

**9th IHO CAPACITY BUILDING SUB-COMMITTEE MEETING
NITEROI, BRAZIL, 23 – 25 May 2011**

The Ninth meeting of the IHO CBSC was held at the Hydrographic and Navigation Directorate of the Brazilian Navy, in Niteroi, BRAZIL, from 23 to 25 May, under the chairmanship of Mr. KRASTINS, Hydrographer and Maritime Authority of Latvia.

Participants from Australia, Brazil, Chile, China, Colombia, France, Germany, Republic of Korea, India, Japan, Mexico, Mozambique, Nigeria, Norway, Oman, Peru, Poland, South Africa, Thailand, UK, USA and Venezuela attended the meeting, as well as a representative from RCTA, as Observer. The IHB was represented by Captain GORZIGLIA and Captain COSTA NEVES (CBSC Secretary). The List of Participants is provided in **Annex A**.

1 - Opening - Welcome - Approval of the Agenda and Timetable - List of Documents - Administrative Arrangements

The Chairman opened the meeting after the kind words of welcome provided by Vice Admiral, Fernando PALMER, the Hydrographer of Brazil and host of the meeting. The Chairman thanked the host for the organization of the meeting and expressed his appreciation for the warm words offered to the participants attending.

The Chairman introduced the Draft Agenda (**Doc. CBSC9-01**), Timetable (**Doc. CBSC9-03**) and Annotated Agenda (**Doc. CBSC9-02**). Following suggestions to include three new subjects: the Performance Indicators, the future of the publication C-55 and the election of new Chair and Vice Chair, considering that both could not continue with such responsibility due to professional reasons, the Sub-Committee approved the Agenda considering the above-mentioned matters. The Chairman also introduced the List of Documents (**Doc. CBSC9-04**).

The representative of the host country provided information on administrative and logistic matters.

2 - Minutes of the Eighth IHO CBSC Meeting

The Secretary of the CBSC introduced the Minutes of the 8th CBSC Meeting **Doc. CBSC9-05**. This document, which was earlier approved by correspondence, was tabled just in order to offer a further opportunity to the CBSC Member to provide any additional comment. The Minutes were confirmed by the Sub-Committee without any modification.

3 - Review of List of Actions from the Eighth Meeting

The Sub-Committee examined the status of the actions agreed at the 8th Meeting (**Doc. CBSC9-05E**). Actions 1 through 10 were accomplished. France reported that Action 11 was not accomplished and it was agreed that would be kept as an action for CBSC-9, as Action 23.

Action 12 was commented by the IHB Director, highlighting the advantages of having MSI training material in English, French and Spanish available in the IHO website. The discussion on Actions 13 and 14 referring to the support to Haiti development was postponed for later in the meeting. Actions 15 to 18 were accomplished, but unfortunately the participant from Papua New Guinea did not attend the course to which they were invited by the EAHC (Action 16).

IHB Director 1 spoke about the need to further improve the procedures on “Project Implementation Plan and Payment”, as well on the other procedures in order to make the work on the RHC more efficient. In this line, stressed the need to invest on the Action 8 (technical specifications for the

Management Plan model) and suggested that the IHB could be invited to find a solution for its implementation.

France called the attention to the IRCC-06.2 document and the need to discuss the performance indicators. Pointed that there is a need to describe which SPI and WPI are connected to the CBSC.

IHB Director 1 recalled that it is necessary to find the figures relevant to the performance indicators and the USA suggested forming a working group to study the subject. This was agreed and an Ad-hoc Performance Indicators task group was established to elaborate a draft document to be considered before the end of the meeting aiming at agreeing a text to be included in the report to the coming IRCC-3 meeting. Participants of this task group were the Chairman, Vice Chairman, Australia, France, Germany, India, UK and the CBSC Secretary. This group will follow up the subject and report to CBSC-10 (Action 24).

4 - IHO 2010 Capacity Building Work Programme.

The Chairman started his report by introducing Captain Costa Neves, the new CBSC Secretary. He referred on the need to leave the post due to his new tasks as the Chairman of the Board – Director of Maritime Administration of Latvia. He commented about the technical visits as an important component of capacity building assessment. He also noted that the technical specification for the management plan must continue in order to do a good use of the CB resources and finally he provide details on his participation at the IHO/IOC/IMO/IALA/WMO Capacity Building Coordination Meeting and how this can be a good forum for big development.

The Sub Committee was very appreciative to the verbal report provided.

4.1 - CB Management. (Doc. CBSC9-07/2 and Doc. CBSC9-08/1A; 1B; 1C)

Capt. Gorziglia gave a brief status on the composition and availability of the CB Funding (**Doc. CBSC9-7/2**). He reported that the amount allocated for 2011 has slightly been used as mainly the activities have been planned for the second semester. Also he indicated that due to circumstances non-related to IHO the technical visit to Syria was postponed. Recalling some experiences, he indicated that the difference between the planned and really executed activities could give room for a bad image of the management of the CBFund. He explained that the project leaders sometimes justify costs not in accordance with what has been previously approved. The policy at IHB has been not to accept items under such circumstances, following auditors' recommendations. Finally, he reported that there will be a surplus of around € 198.000,00 if all the projects of 2011 are executed.

General comments from participants stressed the need to motivate the RHC no make a good use of the resources and to avoid unnecessary bureaucracy.

Korea (Republic of) announced the increase in the amount of the resources from USD 100,000 to 400,000 as part of the new MoU, in the signature process. CBSC Members thanked the Korean initiative and expressed the willingness to reinforce the procedures to ensure a good use of it.

The Sub Committee followed an extensive discussion on the way to make administration flexible, but at the same time controlled. RCTA suggested the creation of “best practices” toolbox, like PMBox, for project management, or to hire a company to do it.

The Chairman then expressed a summary of the topics discussed:

- a) need for more flexibility for projects;
- b) importance of the regional coordinators to manage the projects;
- c) support longer term activities and courses;
- d) need to create a box of best practices;

- e) the IHB should be entitled to exercise a more flexible approach on deciding extra expenditures.

These central ideas were agreed by the CBSC. IHB Director expressed concern about this flexibility and suggested that only 10% of the fund to be destined to cover non planned expenditures. It was not the purpose to cancel a project with problems, but to manage the flexibility in a case-by-case manner. Chairman led a consult on the way forward and the CBSC adopted the following actions:

- a) 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 and (Action 6)
- b) To include in the CBSC Report to IRCC the need for RHCs 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 (Action 3).

Captain Gorziglia presented the IHO/IOC/IMO/IALA/WMO Capacity Building Meeting Report and provided a report on cooperation and relations with Funding Agencies and other relevant Institutions (**Doc. CBSC9-08/1A**). IHB Director reinforced and thanked the existing partnership with other institutions as an important part of CB, and thanked the continued contribution the Republic of Korea and Japan provide through joint programs with IHO, as well as the interest of the PAIGH to support the IHO CB initiative to support Haiti.

Task Group leaders provided reports on the progress made with regard to the following tasks:

- a) Project Implementation Plan and Payment Procedure (**Doc. CBSC9-08/1B**). A proposal of a new procedure 6 was evaluated, discussed and an action (21) was agreed, consisting in asking the IHB to prepare a draft based on the lessons learned and the observations received.
- b) CBSC Procedures. Procedure 4 was discussed and decided as an action (25) to the CBSC Secretary to apply it as a trial for the next submissions. With regard to Procedure 5, it was decided to update it following the IRCC3 meeting outputs, and is taken as an action (22) to the Chairman. Both documents are in the web (under CBSC Procedures).
- c) Management Plan structure as a database (**Doc. CBSC9-08/1C**). Norway gave a complete presentation on the structure of the IHO-CB Database specifications under development by the NHS. Following discussions, it was agreed to request the IHB to find a solution for its implementation (Action 7), considered to be a valuable tool to improve the actual process of handling projects and its funding. The organization of such a database to include all the attendees to the different CB Fund supported courses was discussed and taken as an Action (19). This database will be available in the web.
- d) Regional CB Coordinators' mechanism. This activity was discussed and several ideas were proposed, as for example, to train CB Coordinators or to hire a consultant or several part time consultants to deal with CB issues. The IHB stated that a course can be organized but to identify people that could ensure continuity was very difficult. It was felt that there are good people, but with very limited time available. France stressed the importance of performance indicators and suggested to hire senior Hydrographers to work with IMO representatives in their regions; in fact that is the case in MACHC as indicated by UK. The Chairman requested the IHB view on the subject. The IHB suggested the RHCs Coordinators to act on their regions to implement the necessary tasks, with the support IHB can provide, whenever necessary. The IHB indicated that as a way to facilitate the work at the regional level, it was proposed to standardize the courses provided, as it has been the case for MSI, minimizing the administrative and organizational workload. The Sub Committee agreed to invite IHB to continue the standardization process in order to offer training programs at basic level on hydrographic survey and nautical cartography as it is the case for MSI (Action 8).

The Sub Committee also agreed to continue the study and to postpone any decision on a determined mechanism until the next CBSC meeting.

4.2 - Capacity Building Assessment (Doc. CBSC9-08/2)

RHC's representatives from the MBSHC; EAHC; EAHC, SWPHC and the IHB reported on the status of the technical visits executed and on those planned. The IHB confirmed that as soon as reports are available, they are posted in the IHO website for reference. France suggested sending the Cook Islands report to their IMO representative. The CBSC agreed to invite IHB to take action on this matter (Action 26).

Following a discussion about the outcomes from the technical visit reports, it was decided that the CBSC Secretary would continuously analyze the reports and compile the relevant information of the best practices and lessons learned and make them available in the web (Action 14).

The IHB reported on C-55 (**Doc. CBSC9-08/3**), particularly on the scope (countries to be included), standardization, updates and future of C-55. It was a general agreement that C-55 shall be improved. After having discussed the paper prepared by the IHB, it was decided not to make any change for the time being but to include this subject in the CBSC report to the IRCC3 (Action 1).

4.3 - Capacity Building Provision

RHC's representatives were invited to report on the CB activities in their regions, making emphasis on the experiences gained. The Sub Committee discussed the relevant points and agreed that RHCs shall be active in implementing projects identified by them and supported by the CBFund.

4.4 - Analysis & Decisions on pending activities.

The Sub-Committee considered that this agenda item has already been covered and there was no need to repeat the discussion already had.

5 - Management Plan (Doc. CBSC9-10)

Not only new submissions received from RHCs but also corrections and updates to activities approved were considered by the Sub Committee. Working documents prepared by the IHB proposing adjustment to the WP 2011 and a draft WP for 2012 were considered the starting point for discussions.

Also it was stressed the need to prepare a consolidated 2013-2017 CB program to have it included in the IHO WP and budgeted to be submitted to the IHC 2012 for approval. An action (2) was taken to the Chairman to request RHCs Chair at IRCC-3 to inform CB priorities to be considered in the preparation of the 2013-2017 IHO WP and Budget.

5.1 - Inputs received by RHCs and other sources.

According to the Procedures in force, several RHCs submitted their request for support. Before the meeting, the CBSC Secretary reviewed all submissions received ensuring the compliance with the form and content expected, and included all proposals in an updated version of the Draft Management Plan. France called the attention that there were no projects from two RHCs, and these are the only without a CB Coordinator.

5.2 - Management Plan updating (Doc. CBSC9-10).

The Chairman will invite Members of CBSC to consider the Draft Management Plan. He invited all RHC CB Coordinators to present their initiatives. After a high level discussion, the Sub Committee agreed to consider the proposals affecting the WP in force and to list all proposals to build the WP for 2012. During the discussion was confirmed the readiness of the relevant RHCs to invite adjacent RHCs to benefit from the initiatives proposed.

5.3 - Examine the 2011 CB WP development (Doc. CBSC9-11).

Capt. Hugo Gorziglia introduced the proposed updated WP2011 – including the activities accomplished so far and the adjustments required.

South Africa referred to: the technical visit to Angola to happen this year; suggested to include Namibia (Walvis Bay) to be visited this year; suggested to postpone Uganda to 2012, as there was no contact after the 2006 technical visit and also to postpone Kenya, Mozambique, Seychelles and Tanzania visits to 2012. Also noted that Madagascar responded to the previous recommendations.

Thailand reported that the technical visit to the PR of Korea will be decided in July. UK announced that the technical visit to Kiribaiti will be conducted by the UKHO this year. It was decided to postpone to 2012 the visit to Vanuatu. Australia proposed to review the CB Strategy for MSDI, which was taken as action (18).

South Africa requested an additional € 5.000 to support four NIOHC participants in the Workshop on Port and Shallow Water Surveys, which was agreed. UK confirmed the course to be held in Antigua and informed that there is no more resources for further Cat B courses in the future. The Chairman suggested keeping the Cat B course if funding is available, which was agreed.

South Africa proposed to move the Phase I Skills Course to 2012 as a chart awareness course – which was accepted - and informed that the IMO funded 2-week course in Ghana was executed, the report received and is under analysis. The other IMO funded course in South Africa is confirmed to October/November. UK reported that the Nippon funded course in UKHO is also confirmed and the selection was made (six participants only). Australia requested the approval of a new item to support the Chair of the SWPHC to attend the PACMA Meeting (€ 3.000) that also was accepted. Regarding the support to Haiti, the CBSC approved an additional item for the funding of € 6.850 to MACHC for the current year.

Peru requested to include one Peruvian participant to the Nippon Foundation funded course. IHB Director explained that the participation is ruled by procedures that do not allow individual participants to access the course, but indicated that there shall be new courses like this in the future.

Following discussions, the Sub-Committee approved the 2011 CBWP as included in **Annex B “Adjusted 2011 CBWP”**.

5.4 - Adoption of the 2012 CB WP 2012 (Doc. CBSC9-12).

The Sub Committee discussed the working document prepared for the discussion under this agenda item by the IHB. The comments made by the participants included: the technical visit to Bangladesh and Sri Lanka would be changed to Follow Up Visits; technical visits were proposed to be stricter in the sense to only allow new visits after the analysis and approval of the previous ones.

France and China proposed to hold a workshop in London with the IMO representatives of the developing countries, in order to get a synergy to further Hydrography in these countries. The IHB was requested to explore further this initiative.

The Database course to be delivered in Thailand was confirmed and an additional € 5.000 funding was approved by the CBSC. Regarding the Tide course, Australia suggested merging it with the Seabed Classification course and South Africa suggested that the Tide Syllabus should be evaluated by the Tide and Water Level Working Group.

It was proposed to include SAIHC in the NIOHC MSDI Workshop, which was agreed and the amount of resources changed accordingly.

Regarding the workshop to support Tsunami preparedness, it was agreed that Venezuela and Mexico would also participate, and the action (9) to SEPHC to invite the countries was adopted. The resources were approved to increase to € 17.000 to this matter.

IHB raised the question on why the Module 2 of the Cat B Programme would be delivered only to SWPHC, when Module 1 was open to all MS. It was agreed to have it open to all. UK indicated that if by any chance this course cannot be hosted by New Zealand, the UKHO will do it.

Regarding the IMO funded two-week training course, Mexico offered to host it, which was taken as an action (15), to coordinate with IMO representative.

Following discussion lead by the CBSC Chair, the SC approved the 2012 CB WP as in **Annex C “Agreed 2012 CBWP”**. The approved CBWP is within the limits of the available resources expected to have in 2012, considering the increase of the contribution announced by the Republic of Korea.

An action was taken to inform the RHCs Chairman of the results of their submissions (Action 12).

6 - Report from the CBSC to the IRCC3.

The Chairman seek guidance from the Committee on the main subjects to be included in the CBSC Report to the IRCC3 meeting. After having identified the relevant items, the Chairman briefed the Sub Committee on the content of such document, the content of which was endorsed by the participants. It was decided that the report to IRCC3 should also include the progress of the actions put on CBSC by the IRCC2 and the results of the Performance Indicators Ad-hoc working group and a summary of the actions to support Hydrography in Haiti.

7 - Any other business.

Under this agenda Item two subjects were considered.

7.1 - Seminar with IMO representatives of hydrographic developed Countries.

France’s proposal to organize a seminar with IMO representatives of developing countries was discussed and decided to include an action (16) to prepare a draft of the seminar, the interest of potential recipients and a proposal to IMO endorsement. This subject may be discussed during the 5th Joint IHO/IOC/IMO/IALA/WMO Capacity Building Meeting (Oct 2011) and the CBSC requested the Chairman to consider his participation in this meeting (Action 17).

7.2 - Election of the Chairman and Vice Chairman.

The Chairman and Vice Chairman explained the Sub Committee the details that preclude them to continue with such responsibilities. The Sub Committee understood the facts and thanked very much the important contribution both, Chairman and Vice Chairman, made to the work of the Sub Committee.

Following an exchange of views between the members, the Sub Committee elected by acclamation Mr. Thomas Dehling (Germany) as Chairman and Commodore Vinay Bahdwar (India) as Vice Chairman. Both will take office immediately after CBSC-9. A new election shall take place at the CBSC-10 after the IHC XVIII, following the procedures set in the RoP of the CBSC.

8 - Date and place of the 10h CBSC Meeting

The Chairman invited the SC Members to express their willing and readiness to host the 10th CBSC Meeting in late May or early June 2012 to match IHO planning cycle. It was reminded that in late April 2012 the XVIIIth IHC will take place in Monaco.

The Sub Committee was of the idea to have the meeting back to back with IRCC4, in case IRCC4 would take place close to the first week of June 2012. The UK offered to host the next CBSC Meeting. It was agreed to coordinate further with IRCC3 about the venue and exact dates and wait for the final outcome. Final decision was postponed until the end of IRCC3.

The Secretary was solicited to prepare the Agenda, Annotated Agenda, Timetable and List of Documents for the CBSC10 in 2012 (Action 20).

9 - List of Actions with deadlines and assigned lead.

CBSC Members agreed on an Action List which is included as **Annex D “List of Actions” (Doc. CBSC9-13)**. This Action List was prepared based on the discussions had during the meeting. The document clearly identifies the Action, the agreed date for its achievement as well as the person(s) responsible for monitoring or executing each action.

10 - Closure.

The meeting was closed at 1230 on the 25th May 2011.

ANNEXES:

Annex A. List of Participants

Annex B. Adjusted 2011 CBWP

Annex C. Agreed 2012 CBWP

Annex D. Action List (**Doc. CBSC9-13**)