

**12th IHO CAPACITY BUILDING SUB-COMMITTEE MEETING
Brest, France 14-16 May 2014**

CBSC12 - LIST OF ACTIONS AND DECISIONS

a) List of Actions

No	Action (Agenda item)	Responsible	Deadline	Status
1	Send letter of thanks to the hosts for having hosted the CBSC12 Meeting (P)	Chair	June	Permanent
2	Send letter of thanks to future host for offering to hold CBSC13 in 2015 (P)	Chair	June	Permanent
3	Prepare and circulate draft minutes to all participants to CBSC12 (P)	Chair, Secretary	June	Permanent
4	Provide comments to Chair on the draft minutes of the CBSC12 (P)	All	July	Permanent
5	Issue final version of the CBSC12 Meeting report. Secretary to post in the IHO website (P)	Chair, Secretary	August	Permanent
6	Issue CL on the outcomes of the CBSC12 (P)	Secretary	August	Permanent
7	Send letters to the RHCs Chairs informing them of the approval or rejection of their submissions (P)	Chair	July	Permanent
8	Prepare Agenda, Annotated Agenda, Timetable and List of Documents and circulate them timely to all CBSC13 (P)	Chair, Secretary	February 2015	Permanent
9	Consider participation in the 8th Joint IMO/IHO/IOC/WMO/IALA/IAEA/FIG CB meeting (November 2014) (P)	Chair, IHB	November	Permanent
10	Write to the RHC Chairs to remind the RoS submissions, highlighting the main topics: - Comply with Procedure 1 and 4 - Priority definition (1, 2, 3) - Spreadsheet with compiled values from RoS - Deadlines (P)	Chair	December	Permanent
11	Provide summary reports for their respective region (P)	CB Coordinators	April 2015	Permanent
12	Provide written reports of the region's CB Projects of the intersessional period (P)	RHC Chairs	April 2015	Permanent
13	Inform the venue and dates of CBSC13 and invite the IHB to draft a Circular Letter to MSs (P)	Chair	October	Permanent
14	upload the ToR for the Coordinators to the IHO website (1)	Secretary	June 2014	Done
15	address the new ToR for CB Coordinators and their importance for RHCs during IRCC6 (1)	Chair	IRCC6	Done
16	list the current information available and the plans to expand the database for CIS to CBSC to allow the review (3)	IHB	September 2014	
17	request the TWLWG Chair a progress report on the tide and water level course (3)	Chair	June 2014	
18	transfer the Ports and Shallow Water Survey Workshop from the 2013 to the 2014 CBWP (5)	Secretary	done during the meeting	Done
19	update the 2015 Management Plan and remove the SEPRHC Workshop on Multi-beam (5)	Secretary	done during the meeting	Done

20	provide input to the IHB on the needs and considerations regarding the IMO trainings to be submitted to the IMO TC65 for the ITCP 2016-2017 (5)	CB Coordinators	December 2014	
21	present the IHO CB Strategy to IRCC6 for notice (6)	Chair	IRCC6	Done
22	report the IHO CB Strategy to the EIHC5 for endorsement (6)	Chair	EIHC5	
23	develop a Public Relation Paper to publicize the revised IHO CB Strategy (6)	drafting group 1 (AG, AK, JB, BG, NS, TD-lead, RL, Secretary)	CBSC13	
24	produce a Spanish version of the Public Relation Paper to publicize the revised IHO CB Strategy (6)	Mexico and Secretary	CBSC13	
25	upload Procedures 3 and 8 to the IHO website (7)	Secretary	June 2014	Done
26	review the draft Procedure 9 (Guidelines to conduct technical visits) and report back to the CBSC (7)	drafting group 2 (AK, lead, BG, RL, JB, AG, HD, JK, NS and the Secretary)	CBSC13	
27	seek an expert to participate in the drafting group (7)	Brazil	June 2014	Done. Not available.
28	provide an input to the Strategy to have the follow up actions following the technical visits (7)	UK	done during the meeting	Done
29	further develop the display of C-55 information and report to CBSC (7)	IHB	CBSC13	
30	keep the CBSC involved in the development of C-55 and report to CBSC (7)	IHB	CBSC13	
31	request action from IRCC on the development of the GIS replacement of C-55 (7)	Chair	IRCC6	Done
32	keep the CBSC informed on the execution of the project at EAHC through all the phases (8)	France	CBSC13	
33	liaise and check the Phase 1 Skills training material in English and French are consistent and the need of harmonization (8)	France and UK	October 2014	
34	review the number of participants for the MSI workshop (8)	Turkey	done during the meeting	Done
35	invite the EAHC to consider assigning a permanent CB Coordinator (8)	Chair and the IHB	July 2014	
36	review the submission for a Technical Visit to Cambodia (8)	EAHC	done during the meeting	Done
37	review the submission on SDB and resubmit in 2015 (8)	EAHC	1 April 2015	
38	invite EAHC to bring the SDB to the RHC meetings, inviting experts on this field (8)	Chair	June 2014	
39	discuss the tsunami inundation maps during the Joint CB Coordinating Meeting (8)	Chair	November 2014	
40	input the IOC Council with the subject on the tsunami inundation maps (8)	IHB	July 2014	

41	find a better way to address the proposal of a project for Haiti (8)	MACHC	CBSC13	
42	propose a TV to Haiti (8)	MACHC	July 2014	
43	propose a 3-day MSI course on Haiti to follow the TV or to participate in the MSI training course to be held at EAtHC (8)	MACHC	October 2014	
44	conduct the high level technical visit on Haiti (8)	IHB and France	TBD	
45	invite the IHB to consider creating a web page in the IHO website to hold the available training courses (8)	Chair	July 2014	
46	provide a revised and harmonized 5-year Work Plan (9)	SWPHC, MACHC, SWAtHC, SEPRHC, EAHC, EAtHC, SAIHC, NIOHC, MBSHC, RSAHC with the aid of the CB Coordinators	CBSC13	
47	include an agenda item for CBSC13 on the revision of the 5-year Work Plans (9)	Chair and the Secretary	CBSC13	
48	address the procurement issues at IRCC6 and EIHC5 (10)	Chair	IRCC6 and EIHC5	
49	include procurement of equipment in the agenda for CBSC13 (10)	Chair and Secretary	CBSC13	
50	approach the IMO to inform on the decision 13 (10)	IHB (in liaison with the CB Coordinator of SAIHC and MACHC)	June 2014	Done
51	liaise with the IBSC in order to improve the harmonization of information exchange between the CBSC and the IBSC (10)	Chair	Permanent	Ongoing
52	inform IRCC on the decision to hold CBSC13 back-to-back to IRCC7 (11)	Chair	IRCC6	Done
53	send the logistic information on CBSC13 to the IHB in order to allow the announcement via CL (11)	Mexico	December 2014	

b) List of Decisions

Decision 1: to adopt the ToR for the CB Coordinators (Annex B).
Decision 2: to Cancel or Transfer to the following year the CB Activities that are not accomplished until December of the current CBWP year. There will be no automatic transfer and the request needs to be submitted to the CBSC in due time. The CBSC will consider the request intersessionally if necessary, based on the justification provided.
Decision 3: to approve the revised IHO CB Strategy and to submit it to the EIHC5 for endorsement

(Annex G).
Decision 4: to form a drafting group 1 (New Zealand [Adam Greenland - AG], South Africa [Abri Kampf - AK], UK [Jeff Bryant - JB], Turkey [Bülent Gürses - BG], IBSC Chair [Nicolas Seube - NS], Chair [Thomas Dehling – TD, lead], Mexico [Ricardo Lopes - RL], and the Secretary) to develop a Public Relation Paper to publicize the revised IHO CB Strategy.
Decision 5: to approve and adopt the revised Procedures 3 and 8.
Decision 6: to create a drafting group 2 (South Africa [Abri Kampf - AK, lead], Turkey [Bülent Gürses - BG], Mexico [Ricardo Lopes - RL], UK [Jeff Bryant - JB], New Zealand [Adam Greenland - AG], France [Henri Dolou - HD], Latvia [Janis Krastins - JK], IBSC Chair [Nicolas Seube - NS] and the Secretary) to review the draft Procedure 9 (Guidelines to conduct technical visits).
Decision 7: to withdraw the activity from the Management Plan.
Decision 8: to pay a high level technical visit by IHB and France.
Decision 9: the majority of the members decided to support the project as it is.
Decision 10: to approve the 2015 Management Plan (Annex I).
Decision 11: to approve the 2015 Agreed CBWP (Annex J).
Decision 12: to include procurement in the agenda for the future meetings in view of the importance and complexity of the subject.
Decision 13: to combine the two courses in both regions (SAIHC and MACHC)
Decision 14: to inform the IRCC on the suggestion to hold CBSC13 in Mexico on 27 to 29 May 2015, in Acapulco or Mexico City (TBC).
Decision 15: to hold CBSC14 in Abu Dhabi, pending confirmation.
Decision 16: to hold CBSC15 in Suriname, pending confirmation.
Decision 17: to adopt the CBSC12 List of Actions and Decisions (Annex K).