



IHO Files No. S3/0104 & CBSC

**CIRCULAR LETTER 20/2017**  
**14 February 2017**

**FIFTEENTH MEETING OF THE CAPACITY BUILDING SUB-COMMITTEE (CBSC15)**  
**Paramaribo, Suriname, 7-9 June 2017**  
**and**  
**NINTH MEETING OF THE INTER-REGIONAL COORDINATION COMMITTEE (IRCC9)**  
**Paramaribo, Suriname, 12-14 June 2017**

References: A. IHO CL 49/2016 dated 26 September – *Outcome of the 14<sup>th</sup> meeting of the Capacity Building Sub-Committee (CBSC14)*  
B. IHO CL 42/2016 dated 5 September – *Outcome of the eighth meeting of the Inter-Regional Coordination Committee (IRCC8)*

Dear Hydrographer,

1. Following the kind invitation from the Maritime Authority of Suriname (MAS) to host the next meetings of the IHO Capacity Building Sub-Committee (CBSC15) and Inter-Regional Coordination Committee (IRCC9) in Paramaribo, from 7 to 9 and from 12 to 14 June 2017 respectively, I am pleased to confirm the meetings. Both meetings will take place in the Ramada Paramaribo Princess Hotel & Casino in Paramaribo, Suriname.

2. This letter provides general information and the draft agendas and timetables for the CBSC15 (Annex A) and IRCC9 (Annex B).

3. **Actions arising from CBSC14 and IRCC8.** The current status of actions arising from CBSC14 and IRCC8 (see references A and B) are available on the respective sections of the IHO website. Some actions are still pending. Those nominated for actions that remain outstanding are kindly requested to take action as necessary and report the status to the IRCC Secretariat ([dcoord@iho.int](mailto:dcoord@iho.int)) and CBSC Secretariat ([adcc@iho.int](mailto:adcc@iho.int)) as soon as possible.

4. **Draft Agendas and Timetables for CBSC15 and IRCC9.** The draft agendas and timetables for CBSC15 and IRCC9 are provided in Annexes A and B respectively. Associated documents, where known, are listed. Member States are kindly requested to review the draft agendas and timetables of the meetings and provide any comments or proposals for new or amended agenda items to the IRCC and CBSC Secretariats by 17 April 2017. If necessary, revised draft agendas and timetables for CBSC15 and IRCC9 will be prepared and posted on the IHO website in due course.

5. **Submission of documents for IRCC9.** Documents intended for consideration at IRCC9 should be submitted to the IRCC Secretariat ([dcoord@iho.int](mailto:dcoord@iho.int)) and copy to [adcc@iho.int](mailto:adcc@iho.int) in accordance with the "Instructions for the Submission of Reports and Proposals for Consideration by IRCC and its subordinate bodies" available on the IHO web site (Home → Committees & WG → IRCC → Meetings section) as follows:

Papers	Submission Deadline
<b>Substantive papers – new items</b> Proposals for new work items and any submissions requiring consideration and a decision by IRCC	Not later than <b>24 April 2017</b> (seven weeks before commencement of the meeting)
<b>Subsequent Comments and Contributions</b> Subsequent papers (which should be no more than 4 pages) commenting on submissions or proposals submitted as above	Not later than <b>22 May 2017</b> (three weeks before commencement of the meeting)
<b>Reports of the RHCs and IRCC Bodies</b>	
<b>Information documents</b>	

6. **Submission of documents to CBSC15.** Documents intended for consideration at CBSC15 should be submitted to the CBSC Secretariat ([adcc@iho.int](mailto:adcc@iho.int)) in accordance with the "Instructions for the Submission of Reports and Proposals for Consideration by IRCC and its subordinate bodies" referred to in paragraph 5, as follows:

Papers	Submission Deadline
<b>Requests of support to CBSC</b> The submissions should follow the CB Procedures ( <a href="http://www.iho.int">www.iho.int</a> → Capacity Building → Procedures)	Not later than <b>1 April 2017</b>
<b>Substantive papers – new items</b> Proposals for new work items and any submissions requiring consideration and a decision by CBSC	Not later than <b>19 April 2017</b> (seven weeks before commencement of the meeting)
<b>Subsequent Comments and Contributions</b> Subsequent papers (which should be no more than 4 pages), commenting on submissions or proposals submitted as above	Not later than <b>17 May 2017</b> (three weeks before commencement of the meeting)
<b>Information documents</b>	

7. Documents received after the relevant deadline will be treated as information papers only. All documents for the meetings will be posted on the IHO website under Committees & WG, in their respective sections, as soon as they are available. Member States are invited to consult the IHO website regularly.

8. **Members.** The lists of the members of the IRCC and CBSC are maintained on the IHO website (Home → Committees & WG → IRCC → Members section) and (Home → Committees & WG → CBSC → Members and Coordinators section). Both meetings are open to all Member States, and to recognized Observer Organizations who may participate, in accordance with the Terms of Reference of the CBSC and IRCC.

9. **Election of Chairs and Vice-Chairs.** CBSC15 and IRCC9 will be respectively the first CBSC meeting and the first IRCC meeting following the first Session of the IHO Assembly. Therefore, in accordance with the relevant Rules of Procedure and as indicated in the draft agenda of each meeting, an election for the positions of Chair and Vice-Chair of the each organ will be conducted immediately before the close of each meeting. Accordingly, Member States are invited to consider proposing candidates for the positions of Chair and Vice-Chair of the CBSC and IRCC and inform the Secretariat ([cl-lc@iho.int](mailto:cl-lc@iho.int), copy to [adcc@iho.int](mailto:adcc@iho.int)) at their earliest convenience. Nominations will remain open until the first day of each meeting.

10. **Logistics.** General information, point of contact for logistics, visa and accommodation assistance are provided in Annex C to this letter. Hotel reservations and visa requests are the responsibility of each participant. Please note that for those who wish to attend both the CBSC15 and the IRCC9 meetings should send two separate Room Reservation Forms to the suggested hotel using the references described in Annex C. Further information for administration and logistic issues, if required, will be provided on the IHO web site.

11. **Registration.** Members of the CBSC and the IRCC, as well as Observers, wishing to attend one or both of the meetings, are requested to use the IHO Online Registration System as soon as possible and **not later than 5 May 2017**. This will facilitate the overall logistic planning and the preparation of the meetings. However the Online Registration System will remain open for registration until the first day of both meetings. The Online Registration System is available at:

Home → IHO Calendar → Go to the Online Registration

12. According to arrangements outlined at IRCC8 meeting in 2016, CBSC16 and IRCC10 meetings are planned to be held in Goa, India in 2018 and CBSC17 and IRCC11 in Italy in 2019. Poland has also kindly offered to host CBSC18 and IRCC12 in Poland in 2020. Proposals for hosting the subsequent meetings in 2021 (CBSC19 and IRCC13) are welcome at any time and preferably **not later than at IRCC9** in Suriname.

On behalf of the Secretary-General  
Yours sincerely,



Mustafa IPTES  
Director

**Annexes (in English only):**

Annex A – Draft Agenda and Timetable for CBSC15

Annex B – Draft Agenda and Timetable for IRCC9

Annex C – Logistics Information for CBSC15 and IRCC9

**15<sup>th</sup> MEETING OF THE IHO CAPACITY BUILDING SUB-COMMITTEE  
IHO-CBSC15  
Paramaribo, Suriname, 7-9 June 2017**

**DRAFT AGENDA AND TIMETABLE**

**Note:** Presenters of papers in parentheses ( )

Time	DAY ONE OF CBSC15 – Wednesday 7 June	Action
08h00	<b>Registration</b>	All
09h00	<p><b>1. a. Opening Remarks</b> Opening of the meeting and welcome.</p> <p><b>b. Introductions</b> Participants will be invited to introduce themselves.</p> <p><b>c. Administrative Arrangements</b> <i>Docs: CBSC15-01A List of Documents (Chair)</i> <i>CBSC15-01B List of Participants (Chair)</i> <i>CBSC15-01C CBSC Membership (Chair)</i> <i>CBSC15-01D ToR and RoP (Chair)</i> <i>CBSC15-01E ToR for the CB Coordinators (Chair)</i></p> <p>Logistic guidance and information. Documents are presented and updated as necessary.</p>	<p>Chair/Host</p> <p>All</p> <p>Chair/Host</p>
09h50	<p><b>2. Approval of Agenda</b> <i>Doc: CBSC15-02 Agenda and Timetable (Chair)</i></p> <p>Participants are invited to comment the agenda and timetable in case updates are necessary. Agenda is adopted.</p>	Chair
10h00	<p><b>3. Matters arising from Minutes of CBSC14 Meeting</b> <i>Docs: CBSC15-03A Minutes of CBSC14 (Chair)</i> <i>CBSC15-03B Status of Action List from CBSC14 (Secretariat)</i></p> <p>Approval of the CBSC14 Minutes. List of Actions from CBSC14 is reviewed and updated.</p>	Chair / Secretary
10h30	<b>Coffee break</b>	Host
11h00	<p><b>4. Reports by the Chair and the IHO Secretariat</b> <i>Docs: CBSC15-04A Report by the Chair (Chair)</i> <i>CBSC15-04B Report by the IHO Secretariat (Secretariat)</i></p> <p>Highlights from the Chair and the Secretariat on ongoing issues and the future of the IHO Capacity Building programme. Chair reports on the Coordination of CB activities with ROK and Japan and the work of the Joint IHO/IMO/WMO/IOC/IALA/IAEA/FIG CB Coordination Meeting.</p>	Chair/ Secretariat

11h30	<p><b>5. Regional Assessment of CB Activities</b></p> <p><b>5.1 Reports of the Regional Hydrographic Commissions (RHC)</b></p> <p><i>Docs: CBSC15-05.1A NSHC Report</i>  <i>CBSC15-05.1B MBSHC Report</i>  <i>CBSC15-05.1C BSHC Report</i>  <i>CBSC15-05.1D USCHC Report</i>  <i>CBSC15-05.1E EAHC Report</i>  <i>CBSC15-05.1F EAthC Report</i>  <i>CBSC15-05.1G SEPRHC Report</i>  <i>CBSC15-05.1H SWPHC Report</i>  <i>CBSC15-05.1I MACHC Report</i>  <i>CBSC15-05.1J SAIHC Report</i>  <i>CBSC15-05.1K NIOHC Report</i>  <i>CBSC15-05.1L RSAHC Report</i>  <i>CBSC15-05.1M SWAtHC Report</i></p> <p>RHC Members and CB Coordinators will update the meeting on the status of C-55, report on visits (high-level, technical and follow-up) and report on courses, workshops and seminars.</p>	RHC Reps.
12h30	<b>Group photo followed by lunch break</b>	Host
14h00	<p><b>5. Regional Assessment of CB Activities (continued)</b></p> <p><b>5.2 Update and closure of the 2016 CBWP</b></p> <p><i>Doc: CBSC15-05.2 Closed 2016 CBWP</i></p> <p>CBSC will update and close the 2016 CBWP.</p>	Chair / Secretary
14h30	<p><b>6. Regional projects for CB</b></p> <p><i>Docs: CBSC15-06A Risk Assessment (SWPHC)</i>  <i>CBSC15-06B OECS Project (UK)</i>  <i>CBSC15-06C EAHC-TRDC (EAHC)</i>  <i>CBSC15-06D Definition Study for Long Term Project (EAthC)</i>  <i>CBSC15-06E Strengthening the Hydrographic Capacities in the MACHC (Mexico)</i>  <i>CBSC15-06F Commonwealth Marine Economies (CME) Programme (UK)</i>  <i>CBSC15-06G Report on Fund Opportunities from the World Bank and Other Institutions for Regional Projects (IHO Secretariat)</i></p> <p>Reports and presentations on ongoing developments in regional projects (Maximum 20 minutes each):</p> <ol style="list-style-type: none"> <li>SWPHC (Risk assessment)</li> <li>MACHC (OECS Project)</li> <li>EAHC (EAHC-TRDC)</li> <li>EAthC (Definition Study for a Long Term Project)</li> <li>MACHC (Strengthening the Hydrographic Capacities)</li> <li>UK Overseas Territories (Commonwealth Marine Economies Programme)</li> </ol>	RHC Reps  Secretariat
15h30	<b>Coffee break</b>	Host
16h00	<p><b>6. Regional projects for CB (continued)</b></p> <p>Continuation of item 6.</p>	RHC Reps
17h30	<b>END OF DAY ONE</b>	Chair

Time	DAY TWO OF CBSC15 – Thursday 8 June	Action
09h00	<p><b>7. Outcomes of the 1<sup>st</sup> Session of the IHO Assembly and the Strategic Issues of the CBSC</b></p> <p><i>Docs: CBSC15-07 IHO Capacity Building Strategy (Secretariat)</i></p> <p>The meeting will discuss the IHO CB Strategy and the way ahead for the CB Strategy, including the development of projects to seek donor funds, the measures of success of the CB Programme and the reviewed IHO Strategic Plan adopted at A-1.</p>	Chair/ Secretariat
10h30	<b>Coffee break</b>	Host
11h00	<p><b>8. Operational issues of the CBSC</b></p> <p><b>8.1 Draft CB Procedures 9, 10, 11 and 12</b></p> <p><i>Docs: CBSC15-08.1A Draft CB Procedure 9 on Technical Visits (Secretariat)</i>  <i>CBSC15-08.1B Draft CB Procedure 10 on the CB Management Plan (Secretariat)</i>  <i>CBSC15-08.1C Draft CB Procedure 11 on the Assessment of the Status of CB Phases (UK)</i>  <i>CBSC15-08.1D Draft CB Procedure 12 on a Certificate for the Completion of CB Activities (UK and Secretariat)</i></p> <p>Revision of the draft CB Procedures 9 (<i>Technical Visits</i>), 10 (<i>CB Management Plan</i>), 11 (<i>Assessment of the Status of CB Phases</i>) and 12 (<i>Certificate for the Completion of CB Activities</i>).</p>	Secretary
12h30	<b>Lunch break</b>	Host
14h00	<p><b>8. Operational issues of the CBSC (Continued)</b></p> <p><b>8.2 CB Management System update</b></p> <p><i>Doc: CBSC15-08.2 CB Management System update (Secretariat)</i></p> <p>Analysis of the issues for the continuing development of the CB Management System</p> <p><b>8.3 C-55 Status and Developments</b></p> <p><i>Doc: CBSC15-08.3 C-55 Status and Developments (Secretariat)</i></p> <p>Secretary will update on the status of C-55 and current developments.</p> <p><b>8.4 Performance Indicators and Statistics</b></p> <p><i>Docs: CBSC15-08.4 Performance Indicators (Chair)</i></p> <p>Discussion on the requirements for the Performance Indicators and the establishment of the relevant statistics related to CB.</p> <p><b>8.5 National Hydrographic (Coordinating) Committee (NHC/NHCC)</b></p> <p><i>Docs: CBSC15-08.4 Performance Indicators (Chair)</i></p> <p>Discussion on the importance of the establishment of the National Hydrographic (Coordinating) Committee (NHC/NHCC).</p>	Secretary  Secretariat  Chair/  Chair / Secretariat
15h30	<b>Coffee break</b>	Host

16h00	<p><b>8. Operational issues of the CBSC (Continued)</b></p> <p><b>8.5 Review of the 3-year RHC Work Plans 2018-2020</b></p> <p><i>Docs: CBSC15-08.5A MBSHC 3-year Work Plan</i>  <i>CBSC15-08.5B EAHC 3-year Work Plan</i>  <i>CBSC15-08.5C EAHC 3-year Work Plan</i>  <i>CBSC15-08.5D SEPRHC 3-year Work Plan</i>  <i>CBSC15-08.5E SWPHC 3-year Work Plan</i>  <i>CBSC15-08.5F MACHC 3-year Work Plan</i>  <i>CBSC15-08.5G SAIHC 3-year Work Plan</i>  <i>CBSC15-08.5H NIOHC 3-year Work Plan</i>  <i>CBSC15-08.5I RSAHC 3-year Work Plan</i>  <i>CBSC15-08.5J SWAtHC 3-year Work Plan</i></p> <p>Review of the 3-year Work Plans of the RHCs (CBSC13 Action 45)</p>	Chair /  RHCs
17h30	<b>END OF DAY TWO</b>	Chair

Time	DAY THREE OF CBSC15 – Friday 9 June	Action
09h00	<p><b>9. CB Management</b></p> <p><b>9.1 Update of the 2016 CBWP</b></p> <p><i>Doc: CBSC15-09.1 Updated 2017 CBWP (Secretariat)</i>  Assessment of and feedback to the 2017 CBWP.</p> <p><b>9.2 Finance Report</b></p> <p><i>Doc: CBSC15-09.2 Finance Report (Secretariat)</i>  Secretary will introduce the finance report for the approval of the CBSC</p>	Chair  Secretariat
10h30	<b>Coffee break</b>	Host
11h00	<p><b>9. CB Management (continued)</b></p> <p><b>9.3 Management Plan</b></p> <p><i>Doc: CBSC15-09.3 Draft 2018 CB Management Plan (Secretariat)</i>  CBSC will review, update and approve the 2018 CB Management Plan.</p> <p><b>9.4 Adoption of the 2018 CBWP</b></p> <p><i>Doc: CBSC15-09.4 Adopted 2018 CBWP (Secretariat)</i>  CBSC adopt the 2018 CBWP. <i>Doc. CBSC15-09.4</i> will be drafted during the meeting following the approval of the 2018 CB Management Plan.</p>	Chair / Secretariat
12h30	<b>Lunch break</b>	Host
14h00	<p><b>10. Report from the CBSC to the IRCC9 Meeting</b></p> <p>Preparation of the CBSC Chair report to the IRCC9 Meeting.</p>	Chair
14h30	<p><b>11. Any other business</b></p> <p>CBSC discuss any other business.</p>	Chair
15h00	<p><b>12. Election of the Chair and Vice-Chair</b></p> <p><i>Doc: CBSC15-12 Nomination of Candidates for Chair and Vice-Chair (Secretariat)</i>  The Chair will introduce doc. CBSC15-12 with the candidates for CBSC Chair and Vice-Chair for the period 2017-2020 and will invite the CBSC to elect the new Chair and Vice-Chair.</p>	Chair
15h30	<b>Coffee break</b>	Host

16h00	<p><b>13. Next CBSC Meetings (venue and date)</b></p> <p>Definition of the dates and venue for CBSC16 and confirmation of CBSC17 and CBSC18. Participants are expected to offer to host CBSC19. Current status is:</p> <p>CBSC16: May / June 2018 – Goa, India (subject to confirmation)</p> <p>CBSC17: May / June 2019 – Italy</p> <p>CBSC18: May / June 2020 – Poland</p>	Chair
16h30	<p><b>14. Review of the List of Actions</b></p> <p><i>Doc: CBSC15-14 Draft list of actions from CBSC15 (IHO Secretariat)</i></p> <p>CBSC reviews the List of Actions with deadlines and assigned lead. <i>Doc. CBSC15-14</i> will be drafted during the meeting.</p>	Chair
17h00	<p><b>15. Closure</b></p> <p>Chair ends the meeting.</p>	Chair
17h15	<b>END OF THE MEETING</b>	Chair



**9<sup>th</sup> MEETING OF THE IHO INTER-REGIONAL COORDINATING COMMITTEE  
IHO-IRCC9  
Paramaribo, Suriname, 12-14 June 2017**

**DRAFT AGENDA AND TIMETABLE**

**Note:** Presenters of papers in parentheses ( )

<b>Time</b>	<b>DAY ONE OF IRCC9 – Monday 12 June</b>	<b>Action</b>
08h00	<b>Registration</b>	All
09h00	<p><b>1. a. Opening Remarks</b> Opening of the meeting and welcome. Chair will give the opening remarks and then invite the host and the IHO Secretary-General / Director to address the audience.</p> <p><b>b. Introductions</b> Participants will be invited to introduce themselves.</p> <p><b>c. Administrative Arrangements</b> <i>Docs: IRCC9-01A List of Documents (Secretariat)</i> <i>IRCC9-01B List of Participants (Secretariat)</i> <i>IRCC9-01C List of IRCC Members(Secretariat)</i></p> <p>Logistic guidance and information. Documents are presented and updated as necessary.</p>	<p>Chair/Host/ IHO S-G</p> <p>All</p> <p>Chair/Host/ Secretariat</p>
09h30	<p><b>2. Approval of Agenda</b> <i>Doc: IRCC9-02 Agenda and Timetable (Secretariat)</i></p> <p>Participants are invited to comment on the agenda and timetable in case updates are necessary. Agenda is adopted.</p>	Chair
09h45	<p><b>3. Matters arising from Minutes of IRCC8 Meeting</b> <i>Docs: IRCC9-03A Minutes of IRCC8 (Secretariat)</i> <i>IRCC9-03B Status of Action List from IRCC8 (Secretariat)</i></p> <p>Approval of the IRCC8 Minutes. List of Actions from IRCC8 is reviewed and updated.</p>	Chair / Secretariat
10h15	<p><b>4. Review of Terms of Reference and Rules of Procedure</b> <i>Doc: IRCC9-04 IRCC TOR-ROP (Secretariat)</i></p> <p>Meeting will review the IRCC Terms of Reference (ToR) and Rules of Procedure (RoP).</p>	Chair / Secretariat
10h30	<b>Coffee Break</b>	Host
11h00	<p><b>5. Report by the Chair and the Secretariat</b> <i>Docs: IRCC9-05A IRCC Annual Report (Chair)</i> <i>IRCC9-05B IHO Secretariat Report (Secretariat)</i></p> <p>Highlights from the activity reports are delivered by the Chair and the Secretariat.</p>	Chair / Secretariat
11h30	<p><b>6. Regional Hydrographic Commission (RHC) Reports</b> <i>Docs: IRCC9-06A Nordic HC (NHC Chair)</i> <i>IRCC9-06B North Sea HC (NSHC Chair)</i> <i>IRCC9-06C East Asia HC (EAHC Chair)</i> <i>IRCC9-06D US/Canada HC (USCHC Co-Chair)</i> <i>IRCC9-06E Mediterranean and Black Seas HC (MBSHC Chair)</i></p>	

	<p><i>IRCC9-06F Baltic Sea HC (BSHC Chair)</i>  <i>IRCC9-06G Eastern Atlantic HC (EAtHC Chair)</i>  <i>IRCC9-06H South-East Pacific Regional HC (SEPRHC Chair)</i>  <i>IRCC9-06I South-West Pacific RHC (SWPRHC Chair)</i>  <i>IRCC9-06J Meso American - Caribbean Sea HC (MACHC Chair)</i>  <i>IRCC9-06K Southern Africa and Islands HC (SAIHC Chair)</i>  <i>IRCC9-06L North Indian Ocean HC (NIOHC Chair)</i>  <i>IRCC9-06M ROPME Sea Area HC (RSAHC Chair)</i>  <i>IRCC9-06N South West Atlantic HC (SWAtHC Chair)</i>  <i>IRCC9-06O Arctic Regional HC (ARHC Chair)</i></p> <p>RHC Chairs are invited to summarize their report briefly and present the key achievements, the challenges faced and lessons learned in each Region (<b>maximum 10 minutes each</b>).</p> <p>The Committee will be invited to note the key achievements and discuss how to overcome some of the common challenges faced by the RHCs.</p>	RHC Chairs
12h30	<b>Group Photo followed by Lunch Break</b>	Host
14h00	<b>6. RHC Reports (continued)</b> Continuation of item 6	RHC Chairs
15h30	<b>Coffee Break</b>	Host
16h00	<b>6. RHC Reports (continued)</b> Continuation of item 6	RHC Chairs
17h30	<b>END OF DAY ONE</b>	Chair

Time	DAY TWO OF IRCC9 – Tuesday 13 June	Action
09h00	<p><b>7. Reports from IRCC Subordinate Bodies</b></p> <p><i>Docs: IRCC9-07A Hydrographic Commission on Antarctica (HCA Chair)</i>  <i>IRCC9-07B World-Wide Navigational Warning Service Sub-Committee (WWNWS-SC Chair)</i>  <i>IRCC9-07C Capacity Building Sub-Committee (CBSC Chair)</i>  <i>IRCC9-07D WEND Working Group (WENDWG Chair)</i>  <i>IRCC9-07E1 MSDI Working Group (MSDIWG Chair)</i>  <i>IRCC9-07E2 Draft New Edition 2.0.0 of C-17 (MSDIWG Chair)</i>  <i>IRCC9-07E3 Proposal to Amend the IHO Resolution 5/2009 "Marine Spatial Data Infrastructure (MSDI) Policy" (MSDIWG Chair)</i>  <i>IRCC9-07F IHO-EU Network Working Group (IENWG Chair)</i>  <i>IRCC9-07G CSB Working Group (CSBWG Chair)</i>  <i>IRCC9-07H1 FIG-IHO-ICA IBSC (IBSC Chair)</i>  <i>IRCC9-07H2 Draft New Edition 1.0.0 of S-8A (IBSC Chair)</i>  <i>IRCC9-07H3 Draft New Edition 1.0.0 of S-8B (IBSC Chair)</i>  <i>IRCC9-07H4 Draft Guidelines for S-5A/B and S-8A/B (IBSC Chair)</i>  <i>IRCC9-07I IHO-IOC GEBCO Guiding Committee (GGC Chair)</i></p> <p>Chairs of the IRCC bodies will present the main achievements, challenges faced, lessons learned and work programs in the IRCC bodies (<b>maximum 10 minutes each</b>). The Committee is invited to consider the inputs and draft publications and to provide guidance of each body's work programme.</p>	Chairs of the IRCC Subordinate bodies
10h30	<b>Coffee Break</b>	Host
11h00	<b>7. Reports from IRCC Bodies (continued)</b> Continuation of item 7.	RHC Chairs

12h30	<b>Lunch Break</b>	Host
14h00	<b>7. Reports from IRCC Bodies (continued)</b> Continuation of item 7.	RHC Chairs
15h00	<b>8. Outcomes of the 1<sup>st</sup> Session of the IHO Assembly (A-1)</b> <i>Docs: IRCC9-08A List of Decisions of A-1 (Secretariat)</i> <i>IRCC9-08B Other documents to A-1 (to be determined)</i> The Committee will consider the outcomes of the 1 <sup>st</sup> Session of the IHO Assembly, including the decisions in general and specifically those related to the establishment of the IHO Council and its Membership, the IHO Resolutions, the 2018-2020 IHO Work Programme, the IHO Strategic Plan and others affecting the IRCC.	Chair / Secretariat
15h30	<b>Coffee Break</b>	Host
16h00	<b>8. Outcomes of the 1<sup>st</sup> Session of the IHO Assembly (continued)</b> Continuation of item 8.	Chair
17h30	<b>END OF DAY TWO</b>	Chair

<b>Time</b>	<b>DAY THREE OF IRCC9 – Wednesday 14 June</b>	<b>Action</b>
09h00	<b>9. Inputs from Member States and other bodies affecting IRCC</b> <i>Docs: IRCC9-09A Input from HSSC8 (HSSC)</i> <i>IRCC9-09B Relations with IGOs, NGOs and IHO Stakeholders (Secretariat)</i> Highlights from the reports and how they impact the RHCs and the IRCC bodies. Representation of the IHO at international and regional events will be discussed and evaluated.	Chair / Secretariat
09h30	<b>10. Data gathering and Management, Maximizing the use of Hydrographic Data</b> <i>Docs: IRCC9-10A Update on Data Gathering and Management, Maximizing the use of Hydrographic Data (Secretariat)</i> Update on data gathering and management, crowd-sourced bathymetry, Satellite Derived Bathymetry, and maximizing the use of hydrographic data will be considered. IRCC will discuss the necessary actions to improve data gathering and also MSDI/NSDI at national and regional levels. Participants are invited to comment and contribute (papers / inputs are expected from the Member States and participants).	Chair / Secretariat
10h30	<b>Coffee Break</b>	Host
11h00	<b>11. Developments on the Infrastructure of the IHO Secretariat</b> <i>Doc: IRCC9-11 Update on Infrastructure of the IHO Secretariat (Secretariat)</i> Presentation of the developments on the IHO GIS, databases, online registration system and how they impact the RHCs and the Member States' activities. Participants are invited to comment and contribute.	Chair / Secretariat
11h30	<b>12. Other information papers</b> Relevant information papers from the IRCC Members and Observers Organizations will be provided, if any.	Chair

11h45	<p><b>13. Election of the Chair and Vice-Chair</b></p> <p><i>Doc: IRCC9-13 Nomination of Candidates for Chair and Vice-Chair (Secretariat)</i></p> <p>The Chair will introduce doc. IRCC9-13 with the candidates for IRCC Chair and Vice-Chair for the period 2017-2020 and will invite the Committee to elect the new Chair and Vice-Chair.</p>	Chair
12h00	<p><b>14. Next IRCC Meetings (Venue and Date)</b></p> <p>Definition of the dates and venue for IRCC10 and confirmation of the dates and venue for IRCC11. Participants are expected to offer to host IRCC12.</p> <p>IRCC10: May / June 2018 – Goa, India (subject to confirmation)</p> <p>IRCC11: May / June 2019 – Italy (exact venue to be decided)</p> <p>IRCC12: May / June 2020 – Poland (exact venue to be decided)</p> <p>IRCC13: May / June 2021 – Venue depending on proposals from Member States</p>	Chair
12h15	<p><b>15. Any other business</b></p> <p>Participants are invited to present other business items (if any).</p>	All
12h30	<b>Lunch</b>	Host
14h00	<p><b>16. Review of the Actions and Decisions</b></p> <p><i>Docs: IRCC9-16A Draft List of Actions from IRCC9 (Secretariat)</i> <i>IRCC9-16B Draft List of Decisions from IRCC9 (Secretariat)</i></p> <p>Review of the actions and decisions agreed during the meeting. Documents <i>IRCC9-16A</i> and <i>IRCC9-16B</i> will be drafted during the meeting.</p>	All
14h30	<p><b>17. IRCC Work Programme Management</b></p> <p><i>Docs: IRCC9-17A IHO Work Programme for 2018-2020 (Secretariat)</i> <i>IRCC9-17B Draft IRCC Work Programme (Secretariat)</i></p> <p>Discussion to build the IRCC Work Programme for 2017-2018 considering the impact of the IHO Work Programme for 2018-2020. Document <i>IRCC9-17B</i> will be drafted during the meeting.</p>	Chair
14h50	<p><b>18. Closure</b></p> <p>Chair ends the meeting.</p>	Chair
15h00	<b>END OF THE MEETING</b>	Chair

**FIFTEENTH MEETING OF THE CAPACITY BUILDING SUB-COMMITTEE (CBSC15)**  
**Paramaribo, Suriname, 7-9 June 2017**  
**and**  
**NINETH MEETING OF THE INTER-REGIONAL COORDINATION COMMITTEE (IRCC9)**  
**Paramaribo, Suriname, 12-14 June 2017**

**LOGISTICS INFORMATION**

**Meetings**

The CBSC15 and IRCC9 Meetings will be held at the Ramada Paramaribo Princess Hotel & Casino in Paramaribo, Suriname at the following address:

**Kleinewaterstraat 9**  
**Paramaribo – Suriname**  
**Telephone: +597 424160 / Fax: +597 421946**  
**e-mail: [info@ramadaparamaribo.com](mailto:info@ramadaparamaribo.com)**  
**Website: [www.ramadaparamaribo.com](http://www.ramadaparamaribo.com)**

**Accommodation in Paramaribo:**

The recommended accommodation is the Ramada Paramaribo Princess Hotel & Casino ([www.ramadaparamaribo.com](http://www.ramadaparamaribo.com)) which will also be the meeting venue. The following options are available at the Ramada Paramaribo Princess Hotel & Casino:

The Maritime Authority Suriname (MAS) has arranged special rates with the Ramada Paramaribo Princess Hotel & Casino under the references CBSC15 and IRCC9. The special rates include breakfast, lunch and free wifi internet. Please use the attached form (Appendix 1) when you will arrange your booking:

<b>Type of Room</b>	<b>Room + Lunch</b>
STD - Single	\$94.50
STD – Double	\$112.50
DLX - Single	\$112.50
DLX - Double	\$130.50
EXEC – Single	\$112.50
EXEC – Double	\$130.50
STANDARD SUITE	\$112.50
CORNER SUITE	\$157.50

Please note that breakfast, lunch and free wifi are included in these rates. The rates are per night and on double occupancy basis.

Full details of the hotel are available at: [www.ramadaparamaribo.com](http://www.ramadaparamaribo.com). Participants attending the meeting(s) are requested to arrange their own reservations directly with the hotel (Ramada Paramaribo Princess Hotel & Casino). Please send the Room Reservation Forms (Attached to this Annex) to the hotel by e-mail or fax for each meeting **no later than 01 May 2017. Participants for those who wish to attend both meetings should forward both Room Reservation Forms to the hotel.**

Other hotels available in the vicinity of the meeting venue can be found at: [www.booking.com](http://www.booking.com).

<i>Hotel and location</i>	<i>Booking details</i>	<i>Room rates</i>	<i>Access to meeting venue</i>
<i>Royal Torarica</i>	<i><a href="http://www.royaltorarica.com/en/">http://www.royaltorarica.com/en/</a></i>	<i>Approx. \$175,00</i>	<i>Within walking distance (5 min)</i>
<i>Torarica Hotel and Casino</i>	<i><a href="http://www.torarica.com/en/">http://www.torarica.com/en/</a></i>	<i>Approx. \$195.00</i>	<i>Within walking distance (6 min)</i>

Please note that lunch is not included in these rates.

### **Transportation to and from Paramaribo to the Johan Adolf Pengel International Airport (PBM)**

Transfer to and from the hotel can be done by local taxi services available at the airport and hotel. It takes approx. 50-55 minutes to drive from Paramaribo to the Johan Adolf Pengel International Airport. Participants attending the meeting(s) are invited to arrange their own transportation.

### **General Information for Paramaribo**

Please visit the website indicated below for detailed information about Paramaribo:

<http://www.surinametourism.sr/>

### **Visa requirements**

Depending on your nationality, the purpose and duration of your visit, you may require a visa or a tourist card to visit Suriname. We invite you to check visa requirements at your earliest convenience. Anyone requiring visa assistance or a letter of invitation from Suriname for the purposes of obtaining a visa to visit please liaise with the local point of contact Mr. Ryan Fung A Loi.

Visa information is available at:

[http://consulaatsuriname.nl/index.php?option=com\\_content&view=category&id=29&Itemid=54&lang=english](http://consulaatsuriname.nl/index.php?option=com_content&view=category&id=29&Itemid=54&lang=english)

Tourist card information is available at:

[http://consulaatsuriname.nl/index.php?option=com\\_content&view=article&id=151&Itemid=77&lang=english](http://consulaatsuriname.nl/index.php?option=com_content&view=article&id=151&Itemid=77&lang=english)

### **Contact details**

**The primary point of contact** regarding the meeting details, more particularly logistical, visa and accommodation assistance is as follows:

**Mr. Ryan Fung A Loi LL.M**  
**Head Legal Department**  
**Work: + (597) 476733 ext. 234**  
**Mobile: + (597) 8705620**  
**e-mail: [rfungaloi@mas.sr](mailto:rfungaloi@mas.sr)**

### **Appendix:**

1. Hotel registration form
2. Credit card authorization form



You do your thing... Leave the rest to us!

## HOTEL REGISTRATION SHEET

### Guest Information

Check-in date:		Room rate:	USD:		SRD:	
First name:		Last Name:				
Passport #:		Exp. Date:				
Address:						
Country:				City:		
Telephone:						
E-mail address:						
Nationality:						

### Hotel Room Types

Type of Room	Room + Lunch	Selection	ROOM PRICES INCLUDE
STD - Single	\$94.50		✓ Based on double occupancy ✓ Breakfast included ✓ FREE use of WIFI ✓ FREE use of swimming pool
STD - Double	\$112.50		
DLX - Single	\$112.50		
DLX - Double	\$130.50		
EXEC - Single	\$112.50		
EXEC - Double	\$130.50		
STANDARD SUITE	\$112.50		
CORNER SUITE	\$157.50		

### Payment

Credit Card Payment	Yes	No
We do not accept Master Card. We only accept Visa and American Express.		
Credit Card Number:		
Expiration date:		
Cash Payment	Yes	No

Please complete this form and mail to [reception@ramadaparamaribo.com](mailto:reception@ramadaparamaribo.com)

Telephone	(597) 424160
Website	<a href="http://www.ramadaparamaribo.com">www.ramadaparamaribo.com</a>
Contact Person	Veronique Fong Hing (Assistant Hotel Manager) 597-7460149



You do your thing... Leave the rest to us!

## Authorization for Credit Card Use

Print and complete this authorization and return  
All information provided will remain confidential

I, \_\_\_\_\_ authorize the Ramada Paramaribo Princess Hotel to process the Credit Card / American Express account that is stated below for the payment of  Room & Tax charges,  Food & Beverage charges,  Laundry charges,  Extra room charges. I agree to pay for this purchase in accordance with the issuing bank card holder agreement.

Guest(s) Name(s): \_\_\_\_\_

Credit / American express Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Card Holder's Name: \_\_\_\_\_

Card Holder's Signature: \_\_\_\_\_ Card Holder's e-mail add: \_\_\_\_\_

Arrival Date : \_\_\_\_\_ Departure Date: \_\_\_\_\_

Total Amount to be charged: \_\_\_\_\_ Transaction Date: \_\_\_\_\_

**Note:**

Please attach a front & back Copy of the Credit / American Express card.  
If there are any questions, please notify immediately the premises.

**Ramada Paramaribo Princess**

Kleinewaterstraat 9 | Paramaribo - Suriname

T: (+597) 424160 | F: (+597) 421946

E: [reception@ramadaparamaribo.com](mailto:reception@ramadaparamaribo.com)

W: [www.ramadaparamaribo.com](http://www.ramadaparamaribo.com)

**YOU DO YOUR THING, leave the rest to us...**

