

**12th South West Pacific Hydrographic Commission Meeting  
12th – 14th November 2013  
Port Vila, Vanuatu**

**ACTION LIST**

<b>SWPHC12 Action Item</b>	<b>SWPHC12 Agenda Item</b>	<b>SWPHC12 Action</b>	<b>Action by</b>	<b>Deadline</b>	<b>Status (as at 11 Feb 15) &amp; Remarks</b>
12.01	3	(From SWPHC11 Item 11.12) Monitor invitations to remaining Observer States (Nauru and Tuvalu) to become Associate Members of the SWPHC by acceding to the Statutes of the Commission.	Australia	SWPHC 13	<b>In progress.</b> Letter sent to Nauru and Tuvalu from SWPHC Chair; receipt acknowledged (Feb 2015). (To discuss under Agenda Item 5.1)
12.02	4.6	All Member States - present and not present - to update and return to IHO their national entry in IHO Publication P-5 (Year Book). SPC to coordinate responses from non-MS in the region and forward to IHB.	SWPHC MS and SPC	31 Jan 2014 & ongoing	<b>Ongoing.</b> SWPHC Chair sent a reminder to PICs in Jan 2015. (To discuss under Agenda Item 4.8)
12.03	5.1	It was agreed that the proposed document regarding roles and responsibilities of SWPHC host nations (document SWPHC12-05b) should be included on SWPHC website.	Chair (UK)	31 Jan 2014	<b>In Progress</b> Sent to IHB twice and requested to be included on website
12.04	5.2	It was agreed that New Caledonia should become an Observer to the SWPHC. (A signed copy of the statutes was provided by New Caledonia in anticipation of agreement.) Relevant documentation should be amended accordingly.	Chair (UK)	31 Jan 2014	<b>Completed</b> Signed statutes sent to IHB, pages on IHO SWPHC website
12.05	7.1	SWPHC noted that other RHCs have been including the work of the regional ICCWG as part of the plenary session and agreed to adopt a similar approach. Chair to include as agenda item at next meeting.	Chair (Australia)	SWPHC 13	<b>Completed.</b> See Agenda Item 8
12.06	7.2	NZ introduced the concept of a CB Maturity Model and was requested to provide further explanatory notes via the Chair for MS to comment.	New Zealand	30 Nov 2013	<b>Completed.</b> Presented at CBSC12, IRCC6 and included in IHO CB Strategy

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12.07	7.2	NZ introduced a CB questionnaire for completion. It was agreed that the questionnaire should be sent to all participants and States within the region for completion and return to CB Coordinator (NZ).	New Zealand	Questionnaire to be sent out by November 2013 and responses returned to New Zealand by mid-Dec 2013.	<b>Completed. (Feb 14)</b> Responses received will be covered in agenda Item 9.1
12.08	7.2	Establish CB WG to work on CB work plan, maturity model framework and future initiatives.	New Zealand	31 Mar 2014	<b>Completed.</b> Inaugural Meeting of CBWG held in Aug 14.
12.09	7.2	New Zealand to provide list of donors to contact in order to secure CB buy-in.	New Zealand	31 Mar 2014	<b>Ongoing</b>
12.10	8.1	MS to support SPC as required in drafting Framework Document regarding Action on Hydrographic Services in Pacific region.	SWPHC MS	Ongoing	<b>Completed</b> SPC Framework document delivered to Ministers at regional meeting – Denarau Communique released (Apr 14)
12.11	11.1	The IHO presentation regarding the Need for Hydrographic Services should be made more widely available via the SWPHC website.	Chair (UK)	31 Jan 2014	<b>Completed</b> On IHO SWPHC12 web page
12.12	11.1	All States in the region that do not have the necessary spatial infrastructure to submit their data to SPC. SPC to obtain permission from States in the region to release data (and associated metadata) to PCAs for charting action.	All States SPC	30 Apr 2014	<b>SPC to provide update</b>
12.13	12.1	It was agreed that NZ should produce an article regarding the risk assessment methodology used in Vanuatu for publication in Hydro International, the International Hydrographic Review (and potentially other publications).	New Zealand	30 Apr 2014	<b>Ongoing</b>
12.14	12.1	SWPHC12 endorsed the risk methodology used in Vanuatu and agreed that it should be similarly used by NZ in the upcoming assessments in Tonga and Cook Islands.	New Zealand	Ongoing	<b>Completed.</b>

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12.15	12.1	SWPHC12 agreed that such methodology should be considered for other assessments within the region and part of a wider CB plan, but that future analysis should be mindful of the potential dangers of 'risk rankings'.	New Zealand	Ongoing	<b>Completed.</b> Presented at CBSC12, IRCC6, EIHC5 and included in IHO CB Strategy
12.16	16.2	Papua New Guinea to work with SPC to design potential logos for SWPHC.	Papua New Guinea and SPC	To be presented at SWPHC13	<b>Completed.</b> <b>To discuss at SWPHC13</b>
12.17	18	New Zealand to draft Information Paper for EIHC5 regarding SWPHC CB Strategy and send to SWPHC Chair.	New Zealand	15 Mar 2014	<b>Completed</b>
12.18	18	Chair to ensure notification of Information Paper above (12.16) is made to EIHC5. Paper to be submitted to IRCC on behalf of the SWPHC.	Chair (Australia)	31 Mar 2014	<b>Completed</b>
12.19	19	Amend statutes to introduce new category of 'Expert Contributors' and to recommend that 'Expert Contributors' would be allowed to attend the commission by invitation only.	Chair (UK)	31 Jan 2014	<b>Completed</b> Annex B of SWPHC12 Minutes
12.20	20	To ensure the following items are reported to IRCC6: a) Risk Assessment Methodology best practice (using LINZ and IALA as examples) b) Notification of threats, issues and solutions as has recently happened in Vanuatu c) Risk Assessment Methodology to be considered by IRCC as a proposal to EIHC	Chair (Australia)	7 weeks prior to IRCC6 (31 March 2014)	<b>Completed</b>
12.21	21	Contact Cook Islands as necessary regarding SWPHC13 hosting	Chair (Australia)	30 Apr 2014	<b>Completed</b>
12.22	22	Transfer Chair to AU and retain Vice chair with PNG	Chair (UK)	15 Feb 2014	<b>Completed</b>
12.23	23	Chair to contact each delegate's patron (cc delegate) highlighting usefulness of SWPHC	Chair (UK)	31 Dec 2013	<b>Completed</b> Letters of encouragement to attend sent to: Kiribati, Fiji, Tonga, Samoa, Tuvalu, Cook Islands