIC
COMMISSION**



Report on the MACHC Capacity Building

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| Submitted by: | Captain Wesley Cavaleiro (Brazil), MACHC Secretary |
| Executive Summary: | The Secretary of the Commission presents a report on Capacity building activities and a capacity building plan. |
| Related Documents: | a) IHB Circular Letter 069/2008; b) 9 th MACHC Action List; c) MACHC Letter 09/2009. |
| Related Projects: | X X X |

Introduction

Through the IHB Circular Letter 069/2008 it was announced the approval by IHO Member States an amendment to IHO Administrative Resolution (A) T 1.3 – Establishment of Regional Hydrographic Commissions (RHC). The following new paragraphs were inserted:

2 bis.- Where Capacity Building is required in a region, RHCs are recommended to establish an internal body to deal with CB matters and to designate a focal point to ensure continuity in the CB process. This part-time allocation to assist RHCs should come primarily and ideally from an HO within the region. If that is not possible then the RHC might agree to request support from another RHC or an HO that might wish to take that responsibility.

These regional contact points, the responsibilities of which should be given directly and in detail by the RHC concerned, shall have the support of the RHCs; shall be nominated having in mind the importance of continuity; shall be in permanent contact with the corresponding RHC Chairman as well as with the CBSC Chairman. Ideally should be a CBC member with access to RHC meetings.

In the absence of any other viable alternative and despite its limited human resources availability a request of support could be requested to the IHB.

The 9th MACHC Meeting (Action List 9-5) decided that the MACHC Chair should take the responsibility for the Capacity Building Commission (CB) activities and present a CB plan.

Description

- 1) Through a Letter (MACHC Letter 09/2009), the Chair presented the subject to the Commission and asked for information, suggestions, and comments on that. There was just one response (Mexico).
- 2) On May 11th to 13th the 7th IHO Capacity Building Subcommittee meeting took place in Seoul, Korea.
 - a. During this meeting the Commission representative presented the activities which had been performed since the last period:
 - ENC Seminar, held in Brazil, October 2008, in conjunction with the 20th CHRIS;
 - MB Workshop, held in Brazil, November 2008;
 - Hydrographic and cartographic course, held in Suriname, November 2008, promoted by the IMO with the support of the IHO and the IALA;
 - Hydrographic training for the Gulf of Honduras project, January 2009;
 - Hydrographic and cartographic training, held in Venezuela, March 2009.
 - b. The following activities were planned and confirmed for the next period:
 - ENC workshop to be held in Brazil, October 2009;
 - MB course to be held in Brazil, November 2009;
 - Hydrographic training for the Gulf of Honduras project, January 2010; and
 - Hydrography in shallow waters, to be held in Uruguay, 2010.

- c. There was a project presented by the SWAtHC, which included the MACHC and the SEPHC, regarding a training program on MSI procedures update, to be held in 2011.
- d. The discussions raised:
 - a couple of directions to the procedures for the submission, analysis, and approval of projects. The procedures have been published at the IHO website.
 - Real necessities of the main targets of the IHO, priorities, and possible activities to be developed.

Conclusions

- 1) Based on the results of the 7th IHO CBSC meeting, the Commission Chair, through the Secretary, presented a draft Capacity Building Plan to the Commission. From the collaboration and comments of some Member States and Observers, specifically UK, USA, and Caris, the final version of the Plan has been submitted for approval, which is in Annex **A** to this Report.
The proposed plan has the time length of two years instead of five years as decided by the 9th MACHC, due to the responses (or lack of responses) given to MACHC Letter 09/2009) and the new elements which served as the basis for its conception. So, this proposal is an experimental one and should be revised until it has achieved the necessary maturity for a long term.
- 2) The Chair experience in planning, coordinating, and conducting capacity building activities indicates it is not feasible for the Chair to accumulate the activities of Secretary and capacity building activities.

Recommendations

The Commission is recommended to:

- 1) Review its decision on having a five-year capacity building plan.
- 2) Designate a specific person to be in charge of capacity building matters. This person will work as the Term of Reference in Annex **B** to this Report.

Justification and Impacts

Adopting the above recommendations:

- 1) By reducing the range of the Plan, the Commission Capacity building Plan will have the necessary flexibility to adjust according to the needs that arise and new facts that happen; and
- 2) The designation of a Person to be in charge of capacity building matters by the Commission will allow for the necessary continuity of the issues that need to be addressed and will be useful for the coordination of actions inside the Commission, as well as with the IHO, the CBSC and the IHB.

Action Required of MACHC

The Commission is invited to:

- a. note this report;
- b. modify the decision for the conversion of a five-year capacity building plan into a two-year one;
- c. approve the proposed plan (in Annex);
- d. appoint persons to be in charge of each one of the activities detailed in the plan;
- e. appoint someone to be in charge of the Commission capacity building matters; and
- f. approve the Terms of Reference for the person in charge of the capacity building matters of the Commission.

Annexes:

- A) MACHC Capacity building plan;
- B) Terms of Reference for the MACHC person in charge of capacity building matters;

Annex A to the CB Report

See attached file

Annex B to the CB Report

Terms of Reference for the MACHC responsible person for capacity building matters

The Capacity Building person in charge of the MesoAmerican-Caribbean Sea Hydrographic Commission (MACHC) was designated to assess and assist in sustainable development and improvement of the Hydrographic Services of the MACHC Region and, in particular, to assist coastal states within the Region to improve capacity building of hydrographic offices and with hydrographic activities in support of the safety of navigation. MACHC-CB is closely related with the IHO-CBSC and acts in accordance with the IHO-CBSC strategic plan and procedures, and identifies requirements and action plans to contribute to capacity building in this region.

Objectives

The primary objectives of the MACHC-CB Person are to:

- Represent MACHC at the IHO Capacity Building Sub Committee;
- Manage the MACHC Capacity Building Plan;
- Coordinate and support the capacity building person in charge of projects in their execution; and
- Make recommendations to the MACHC for necessary actions on capacity building matters.

Procedures

MACHC-CB Person must:

- Work mainly by correspondence;
- Work in accordance with the IHO CBSC Procedures;
- Report, annually, to the Commission on the activities of the previous period; and
- Submit to the MACHC Chair the approval of projects and the related actions, such as choice of candidates to be supported by CB Fund, etc.