**17th MEETING OF THE IHO CAPACITY BUILDING SUB-COMMITTEE**

**IHO-CBSC17**

**Genoa, Italy, 29-31 May 2019**

**REPORT**

**1. Opening Remarks, Introductions and Administrative Arrangements**

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**2. Approval of Agenda**

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**3. Matters arising from Minutes of CBSC16 Meeting**

1. to approve the Minutes and list of actions from CBSC16.

**4. Reports by the Chair and the IHO Secretariat**

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**5. Regional Assessment of CB Activities**

**5.1 Reports of the Regional Hydrographic Commissions (RHC)**

1. MBSHC CB Coordinator to amend the report (doc. CBSC17-05.1B) in coordination with and taking into consideration the contributions from France, Italy, Norway and Spain (deadline: June 2019).
2. to note the value and effectiveness of preceding SWPHC meetings with CB related workshops.
3. to note SWPHC’s commitment in carrying forward hydrographic, nautical cartographic and capacity building activities in close alignment with IHO objectives and goals
4. to note the reports under agenda item 5.1

**5.2 Update and closure of the 2018 CBWP**

1. to approve and close the 2018 CBWP.

**6. Regional or other projects for CB**

1. Japan to provide additional information to the CB Coordinators on the Japan International Cooperation Agency (JICA) programme (deadline: June 2019).
2. CB Coordinators to consider extra-programmes in their work plans and invite countries in their regions to respond to the questionnaire presented in doc. CBSC17-06I (deadline: July 2019).
3. to note reports and presentations under agenda item 6 and the efforts of the CB Coordinators in identifying and coordinating regional and national projects that contribute to the IHO CB Programme.

**7. Outcomes of the 2nd meeting of the IHO Council and the Strategic Issues of the CBSC**

1. to create a drafting group composed of New Zealand, Nigeria, Norway, Republic of Korea, United States, Chair (lead), Vice-Chair and Secretary, to draft a proposal on the way ahead with performance indicators in the scope of the revision of the IHO Strategic Plan.
2. Draft Group to draft a proposal on the way ahead with performance indicators in the scope of the revision of the IHO Strategic Plan (deadline: August 2019).

**8. Operational issues of the CBSC**

**8.1 Draft CB Procedures 9**

1. to adopt the amendments proposed in doc. CBSC17-08.1, including the time frames of two weeks for the interim report (mainly for the recommendations) and two months for the final report.
2. New Zealand to be part of the Drafting Group and to support the development of a draft template for the implementation visits to be incorporated in a future revision of the CB Procedure 9 (deadline: June 2019).
3. Drafting Group on Procedure 9 to incorporate the time frames of two weeks for the interim report (mainly for the recommendations) and two months for the final report (deadline: August 2019).
4. Drafting Group to further develop the CB Procedure 9 including a template for implementation visits and report back to CBSC (deadline: CBSC18).
5. Secretary to publish the amended Proc 9 in the IHO website when received from the Drafting Group (deadline: August 2019).

**8.2 CB Management System update**

1. to acknowledge the work done by the Republic of Korea on the development of the CB Management System (CBMS) to support the work of the CBSC.

**8.3 C-55 Status and Developments**

1. CB Coordinators to engage with Member States and the Primary Charting Authorities to update C-55 regularly (Permanent).
2. Secretariat to separate the survey reports from C-55 in three areas: shallower than 200m (without inland waters), deeper than 200m (without inland waters) and inland waters (all depths).
3. to endorse the use of CATZOC to generate inputs to C-55 as presented in the paper from UK and France (doc. [CBSC16-08.3B](https://www.iho.int/mtg_docs/com_wg/CBC/CBSC16/CBSC16-08.3B-Review_of_C-55_UK_FR.pdf)) as the short-term solution to improve consistency in C-55.
4. to approve the continuation of the C-55RPT under the existing Terms of Reference.
5. CBSC Chair to request the IRCC to invite the RHCs to encourage Member States to use CATZOC to generate the input for C-55 in a consistent and harmonized way (reference doc. [CBSC16-08.3B](https://www.iho.int/mtg_docs/com_wg/CBC/CBSC16/CBSC16-08.3B-Review_of_C-55_UK_FR.pdf)) (deadline: IRCC11).
6. C-55RPT to propose and define the scope for future work using CATZOC in a GIS environment and the differentiation of uses as the future of C-55, engaging with the DQWG (deadline: CBSC18).
7. Chair to investigate with the HSSC/DQWG and RHCs the way forward based on the findings of the C-55RPT (deadline: IRCC12 and HSSC12).

**8.4 Performance Indicators and Statistics**

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**8.5** **National Hydrographic (Coordinating) Committee (NHC/NHCC)**

1. CB Coordinators to reach National Hydrographic Committee (NHC) legal documents, terms of reference and guidance documents for the establishment and operation of a NHC and inform the Secretary (deadline: November 2019).
2. Secretary to report the best practices and guidance for the establishment and operation of a NHC to the CBSC (deadline: CBSC18).

**8.6 Review of the 3-year RHC Work Plans 2018-2020**

1. to note the reports under agenda item 8.

**9. CB Management**

**9.1 Update of the 2019 CBWP**

**9.2 Finance Report**

1. to change activity A-08 of the 2019 CBWP from a TV to a HV/TV.
2. EAHC CB Coordinator to liaise with the IHO Secretariat to coordinate any possible follow on visit to Cambodia (deadline: October 2019).
3. to approve an extraordinary TV to Iran for 2019 as activity P-12 of the 2019 CBWP.
4. to remove P23, P27, P29, P-30 from 2019 CBWP
5. to cancel the following activities from the 2019 CBWP: P-05 (2 600 €), P-06 (2 600 €), P-13 (2 400 €), P-17 (2 400 €), P-18 (24 876 €), P-19 (18 200 €) and P-34 (23 050 €), a total of 76 126 €.
6. to approve the 2019 Updated CBWP (Annex NNN)
7. Secretary implement Decisions CBSC17/14, 15, 16 and 17 (deadline: June 2019).
8. to approve the Finance Report (doc. CBSC17-09.2).

**9.3 Management Plan**

1. SEPRHC CB Coordinator to review costs of the MSI workshop, submitted to 2020 (deadline: June 2019).
2. SEPRHC CB Coordinator to coordinate the MSI workshop with the WWNWS-SC Chair and consider the offer from Spain to provide an instructor (deadline: June 2019).
3. SAIHC to consider combining the TV to Madagascar and to Comoros and report to the CBSC Chair and Secretary (deadline: June 2019).
4. NIOHC to consider inviting Somalia to request a needs assessment visit to the IMO regarding SOLAS Chapter V (deadline: June 2019).
5. to approve the CB Management Plan for 2020 with the possibility of amendments from Actions CBSC17/17 and 19.
6. Secretary to amend the CB Management Plan for 2020 pending the information provided from Actions CBSC17/17 and 19 (deadline: June 2019).
7. CB Coordinators to contact Member States in their regions to report national efforts that contribute to the CB Programme (including an estimation of the financial value) to the Secretary (deadline: December 2019, Permanent).
8. Secretary to compile the inputs from Action CBSC17/22 and report back to the CBSC (deadline: CBSC18, Permanent).
9. Chair to investigate the possibility of a formal proposal to increase the share of the annual contributions of the IHO Member States in order to increase the annual input from the IHO Budget in a stable and sustainable way (deadline: IRCC11).
10. to establish a Project Team on Outreach with Norway (lead), Nigeria, Republic of Korea, South Africa, Chair, Vice-Chair and Secretary to define the way ahead for the outreach of CB activities in order to increase the visibility of work done and the achievements.
11. CB Members to gather photographs and other promotional material and forward them to the Secretary (deadline: CBSC18).
12. Project Team on Outreach (PTOutreach) to draft the way ahead for promoting and increasing the visibility of work done and the achievements .
13. IHO Secretariat to issue a circular letter on the outcomes of CBSC17, including an invitation to Member States to consider participating in existing activities in other RHCs with their own resources (deadline: June 2019).

**9.4 Adoption of the 2020 CBWP**

1. to approve the 2020 CBWP.
2. Secretary to publish the 2020 CBWP (deadline: June 2019).

**10. Report from the CBSC to the IRCC11 Meeting**

1. Chair to report the key aspects of CB to the IRCC (deadline: IRCC11).

**11. Any other business**

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**12. Next CBSC Meetings (venue and date)**

1. to hold the next meetings as follows:

CBSC18: 27-29 May 2020 in Gdansk, Poland (pending confirmation)

CBSC19: 14-16 June 2021 in Monaco, with the CB/IBSC Stakeholders Seminar on 17-18 June

CBSC20: May / June 2022 – Ecuador (pending confirmation)

CBSC21: May/June 2023 - Japan (pending confirmation)

1. Chair to address Ecuador to consider having the CBSC20 meeting in 2022 (deadline: June 2019).
2. Chair to address Japan to consider having the CBSC21 meeting in 2023 (deadline: June 2019).

**13. Review of the List of Actions**

1. to approve the draft list of actions and decisions (doc. CBSC17-13).

**14. Closure**

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