

**8th IHO CAPACITY BUILDING SUB-COMMITTEE MEETING  
NEW ORLEANS, USA, 14-16 June 2010.**

The Eighth meeting of the IHO CBSC was held at the WESTIN Hotel, in New Orleans, USA, from 14 to 16 June, under the chairmanship of Mr. KRASTINS, Latvia.

Participants from Australia, Brazil, China, France, Germany, Korea, Japan, Mozambique, Norway, Peru, South Africa, Thailand, UK and USA attended the meeting, as well as a representative from PAIGH. The IHB was represented by Captain GORZIGLIA and Captain BERMEJO (CBSC Secretary).

Representatives of CARIS and ESRI attended the meeting and made presentations.

The List of participants is provided in **Annex A**.

**1. Opening – Welcome - Approval of the Agenda and Timetable - List of Documents - Administrative Arrangements**

The Chairman opened the meeting after the words of welcome of the US Navy Hydrographer, RAdm WHITE, thanking the hosts on the organization of the meeting and welcomed the participants attending for the first time a CBSC meeting.

The Chairman introduced the Draft Agenda (**Doc. CBSC8-1**) and Timetable (**Doc. CBSC8-3**) which were approved. He also introduced the List of Documents (**Doc. CBSC8-4**).

The Vice-Chairman and host of the meeting, Cdr CONNON explained the administrative arrangements.

**2.- Minutes of the Seventh IHO CBSC Meeting**

The Secretary of the CBSC introduced **doc. CBSC8-5/1**, (Report of the 7th CBSC Meeting) which was unanimously endorsed by the members without any further comment.

**3.- Review of List of Actions from the Seventh Meeting**

The Secretary tabled document **CBSC8-5/2** providing the status of the actions agreed at the 7<sup>th</sup> Meeting. The Subcommittee noted that most of the actions listed had been completed. Decisions taken regarding the pending actions are included in the “8<sup>th</sup> Meeting Action List” (see **Annex E**).

**4.- Capacity Building Work Programme. Chairman’s Report and Summary of activities since CBSC7**

The Chairman provided a report about the activities carried out since the last meeting. (**Doc. CBSC8-07/1**). These activities are summarized as follows:

**4.1 CB Management. (Doc. CBSC8-07/2 and Doc. CBSC8-08/1)**

**CB Fund (Doc. CBSC8-7/2)**

Capt. Gorziglia reported on the status and experiences gained administering the Capacity Building Fund. He referred to the advice provided by the IHO Auditor concerning the management and control of the disbursement. Also he referred to the status of the available resources and offered proposals for activities for which no interest has been shown to implement them.

#### Coordination of CB activities with other organizations and countries (Doc. CBSC8-08/1)

The Chairman informed of the joint activities of the IHO with other organizations, such as the IMO, the IOC, the WMO and IALA. He stressed the common projects IHO/IMO developed since 2008 and the progress of the future activities included by the IMO in its Integrated Technical Cooperation Programme. It was agreed that the RHCs should be consulted to obtain their input in the submission of IHO projects to the IMO ITCP.

He also thanked the Republic of Korea and Japan for their contribution to the Capacity Building efforts. The representative of the Republic of Korea confirmed that it is up to the IHB to make the best possible use of the resources provided through the MOU without a special need to report beforehand the allocation of their contribution in the CBWP, avoiding bureaucracy.

The Chairman finally mentioned the cooperation with PAIGH, particularly directed to support Haiti with joint activities co-funded by both, the PAIGH and the CBSC.

#### **4.2 Capacity Building Assessment. (Doc. CBSC8-08/2)**

##### Technical visits

The Chairman informed that, as decided during the last meeting the Secretary had sent out letters to the countries visited in the period 2003-2009, requesting progress reports on proposals and suggestions. Unfortunately, from the 33 letters sent, only 3 responses had been received at the IHB. The Chairman concluded that this lack of interest was very concerning and proposed the CBSC to address a request to the IRCC to strongly remind the Chairmen of Regional Hydrographic Commissions to carry out an adequate monitoring of these visits and to provide the technical reports and follow-up required. The progress of this matter will indicate the convenience of continuing to fund such activity.

##### C-55 Status (Doc. CBSC8-08/3).

A document on the status of the IHO data base C-55 was presented at the meeting

#### **4.3 Capacity Building Provision. (Doc. CBSC8-08/4)**

RHC's representatives provided reports on the CB activities in their regions, making emphasis on the experiences gained. Full reports were submitted by MACHC, SAIHC, SWAtHC, SWPHC and France.

The Sub-Committee took note of the complexity and time consuming associated with the organization and implementation of the projects approved by the CBSC. Even in cases like the UKHO, which has special staff devoted full time to carry out such tasks, the efforts are significant and the results subject to several unexpected parameters.

The CBSC agreed that the IHB should not be involved in the organization of the events and that the full responsibility should fall on the Regional Hydrographic Commissions. Ideally, a CB Coordinator should be appointed in the RHCs to take care of the development and organization of the projects. A small working group (France, Australia, UK, USA) was therefore tasked to prepare a specification to receive a consultancy or employ Regional CB Coordinator, in order to provide support in strategically important regions in order to prepare submissions of project proposals, administer the execution of regional activities and keep control of the follow-up.

The CBSC discussed a document submitted by the IHB "Project Implementation Plan and Payment Procedure" intended to achieve a better management of the projects, and decided to establish a Draft Group, formed by the Chairman, South Africa and UK to refine the document and produce a new draft before 1<sup>st</sup> September 2010.

#### **4.4 Analysis & Decisions on pending activities. (Doc. CBSC8-10)**

Capt. Gorziglia reported on the activities of the 2010 Work Programme, making emphasis on those activities not yet implemented. **Doc. CBSC8-10.**

The Sub-Committee decided to withdraw or postpone some activities for which no information had been received in the last two years. An updated CBWP2010 was agreed (See **Annex B**).

## **5. Management Plan. (Doc. CBSC8-09) and Work Programme**

The CBSC considered the following documents

- Management Plan (new items for 2011)
- Work Plan (Adoption of WP2011).

### **5.1 Inputs received by RHCs. (Doc. CBSC8-09)**

The following RHCs had submitted projects to be funded by the CBSC: MACHC, SAIHC, EAHC and SWAtHC. These projects had followed the procedures established by the CBSC and formed the basis of the first document mentioned in item 5 above. The CBSC studied and discussed all the submissions and adopted the Preliminary CBWP-2011. ( **Annex C**).

### **5.2 Management Plan updating.**

At the last meeting it was decided to develop Technical Specifications to transfer both historical records and actual MP to a web based database. The Task Group on Development of Database could not progress this matter, but the representative from NSHC & NHC (Norway) submitted a draft document related to the construction of a data base for the CBSC Management Plan (See **Annex D**). It was decided to continue examining this subject.

### **5.3 CB Procedures**

The CBSC agreed that the “Procedures for submission of Projects” required a revision to make them less complicated and easier to use. A Drafting Group formed by Australia, Norway, USA and Germany was tasked to produce a revised version by September 2010.

## **6. Report from the CBSC to the IRCC2.**

The Chairman prepared the CBSC report to the 2<sup>nd</sup> Meeting of the IRCC. This Committee was to meet the following days after the closure of CBSC8 and included a summary of the activities carried out, future plans and status of the implementation of the IRCC recommendations to the CBSC at the 1<sup>st</sup> IRCC meeting.

## **7. Any other business.**

7.1 Captain Gorziglia provided information on the Haiti Donors Meeting which will be organized as part of the next MACHC Meeting, in support of this country. Also he provided background information of the two visits that the IHB paid to Haiti in 2008 and 2009.

The representative of PAIGH and the French CBSC member informed the CBSC about the request for support received from the authorities of Haiti. Besides the support that USA has already started, the CBSC agreed on its readiness to consider at any time the request of support to related projects that may be submitted by MACHC, such as the organization of a **Basic Hydrography and Nautical Charting Workshop** It was agreed to communicate this decision to the Chairman of MACHC (RHC to which Haiti

pertains) and request from MACHC a report on the specific projects to be supported. The next MACHC meeting in November should address this topic.

7.2 For the first time the CBSC has been approached by two companies from the hydrographic industry sector offering to present Capacity Building projects carried out and to share experiences gained. The Chairman and Vice-Chairman having discussed this matter decided to have an Open Session where the representatives of CARIS and ESRI could give their presentations to the CBSC members. The Sub-Committee appreciated both presentations and agreed that contributions from this sector were valuable and in line with the Sub-Committee objectives.

## **8. Date and place of the 9<sup>th</sup> CBSC Meeting**

It was agreed to hold the 9<sup>th</sup> CBSC Meeting in Niteroi, Brazil, along the 3<sup>rd</sup> IRCC meeting, from 23 to 25 May 2011.

## **9. List of Actions agreed.**

The Sub-Committee adopted the Action List as in Annex E.

## **10 Closure.**

The meeting closed at 1130 on 16 June 2010.

## **ANNEXES:**

Annex A. List of Participants

Annex B. Updated CBWP- 2010

Annex C. Adopted Preliminary CBWP-2011

Annex D. Draft Specifications for the MPDB

Annex E. CBSC8 Action List

## LIST OF PARTICIPANTS

Name	RHC or Organization	Country	e-mail
Mr. KRASTINS Chairman		Latvia	<a href="mailto:Janis.Krastins@lhd.lv">Janis.Krastins@lhd.lv</a>
Cdr. CONNON Vice-Chair		USA	<a href="mailto:brian.connon@navy.mil">brian.connon@navy.mil</a>
Capt. BERMEJO Secretary	IHB	Spain	<a href="mailto:fbermejo@ihb.mc">fbermejo@ihb.mc</a>
Capt. GORZIGLIA	IHB	Chile	<a href="mailto:hgorziglia@ihb.mc">hgorziglia@ihb.mc</a>
Mr. SUN BING Ms. MA YAPING	EAHS	China	<a href="mailto:hydro@msa.gov.cn">hydro@msa.gov.cn</a> <a href="mailto:sunbing@msa.gov.cn">sunbing@msa.gov.cn</a>
Ing. En chef GUILLAM	EAtHC	France	<a href="mailto:Yves.guillam@shom.fr">Yves.guillam@shom.fr</a>
Capt. CAVALHEIRO Capt. MEDEIROS ALBURQUERQUE	MACHC & SWAtHC	Brazil	<a href="mailto:wesley.cavalheiro@dhn.mar.mil.br">wesley.cavalheiro@dhn.mar.mil.br</a> <a href="mailto:intrel@dhn.mar.mil.br">intrel@dhn.mar.mil.br</a>
Mr. SLOTSVIK	NHC,NHSC	Norway	<a href="mailto:Noralf.Slotsvik@statkart.no">Noralf.Slotsvik@statkart.no</a>
Mr. BRYANT Capt.. McMICHAELS Mr. ASPDEN	NIOHC	UK	<a href="mailto:jeff.bryant@ukho.gov.uk">jeff.bryant@ukho.gov.uk</a> <a href="mailto:Phillips@ukho.gov.uk">Phillips@ukho.gov.uk</a> <a href="mailto:mark.aspden@ukho.gov.uk">mark.aspden@ukho.gov.uk</a>
Capt. KAMPFER	SAIHC	S. Africa	<a href="mailto:hydrosan@iafrica.com">hydrosan@iafrica.com</a>
Capt. Ricardo PIN	SEPHC	Peru	<a href="mailto:rpın@dhn.mil.pe">rpın@dhn.mil.pe</a>
Cdre. Nairn	SWPHC	Australia	<a href="mailto:international.relations@hydro.gov.au">international.relations@hydro.gov.au</a>
Mr. DEHLING		Germany	<a href="mailto:thomas.dehling@bsh.de">thomas.dehling@bsh.de</a>
Mr. ITO		Japan	<a href="mailto:Ito-tom@nifty.com">Ito-tom@nifty.com</a>
Mr. MUTEVUIE		Mozambique	<a href="mailto:mutevuie@inahina.gov.org">mutevuie@inahina.gov.org</a>
Mr. JIN		R of Korea	<a href="mailto:joon@korea.kr">joon@korea.kr</a>
RAAdm. NETRPRAPA Cdr. SAMOSORN		Thailand	<a href="mailto:hydrotech@navy.mi.th">hydrotech@navy.mi.th</a>
Mr. DOHERTY	WWNWS	USA	<a href="mailto:Peter.M.Doherty@nga.mil">Peter.M.Doherty@nga.mil</a>
Mr. COOPER	PAIGH CARIS	USA	<a href="mailto:paul.cooper@caris.com">paul.cooper@caris.com</a>
Radm WHITE Capt. COUSINS Capt. TREHUBENKO Ms. BUSSELL Mr. ALEXANDER	Navy NOAA NGA	USA	<a href="mailto:john.d.cousins@navy.mil">john.d.cousins@navy.mil</a> <a href="mailto:Keith.E.Alexander@nga.mil">Keith.E.Alexander@nga.mil</a>

## UPDATED 2010 CB WORK PROGRAMME

<b>Program 3 Capacity Building</b>			
<b>Element 3.3 Capacity Building Management</b>			
		<b>Finances</b>	<b>Responsible</b>
<b>Task 3.3.1</b>	<b>IHO Capacity Building Sub Committee (IHOCBSC)</b> The 8 <sup>th</sup> Meeting to take place in New Orleans , USA (dates to be decided May/June 2010).	IHO budget	Chair <b>DONE</b>
<b>Task 3.3.2</b>	<b>Capacity Building Fund (CBFund)</b> Contribute to the IHB in the Administration of the Fund, report after the 8 <sup>th</sup> CBC Meeting to IHB on outcome.	None	Chair Vice Chair <b>DONE</b>
<b>Task 3.3.3</b>	Meetings with other organizations, funding agencies, private sector and academia. To define institutions to be visited.	IHO budget	Chair
<b>Task 3.3.4</b>	IHO Capacity Building Strategy. Review the IHO CB Strategy and update it as required. Use HELCOM Resurvey Plan to develop a model.	None	Vice Chair with a task team
<b>Task 3.3.5</b>	Capacity Building Work Program (CBWP). Review and update the 2010 WP and develop and propose 2011 WP during CBSC8 Meeting.	None	All <b>DONE</b>
<b>Task 3.3.6</b>	Follow-up of CB activities and initiatives. To execute an assessment trial, identifying the ways to improve the management of the CBFund and other resources, including human resources.	None	All
<b>Task 3.3.7</b>	International Board on Standards of Competence	None	<b>DONE</b>
<b>Task 3.3.8</b>	Hydro Cartographic Training	None	

<b>Element 3.4 Capacity Building Assessment</b>			
		<b>Euros</b>	<b>Responsible</b>
<b>Task 3.4.1</b>	Technical and Advisory Visits. <b>General Support to be provided by IHB</b> <ul style="list-style-type: none"> <li>MBSHC (Syria (<b>Postponed</b>), Libya and Israel (<b>No info available</b>))</li> <li>EAtHC (follow up mission to Gabon, Cameroon and Guinea Bissau (<b>Postponed to 2011</b>))</li> <li>EAHC (probably Brunei (<b>Done in 2009</b>) or Cambodia (<b>Postponed to 2011</b>). Vietnam included for Sep 2010))</li> <li>MACHC El Salvador (13/14 Sep 2010)</li> <li>SWPHC Cook Islands (<b>From 2009 to executed in Nov 2010</b>)</li> </ul>	IHO budget 20.000 20.000 2.800 IHO 4.500	IHB + Chairs Chair RHC* Chair RHC* Chair RHC* IHB Chair RHC*
<b>Task 3.4.2</b>	C-55 Status of Hydrographic Surveying and Nautical Charting Worldwide. Continue efforts to complete C-55 and to keep data updated.	None	Chair + IHB
<b>Task 3.4.3</b>	Assessment procedures. Based on the experience gathered, to improve and update the procedures that have been established.	None	VC + task team

Element 3.5 Capacity Building Provision		Euros	Responsible
<b>Task 3.5.1</b>	Raise Awareness on the Importance of Hydrography. Support this general IHO task when ever technical visits are conducted.	None	All
<b>Task 3.5.2</b>	Technical Workshops, Seminars, Short Courses. <b>Support for General Organization</b> <ul style="list-style-type: none"> <li>• Marine cartography and ENC production and QA EAHC <b>(Nov 2010 Vietnam)</b></li> <li>• Technical aspects of maritime boundaries, baselines and the extended continental shelf EAHC <b>(To invite PNG Nov 2010 Thailand)</b></li> <li>• Workshop on Port and Shallow Water Surveys (SAIHC, NIOHC All countries). This is one event that shall benefit both RHCs. <b>(Postponed to 2011)</b></li> <li>• MSI Regional Workshop SAIHC <b>DONE</b></li> <li>• Survey Attachment On the Job Training SAIHC <b>DONE</b></li> <li>• Workshop on Port and Shallow Water Surveys (MACHC, SEPHC and SWAtHC All countries). This is one event that shall benefit the three RHCs. <b>(Nov 2010 Uruguay)</b></li> <li>• MSI Regional Workshop SWPHC (in join cooperation with TCC of IMO) <b>(August 2010 Australia)</b></li> <li>• Regional Hydrographic Survey &amp; Nautical Cartographic Course SWPHC <b>(Oct 2010 PNG)</b></li> <li>• <i>Golf of Honduras MACHC</i> <b>DONE</b></li> <li>* First module of CAT B Marine Cartography training course provided by UKHO, to all. <b>DONE</b></li> <li>* 2-weeks Regional Training Course on basic ENC and ENC Production (MACHC) in join cooperation with TCC of IMO <b>(Sep 2010 Jamaica)</b></li> <li>* 2nd Course in Hydrographic Data Processing and Marine Cartography, Including specialism in Electronic Navigational Chart. <b>(Sep/Dec 2010 UKHO)</b></li> </ul>	IHO budget  8.700 13.000 <b>20.000</b>  26.000 20.000 27.000  17.600 + IMO Funds 47.280 15.000 <b>78.000</b>  IMO Funds NF funds	IHB + Chair  RHC Chair RHC Chair RHC Chairs*  RHC Chair RHC Chair RHC Chairs  RHC Chair RHC Chair RHC Chair  <b>IHB/UKHO</b>  <b>IHB</b>  <b>IHB</b>
<b>Task 3.5.3</b>	Hydrographic and Nautical Cartography Courses. Contribute with the FIG/IHO/ICA IB to the establishment of training facilities and delivery of courses.	None	Chair
<b>Task 3.5.4</b>	On the Job Training (ashore / on board) Report to IHO on results of a study conducted to identify “on the job training opportunities” proposing the adoption of required Adm. Res. on the subject.	None	Chair
<b>Task 3.5.5</b>	Marine/Maritime Projects. Provide guidance upon request to ensure that marine/maritime projects include a CB component on hydrography, cartography and MSI aspects.	None	Chair

Note (\*)= RHC Chairman to confirm this activity and provide details.

#### **RESOURCES:**

Cost indicated in this table are the maximum level of support agreed. For complete detail of expenditure on activities DONE, please refer to the Status of the CBFund. Cost in red has been passed to the 2011 CBWP.

## ANNEX C

## ADOPTED 2011 CB WORK PROGRAMME

<b>Element 3.4 Capacity Building Assessment</b>	Responsible	Budget €
Technical and Advisory Visits. (General support to be provided by IHB general budget)		
Follow-up technical visits to Angola, Namibia, Uganda, Malawi, Tanzania, Kenya, Seychelles, Mozambique and Madagascar.	SAIHC	24 000
Visit to Democratic People Republic of Korea. (Cambodia as alternative)	EAHC	4 000
Visit to Costa Rica and Panama	MACHC	10,000
Visit to Kiribati.	SWPHC	4.200
Follow up Missions to Gabon, Cameroon and Guinea Bissau.	EAtHC	20.000

<b>Element 3.5 Capacity Building Provision</b>	Responsible	Budget €
Technical Workshops, Seminars, Short Courses.		
Data Base and design management.	EAHC	14 000
Multibeam survey and side scan sonar.	EAHC	14 985
ENC Production and QA.	EAHC	12 000
Workshop on Port and Shallow Water Surveys (SAIHC and NIOHC All countries).	SAIHC, NIOHC	20 000
MSI Regional Workshop Type 1 (training on establishment of MSI structure and basic MSI procedures) (Antigua & Barbuda, British Virgin Islands, St Kitts & Nevis, Grenada, Honduras)	MACHC + WWNWS	7 000
Hydrography Type 1 (training on the establishment of a hydrography sector and basic hydrographic theory (single beam) Antigua & Barbuda, Barbados, British Virgin Islands, Grenada, St Kitts & Nevis.	MACHC	9 200
Hydrography Type 2 (5 days)(training on basic hydrographic practice (single beam) and data processing. Antigua & Barbuda, Barbados, British Virgin Islands, Belize, El Salvador, Guatemala, Grenada, Honduras, St Kitts & Nevis.	MACHC	15 700
MSI Course SWAtHC and other countries in South America	SWAtHC	18 200
First module of Cat B Marine Cartography training course provided by UKHO (open course)	IHB, UKHO	70 000
Phase I Skills Course (Angola, Malawi, Madagascar, Mauritius, Mozambique, Namibia, Seychelles, Tanzania, Kenya, S Africa, Comoros, Uganda)	SAIHC	26,000
2-weeks Regional Training Course on Hydrographic Survey and Introduction to Chart production. EAtHC, SAIHC, NIOHC(partial)	IMO Funding IHO in Kind	Nil to CBFund
2-weeks Regional Training Course on Basic ENC and ENC Production. EAtHC, SAIHC and NIOHC (partial)	IMO Funding IHO in Kind	Nil to CBFund
3 <sup>rd</sup> Course on Hydrographic Data Processing and Marine Cartography	Nippon Foundation, Japan CB Project.	Nil to CBFund

**RESOURCES:**

<b>AGREED 2011 CBWP EXPECTED COSTS</b>	=	<b>269.000 €</b>
<b>AVAILABILITY FROM 2010</b>	=	<b>156.000 €</b>
<b>Allocated from 2011 IHO Regular Budget</b>	=	<b>65.000 €</b>
<b>Allocated from IHO Financial Result in 2009</b>	=	<b>70.000 €</b>
<b>Expected contribution from RoK 2<sup>nd</sup> Half 2010</b>	=	<b>65.000 €(approx)</b>
<b>CBFUND Total availability for 2011</b>	=	<b>356.000 €</b>
<b>Difference (Available to support 2012 CBWP)</b>	=	<b>87.000 €</b>

**Draft Specifications for the MPDB****Introduction**

Below are the functional requirements to a system to support the CBSC procedures.

The main data input is described in the procedures.

The idea is a central database with (optional) web interface for data input, and web interface for viewing/reporting.

Technology should be in accordance with IHB technical infrastructure.

**Data input (option) through web interface**

Login functionality must be supported. Only authorised users must be granted access.

The applicant (one or more countries within RHC) creates Request for Support (RoS). Information to be provided is defined in Procedure 1.

The Chairman of RHC accesses the regional RSs and evaluates according to Procedure 2

-may lead to modifications to RS (by applicant or Chairman)

The Chairman prioritizes the RSs

-inputs priority

The chairman must have the possibility to mark RSs as 'not accepted'. These requests shall not be forwarded to IHO/CBSC Secretary, but will be kept in the database.

All input to be stored in a central database.

**Data input without web interface**

Without web interface, the requests will be produced outside the *system*.

All information will then be entered by the Secretary, but import of digital RSs must be facilitated.

All input to be stored in a central database.

**QC by IHO/CBSC's Secretary**

The Secretary shall have access to all RSs from all RHCs.

Quality control according to Procedure 3. All input to be stored in a central database.

Each RS will be given an unique ID (manually).

The Secretary/CBSC Chairman must have the possibility to include comments 'to facilitate the revision process by the CBC members'.

The Secretary/CBSC Chairman may choose to add a proposed submission score (according to Procedure 4). This to facilitate the CBSC evaluation.

After QC, the RS will be marked 'approved by Secretary'.

It must be possible to create a Pending Request List (report), containing RSs not yet approved as further clarification is requested. *Example to be provided.*

It must be possible to create a Draft Management Plan (report) containing all approved RSs. *Example to be provided.*

**CBSC evaluation (Final part of Procedure 3, see flow diagram)**

Based on the Draft Management Plan, the CBSC may classify a RS as 'rejected' or 'dormant'.

It must be possible to add this as an attribute to the RS.

The output of the evaluation will be the Management Plan. *Example to be provided.*

It must also be possible to create lists of dormant and/or rejected RSs.

### **CBSC evaluation**

The CBSC will enter the final submission score according to Procedure 4.

The score will be calculated in an external spreadsheet (Excel Evaluation Grid).

Additional input: Decisions made during CBSC meeting regarding new submissions.

All ongoing RS will be reviewed and can be updated with new information.

**TBD:** *Additional information to be included, with reference to the structure of the existing spreadsheet?*

### **Follow up actions**

*According to the structure of the existing spreadsheet, additional information to be included?*

It must be possible to have all historic information regarding a specific RS in one view.

### **Performance assessment (Procedure 5)**

The solution must provide interface to facilitate input of information as described in Procedure 5.

-Monitoring of the project (by relevant representative)

*Is it desirable to build functionality to facilitate input of monitoring information?*

-Final report on the project (by project leader)

Can be stored in separate file, as specified in Procedure 5. The report must be linked to the RS.

The system must provide a template for the final report containing all relevant information about the RS from the database.

-Assessment (by project leader)

The information can be stored in a separate file or in the database.

-Analysis (by relevant representative)

The solution must provide database interface to facilitate input of information as described in Procedure 5.

It must be possible to build table of performance.

### **Reporting functionality**

It must be possible to define reports and optionally store the definitions (create standard reports).

Reports must be output on well known, standardized data formats.

### **Viewing functionality**

The solution shall have a web-interface to provide access to the data.

Login functionality must be supported. Only authorised users must be granted access.

Public access will be granted to selected information

It must be possible to print reports from the web interface.

## ACTION LIST

No	Description of the Activity	Responsible	Deadline
1	Send letter of thanks to the hosts for having hosted the CBSC8 Meeting	Chair	End August
2	Send letter of thanks and acceptance to Brazil/UK for offering to host CBSC9 in 2011.	Chair	End August
3	To prepare and circulate draft minutes to all participants to CBSC8	Chair/Secretary	End July
4	To provide comments to Chair.	ALL	1 <sup>st</sup> September
5	To issue final version of the CBSC8 Meeting minutes. Secretary to posted in the IHO website. IHB to prepare CL on the subject.	Chair/Secretary	Mid September
6	To establish a Drafting Group to refine the document submitted by the IHB (PROJECT IMPLEMENTATION PLAN AND PAYMENT PROCEDURE	Chairman, South Africa, UK	Mid September
7	To review the CBSC Procedures	Australia, Norway, USA , Germany	September
8	To draft technical specifications for the Management Plan model, Consultancy funds to be requested from the IHB	Norway, Australia, Chairman, IHB	1 <sup>st</sup> February
9	Prepare list of activities/submissions to propose for inclusion in the IMO ITCP 2012/2013	Chairman, IHB	August 2011
10	To send letters to the RHCs Chairmen informing them of the approval or rejection of their submissions	Chairman	End August
11	To prepare a document proposing a mechanism to obtain the contracted support of CB coordinators to help RHCs to manage CB matters	France, Australia, UK, USA	Before next meeting
12	To investigate the way to include information about a model MSI course to be made available on CD support	USA in liaison with the IHO IB	“
13	CBSC to inform MACHC about the readiness to support Haiti.	Chairman	End August
14	MACHC representative to inform CBSC about further action and needs (request) related to Haiti PAIGH course	MACH	After MACHC Meeting Nov 2010
15	To prepare Agenda, Annotated Agenda, Timetable and List of Documents and circulate them timely to all CBSC9	Chair / Secretary	February 2011
16	Thailand, as Chair of EAHC will invite PNG to attend the Course on technical aspects of maritime boundaries to take place in Thailand November 2010. SWPHC Representative to confirm PNG that CBSC agreed to support PNG participation with up to 1.800 euros. PNG shall contact IHB for the provision of this support.	Thailand, Australia	31JUL2010
17	To participate in the 4 <sup>th</sup> Joint IMO/IHO/IOC/WMO/IALA CB meeting	Chairman	14-15 October Geneva
18	To update adequately the WEB page CB	Secretary	31 July 2010

