

**THIRTEENTH MEETING OF THE IHO CAPACITY BUILDING SUB-COMMITTEE  
IHO-CBSC13  
Mexico City, Mexico, 27-29 May 2015**

**REPORT**

**1. Opening and welcome**

<i>Docs: CBSC13-01A</i>	<i>List of Documents (IHB)</i>
<i>CBSC13-01B</i>	<i>List of Participants (IHB)</i>
<i>CBSC13-01C</i>	<i>CBSC Membership (IHB)</i>
<i>CBSC13-01D</i>	<i>ToR and RoP (IHB)</i>
<i>CBSC13-01E</i>	<i>ToR for the CB Coordinators (IHB)</i>

Mr. Thomas Dehling, Chair of the Capacity Building Sub-Committee (CBSC), opened the meeting at 09h00 on 27 May 2015 at *Centro de Estudios Superiores Navales (CESNAV)* in Mexico City, Mexico. Vice-Admiral Luis Orozco Inclán, on behalf of Admiral Vidal Francisco Soberón Sanz, Minister of the Navy, welcomed the participants and wished a successful meeting.

Rear-Admiral Francisco Abascal Andrade, Mexican National Hydrographer, wished that the hydrographic and cartographic capacities of Mexico could be shared with the Member and non-Member States. He highlighted all the numerous professionals of the related disciplines that help the work of the hydrographic services and importance of unified special databases to support the provision of hydrographic services. He further highlighted the importance of cooperation with other hydrographic offices and with industry and also the development of the FOCAHIMECA (Strengthen the hydrographic abilities in Mesoamerican and the Caribbean Sea) project.

The CBSC Chair thanked the hosts for the organization of the meeting with an excellent environment for the work of the CBSC. He highlighted the growing contribution of Mexico to the IHO Capacity Building activities. IHO Director Mustafa Iptes stressed the strategic character of CB for the development of hydrography, especially in developing regions. He also mentioned the growing CBWP since 2004 and the contributions of the Republic of Korea (ROK) and Japan/Nippon Foundation for the safety of navigation and protection of the marine environment. He called for the continuing participation of the members and the need for additional funding to cope with all the challenges worldwide.

The Chair invited Mexico to provide logistics information for the meeting and then invited all the participants to introduce themselves. The list of participants is provided in Annex-A. The Secretary was invited to present the list of documents, the Membership list and the Terms of Reference for the CBSC and the CB Coordinators and no changes were proposed.

**2. Approval of Agenda**

*Doc: CBSC13-02 Agenda and Timetable (IHB)*

Participants were invited to comment the agenda and timetable in case updates were necessary. The CBSC then agreed on the following decision and action:

Decision 1: CBSC approved the agenda with one amendment (CB Fund report moved to agenda item 8).

Action 13: Secretary to amend the CBSC13 Agenda and Timetable (doc. CBSC13-02) in accordance with Decision 1 (done during the meeting).

Note: the first 12 actions listed in Annex-G are permanent.

### 3. Matters arising from the minutes of the CBSC12 Meeting

*Docs: CBSC13-03A      Minutes of CBSC12 (IHB)*  
*CBSC13-03B      Status of Action List from CBSC12 (IHB)*

The CBSC reviewed the Minutes of the CBSC12 and the list of actions arising from CBSC12. The Chair informed that the paper on Public Relations (Action CBSC12/23) will be addressed during the meeting and UK reported that the Phase 1 Skills Training course material (Action CBSC12/33) was also sent to Portugal for translation to Portuguese and to Mexico for translation to Spanish. The CBSC then agreed on the following decisions:

Decision 2: CBSC approved the CBSC12 Report (*doc. CBSC13-03A*).

Decision 3: CBSC approved the updated CBSC12 list of actions (*doc. CBSC13-03B*). (Annex-B)

### 4. Report by the Chair and the IHB

*Docs: CBSC13-04A      Report by the Chair (Chair)*  
*CBSC13-04B      Report by the IHB (IHB)*

The Chair reported on the activities since the last meeting, in particular the revision of the IHO CB Strategy, the outcomes of the EIHC5 with the CB Panel and the work done by the IHB, in particular the CB Assistant (CBA) and the need for additional resources. He also reported on the work and contributions of the CB Coordinators, the contributions from the ROK and Japan/Nippon Foundation, the Joint CB Group and developments and improvement of the CBSC work.

Director Iptes reported on the new IHO Member States (Brunei Darussalam, Georgia and Viet Nam) and the new applications recently received (Malta, Solomon Islands and Vanuatu) with prospective applications from Iraq and Congo. He also reported on the approvals of the protocols of amendments to the IHO Convention with the missing 4 votes. He also reported on the contribution of the IHB Staff as the Secretariat, the contribution from the temporary contract of the CBA, the administrative increase for CBSC and IBSC taking the IHB under strain. He highlighted the great contribution from the ROK and from Japan/Nippon Foundation for the Cat A and Cat B programmes and that the IHB Directing Committee continues seeking funds from other agencies.

ROK stressed the will to continue the support for the Capacity Building Work Programme and Fund and announced that the total contribution for 2015 will be 400 000 000 Korean Won and the Chair commended on the impact for the CBSC. China announced that they will open their Cat A and Cat B for foreigners and requested CB support for this. India pointed that the reports of the CB courses should be readily available in the website and the Chair and IHB explained the resources constrains regarding this issue. The CBSC then agreed on the following decision:

Decision 4: CBSC noted the reports under agenda item 4 (*docs. CBSC13-04A and CBSC13-04B*).

### 5. IHO 2014 AND 2015 CBWPs

#### 5.1 CB Management

*Docs: CBSC13-05.1A      Closed 2014 CBWP (IHB)*

*CBSC13-05.1B Updated 2015 CBWP (IHB)*

The Chair described the coordination with the ROK and Japan by means of the MoUs and the Programme Management Board (PMB) and the benefits of the interactions in the Joint IHO/IMO/WMO/IOC/IALA/IAEA/FIG CB Group Meeting, which helps to increase the awareness of Hydrography, the coordinate the joint activities and the access to donor agencies. The meeting then agreed the following action:

**Action 14: Secretary to upload documents submitted to the IMO/TC 65 to be discussed under agenda item 10 (done during the meeting)**

The Secretary introduced the 2014 CBWP and participants provided feedbacks. The CBSC then agreed on the following decision:

**Decision 5: CBSC noted the closed 2014 CBWP (Annex C)**

The Secretary also introduced the current 2015 CBWP and participants provided feedbacks, updates and plans for the pending activities:

A-05: TV to Haiti: UK is investigating ways to efficiently organize the visit

A-07: TV to Samoa: transferred to 2016

A-08: Participation in the MOWCA: depending on the end of the definition study (P-01)

P-01: Definition study: ongoing (deadline December 2015)

P-03: Phase 1 Skills Training course material provided by UK being translated to Spanish

P-04: Execution by the end of 2015

P-06: Execution in September/October 2015

P-09: Incomplete due to the illness of instructor but will be completed soon

P-11: Execution in the first week of November 2015 in Niteroi (Brazil)

P-13: Bangladesh volunteered but still not confirmed

P-14: Execution to be decided in July 2015 during the MBSHC19 meeting

**Action 15: MBSHC to report to the IHB the decisions from MBSHC19 related to capacity building regarding to venue and dates of the 2015 CBWP activities in the region (deadline: 10 July 2015).**

P-15: Execution not yet defined

P-16: Dates not decided. Japan requested additional resources for Viet Nam and Brunei Darussalam that recently became IHO Member States

**Action 16: Japan to provide the updated proposal of the three EAHC activities to include Brunei Darussalam and Viet Nam that became IHO Member States (done during the meeting).**

P-17: Execution in November 2015 in Tokyo (Japan)

P-19: Execution in September 2015 in Montevideo (Uruguay)

P-20: Dates to be determined and organization by China

P-25: Joint IMO-IHO activity in Africa that will require support from the CB Coordinators

P-26: Joint IMO-IHO activity in the SWP that will require support from the CB Coordinators

**Action 17: SAIHC, EAHC and SWPHC Chairs and CB Coordinators to liaise with the IHB to coordinate the organization of the IMO funded trainings in 2015 (done during the meeting).**

Post-meeting note: the two Joint IMO-IHO activities were not funded and subsequently cancelled.

P-29: Execution in September 2015 in Abu Dhabi (UAE)

Following the updates to the 2015 CBWP the IHB introduced the need for a temporary solution for CBA until a permanent solution is found. France suggested a long lasting solution to support this very important program with large the amount of work, and was seconded by UK, Australia/SWPHC, South Africa, Turkey, France and Brazil. The meeting agreed on the following decision and action:

**Decision 6: CBSC agreed to allocate 10.000 euros for CBA for the second semester of 2015.**

**Action 18: Secretary to add new event for the CBA for a temporary solution for 2015 in the 2015 CBWP: 7 500 Euros that will be complemented by the CB Admin fund with 7 500 Euros (deadline: June 2015).**

The Chair highlighted that Decision 6 and Action 18 are a temporary solution to support the execution of the 2015 CBWP that is at risk and should not replace a permanent solution. He highlighted that there has been a progressive increasing level of work in the CB activities in recent years due to:

- a) the increasing workload at the annual CB meetings;
- b) the need to conduct additional inter-sessional correspondences / activities in order to manage the CB activities; and
- c) the consequential additional administration, logistic and fund management requirements.

Director Iptes stressed that due to the significant increase in the level of activities related to CB, the secretarial and administrative support provided by the IHB has come under increasing strain because of other competing IHO requirements and priorities. This situation regarding resources was reported to the EIHC5 by the IHB (Doc. CONF.EX5/REP.02Report on the Technical Capacity of the International Hydrographic Bureau) and noted by the Conference (Decision No.2).

**Decision 7: CBSC noted the reports presented under agenda item 5.1 (docs. CBSC13-05.1A and CBSC13-05.1B).**

The agreed and updated 2015 CBWP is provided at Annex D.

## **5.2 CB Assessment and CB Provision**

*Docs: CBSC13-05.2A1 C-55 Status and Developments (IHB)*

*CBSC13-05.2A2 CATZOCs for the C-55 Database (IHB)*

*CBSC13-05.2B NIOHC Report*

*CBSC13-05.2C RSAHC Report*

*CBSC13-05.2D SAIHC Report*

*CBSC13-05.2E MACHC Report*

*CBSC13-05.2F EAHC Report*

*CBSC13-05.2G SEPRHC Report*

*CBSC13-05.2H SWPHC Report*

*CBSC13-05.2I SWAtHC Report*

*CBSC13-05.2J MBSHC Report*

*CBSC13-05.2K EAtHC Report- C-55 Status*

The Chair invited the participants to introduce the reports. The Secretary reported on the status of development of the Geographic Information System (GIS) and the Regional/Country Information System at the IHB (doc. CBSC13-05A1) and how these systems and the associated databases will support C-55 in its current format and also with the use of the CATZOCs (doc. CBSC13-05A2).

The Chair acknowledged the developments in the IHB but highlighted the need to consider the needs of the CBSC Members. The CBSC discussed the need for a better depiction of the status of surveying, the use of CATZOCs against the depths, the use of shapefiles to input the IHO/GIS, the experiences already done with CATZOCs, the need to develop an assessment mechanism for establishing priorities

for surveys, the need to keep the current C-55 and use it in conjunction with the new developments and the need for simple solutions.

Norway (NHC/NSHC) reported on the support to Albania to reorganize the hydrographic service and the mapping authority in the country. He reported that one student attended the SkillTrade training for a Category B Hydrographic Programme. It is reported that Norway will also fund a Category B Hydrographic Programme in Italy and a distance learning training at the Hydrographic Academy (Marine Learning Alliance, Plymouth, UK) for supporting Albanian trainees.

South Africa (SAIHC) highlighted the contribution of in-kind contributions and the need to advertise this effort and was echoed by the Chair. Director Iptes proposed that the annual reports from the RHCs should contain the support received from countries.

Japan, on behalf of the EAHC, reported on the two new IHO Member States in the region and highlighted that CB has a high priority in the region. He also informed the meeting on the creation of the Training, Research and Development Center (TRDC) and its governing mechanism. The TRDC already delivers the Training for Trainers (TFT) course in basic hydrography and cartography. Director Iptes reminded that past reports from the TVs at EAHC were not sent to the IHB.

**Action 19: EAHC to provide the reports of the Technical Visits done during 2014 (deadline: August 2015).**

Turkey (MBSHC) reported on the CB Activities in the region and Director Iptes highlighted that CB is growing in this region. However, some activities were not reported to the IHB (TVs to Georgia and Israel).

**Action 20: MBSHC to provide the reports of the Technical Visits done during 2014 (deadline: August 2015).**

Australia, on behalf of the SWPHC, reported on the benefits of the seminar preceding the SWPHC conference that created a hydrographic environment for the non-hydrographers in the region. He also reported the support from New Zealand for the hydrographic risk assessment in the region that also received support from the Japan International Cooperation Agency (JICA) and from the International Maritime Organization (IMO). The MACHC CB Coordinator echoed on the benefits of the seminar that precedes the main meeting and the CBSC agreed on the following action:

**Action 21: CB Coordinators from MACHC and SWPHC to produce a syllabus for the Awareness Seminar to be delivered in future events (Deadline: CBSC14)**

UK (RSAHC/NIOHC/SAIHC/MACHC CB Coordinator) reported on the activities in the RSAHC and NIOHC including a joint MSI training in the two regions and a Technical Visit to Jordan. He also reported on the activities in the SAIHC, including the joint IMO-IHO Hydrographic Training, and the activities in the MACHC, including the successful Technical Visit to Nicaragua.

The Secretary highlighted the onboard training opportunities provided by France and invited other nations to offer on-the-job training whenever possible. He also noted the increase in joint activities across Regional Hydrographic Commission and with other international organizations, in particular with the International Maritime Organization (IMO).

Brazil (SWAtHC) reported the events done in the region and the near future plans. He also reported the increasing number of foreign students attending hydrographic and cartographic trainings in the region, the majority as an in-kind contribution to developing nations. The most recent case was the successful graduation of two Category A Hydrographers from Haiti in Brazil.

Ecuador, on behalf of the SEPRHC, reported on the joint river survey trainings jointly with the MACHC and the SWAtHC and hosted by Peru, amongst other training activities.

France (EAHC) informed the meeting on the definition study project in the region, including the coordination with other regions and offices, the challenges in the region and the need for a better awareness. He also reported the successful execution of a MSI training for francophone Africa with

the support of the *Academie Regionale des Sciences et Techniques de la Mer* (ARSTM) in Abidjan (Côte d'Ivoire).

The Secretary reported the difficulties in finding the instructors for the MSI courses and stressed the need for an early request to the WWNWS-SC Chair. The creation of the Instructors' Database in the IHB as part of the developments of a CB Management System will help to deal with this challenge.

**Decision 8:** CBSC noted the reports presented under agenda item 5.2 (docs. CBSC13-05.2A1, CBSC13-05.2A2, CBSC13-05.2B, CBSC13-05.2C, CBSC13-05.2D, CBSC13-05.2E, CBSC13-05.2F, CBSC13-05.2G, CBSC13-05.2H, CBSC13-05.2I, CBSC13-05.2J and CBSC13-05.2K)

### 5.3 New developments and projects for CB

*Docs: CBSC13-05.3A Risk Assessment (SWPHC)*

*CBSC13-05.3C CB Developments in EAHC (EAHC)*

*CBSC13-05.3D Definition Study for Long Term Project (EAHC)*

*CBSC13-05.3E Strengthening the Hydrographic Capacities in the MACHC (Mexico)*

The Chair invited the participants to provide with their presentations on new developments and projects for CB highlighting the importance in sharing experiences and best practices across the regions and organizations.

#### a) SWPHC (Risk assessment)

Australia, on behalf of the Hydrographer of New Zealand, Mr. Adam Greenland (LINZ), reported on the developments in the methodology for the hydrographic risk assessment in the South-west Pacific and the main goal in establishing priority for surveys.

He then posed three questions to the CBSC:

- i. Is there a need for a peer review
- ii. Who would undertake such a review
- iii. Funding from CBSC

Following a discussion the CBSC agreed the following decision and action:

**Decision 9:** CBSC noted the report from SWPHC (doc. CBSC13-05.3A) and agreed in principle that the peer review of the risk assessment methodology developed at the SWPHC by LINZ is in line with the strategy.

**Action 22:** SWPHC to intersessionally submit a project for funding for the peer review of the risk assessment methodology developed at the SWPHC by LINZ (deadline: December 2015)

#### b) MACHC (OECS Project)

UK briefed the participants on the status of the Organization of the Eastern Caribbean States (OECS) Project and the risks faced in the region with declining hydrographic capabilities and increasing risks to the maritime traffic and to the marine environment. The Technical Visits to the nine OECS States requires a big effort in the region and is scheduled to end in December 2015. He highlighted that these nine States are part of the OECS are also part of the new Mexican CB Project (FOCAHIMECA- Strengthen the hydrographic abilities in Mesoamerican and the Caribbean Sea).

Director Iptes highlighted the recent approval of the MoU with the OECS and invited the MACHC Chair to liaise with the IHB in the execution of the project. The CBSC then agreed the following decision and action:

**Decision 10:** CBSC noted the verbal report from MACHC on the OECS Project.

**Action 23:** MACHC Chair to continuously update the CBSC on the developments of the OECS project (deadline: CBSC14)

#### c) EAHC developments

ROK reported the developments in EAHC with the creation of the Training, Research and Development Center (TRDC) in Busan (ROK), and introduced the concept of the Training for Trainers in Hydrography and Cartography. The TRDC also provides a platform for communication and e-learning. He noted that currently the focus is only the EAHC Members due to the limitation in human resources. One of the objectives is to overcome the barrier with language as trainees will propagate the knowledge in their own languages.

He also reported that the TRDC is working on standardized trainings, on expanding the trainings to non-EAHC Members, on developments in e-learning and in the continuous improvements to the website (<http://trdc.eahc.asia>). The CBSC agreed on the decision:

**Decision 11: CBSC noted the report from EAHC on the CB developments in the region (doc. CBSC13-05.3C).**

d) EAHC Project

France reported on the progress done for the Definition Study Project for Western Africa using a SWOT (Strength, Weakness, Opportunities and Threats) analysis and aiming at improving the know-how, raising the hydrographic profiles, creating platforms and tools for the region. The project also aims at identifying funding for the region and the points of contact for hydrography in each country. Training in the region can be provided with the support of Regional Academy of Maritime Science and Technology (ARSTM) in Abidjan (Cote D'ivoire) and the Regional Maritime University in Accra (Ghana). The Project also identified the need for survey equipment and for the use of new technologies. The CBSC agreed the following decision and actions:

**Decision 12: CBSC noted the report from EAHC on the definition study for a long term project (doc. CBSC13-05.3D).**

**Action 24: Chair to address the RHCs in the IRCC proposing the consideration for comprehensive projects to raise funds from Donor agencies (deadline: IRCC7).**

**Action 25: RHC Chairs and CB Coordinators to address the development of comprehensive projects in the regions (deadline: CBSC14).**

e) Mexico Hydrographic Project (FOCAHIMECA)

Mexico reported on the recent establishment of the FOCAHIMECA project to develop hydrographic capabilities in support of the regional programme of short distance transportation in the Caribbean. It is financed by the Mexican Aid Programme. The project is supported by the Mexican Navy that identified the need to update nautical charts in the region. It will contemplate capacity building activities for all the Organization of the Caribbean States (OCS) Members. States will then be requested to commit to participate in trainings and to make the bathymetric data available. Mexico will also provide trainers and interpreters for the CB Activities and there will be funding for participation in the trainings.

The CBSC discussed the proposed process of using The Hydrographic Society of America (THSOA) recognition to measure the developments in the local capacity. Mr. Paul Cooper (PAIGH), speaking on behalf of the THSOA, suggested Mexico to communicate the intensions as soon as possible. The CBSC also raised questions on how this project will be linked to other projects in the region as these links are not clear. The Sub Committee then agreed the following decisions and actions:

**Decision 13: CBSC noted the report on the FOCAHIMECA Project (doc. CBSC13-05.3E) and thanked to Mexico for this promising and complex project.**

**Decision 14: CBSC agreed that SEPRHC and SWAtHC should submit projects as necessary according to the CB Procedures in order to get South American countries to participate in the training projects in FOCAHIMECA in 2016 and 2017.**

**Action 26: Mexico, SEPRHC and SWPHC to submit projects related to the FOCAHIMECA Project to the CBSC in accordance with the CB Procedures (deadline: according to the CB Procedures).**

Action 27: Mexico to liaise with the MACHC Chair to seek support for the FOCAHIMECA Project with technical advices for the execution of the project in accordance with the MoU with the Association of Caribbean States (ACS) (deadline: CBSC14).

Action 28: Mexico to write a formal letter to the IHB with the summary of the FOCAHIMECA Project and the alignment with the IHO Strategy and work programme (deadline: July 2015).

Action 29: IHB to communicate with the ACS to express the willingness to support the FOCAHIMECA Project in accordance with the MoU with ACS (deadline: following Action 28).

Action 30: CBSC Chair to inform the IRCC about the conclusions of the discussions on the FOCAHIMECA Project (deadline: IRCC7).

Action 31: Mexico to report to the CBSC the status of development of the FOCAHIMECA Project (deadline: CBSC14).

Action 32: PAIGH to write to Mexico offering support for the project regarding technical advice and the professional recognition (deadline: August 2015).

f) Intergovernmental Oceanographic Commission (IOC) Ocean Teacher

The Chair briefly described the IHO Ocean Teacher ([www.oceanteacher.org](http://www.oceanteacher.org)) that provides trainings around the world by e-learning and with a network of training centers. Ocean Teacher also contains a database for trainers and a training for trainers' course. The CBSC then agreed the following decision:

Decision 15: CBSC noted the verbal report done by the Chair on the IOC/IODE Ocean Teacher.

## 6. Strategic Issues of the CBSC

*Docs: CBSC13-06A IHO Capacity Building Strategy (IHB)*

*CBSC13-06B Proceedings of the EIHC5, Decision 11 (IHB)*

### 6.1 Revised CB Strategy

The Chair informed the meeting on the improvements incorporated in the IHO CB Strategy, in particular that the implementation of the strategy means that training opportunities for Phases 2 and 3 (like the Category A and Category B programmes) are now limited to the IHO Member States only. The non-Member States can only access trainings for Phase 1 (Maritime Safety Information) and receive Technical and High-level Visits.

### 6.2 Way Ahead for CB Strategy

The Chair invited the CBSC to discuss the way ahead with the IHO CB Strategy and the need for a Public Relations (PR) paper on the strategy. The Sub Committee considered that the Strategy is fit for purpose and the need to identify the public to whom the PR paper should be addressed.

### 6.3 Procurement of Equipment (CBSC12 Action 49)

The meeting discussed the revised IHO CB Strategy with a view to the procurement of equipment and no additional input was considered necessary.

The CBSC then agreed the following actions and decisions:

Action 33: CBSC Members to investigate the opportunities to promote the IHO CB activities and report back to CBSC (deadline: CBSC14) (Permanent).

Action 34: Chair to invite RHCs to provide input to the Public Relation paper (deadline: IRCC7).



Action 35: IHB to upload available presentations from the past CB Exhibition to the CB website (deadline: August 2015).

Action 36: PAIGH to provide input to the Public Relation paper from the THSOA and PAIGH (done during the meeting).

Action 37: Chair to provide presentations on Capacity Building to be uploaded do the IHO website (deadline: September 2015).

Decision 16: CBSC agreed to note the documents submitted under agenda item 6 (docs. CBSC13-06A and CBSC13-06B).

Decision 17: CBSC agreed that no input or update to the IHO CB Strategy is necessary at this moment.

## **7. Operational issues of the CBSC**

### **7.1 Impact of the revised IHO CB Strategy on the Management Plan**

*Doc: CBSC13-07.1 IHO CB Strategy (Chair)*

The Chair invited the meeting to analyze the impact of principles and phases of the IHO CB Strategy (doc. CBSC13-07.1) in respect to the operational aspects of the Management Plan. The Secretary and IHB noted the impact for the non-Member States that now understand that it is necessary to join the IHO to gain full access to the powerful CB Programme. The CBSC can be flexible and discuss on a case-by-case basis but the rule is stricter and non-Member States can still participate if they pay for their own participation. The Category A and Category B programmes are strictly to the IHO Member States.

### **7.2 CB Procedures**

*Doc: CBSC13-07.2 Draft CB Procedure 9 on Technical Visits (SAIHC)*

South Africa (Drafting group leader) introduced the draft new Procedure 9 on Technical Visits (TV) and the Secretary highlighted some of the changes (one report for each country, use of simplified language and the structure of a CB procedure). The Secretary informed that this new procedure is part of the work done for the review of the current structure of the CB Procedures and the need to harmonize parts of the this structure.

Turkey expressed the difficulties in preparing the Technical Visit reports in liaising with the other member of the TV team. South Africa stressed that the report is not meant to limit the work of the TV team but rather to guide the work and to have a standard format for the report. Norway stressed the importance of the preparation for the visit as key for success, both the preparation of the team and the preparation of the staff in-country. Director Iptes stressed the importance of the anticipated feedback from the visited countries after one year from the TV.

The CBSC then agreed on the following decisions and actions:

Decision 18: CBSC noted the documents submitted under agenda item 7.2 (doc. CBSC13-07.2).

Decision 19: CBSC agreed on the way forward for the development of the draft Procedure 9 (*Technical Visits*) to use the draft version (doc. CBSC13-07.2), get experience and feedback before approving at CBSC14. Work to be done intersessionally (deadline: CBSC14).

Action 38: RHC Chairs and CB Coordinators to use the draft Procedure 9 in the future Technical Visits and report back to the CBSC (deadline: CBSC14).

Action 39: RHC Chairs and CB Coordinators to provide a copy of the Technical Visit (TV) reports to the IHB based on the draft Procedure 9 (deadline: CBSC14).

Action 40: India to send a draft "feedback report" to be included in draft Procedure 9 to the Chair and Secretary (deadline: July 2015).

Action 41: Secretary to include the "feedback report" to the draft Procedure 9 (deadline: following Action 40).

Action 42: Secretary to upload the draft Procedure 9 in the IHO website (deadline: CBSC14).

### **7.3 CB Management System update**

*Doc: CBSC13-07.3 CB Management System update (IHB)*

The Secretary reported on the development of the CB Management System at the IHB. The meeting discussed the importance of this being part of a larger IHO management system, the timeframe for the developments, the priority for the update of the website and the availability of information and the search for solutions that reduces the workload of the IHB. The following decision was subsequently agreed:

Decision 20: CBSC noted the presentation on the CB Management System update (doc. CBSC13-07.3).

### **7.4 Performance Indicators and Statistics**

*Docs: CBSC13-07.4A IHO Strategic Plan 2009 (IHB)*

*CBSC13-07.4B Performance Indicators (Chair)*

The Chair introduced the IHO Strategic Plan (doc. CBSC13-07.4A) and the current status of the performance indicators (PI) and statistics related to the CB. The CBSC discussed the need to have updated information on C-55 and agreed on the following decision and action:

Decision 21: CBSC noted the documents submitted under agenda item 7.4 (doc. CBSC13-07.4A and CBSC13-07.4B).

Action 43: Chair to invite RHCs and MSs (through the IHB) to update C-55 even when there are no changes to it (deadline: IRCC7).

### **7.5 Review of the 5-year RHC Work Plans**

*Doc: CBSC13-07.5A 5-year CB Work Plan (SWPHC)*

The Chair invited the CBSC to discuss on the revision of the 5-year Work Plans of the RHCs, related to the Action CBSC12/47 and informed the meeting that the CBSC14 will have an intense agenda item associated with the revision as the 5-year WP will come to an end. The meeting then agreed on the following decision and actions:

Decision 22: CBSC noted the 5-year Work Plan submitted by the SWPHC (doc. CBSC13-07.5A).

Action 44: UK to disseminate the spreadsheet used in 2012 for the preparation of the 5-year Work Plans to the CB Coordinators (deadline: July 2015).

Action 45: CB Coordinators to use the spreadsheet provided under Action 44 to provide the input for the next 5-year Work Plan (deadline: CBSC14).

## **8. Management Plan**

*Docs: CBSC13-08A CB Fund Report (IHB)*

*CBSC13-08B Draft Management Plan (IHB)*

The Secretary introduced the CB Fund Report (doc. CBSC13-08A) and highlighted that the figures from ROK are provisional as they had been informed during the meeting.

## 8.1 Inputs received from RHCs, analysis and decision

Secretary introduced the Management Plan for 2016 (doc. CBSC13-08B) and the Chair highlighted the earmarked projects identified by Japan/Nippon Foundation and by ROK (through the PMB).

France noted that the EAHC input on a distance learning project concept could be used for the other regions as well. The CBSC reviewed the proposed trainings in Panama on Hydrography and on Cartography and agreed the following action:

**Action 46: MACHC CB Coordinator to review the submission for the hydrographic training proposed to be held in Panama and resubmit it intersessionally (deadline: July 2015).**

Regarding the MBSHC Workshop on ENC Production, Norway suggested inviting Albania that could attend on their own funds. The CBSC also discussed the pending Technical Visit to Libya and agreed the following decision and action:

**Decision 23: CBSC agreed to withdraw the submission for a Technical Visit to Libya from the Management Plan due to the security problems.**

**Action 47: MBSHC to rewrite the submission regarding to ENC production and to resubmit it intersessionally (deadline: July 2015).**

The Chair: introduced the submission received from the MSDIWG. It is a new submission and it is an offer from the MSDIWG to help RHCs willing to improve their MSDI. The CBSC then agreed on the following actions:

**Action 48: CBSC Members to investigate the possible use of a future MSDIWG training (deadline: CBSC14).**

**Action 49: Chair to report to IRCC on the MSDIWG training needs and the vision of the CBSC for the future interaction (deadline: IRCC7).**

The CBSC also considered the use of funding for a temporary contract for a CB Assistant (CBA) and the Chair invited the floor to approve 20 000 Euros for 2016. The CBSC then agreed the following decision and action:

**Decision 24: CBSC agreed to approve up to 20 000 Euros for the contract of a Capacity Building Assistant (CBA) for 2016.**

**Action 50: Secretary to amend the 2016 draft Management Plan considering the discussions held during CBSC13 (done during the meeting).**

In accordance with Action CBSC13/16, Japan presented an extraordinary submission for the incorporation of resources to include Brunei Darussalem and Viet Nam in the three projects previously submitted on Tsunami preparedness, MSDI and Seabed Classification. The CBSC considered that the way forward is for the Chair to decide intersessionally due the lack of additional resources in 2015 and agreed on the following decision and actions:

**Decision 25: CBSC agreed that the request from EAHC to increase the funding for activities P-16, P-17 and P-20 of the 2015 CBWP but due to the limited resources available the Chair will liaise with the CBSC intersessionally to decide on the request if resources are made available.**

**Action 51: Chair to review the situation agreed in Decision 25 and to liaise with the CBSC intersessionally (deadline: when possible).**

**Action 52: Secretary to amend the 2015 CBWP if any change is decided following Action 51 (deadline: following Action 51).**

## 8.2 Management Plan Update

The CBSC then agreed on the way forward for the final priority for the Management Plan for 2016, due to the reduced resources available to 2016, when almost all the funds will be used in the earmarked projects. The meeting then agreed on the following decisions and actions:

Decision 26: CBSC agreed to rearrange the priorities in the reviewed 2016 Management Plan to have better priority for the lower cost projects and with better world coverage and task the Chair and the Secretary to reorganize the Management Plan.

Action 53: Chair and Secretary to provide a rearranged draft Management Plan and to circulate intersessionally (deadline: June 2015).

Action 54: CBSC Members to review and approve the rearranged draft Management Plan done under Action 53 (deadline: July 2015).

Decision 27: CBSC agreed to adopt the CB Management Plan intersessionally with the previous action.

Post-meeting note: Actions 53 and 54 were done intersessionally and the adopted CB Management Plan for 2016 is attached to this report as Annex E, in accordance with Decision 27.

Decision 28: CBSC noted the documents submitted under agenda item 8 (doc. CBSC13-08A and CBSC13-08B).

## 9. Report from the CBSC to the IRCC7 Meeting

The Chair presented a suggested list of topics to be the outline of the CBSC Chair report to the IRCC7 Meeting and invited the floor to input the draft report. CBSC Participants approved the CBSC Report to the IRCC7 and agreed on the following decision and action:

Decision 29: CBSC agreed to task the Chair to report the following subjects to IRCC7:

- a) Report the end of the revision of the CB strategy and the Public Relations (PR) paper
- b) CB Strategy
- c) CB Management
- d) CB Assistant need (temporary and permanent) in liaison with the IBSC
- e) The importance of the work of the CB Coordinators and the absence of USCHC Coordinator
- f) C-55 and the GIS development and its importance to the CB
- g) High priority of the updates of the activities in the website
- h) CB Procedures and Procedure 9 for TVs, need to improve and harmonize
- i) The performance indicators and statistics, including the updates to C-55
- j) The Joint CB efforts with other international organizations and the next meeting which will be held at the WMO, in Geneva, Switzerland
- k) The updated 2015 CBWP and the 2016 CBWP, raise awareness of IRCC on the limited resources
- l) Address the need for larger projects (larger and comprehensive projects)
- m) Next CBSC meeting at the UAE in 2016, back to back with IRCC
- n) Proposals:
  - i. Take note
  - ii. Request action on the permanent CB staff
  - iii. Updates for C-55 even if there is no changes
  - iv. Request input from RHCs on the PR paper
  - v. Address the needs for larger projects across RHCs and Organizations

Action 55: Chair to report the outcomes of the CBSC13 to IRCC7 and submit the proposals outlined in Decision 29 (deadline: IRCC7).

## 10. Any other business

*Docs: CBSC13-10A S-100 Basic Training Course (Rep. of Korea)*

*CBSC13-10B TC65 submission - UN Delivered as One (IHB)*

*CBSC13-10C TC65 submission - Country Maritime Profile (IHB)*

*CBSC13-10D TC65 submission - input to ITCP 2016-2017 (IHB)*

The Chair invited the CBSC to discuss any other business. The following items were discussed:

- a) SWPHC requested the update of the IHO Publication C-16 (National Regulations) and the Chair will include this item in the Chair's report to IRCC7;
- b) ROK introduced the paper on S-100 (doc. CBSC13-10A); and
- c) Chair and the Secretary introduced the documents on IMO (docs. CBSC13-10B, CBSC13-10C and CBSC13-10D), and the CBSC agreed on the following actions and decision:

**Action 56: IHB to inform the IMO regional coordinators to the CB Coordinators (deadline: July 2015).**

**Action 57: CB Coordinators to liaise with the IMO regional representatives when appropriate in order to optimize the delivery of the IHO Capacity Building activities and report back to CBSC (deadline: CBSC14).**

**Decision 30: CBSC noted the documents submitted under agenda item 10 (doc. CBSC13-10A, CBSC13-10B, CBSC13-10C and CBSC13-10D).**

## **11. Next CBSC Meetings (venue and date)**

The CBSC reviewed and confirmed the dates and venue for CBSC14 and for CBSC15 and agreed on the following decisions:

**Decision 31: to hold CBSC14 in Abu Dhabi (UAE) from 24-26 May 2016, back-to-back with IRCC8 (29-31 May 2016).**

**Decision 32: considering that the meeting venue of CBSC15 has already been offered by Suriname in 2017, to hold CBSC16 in Goa (India) in 2018 back-to-back with IRCC10 (subject to IRCC confirmation and final confirmation of India).**

## **12. Review of the List of Actions and of the List of Decisions**

*Doc: CBSC13-12 Draft list of actions from CBSC13 (IHB)*

The CBSC reviewed the draft List of Decisions and the draft List of Actions with deadlines and assigned lead (doc. CBSC13-12) that was prepared during the meeting and agreed on the following decision and action:

**Decision 33: CBSC agreed to accept the draft list of actions organized by the Secretary.**

**Action 58: Secretary to review the wording of the actions and submit intersessionally to the CBSC for approval (deadline: June 2015).**

**Post-meeting note:** the List of Decisions (Annex F) and the List of Actions (Annex G) were reviewed in accordance with Action 58.

## **CLOSURE**

The Chair thanked to the host (Mexico) for excellent hospitality and the participants of the CBSC13 for their valuable contributions and closed the meeting at 17h05 on 29 May.

## **ANNEXES:**

- Annex-A: List of participants
- Annex-B: Updated List of Actions of CBSC12
- Annex-C: Closed 2014 CBWP
- Annex-D: Agreed/Updated 2015 CBWP
- Annex-E: 2016 CB Management Plan
- Annex-F: List of Decisions
- Annex-G: List of Actions