

ACTION LIST AGREED AT CBSC9

(ORDERED BY CHRONOLOGIC DEADLINE DATES)

No	Description of the Activity	Responsible	Deadline
1	Include in the report to the IRCC the agreed new text of C-55 related relative to the countries to be considered in the publication. Also report on the importance to standardize the information therein contained. Follow up of this last point shall be developed after IRCC considers Action IRCC02/05.	Chair	At IRCC3 Done
2	Remind RHCs Chair attending IRCC3 to provide CBSC Chair with copy to IHB, information on CB priority initiatives to be considered in the preparation of the 2013/2017 IHO WP&Budget.	Chair	At IRCC3 Done
3	To include in the CBSC Report to IRCC the need for RHC to ensure the timely provision of the appropriate documentation that justify expenses associated to projects, and to demand refund, if needed, not later than one month after the event has finalized.	Chair	At IRCC3 Done
4	Send letter of thanks to the hosts for having hosted the CBSC9 Meeting.	Chair	End June Done
5	To prepare and circulate draft minutes to all participants to CBSC9.	Chair, CBSC Secretary	End June Done
6	With regard to the CBFund management, to request IHB to adopt a reasonable flexible policy with regard to allocation of agreed support for the implementation of projects when such variations are justifiable.	Chair	End June
7	Invite IHB to find a solution for the implementation of the Management Plan Model developed by Norway, approved by the CBSC and considered a vital tool to support the administration of the projects supported by the CBFund.	Chair	End June
8	Invite IHB to continue the standardization process to offer training programs associated to the basic level on MSI, hydrographic survey and nautical cartography.	Chair	End June
9	To invite Mexico and Venezuela to attend the tsunami inundation chart standardization course.	SEPHC	End June
10	Send letter of thanks and acceptance to UK for offering to host CBSC10 in 2012.	Chair	End June
11	To provide comments to Chair.	ALL	End July
12	To send letters to the RHCs Chairmen informing them of the approval or rejection of their submissions.	Chair	End July
13	To issue final version of the CBSC9 Meeting minutes. Secretary to post it in the IHO website. IHB to prepare CL on the subject.	Chair, CBSC Secretary	August
14	To analyze the Reports on Technical Visits and compile relevant information of the best practices and lessons learn and make it available in the web.	Secretary	End August

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15	Liaise with IMO regional and national representative to coordinate the delivery of the 2weeks Training Course in Mexico.	Mexico	End Sept
16	a) To prepare a draft content for an awareness raising seminar to be delivered to IMO countries - mainly those least hydrographically developed – (using as a model the seminars organized by HCA to ATCM and others) and submit the draft to CBSC members for comments. b) Assess the interest of potential recipients and if positive, c) prepare a proposal for IMO endorsement.	IHB, Chair and Secretary.	a) End Sept. b) Oct/Nov c) Dec
17	Consider participation in the 5th Joint IMO/IHO/IOC/WMO/IALA CB meeting (Paris).	Chair	October
18	To revise the IHOCB Strategy with regard to MSDI.	Chair	End October
19	To organize a database that includes attendees to the different CBFund supported courses and make it available in the CB section of the IHO website. Other sources of trained people are welcome and shall also be included.	IHB, CBSC Secretary.	End October
20	To prepare Agenda, Annotated Agenda, Timetable and List of Documents and circulate them timely to all CBSC9.	Chair, CBSC Secretary	February 2012
21	Invite IHB to prepare a draft Procedure 6 based on the progress so far achieved, the discussion had, the contribution received from observers and the original intention to establish a project implementation plan and payment procedure. Submit it to CBSC10.	IHB, CBSC Secretary	February 2012
22	Update Procedure 5 as and if necessary, following IRCC output. Circulate amended procedure to CBSC members for comments and prepare final version for adoption at CBSC10.	Chair, Germany.	February 2012
23	To prepare a document proposing a mechanism to obtain the contracted support of CB coordinators to help RHCs to manage CB matters	France, Australia, UK, USA	Before CBSC10 Meeting
24	To follow up the issue of Performance Indicators matter relevant to the CBSC and to report back to CBSC10.	Chair, France, Australia, UK, Germany, India, USA and the CBSC Secretary	Before CBSC10 Meeting
25	Apply Procedure 4 as a trial, to all applications to be considered by CBSC10.	CBSC Secretary	Before CBSC10 Meeting
26	Request IHB to consider copying the Cook Is. Technical Visit Report to the Cook Islands IMO representative.	Chair	When Technical report is ready