

14th MEETING OF THE IHO CAPACITY BUILDING SUB-COMMITTEE
IHO-CBSC14
Abu Dhabi, UAE, 24-26 May 2016

REPORT

1. Opening remarks, introductions and administration

Docs: [CBSC14-01A](#) *List of Documents (IHB)*
[CBSC14-01B](#) *List of Participants (IHB)*
[CBSC14-01C](#) *CBSC Membership (IHB)*
[CBSC14-01D](#) *ToR and RoP (IHB)*
[CBSC14-01E](#) *ToR for the CB Coordinators (IHB)*

Mr. Thomas Dehling, Chair of the Capacity Building Sub-Committee (CBSC), opened the meeting at 09h00 on 24 May 2016 at the Armed Forces Officers Club and Hotel at Abu Dhabi, United Arab Emirates (UAE) and welcomed the participants. He thanked the hosts for the organization and for the excellent venue. Colonel Khalid Dasmal (UAE) welcomed the participants and wished a good meeting. Director Mustafa Iptes highlighted the evolution of the CB resources and the growth of the CB activities.

Chair highlighted the comeback of Capt. Brian Connon (USA) and LCdr Esref Gunsay (Turkey) as Member and CB Coordinator for the USCHC and MBSHC, respectively. He also welcomed the new Members and CB Coordinators from SWAtHC, and India, Capt. Helber Carvalho and Cdr Amol G Merwade, respectively. Participants introduced themselves for the benefit of the meeting.

Action 1: Secretary to update the Membership and CB Coordinator for the USCHC (Capt. Brian Connon) and India (Cdr Amol G Merwade) (deadline: 10 June 2016).

2. Approval of Agenda

Doc: CBSC14-02 *Agenda and Timetable (IHB)*

The agenda and timetable were reviewed and adopted without amendments.

3. Matters arising from Minutes of CBSC13 Meeting

Docs: CBSC14-03A *CBSC13 Report (IHB)*
CBSC14-03B *Status of Action List from CBSC13 (IHB)*

The meeting reviewed the CBSC13 Report and the status of the actions from CBSC13 and was informed that those actions related to the FOCAHIMECA Project (27, 28, 29, 31 and 32) were not executed). Action 40 on the preparation of Procedure 9 was also not done. The reports requested under Action 19 were not received.

Issues related to MSDI were considered in special the need to have a better understanding on the possibilities to create capacities to implement and use MSDI. The meeting was informed on the two documents that will be introduced to IRCC8 by the MSDIWG Chair, the Work Plan and a draft revision of the IHO Publication C-17 *Spatial Data Infrastructures: "The Marine Dimension"* - *Guidance for Hydrographic Offices*.

Decision 1: to approve the CBSC13 Report (doc. CBSC14-03A) and the updated List of Actions from CBSC13 (doc. CBSC14-03B).

Action 2: Secretary to provide the MSDIWG Work Plan 2016-2020 and draft C-17 to the meeting participants (deadline: 30 June 2016).

Action 3: Chair to invite MSDIWG Chair to CBSC15 to present the MSDI (deadline: 15 December 2016).

4. Report by the Chair and the IHB

Docs: CBSC14-04A Report by the Chair (Chair)
CBSC14-04B Report by the IHB (IHB)

Chair introduced his report and highlighted the progress made in the last 12 months on the management of the CBWP and the use of the CB Funds. Chair emphasized that priority is and should be given to those coastal States that need more attention. He mentioned that the funds are limited and the majority of these funds is earmarked, the preparation to the IHC19/1st Assembly, in special the 3-year work plan and the report. The 3-year work plan is a key component for the work in each region. The Chair also stressed that the IHB support is a key element of administration of the CBWP and the fundamental role of the CB Coordinators in assessing the situation in countries in accordance with the Annex of their ToR.

IHB introduced the report and focused on the ongoing activities, the amendments of the IHO Convention, the evolution of the CB activities and the search for funding from agencies and countries.

Decision 2: to note the reports under agenda item 4 (*docs. CBSC14-04A and CBSC14-04B*).

5. Regional Assessment of CB Activities

5.1 Reports of the RHCs

Docs: CBSC14-05.1A MBSHC Report
CBSC14-05.1B EAHC Report
CBSC14-05.1C EAHC Report
CBSC14-05.1D SEPRHC Report
CBSC14-05.1E1 SWPHC Report
CBSC14-05.1E2 SWP Hydrographic Programme
CBSC14-05.1F MACHC Report
CBSC14-05.1G SAIHC Report
CBSC14-05.1H NIOHC Report
CBSC14-05.1I RSAHC Report
CBSC14-05.1J SWAtHC Report

RHC Members and CB Coordinators updated the meeting on the status of C-55, reported on high-level, technical and follow-up visits and the outcomes of courses, workshops and seminars. The following topics were highlighted and considered:

a) MBSHC

MBSHC Member introduced *doc. CBSC14-05.1A* and highlighted the recent developments and the preparation for upcoming technical visits and workshops. Norway informed about the bilateral cooperation with Albania and invited the MBSHC to invite the Albanian Hydrographic Service to participate in courses.

b) EAHC

EAHC Member introduced *doc. CBSC14-05.1B* and informed the meeting on the development of the Training, Research and Development Center (TRDC) and the activities conducted with

the support from the CB Fund.

c) EAthC

EAthC Member introduced *doc. CBSC14-05.1C* and gave an overview of the challenges in the region, in particular in the Western-Central Africa. He informed on the technical visit to Liberia, on the experience with providing MSI training via e-learning and the definition study conducted in the region. He reported that the proposed technical visit to Gambia was done due to the interest of the Ports Authority which sent a formal request to its regional Coordinator.

d) SEPRHC

SEPRHC Representative introduced *doc. CBSC14-05.1D* and presented the ongoing activities under the 2016 CBWP and the submissions to the 2017 CBWP. The meeting discussed the difficulties in dealing with the CB Coordinator from SEPRHC as the person is nominated from the Chair's office and agreed on the action:

Action 4: SEPRHC Representative to request to the SEPRHC to consider having permanent CBSC Member and CB Coordinator (deadline: SEPRHC13).

e) SWPHC

SWPHC Chair introduced *docs. CBSC14-05.1E1* and *CBSC14-05.1E2* and updated the meeting on the developments of the CB activities in the region, including those that are funding by donor agencies or supported by other institutions. He highlighted the progress done in some areas with the development of the Risk Assessment, the implementations of maritime boundaries and the development of national capacity in Vanuatu and Cook Islands.

Decision 3: to note the high level of engagement and capacity building activity being undertaken in the SWPHC region.

f) MACHC

MACHC Member introduced *doc. CBSC14-05.1F* and reported on the numerous activities in the region, some of them across RHCs with SEPRHC and SWAtHC. He informed the meeting on the challenges to execute the technical visit to Haiti and on the FOCAHIMECA Project lead by Mexico, now based on education rather than on data collection with a change of direction.

g) SAIHC

SAIHC Member introduced *doc. CBSC14-05.1G* and reported the activities executed and planned for 2016.

h) NIOHC

NIOHC Member introduced *doc. CBSC14-05.1H* and informed the meeting on the support to Sri Lanka and Bangladesh and other activities in the region, some of them with the support from industry partners.

i) RSAHC

RSAHC Member introduced *doc. CBSC14-05.1I* and reported the trainings on multi-beam and on tides and water level held in Abu Dhabi, and the planned ENC Production also to be held in Abu Dhabi later in 2016.

Decision 4: to note the increasing level of engagement in capacity building being undertaken in the United Arab Emirates (UAE).

j) SWAtHC

SWAtHC Member introduced *doc. CBSC14-05.1I* and reported on the CB activities executed in and planned for the region. Brazil informed the meeting the approval of grants (accommodation, meals and education fees) for up to ten foreign students to attend Category A and Category B programmes in the Directorate of Hydrography and Navigation (DHN), starting in 2017.

Chair highlighted the increasing contribution from Brazil and the commitment to provide support for the benefit of the international hydrographic community. The meeting discussed the need for the CBSC to assess the support provided outside the CBWP via bilateral agreements and by industry contribution. The meeting agreed on the following actions:

Action 5: CBSC and CB Coordinators to provide input about the bilateral direct support outside the CBWP in the reports to the CBSC meetings (permanent).

Action 6: IHB to investigate an additional field in the Country Information System (CIS) or other related database to assimilate the direct in-kind contribution from countries, institutions or industry (deadline: 1 August 2016).

Action 7: CB Coordinators from BSHC, NHC, ARHC, NSHC and USCHC to provide RHC Reports to CBSC meetings with the direct in-kind contribution (permanent).

Decision 5: to note the reports under agenda item 5.1 (*docs. CBSC14-05.1A, CBSC14-05.1B, CBSC14-05.1C, CBSC14-05.1D, CBSC14-05.1E1, CBSC14-05.1E2, CBSC14-05.1F, CBSC14-05.1G, CBSC14-05.1H, CBSC14-05.1I and CBSC14-05.1J*).

5.2 Update and closure of the 2015 CBWP

Doc: CBSC14-05.2 Closed 2015 CBWP

Secretary introduced *doc. CBSC14-05.2* that was subsequently confirmed by the CB Coordinators. The meeting then agreed on the following decision:

Decision 6: to approve the Closed 2015 CBWP (*doc. CBSC14-05.2*).

6. Regional projects for CB

Docs: CBSC14-06A Risk Assessment (SWPHC)
CBSC14-06B Cancelled
CBSC14-06C Definition Study for Long Term Project (EAtHC)
CBSC14-06D Cancelled
CBSC14-06E Cancelled
CBSC14-06F Italian CB Support (Italy)
CBSC14-06G E-learning potential for CB (IMarEST)

Reports and presentations on ongoing developments in regional projects were introduced by the respective participants:

a) Risk Assessment (SWPHC)

SWPHC Chair introduced *doc. CBSC14-06A* and highlighted the benefits of using a risk-based method to identify and communicate the priorities and the shortcomings in hydrographic surveys and chart coverage. The meeting considered that the CB Coordinators are in good position to understand and propagate the concept of risk assessment to coastal States in order to prioritize the surveys, to communicate the risks to decision makers.

The meeting considered that the risk assessment methodology as developed in the SWP may not fit all cases and needs to be adjusted for each region, and concluded that risk assessment is a key element for CB and for fund raising.

b) OECS Project (UK)

MACHC Member, on behalf of UK, reported that the OECS project started in Antigua and Barbuda in 2011 in a joint effort from IHO funded MACHC activity and industry partners that ended up with the first survey in the country since lead line surveys. This motivated the region to progress until the current status of the project, with a costed project in the order of 25 Million US Dollars.

The information raised interesting debate regarding the costs for developing such a costed project and the MACHC Member roughly estimated in 150 000 Pounds. He concluded by saying that data gathered from the project will belong to the coastal States.

c) Definition Study for Long Term Project (EAtHC)

EAtHC Member introduced *doc. CBSC14-06C* and reported on the background of the HydroMAOC project, a definition study to define a consolidated and regional capacity building programme. This initiative actually arose from the improvements brought about by the IHO CB Strategy, where larger projects are envisioned. This study relies on 15 years overview on capacity building status in the sub-region to provide a consolidated analysis of the status and ways forward to regional capacity building in order to elaborate a consolidated and regional project, including an overview on funding sources.

The approved definition study contains an analysis component, a regional hydrographic capacity build-up, and an implementation phase, with an estimated cost of 10-15 Million Euros.

d) Strengthening the Hydrographic Capacities in the MACHC (Mexico)

No participant from Mexico was attending the meeting so the FOCAHIMECA Project could not be introduced to the CBSC. The CBSC understood the importance of the project and that the MACHC should continue to seek coordination with Mexico for the benefit of the coastal States in the region. The following action was agreed:

Action 8: MACHC CB Coordinator to liaise with Mexico for FOCAHIMECA issues and inform the SEPRHC and SWAtHC CB Coordinators (deadline: CBSC15)

e) Neptune Programme (UK)

MACHC Member, on behalf of UK, reported that the Neptune is still in development, and no firm plans have yet to be agreed but UK anticipates limited activity in Caribbean, Indian Ocean and SW Pacific in Year One to prove the concept. The main intent is to work closely with ongoing initiatives that already exist with the aim of not duplicating funding or activity. The UKHO has partnered with the Centre for Environment, Fisheries & Aquaculture Science (CEFAS) and the National Oceanographic Centre (NOC) to deliver the programme.

He informed the meeting that there are twenty 'in scope' nations in this initiative selected on the following criteria: a) Membership of the Commonwealth, b) Eligible for Overseas Development Aid (ODA), and c) Recognized as Small Island Developing States (SIDS) or coastal States with the same challenges as SIDS.

f) Italian CB Support (Italy)

Italy introduced *doc. CBSC14-06F* and provided information on the plans related to Capacity Building and the provision of training for foreigner students. He informed the meeting that the Italian Hydrographic Institute provides trainings for foreigners since the 1930s and that Italy is willing to increase the support for MBSHC countries where only four IBSC recognized programmes exist.

The plans include an MSc degree in Hydrography and Oceanography (Category A) with the University of Genova (duration of 2 years) and a Course in Hydrography (Category B) in cooperation with the International Maritime Safety Security and Environmental Academy (IMSSEA), with a duration of 7 months. There are possibilities for foreign military and civilian students and the fees are for accommodation only (about 50 euros per day). The meeting agreed on the following actions:

Action 9: Chair, ROK and IHB to reconsider within the IHO/Republic of Korea Programme Management Board (PMB) the Italian Category A and Category B programmes (deadline: during PMB7).

Action 10: IHB to provide a draft revised *C-47 Training Courses in Hydrography and Nautical Cartography* to the CBSC (deadline: CBSC15).

Action 11: CBSC to consider the draft revised *C-47 Training Courses in Hydrography and Nautical Cartography* (deadline: during CBSC15).

g) E-learning potential for CB (IMarEST)

IMarEST introduced *doc. CBSC14-06A* and reported on the engagement with Hydrographic Services around the world and the investment in the Marine Learning Alliance (MLA) for delivering e-learning and blended-learning courses for the benefit of the hydrographic community.

The meeting welcomed the developments introduced by IMarEst that may provide hydrographic and cartographic programmes, and their potential interactions with current IHO CB initiatives. Director Iptes stressed that **the International Board on Standards of Competence for Hydrographic Surveyors and Nautical Cartographers (IBSC)**, working under the support and governance of the parent organizations, the International Federation of Surveyors (FIG), the International Hydrographic Organization (IHO) and the International Cartographic Association (ICA), reviewed the submission from MLA but was not yet able to recognize the programme at Category "A" level.

The discussions related to the presentation led to the following action and decision:

Action 12: France to liaise with IMarEST to investigate synergies in e-learning courses and report back to the CBSC (deadline: CBSC15).

Decision 7: to note the reports under agenda item 6 (*docs. CBSC14-06A, CBSC14-06C, CBSC14-06F and CBSC14-06G*).

7. Strategic Issues of the CBSC

Docs: [CBSC14-07A](#) IHO Capacity Building Strategy (IHB)
[CBSC14-07B](#) IHO Strategic Plan 2009 (Chair)

The meeting discussed the revised IHO CB Strategy and the way ahead for the CB Strategy, including the development of projects to seek donor funds and the measures of success of the CB Programme. The following points were discussed:

7.1 Assessment of the IHO CB Strategy

The meeting considered the current text of the IHO CB Strategy and the need to update the sentence below to reflect the approval by the EIHC5:

"This version has been reviewed and amended by the CBSC in liaison with the IRCC and the industrial and academic sectors. It will be presented at the 5th Extraordinary International Hydrographic Conference in 2014 for endorsement."

to read "This version has been reviewed and amended by the CBSC in liaison with the IRCC and the industrial and academic sectors and was adopted by the 5th Extraordinary International Hydrographic Conference."

Action 13: IHB to do an editorial amendment to the IHO CB Strategy, third paragraph of item 1, to read "... sectors and was adopted by the 5th Extraordinary International Hydrographic Conference." (deadline: 31 August 2016).

7.2 Way Ahead for the IHO CB Strategy

The Sub-Committee discussed the need to have more CB related content in the IHO Strategic Plan and to include donor agencies' funds. The final text was discussed under agenda item 10. The meeting agreed on the following action:

Action 14: Chair to provide an input to the IHO Strategic Plan to CBSC14 participants (done during the meeting).

7.3 Development of projects to seek donor funds

IHB reported the visit to the World Bank in early May 2016 and the possibilities of funding for the Caribbean, the South-West Pacific and Western Africa. He highlighted that funds are available for well establish and solid projects to be submitted in accordance with the World Bank rules and regulations. The meeting considered the importance of having national and regional donor agencies involved in support of hydrographic developments. The meeting agreed on the following decision and action:

Decision 8: to encourage the CB Coordinators from MACHC, SWPHC and EAthC to get involved with donor agencies and to take part in World Bank Maritime Funding Meeting in October 2016 with funding provided by the IHO CB Admin Funds.

Action 15: CBSC Members to liaise with national and regional donor agencies to get them involved in support of hydrographic development, and report back to the CBSC (deadline: CBSC15).

7.4 Measures of success of the CB Programme

Chair invited the meeting to discuss measures of success for the CBWP. The Secretary requested clear guidance regarding measures of success of the CBWP and the IHO CB Strategy. The meeting agreed the following decision:

Decision 9: to provide the following guidance regarding the way to measure success:

- a) Subjective measures of success:
 - i. Improvement of hydrographic awareness
 - ii. Improvement of the provision of Marine Safety Information
 - iii. Improvement of hydrographic surveys
 - iv. Improvement of the ENC coverage
 - v. Improvement of the protection of the marine environment
- b) Objective success indicators:
 - i. Attraction of funding for the CBWP
 - ii. Number of courses and training provided
 - iii. Number of visits executed
 - iv. Number of students trained
 - v. Evolution of the phase status of each coastal states

The meeting considered the proposal from the Vice-Chair to have an impact assessment done by a questionnaire which may also help the assessment to be done by the CB Coordinators.

France informed the participants that a questionnaire was already developed by the EAthC and the meeting agreed on the following actions:

Action 16: France to provide the impact assessment questionnaire developed in the EAthC (done during the meeting)

Action 17: Vice-Chair to develop a first draft questionnaire for the assessment of the impact of the CBWP (deadline: 15 December 2016)

8. Operational issues of the CBSC

The Sub-Committee discussed the operational issues of the CBSC and the management of the CBWP, considering the topics below:

8.1 Revision of the CB Procedure 7 (*Application Procedure*)

Doc: CBSC14-08.1 draft revised CB Procedure 7 (IHB)

Secretary introduced the draft revised CB Procedure 7 that incorporated the obligation to all the CB Activities' applicants to use Procedure 7, including the obligation to reimburse the IHO in case supported attendees failed to participate in the CB Activities. The meeting agreed on the following decision:

Decision 10: to adopt the revision 1 of the CB Procedure 7

8.2 Revision of the CB Procedure 8 (*Finance Management*)

Doc: CBSC14-08.2 draft revised CB Procedure 8 (IHB)

Secretary introduced the draft revised CB Procedure 8, which includes some changes to better reflect the practices adopted at the Secretariat. The meeting then decided:

Decision 11: to adopt the revision 2 of the CB Procedure 8

8.3 Revision of the draft CB Procedure 9 (*Technical Visits*)

Doc: CBSC14-08.3 draft CB Procedure 9 (IHB)

Chair introduced the draft Procedure 9 that has been accepted during CBSC13 to be used experimentally. The meeting considered the feedback received from the SWPHC CB Coordinator following the use of Procedure 9 during the implementation visits in the region:

"LINZ has utilized the draft CB Procedure 9 as a guide and checklist for information gathering in preparation of the visit and during the visit. The structure of Procedure 9 is not suitable as a template for the published report. The structure and style of the published report should be aligned with that of previous IHO reports, e.g. Cook Is (2011) and Niue (2016). This very clearly articulates the current state, issues and IHO recommendations. In New Zealand experience this formal IHO report provides an authoritative and enduring record that may be referenced as required in subsequent CB engagements with the coastal State. The follow-up Technical Implementation Visits, etc. will directly reference the published IHO report and comment on progress against the recommendations. This provides a logical progression as each CB engagement/activity builds on the previous, providing continuity and accountability. See UKHO Technical Implementation visit reports for Vanuatu and Kiribati (2016)."

The meeting then agreed on the decision and actions below:

Decision 12: to improve the current draft CB Procedure 9 before adoption.

Action 18: CBSC Members to send the input to the Secretary to improve the draft CB Procedure 9 (deadline: 30 June 2016).

Action 19: Secretary to compile the input generated under Action 18 and send it to the Drafting Group (deadline: 31 July 2016).

8.4 Proposal of new CB Procedures

Docs: CBSC14-08.4A Draft CB Procedure 10 on the Management Plan (IHB)

CBSC14-08.4B1 The recording of capacity building phase stage of coastal states (UK)

CBSC14-08.4B2 Draft Procedure 11 – Assessment of the Capacity Building Phase Stage of Coastal States (IHB)

CBSC14-08.4C Draft CB Procedure 12 on a Certificate for the Completion of CB Activities (UK and IHB)

Meeting considered the draft new CB Procedures on the Management Plan, on the assessment of the status of the CB Phases in coastal States and on a certificate to be awarded to those successfully completing CB Activities, presented in *docs. CBSC14-08.4A, CBSC14-08.4B1, CBSC14-08.4B2 and CBSC14-08.4C*, introduced by UK and the IHB. The meeting then agreed on the following decisions and actions related to the procedures below:

a) CB Procedure 10

Decision 13: to keep CB Procedure 10 as a draft and open to comments from CBSC Members and CB Coordinators.

Action 20: CBSC Members and CB Coordinators to send input to the Secretary on draft Procedure 10 (deadline: 30 November 2016)

Action 21: Secretary to resubmit the improved Procedure 10 to the CBSC (deadline: CBSC15).

b) CB Procedure 11

Decision 14: to adopt the proposed amendments to the Terms of Reference for CB Coordinators.

Action 22: Secretary to upload the amended Terms of Reference for CB Coordinators to the IHO website (deadline: 30 June 2016).

Decision 15: to implement the draft CB Procedure 11 and to re-consider it during CBSC15.

Action 23: CB Coordinators to implement the draft CB Procedure 11 during the preparation of the 3-year WP (deadline: 1 July 2016).

Action 24: CB Coordinators to provide the feedback from the use of the draft Procedure 11 to the Secretary (deadline: 30 September 2016).

Action 25: Secretary to update the draft CB Procedure 11 and submit back to the CBSC (deadline: CBSC15).

USCHC supported that there should be not penalty on countries that do not have a National Hydrographic Committee (NHC), one of the items to be assessed in the CB Procedure 11, but the understanding of the meeting was that this criteria is a plus to those that have but not a penalty to those that do not have it.

c) CB Procedure 12

The meeting considered that the numbering system will be centrally controlled by the CBSC Secretariat and that this is a certificate for the participation not for the satisfactory completion of the training.

Decision 16: to implement the draft CB Procedure 12 and to re-consider it during CBSC15.

Action 26: CBSC Members to send input to the Secretary on draft Procedure 12 (deadline: 31 November 2016).

Action 27: Secretary to incorporate the feedback from CBSC Members to the draft Procedure 12 and to re-submit it to the CBSC (deadline: CBSC15).

8.5 CB Management System update

Secretary informed the meeting on the ongoing developments of the CB Management System at the IHB with the support from the ROK and its seconded officer at the IHB.

8.6 C-55 Status and Developments

Secretary updated the meeting on ongoing developments on the IHO Publication C-55 in order to turn it more user-friendly.

8.7 Performance Indicators and Statistics

Doc: CBSC14-08.7 Performance Indicators (Chair)

The Chair introduced *doc. CBSC14-08.7* and invited the participants to discuss the way ahead with the requirements for the Performance Indicators and the establishment of the relevant statistics related to CB.

The meeting considered that the single most important performance indicator for the IHO Capacity Building is the SPI3 and agreed on the following decision and action:

Decision 17: to propose to IRCC the removal of all the SPIs and WPIs except SPI3 and propose a procedure to develop SPI3 based on the draft CB Procedure 11.

Action 28: Chair to develop a proposal to be submitted to the IRCC8 (deadline: IRCC8).

8.8 Review of the 3-year RHC Work Plans

Docs: CBSC14-08.8A EAHC 3-year Work Plan

CBSC14-08.8B SWPHC 3-year Work Plan

CBSC14-08.8C SWAtHC 3-year Work Plan

Chair invited the CBSC Members that already developed the 3-year Work Plans of the RHCs in accordance with CBSC13 Action 45 to introduce their WPs (*docs. CBSC14-08.8A, CBSC14-08.8B and CBSC14-08.8C*). Chair highlighted that this WPs will be part of the CBSC submission to the IHC19/1st Assembly.

The meeting also considered that the request for support to MSDI activities should be accompanied with a clear description of which component of an MSDI addressed and what is the objective that is envisioned, and that whenever available, the non-IHO CB activities should be included in the 3-year work plans. The meeting agreed on the following actions and decision:

Decision 18: to instruct the CB Coordinators to elaborate the 3-year work plans with a clear description of the requests for support to MSDI activities and whenever available, with the non-IHO CB activities in the regions.

Action 29: Secretary to develop a template for the 3-y WP and distribute to the CB Coordinators (deadline: 13 June 2016).

Action 30: CB Coordinators to provide the 3-y WP to the CBSC Chair, considering Decision 18 (deadline: 1 July 2016).

Decision 19: to note all the reports under agenda item 8 (*docs. CBSC14-08.4A, CBSC14-08.4B1, CBSC14-08.4B2, CBSC14-08.4C, CBSC14-08.7, CBSC14-08.8A, CBSC14-08.8B and CBSC14-08.8C*)

Action 31: Secretary to upload the approved amended CB Procedures 7 and 8 and the draft CB Procedures 9, 10, 11 and 12 to the IHO website (deadline: 31 August 2016).

9. CB Management

9.1 Update of the 2016 CBWP

Docs: CBSC14-09.1A Updated 2016 CBWP (IHB)

CBSC14-09.1B Request on P-02 (EAHC)

CBSC14-09.1C Workshop CB-Navarea Coordinators (IHB)

Secretary and the EAHC Member introduced *docs. CBSC14-09.1A* and *CBSC14-09.1B* and Chair invited the CB Coordinators to provide feedback to and to update the 2016 CBWP.

Considering the feedbacks, the Sub-Committee agreed the following decisions:

Decision 20: to substitute Lebanon by Azerbaijan for the high-level visit in activity A-04.

Decision 21: to condition the provision of funding for the technical visits to Timor-Leste and Cambodia to the provision of the reports conducted by EAHC in 2014.

Decision 22: to allocate additional 10 000 euros to activity P-02.

IHB highlighted that the technical visits need to be conducted by technical personnel not the chief hydrographers. MACHC Member informed the meeting that the technical visit to Haiti was upheld until the next presidential election due to the possible changes in the Haitian Hydrographic Service.

The meeting considered the proposal from the EAHC Member to incorporate the IMO audit scheme questionnaire on Hydrography in the draft CB Procedure 9 and to monitor the calendar of IMO audits in order to identify opportunities, and then agreed on the following:

Decision 23: to add the IMO audit scheme questionnaire to the draft CB Procedure 9.

Action 32: Secretary to add the IMO audit scheme questionnaire to the draft CB Procedure 9 (deadline: 31 July 2016).

Action 33: Secretary to add the link with the planned IMSAS audits (deadline: 31 August 2016).

Note: Action 32 to be executed in conjunction with Action 19.

MACHC Member requested the meeting to change the scope of activity P-11 to MSI training only, following a recommendation from the WNWNS-SC Chair. The governance part will be addressed in the P-05.

Decision 24: to adjust the 2016 CBWP activity P-11 to "MSI training".

MBSHC Member reported that the ENC production course late request in 2016 was not incorporated into the 2016 CBWP. Secretary explained that the submission was done intersessionally and arrived after the 2016 CBWP had been circulated and approved. The meeting then agreed the decision and action:

Decision 25: to include the MBSHC ENC Production Course in the 2017 CB Management Plan.

Action 34: Secretary to include the MBSHC ENC Production Course in the 2017 CB Management Plan (deadline: during the meeting).

The meeting considered the case of the activities marked as "Not funded yet" at the 2016 CBWP and some of them were adjusted accordingly as reflected in **Annex A**. The meeting also considered the case of the activities P-12 and P-16, both for the provision of MB training in South America at the SEPRHC and SWAtHC and decided:

Decision 26: to investigate the possibility to merge P-12 (SEPRHC) and P-16 (SWAtHC) for the provision of MB training in order to reduce the costs and increase the synergies, and to include MACHC participation.

Action 35: SEPRHC and SWAtHC Members to investigate the possibility to merge P-12 (SEPRHC) and P-16 (SWAtHC) for the provision of MB training and inform the CBSC (deadline: 30 June 2016).

Secretary introduced the proposal to have a joint workshop with the CB Coordinators and the NAVAREA Coordinators (*doc. CBSC14-09.1C*). The meeting agreed that there is a need for a much better formal communication between the CBSC and the WWNWS-SC for the assessment of the status of MSI and the provision of proper support for the RHCs. The meeting considered the proposal and the previous updates in the 2016 CBWP and agreed the following decisions and actions:

Decision 27: not to approve the CB-NAVAREA Coordinators Workshop.

Decision 28: to approve the Updated 2016 CBWP (**Annex A**)

Action 36: CB Coordinators to consider participation to the WWNWS8 meeting in Alesund (Norway) in September 2016 (deadline: WWNWS8).

Action 37: Chair to liaise with the WWNWS-SC Chair to improve the assessment of the MSI by the NAVAREA Coordinators and the reporting to the CBSC (deadline: 1 December 2016).

9.2 Finance Report

Doc: CBSC14-09.2 Finance Report (IHB)

Secretary introduced the finance report (*doc. CBSC14-09.2*) for the approval of the CBSC with the balance from 2015 and the estimates for the 2016 and 2017, considering the updated 2016 CBWP (**Annex A**).

Decision 29: to approve the Finance Report (*doc. CBSC14-09.2*).

Action 38: Secretary to upload the Updated 2016 CBWP to the IHO website (deadline: 30 June 2016).

Members discussed whether to use the existing budget (around 55 000 Euros) to the activities no funded yet in 2016 or to keep it for 2017, given the limited non-earmarked resources available and agreed on:

Decision 30: to maintain the expected 2016 balance (55 000 euros) to be used in 2017.

9.3 Management Plan

Doc: CBSC14-09.3 draft 2017 CB Management Plan (IHB)

Secretary introduced the draft 2017 CB Management Plan (*doc. CBSC14-09.3*) and the meeting started by consider the fundamental aspects of the IHO CB Strategy and agreed that the Management Plan should be aligned with the following principles:

- a) support to non-IHO Member States is limited to awareness-related and Phase 1 activities;
- b) no support is given for the participation of coastal States with Gross Domestic Product (GDP) bigger than 20 000 USD;

The meeting also discussed where maritime boundary and Law of the Sea activities stay when it comes to identifying the CB Phase and the understanding is that both themes are beyond Phase 3 for the purpose of Procedure 4. The meeting then agreed the following:

Decision 31: maritime boundaries and Law of the Sea are beyond phase 3 and the equivalent weight in Procedure 4 is the same for Phase 3.

Action 39: Secretary to propose an amendment in the CB Procedure 4 to include reference to maritime boundaries and Law of the Sea (deadline: 30 September 2016).

Decision 32: to approve the 2017 CB Management Plan (Annex B).

9.4 Adoption of the 2017 CBWP

Doc: CBSC14-09.4 Adopted 2017 CBWP (IHB)

Secretary introduced *doc. CBSC14-09.4* that was drafted during the meeting following the approval of the 2017 CB Management Plan. The meeting confirmed the priorities in CB Management Plan and agreed the following:

Decision 33: to approve the Adopted 2017 CBWP (Annex C).

10. Report from the CBSC to the IRCC8 Meeting

Chair introduced a draft proposal for the topics to be included in the CBSC Chair report to the IRCC8, including the proposals for the revision of the IHO Strategic Plan 2009. The meeting agreed to propose the following amendments to the IHO Strategic Plan 2009:

- a) Amend item 4.4.4 to read: "promoting Capacity Building in Hydrography on a regional and international level".
- b) Add a new item 5.3:

5.3. Capacity Building Programme

A CB Programme with an underlying CB Strategy is in place and is further developed,

In the IHO, capacity building is defined as the process by which the organization assesses the status of current arrangements and assists States to achieve sustainable development and improvement in their ability to meet hydrographic, cartographic and maritime safety obligations with particular reference to recommendations in UNCLOS, SOLAS, and other international instruments,

MS are encouraged to support the CB efforts with contributions according to their ability,

A CB Fund is being operated by the IHO.

- c) Renumber item 5.3 to 5.4

Chair introduced the key points for the CBSC Report to the IRCC8:

- 1) Main developments
 - Donor agency involvement in comprehensive projects
 - E-learning, blended-learning and TFT initiatives
 - Strict prioritization and limitation of support from CB Fund
- 2) Major challenges
 - Fund limitation and planning necessities
 - Assessment of the status of CB Phases in coastal States by CB Coordinators
 - From Brian Connon
 - Capacity of the Capacity Builders
 - Coordination of the growing number and complexity regional projects
 - The Capacity Building Assistance in the IHO Secretariat
- 3) CB Management
 - New procedures
 - More support from IHB staff

- 4) Contribution to CB
 - ROK
 - Nippon Foundation
 - Direct contribution from MS to CB Activities
 - Contribution via bilateral agreements
- 5) Joint CB
- 6) CB Work Programme
- 7) IHO Strategic Plan 2009
- 8) Next Meeting
- 9) Proposals

11. Any other business

There were no other business.

12. Next CBSC Meetings (venue and date)

Chair invited the participants to agree on the dates and venue for CBSC15, to confirm the CBSC16 and invited to offer to host CBSC17. The meeting agreed on:

Decision 34: to hold CBSC15 in Paramaribo (Suriname) from 7-9 June 2017, back-to-back with IRCC9 (12-14 June 2017), subject to the confirmation from IRCC.

Decision 35: to hold CBSC16 in Goa (India) in May/June 2018 subject to confirmation by India.

Action 40: India to confirm the CBSC16 dates and venue (deadline: 31 October 2016).

Decision 36: to hold CBSC16 in Italy in case India is not able to host the meeting.

Decision 37: to hold CBSC17 in Italy in May/June 2019 subject to Italy not hosting it in 2018.

13. Review of the List of Actions

Secretary introduced the draft the List of Actions and List of Decisions agreed during CBSC14 that was reviewed by the meeting.

Decision 38: to adopt the List of Actions (**Annex D**) and List of Decisions (**Annex E**)

14. Closure

Chair closed the meeting at 17h00 on 26 May 2016.