



**IHO File No S3/0104 & CBSC**

**CIRCULAR LETTER 11/2022**

**25 February 2022**

**20<sup>th</sup> MEETING OF THE CAPACITY BUILDING SUB-COMMITTEE (CBSC20)  
1 - 3 June 2022, Denpasar, Bali, Indonesia (hybrid event)**

**14<sup>th</sup> MEETING OF THE INTER-REGIONAL COORDINATION COMMITTEE (IRCC14)  
6 - 8 June 2022, Denpasar, Bali, Indonesia (hybrid event)**

References:

- A. IHO CL 46/2021 dated 10 December 2021 – *Guidelines for the conduct of meetings in hybrid format.*
- B. List of Decisions and Actions from IRCC13
- C. List of Decisions and Actions from CBSC19
- D. Summary Report of the 5<sup>th</sup> Meeting of the IHO Council (dated 27 October 2021)

Dear Hydrographer,

1. The 20<sup>th</sup> meeting of the Capacity Building Sub-Committee (CBSC20) and the 14<sup>th</sup> meeting of the Inter-Regional Coordination Committee (IRCC14) are planned to be hosted in Denpasar, Bali, Indonesia (logistic information are available on the respective CBSC20 and IRCC14 webpages) respectively from 1 to 3 June 2022 and from 6 to 8 June 2022, thanks to the kind invitation of the Indonesian Navy Hydro-Oceanographic Centre (Pushidrosal). This event will be managed mainly as an in-person event (agenda, timetable), but participation through VTC will remain possible for those unable to travel.

2. At the date of this letter, it is not possible to predict with certainty what the situation will be in June 2022 with regard to the pandemic and its consequences on travel regulations to, and back from Indonesia. The Secretariat takes therefore this opportunity to remind you of the guidelines available in Reference A (refundable air tickets, vaccination pass if possible, etc.) as precautionary measures.

3. In the worst case scenario, if it appears that having the meeting in Indonesia becomes a major issue for many CBSC and IRCC Members and/or for the host country (appreciation will be made by the Chairs and CBSC and IRCC Secretariat in liaison with Pushidrosal no later than 30 April), it is planned to conduct the meetings in Monaco (acting as backup venue as per Reference B). It will also be hybrid events with arrangements in accordance with Reference A, or, in case the pandemic situation deteriorates further, as VTC operated from Monaco with in-person participation limited to the minimum (Chair/Vice-Chairs and Secretariat).

## Registration

4. All delegates intending to participate in CBSC20 and IRCC14 are invited to register through the IHO online registration system (CBSC20 and IRCC14) **no later than 1 April 2022** for those planning to be present in-person at the meeting and **no later than 30 May 2022** for VTC-only participants.

## Draft Agenda and Timetable for CBSC20 and IRCC14

5. Draft agendas and timetables for CBSC20 and IRCC14 are provided respectively in **Annex A** and **Annex B** which take into account some topics and issues raised at the 5<sup>th</sup> meeting of the Council (References D) as well as some pending important actions and decisions from CBSC19 and IRCC14 (Reference C and B). Member States and Observers are requested to review the draft agendas and programmes and provide any comments or proposals for new or amended subjects to the CBSC and IRCC Secretariat **by 15 April 2022**. If necessary, revised draft agendas and timetables will be prepared and posted on the respective CBSC20 and IRCC4 webpages.

## Submission of documents to CBSC20.

6. Documents intended for consideration at CBSC20 should be submitted to the CBSC Secretariat (adcc@iho.int, and copy to cba@iho.int) in accordance with the "Instructions for the Submission of Reports and Proposals for Consideration by CBSC and its subordinate bodies" 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>15 April 2022</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>13 April 2022</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>10 May 2022</b> (three weeks before commencement of the meeting)
<b>Information documents</b>	

## Submission of documents for IRCC14.

7. Documents intended for consideration at IRCC14 should be submitted to the IRCC Secretary (dcoord@iho.int and copy to adcc@iho.int) in accordance with the "Instructions for

the Submission of Reports and Proposals for Consideration by IRCC and its subordinate bodies" available in the above IRCC web page (under Basic Documents) 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>18 April 2022</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>15 May 2022</b> (three weeks before commencement of the meeting)
<b>Reports of the RHCs and IRCC Bodies</b>	
<b>Information documents</b>	

#### Documents.

8. 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 their respective sections, as soon as they are available. Member States are invited to consult the IHO website regularly.

#### Members.

9. The lists of the members of the IRCC and CBSC are maintained on the IHO website in the respective web pages under Basic Documents. Both meetings are open to all Member States, and to recognized Observer Organizations who may wish to participate, in accordance with the Terms of Reference of the IRCC and CBSC.

#### Next meetings venues.

10. According to arrangements outlined at CBSC19 and IRCC13 meetings and following arrangements with the interested Member States, CBSC21 and IRCC15 meetings are planned to be held in Japan in June 2023. CBSC22 and IRCC16 meetings are tentatively scheduled in Ecuador in June 2024. Proposals for hosting the subsequent meetings in 2025 (CBSC23 and IRCC17) are welcome at any time and preferably at IRCC14.

On behalf of the Secretary-General

Yours sincerely,



Luigi SINAPI  
Director

#### Distribution:

IHO Member States  
Chairs and Vice-Chairs of CBSC and IRCC, Chair of IRCC  
Other CBSC and IRCC Contacts

#### Annexes (in English only):

- A. CBSC20 Draft Agenda and Timetable
- B. IRCC14 Draft Agenda and Timetable

**20<sup>th</sup> MEETING OF THE IHO CAPACITY BUILDING SUB-COMMITTEE**  
**IHO-CBSC20**  
**Hybrid - Bali (TBC), Indonesia**  
**1-3 June 2022**  
**DRAFT AGENDA AND TIMETABLE**

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

Time UTC+8	DAY ONE OF CBSC20 – Wednesday 1 June	Action
08h30	<b>Registration</b>	All
09h30	<p><b>1. a. Opening Remarks</b> Opening of the meeting and welcome by the Indonesian National Hydrographer, the CBSC Chair and the IHO Director</p> <p><b>b. Introductions</b> Participants will be invited to introduce themselves.</p> <p><b>c. Administrative Arrangements</b>  <i>Docs: CBSC20-01A List of Documents (Chair)</i>  <i>CBSC20-01B List of Participants (Chair)</i>  <i>CBSC20-01C CBSC Membership (Chair)</i>  <i>CBSC20-01D ToR and RoP (Chair)</i>  <i>CBSC20-01E ToR for the CB Coordinators (Chair)</i></p> <p>Logistic guidance and information. Documents are presented and updated as necessary.</p>	<p>Chair/Host/ IHO</p> <p>All</p> <p>Chair/Host</p>
10h20	<p><b>2. Approval of Agenda</b> <i>Doc: CBSC20-02 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
10h30	<p><b>3. Matters arising from Minutes of CBSC19 and CBSC20 Intersessional (CBSC20 Int) Meetings</b> <i>Docs: CBSC20-03A Minutes of CBSC19 (Chair)</i> <i>CBSC20-03B Minutes of CBSC20Int (Chair)</i> <i>CBSC20-03C Status of Action List from CBSC19 (Secretary)</i> <i>CBSC20-03D Status of Action List from CBSC20 Int (Secretary)</i></p> <p>Approval of the CBSC19 and CBSC20 Int Minutes. List of Actions from CBSC19 and CBSC20 Int are reviewed and updated.</p>	Chair / Secretary
11h00	<b>Coffee break</b>	Host
11h30	<p><b>4. Reports by the Chair and the IHO Secretariat</b> <i>Docs: CBSC20-04A Report by the Chair (Chair)</i> <i>CBSC20-04B Report by the IHO Secretariat (IHO Secretariat)</i></p> <p>Highlights from the Chair and the Secretariat on ongoing issues and the future of the IHO Capacity Building Programme.</p>	Chair/ IHO Secretariat
12h00	<p><b>5. Regional Assessment of CB Activities</b> <b>5.1 Reports of the Regional Hydrographic Commissions (RHC)</b> <i>Docs: CBSC20-05.1A NSHC Report</i> <i>CBSC20-05.1B MBSHC Report</i> <i>CBSC20-05.1C BSHC Report</i></p>	

	<p>CBSC20-05.1D USCHC Report  CBSC20-05.1E EAHC Report  CBSC20-05.1F EAHC Report  CBSC20-05.1G SEPRHC Report  CBSC20-05.1H SWPHC Report  CBSC20-05.1I MACHC Report  CBSC20-05.1J SAIHC Report  CBSC20-05.1K NIOHC Report  CBSC20-05.1L RSAHC Report  CBSC20-05.1M SWAtHC Report</p> <p>RHC Members and CB Coordinators will update the meeting on the status of surveys, charts and MSI (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>  <b>5.1 Reports of the Regional Hydrographic Commissions (Continued)</b>  Continuation of item 5.1</p> <p><b>5.2 Update and closure of the 2021 CBWP</b>  <i>Doc: CBSC20-05.2 Closed 2021 CBWP</i>  CBSC will review, update and close the 2021 CBWP.</p>	RHC Reps.  Chair/ Secretary
15h30	<b>Coffee break</b>	Host
16h00	<p><b>6. Regional or other projects for CB</b>  <i>Docs: TBA</i>  Reports and presentations on ongoing/new developments in regional or other projects (Maximum 20 minutes each).</p>	All
17h30	<b>END OF DAY ONE</b>	Chair
<b>Time UTC+8</b>	<b>DAY TWO OF CBSC20 – Thursday 2 June</b>	<b>Action</b>
09h30	<p><b>7. Outcomes of the 5<sup>th</sup> meeting of the IHO Council and the Strategic Issues of the CBSC</b>  <i>Docs: CBSC20-07A Decisions and Actions from C-5 (Secretary)</i>  <i>CBSC20-07B IRCC CL01/2021 (Secretary)</i>  CB will discuss the way to proceed with the IHO Strategic Plan SPI's attributed by IRCC to CBSC. The outcome of C-5 will be considered as well as IRCC CL01/2021.</p>	Chair/ Secretary
10h15	<p><b>8. Operational issues of the CBSC</b>  <b>8.1 Report of the CB PT Strategy</b>  <i>Docs: CBSC19-08.1A Capacity Building Strategy (Chair PT Strategy)</i>  <i>CBSC19-08.1B IHO Strategic Plan 2021-2026 (PT Chair)</i></p> <p>The CB PT Strategy Chair will update the meeting on the status of the revision of the CB Strategy to be aligned with the new IHO Strategic Plan and the plan and status of the Performance Indicators revision.</p>	Chair/ PT Strategy Chair

11h00	<b>Coffee break</b>	Host
11h30	<p><b>8. Operational issues of the CBSC (Continued)</b>  <b>8.2 IHO E-Learning Center</b>  <i>Docs: CBSC19-08.2 CB E-learning Project Team (PT Chair)</i>  Meeting will receive a briefing from the E-learning Project Team.</p> <p><b>8.3 IHO Empowering Women in Hydrography (EWH) Project</b>  <i>Doc: CBSC19-08.3 Performance Indicators (Chair)</i>  Meeting will receive briefing from the CBSC Secretary on the status of the IHO EWH Project.</p>	Secretary  Secretary
12h30	<b>Lunch break</b>	Host
14h00	<p><b>8. Operational issues of the CBSC (Continued)</b>  <b>8.4 CBSC Statistics</b>  <i>Doc: CBSC19-08.4 Statistics (Secretary)</i>  Secretary will update the meeting on the CBSC Statistics.</p> <p><b>8.5 CB Procedures</b>  Participants are invited to consider improvements to the IHO CB Procedures.</p> <p><b>8.6 CB Management System update</b>  <i>Doc: CBSC20-08.2 CB Management System update (KHOA)</i>  Information about the status of the CB Management System.</p>	Secretary  Chair/ Secretariat  KHOA
15h00	<p><b>8. Operational issues of the CBSC</b>  <b>8.8 Review of the 3-year RHC Work Plans 2022-2024</b>  <i>Docs: CBSC20-08.6A MBSHC 3-year Work Plan</i>  <i>CBSC20-08.6B EAHC 3-year Work Plan</i>  <i>CBSC20-08.6C EAtHC 3-year Work Plan</i>  <i>CBSC20-08.6D SEPRHC 3-year Work Plan</i>  <i>CBSC20-08.6E SWPHC 3-year Work Plan</i>  <i>CBSC20-08.6F MACHC 3-year Work Plan</i>  <i>CBSC20-08.6G SAIHC 3-year Work Plan</i>  <i>CBSC20-08.6H NIOHC 3-year Work Plan</i>  <i>CBSC20-08.6I/RSABC 3-year Work Plan</i>  <i>CBSC20-08.6J SWAtHC 3-year Work Plan</i></p> <p>Updates of the 3-year Work Plans of the RHCs.</p>	All
15h30	<b>Coffee break</b>	Host
16h00	<p><b>8. Operational issues of the CBSC (Continued)</b>  <b>8.8 Review of the 3-year RHC Work Plans 2022-2024</b>  Continuation on the updates of the 3-year Work Plans of the RHCs.</p>	All
17h00	<b>END OF DAY TWO</b>	Chair
<b>Time UTC+8</b>	<b>DAY THREE OF CBSC20 – Friday 3 June</b>	<b>Action</b>
09h30	<p><b>9. CB Management</b>  <b>9.1 Update on the 2022 CBWP</b>  <i>Doc: CBSC20-09.1 Updated 2022 CBWP (Secretary)</i>  RHCs will provide additional feedback on the 2022 CBWP revised and approved in the CBSC20Inter.</p>	Chair/ Secretary/

	<p><b>9.2 Finance Report</b>  <i>Doc: CBSC20-09.2 Finance Report (Secretary)</i>  Secretary to introduce the finance report for the approval of the CBSC.</p> <p><b>9.3 Management Plan</b>  <i>Doc: CBSC20-09.3 Draft 2023 CB Management Plan (Secretary)</i>  CBSC will review, update and approve the 2023 CB Management Plan.</p>	RHC's  Secretary  Chair/ Secretary
11h00	<b>Coffee break</b>	Host
11h30	<p><b>9. CB Management (continued)</b>  <b>9.4 Adoption of the 2023 CBWP</b>  <i>Doc: CBSC20-09.4 Adopted 2023 CBWP (Secretary)</i>  CBSC to adopt the 2023 CBWP. <i>Doc. CBSC20-09.4</i> will be drafted during the meeting following the approval of the 2023 CB Management Plan.</p>	Chair/ Secretary
12h30	<b>Lunch break</b>	Host
14h00	<p><b>10. CBSC Report to IRCC14 Meeting</b>  Preparation and review of the CBSC Chair report to IRCC14 Meeting.</p>	Chair
14h30	<p><b>11. Any other business</b>  CBSC to discuss any other business.</p>	Chair
15h00	<p><b>12. Next CBSC Meetings (venue and date)</b>  Confirmation of the dates and venue for CBSC21, CBSC22 and CBSC23. Participants are expected to offer to host CBSC22. Current status is:  CBSC21: May / June 2023 – Japan  CBSC22: May / June 2024 – Ecuador  CBSC23: May / June 2025 – TBA</p>	Chair
15h30	<b>Coffee break</b>	Host
16h00	<p><b>13. Review of the List of Actions</b>  <i>Doc: CBSC20-13 Draft list of actions from CBSC20 (Secretary)</i>  CBSC reviews the List of Actions with deadlines and assigned lead. <i>Doc. CBSC20-13</i> will be drafted during the meeting.</p>	Chair/ Secretary
17h00	<p><b>14. Closure</b>  Chair ends the meeting.</p>	Chair
17h30	<b>END OF THE MEETING</b>	Chair

**14<sup>th</sup> MEETING OF THE IHO INTER-REGIONAL COORDINATION COMMITTEE**  
**IHO-IRCC14**  
**Hybrid - Bali (TBC), Indonesia, 6-8 June 2022**

**DRAFT AGENDA AND TIMETABLE**

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

<b>Time UTC+8</b>	<b>DAY ONE OF IRCC14 – Monday 6 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 Indonesian representative and the IHO Secretariat representative 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: IRCC14-01A List of Documents (Secretariat)</i>  <i>IRCC14-01B List of Participants (Secretariat)</i>  <i>IRCC14-01C List of IRCC Members (Secretariat)</i></p> <p>Logistic guidance and information. Documents are presented and updated as necessary.</p>	<p>Chair/Host/ Rep. of IHO Secretariat</p> <p>All</p> <p>Chair/Host/ Secretariat</p>
09h30	<p><b>2. Approval of Agenda</b>  <i>Doc: IRCC14-02 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. IRCC Highlights since IRCC13</b></p> <p><b>3.1 IRCC Chair Report</b>  <i>Docs: IRCC13-03A IRCC Chair Report (Chair)</i></p> <p>IRCC Chair will provide the preliminary Highlights for the IRCC13 Meeting.</p> <p><b>3.2 Matters arising from Minutes of IRCC13 Meeting</b>  <i>Docs: IRCC14-03B Minutes of IRCC13 (Secretariat)</i>  <i>IRCC14-03C Status of Action List from IRCC13 (Secretariat)</i>  <i>IRCC14-03D IRCC WP 2021-2022 (Secretariat)</i></p> <p>Approval of the IRCC13 Minutes. List of Actions from IRCC13 and IRCC WP 2021-2022 are reviewed and updated.</p>	<p>Chair</p> <p>Chair / Secretariat</p>
10h30	<b>Coffee Break</b>	Host
11h00	<p><b>4. HSSC Report</b>  <i>Docs: IRCC12-04 HSSC REPORT (HSSC Chair)</i></p> <p>HSSC Chair will update the meeting on the highlights of HSSC14</p>	HSSC Chair
11h25	<p><b>5. Report by the Secretariat</b>  <i>Doc: IRCC14-05 IHO Secretariat Report (Secretariat)</i></p> <p>Highlights from the activity reports are delivered by the Secretariat.</p>	Secretariat
11h45	<p><b>6. Regional Hydrographic Commissions (RHCs)</b></p> <p><b>6.1 RHC Reports</b>  <i>Docs: IRCC14-06.1A Nordic HC (NHC Chair)</i></p>	



	<p><i>IRCC14-06.1B North Sea HC (NSHC Chair)</i>  <i>IRCC14-06.1C East Asia HC (EAHC Chair)</i>  <i>IRCC14-06.1D US/Canada HC (USCHC Chair)</i>  <i>IRCC14-06.1E Mediterranean and Black Seas HC (MBSHC Chair)</i>  <i>IRCC14-06.1F Baltic Sea HC (BSHC Chair)</i>  <i>IRCC14-06.1G Eastern Atlantic HC (EAtHC Chair)</i>  <i>IRCC14-06.1H South-East Pacific Regional HC (SEPRHC Chair)</i>  <i>IRCC14-06.1I South-West Pacific HC (SWPRHC Chair)</i>  <i>IRCC14-06.1J Meso American - Caribbean Sea HC (MACHC Chair)</i>  <i>IRCC14-06.1K Southern Africa and Islands HC (SAIHC Chair)</i>  <i>IRCC14-06.1L North Indian Ocean HC (NIOHC Chair)</i>  <i>IRCC14-06.1M ROPME Sea Area HC (RSAHC Chair)</i>  <i>IRCC14-06.1N South West Atlantic HC (SWAtHC Chair)</i>  <i>IRCC14-06.1O 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>6.1 RHC Reports (continued)</b> Continuation of item 6.1	RHC Chairs
15h30	<b>Coffee Break</b>	Host
16h00	<b>6.1 RHC Reports (continued)</b> Continuation of item 6.1	RHC Chairs
17h00	<b>END OF DAY ONE</b>	Chair
<b>Time UTC+8</b>	<b>DAY TWO OF IRCC14 – Tuesday 7 June</b>	<b>Action</b>
09h00	<p><b>7. Reports from IRCC Subordinate Bodies</b></p> <p><i>Docs: IRCC14-07A Hydrographic Commission on Antarctica (HCA Chair)</i>  <i>IRCC14-07B World-Wide Navigational Warning Service Sub-Committee (WWNWS-SC Chair)</i>  <i>IRCC14-07C Capacity Building Sub-Committee (CBSC Chair)</i>  <i>IRCC14-07D1 WEND Working Group (WENDWG Chair)</i>  <i>IRCC14-07D2 S-100 Implementation Roadmap (WENDWG Chair)</i>  <i>IRCC14-07E MSDI Working Group (MSDIWG Chair)</i>  <i>IRCC14-07F IHO-EU Network Working Group (IENWG Chair)</i>  <i>IRCC14-07G CSB Working Group (CSBWG Chair)</i>  <i>IRCC14-07H FIG-IHO-ICA IBSC (IBSC Chair)</i>  <i>IRCC14-07I1 IHO-IOC GEBCO Guiding Committee (GGC Chair)</i>  <i>IRCC14-07J IHO DCDB Report (IHO DCDB Director)</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 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.	Chairs of subordinate bodies
12h30	<b>Lunch Break</b>	Host
14h00	<b>7. Reports from IRCC Bodies (continued)</b> Continuation of item 7.	Chairs of subordinate bodies
15h00	<b>8. Outcomes of the 5<sup>th</sup> Meeting of the IHO Council (C-5)</b> <i>Docs: IRCC14-08 List of Decisions and Actions of C-5 (Secretariat)</i> The Committee will consider the outcomes of the 5 <sup>th</sup> Meeting of the IHO Council, including the decisions and actions related to the IRCC activities.	Chair / Secretariat
15h30	<b>Coffee Break</b>	Host
16h00	<b>8. Outcomes of the 5<sup>th</sup> Meeting of the IHO Council (continued)</b> Continuation of item 8.	Chair
17h00	<b>END OF DAY TWO</b>	Chair
<b>Time UTC+8</b>	<b>DAY THREE OF IRCC14 – Wednesday 8 June</b>	<b>Action</b>
09h30	<b>9. Strategic Issues of the IRCC</b> <b>9.1 Outcomes of the IRCC 2021/22 Seminars</b> <i>Docs: IRCC14-09 Outcome of the IRCC Seminars</i> Summary on the outcomes of the IRCC Seminars and discussion about the Procedure for measuring the Strategic Performance Indicator (SPI) allocated to IRCC.	Chair / Secretariat
10h30	<b>Coffee Break</b>	Host
11h00	<b>10. Other information papers</b> Relevant information papers from the IRCC Members, Observers and invited Organizations will be provided, if any.	Chair
11h30	<b>11. Next IRCC Meetings (Venue and Date)</b> Definition of the dates and venue for IRCC15 and confirmation of the dates and venue for IRCC16 and IRCC17. Participants are expected to offer to host IRCC17. Proposed dates and venues are: IRCC15: May / June 2023 – Japan IRCC16: May / June 2024 – Ecuador IRCC17: May / June 2025 – TBA	Chair
11h45	<b>12. Any other business</b> Participants are invited to present other business items (if any).	All
12h00	<b>13. IRCC Administration (Draft Report from IRCC to the C-6)</b> Review the highlights of the draft IRCC report and proposals (if any) to the 6 <sup>th</sup> Council Meeting.	Chair / Secretariat / All
12h30	<b>Lunch</b>	Host

14h30	<p><b>14. Review of the Actions and Decisions</b></p> <p><i>Docs: IRCC14-14 Draft List of Actions Decisions and Recommendations (Secretariat)</i></p> <p>Review of the actions, decisions and recommendations agreed during the meeting. Document <i>IRCC14-14</i> will be drafted during the meeting.</p>	Chair / Secretariat / All
15h30	<p><b>15. IRCC Work Programme Management</b></p> <p><i>Docs: IRCC14-15A IHO Work Programme for 2022-2023 (Secretariat)</i> <i>IRCC14-15B Draft IRCC Work Programme (Secretariat)</i></p> <p>Discussion to build the IRCC Work Programme for 2022-2023 considering the impact of the IHO Work Programme for 2021-2023. Document <i>IRCC14-15B</i> will be drafted during the meeting.</p>	Chair / Secretariat / All
16h00	<p><b>16. Closure</b></p> <p>Chair ends the meeting.</p>	Chair
16h15	<b>END OF THE MEETING</b>	Chair