

**9th South West Pacific Hydrographic Commission (SWPHC) Meeting
Port Moresby, Papua New Guinea, (10-11 March 2009)**

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 who 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 in respect to other submitted projects. The RHC shall have a prioritized register of all demands for support (management plan) submitted to the CBC for consideration and keep a monitoring system to follow progress.

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

- a) return it to the country requesting more information and/or clarifications and to re-submit it to the CBC.
- b) return it to the country requesting that the submission be presented through the RHC to find 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 bear 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

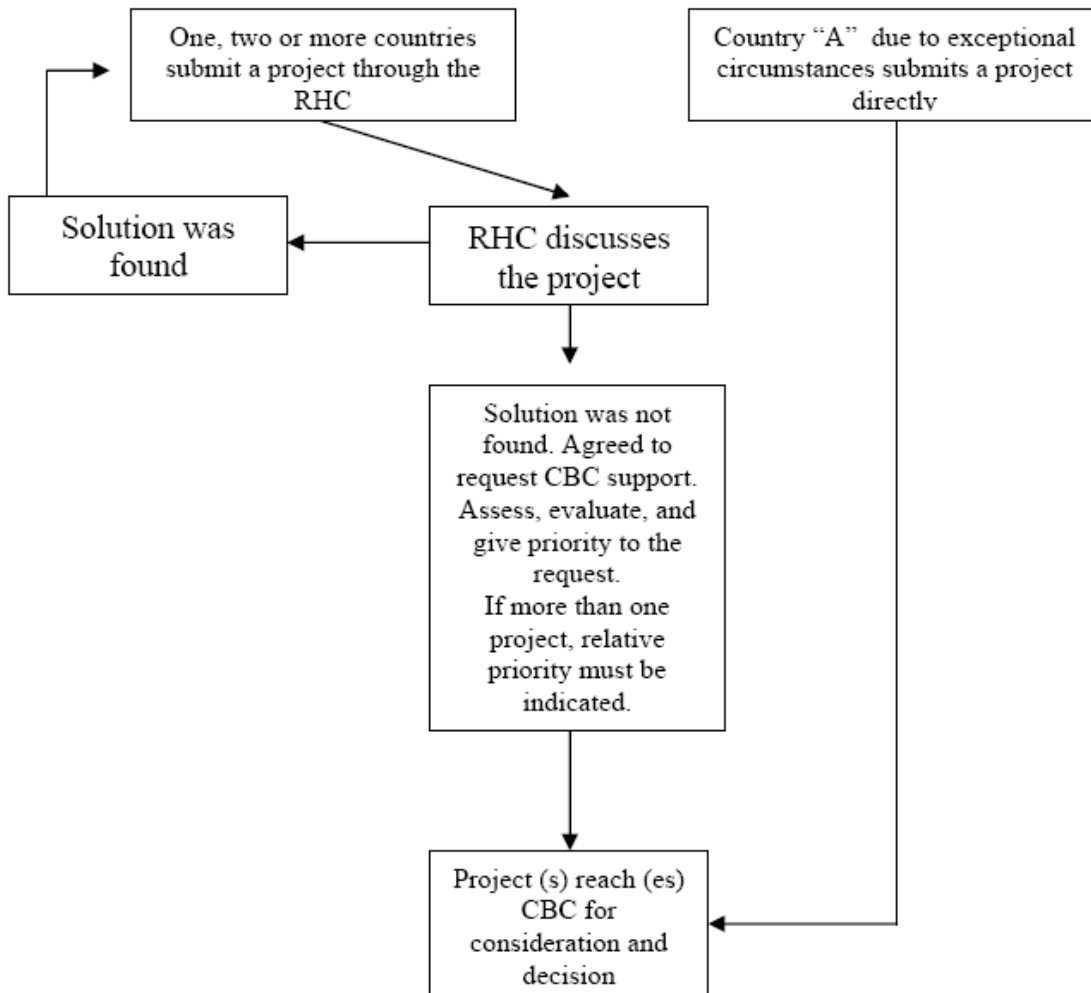
Concept: These funds will support the very first steps of the implementation of high priority hydro-cartographic projects **consistent with the IHO objectives**.

The CB FUND does not fund the purchase of any sort of goods, as for example instruments, equipment, hardware, software, etc. Also the CB Fund does not fund long term courses or the attendance at 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 indicated (or equivalent).

Finally, irrespective of the origin of a submission, the structure and content must contain all the information detailed in Part 2 "Submission Model". Requests are to 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



PART 2 SUBMISSION MODEL

IDENTIFICATION

Project Number : (to be filled by CBC)

Project Name:	
Submitting RHC/ (priority):	
Date of Submission:	
Institution executing the project:	
Name of responsible:	
Address:	
Telephone:	
Fax:	
e-mail:	

GENERAL SPECIFICATIONS

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

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

RESOURCES

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

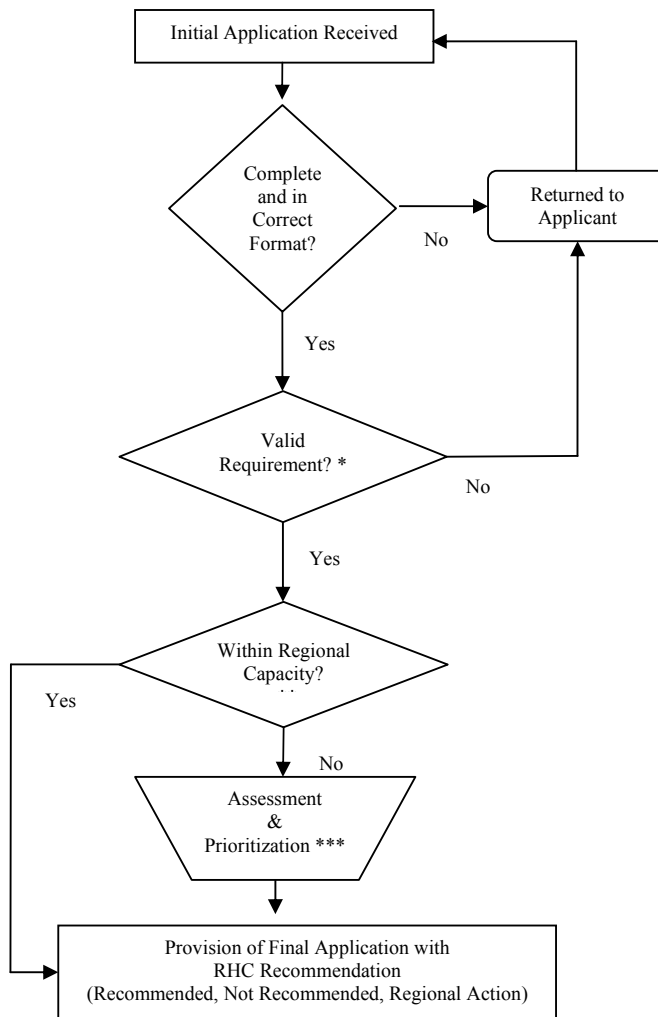
PROJECT SUMMARY

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

Name and Signature of the RHC Chairman

PROCEDURE 2

PROCEDURE TO BE FOLLOWED BY RHCs BEFORE SUBMITTING REQUESTS FOR SUPPORT TO THE CBC



NOTES:

* Validate the requirement based on its applicability to IHO work program, logical progression of capacity building for the recipient, worthwhile return on investment, etc. Requirements should fall into one of the four categories listed in Procedure 1:

- Technical Assistance
- Training & Education
- Financial Assistance
- Start-up Projects.

Consider the status of the country with respect to current capability and progression of training. For example, a request for ENC production training from a country with no hydrographic capability should be returned to the applicant for reconsideration.

** Are there opportunities within the region (or from other HOs) to provide for the requirement? Make every effort to handle requests locally and only forward those requests that are beyond the capability/capacity of regional partners.

*** Assess the request from a regional perspective and assign a relative priority to each project being submitted. RHCs that submit several projects must rank them in priority in order to assist the CBC in making financial decisions. The method of prioritization is left to the RHC to decide, but should emphasize the tenants of the Capacity Building Strategy.