



TENTH MEETING OF THE IHO CAPACITY BUILDING SUB-COMMITTEE
IHO-CBSC10
Singapore, 4 - 6 June 2012

REPORT

1. Opening, welcome, agenda, timetable and list of documents

Mr. Thomas Dehling, Capacity Building Sub-Committee Chair opened the meeting at 0920 on June 04, 2012 at the conference room in the Regent Hotel Singapore. The meeting was attended by 15 Members and 15 Observers from 8 countries (Annex A – List of Participants).

Welcome

The Chair welcomed the CBSC Members and participants to the meeting. Commodore Vinay Badhwar, Vice-Chair, sent his apologies. The Chair asked the attendees to present themselves. He provided a general overview of the activities conducted since the last meeting, as details will be considered and discussed under the appropriate agenda items. He provided some guidance on the objectives and priorities the meeting should address, in the light of the decision adopted by IHC18 and the objectives of the IHO.

The Chair requested the representative from the United Kingdom Hydrographic Office as hosts to address the Sub-Committee. Captain Jamie McMichael-Phillips (UKHO) and Mr. Parry Oei (Singapore Maritime and Ports Authority) welcomed the participants and provided the administrative arrangements.

Approval of the Agenda and Timetable

The Chair introduced the Draft Agenda (**Doc. CBSC10-01**) and Timetable (**Doc. CBSC10-03**) that were approved.

List of Documents

The Chair introduced the List of Documents (**Doc. CBSC10-04**) and the relation to the important topics to be discussed.

2. Minutes of the Ninth Meeting

The Secretary of the CBSC introduced the minutes of the last CBSC Meeting (**Doc. CBSC10-06**). Korea requested to amend the document and remove the reference to the amount of resources announced. This was difficult to accommodate as the information was provided by the Korean representative and the value was used during the planning of the 2012 Work Programme.

3. Review of List of Actions from the Ninth Meeting

The Secretary of the CBSC provided a brief comment on the actions agreed at the last meeting (**Doc. CBC10-6 Annex D**). The participants reported verbally on the accomplishment or progress made on the actions of their responsibilities.

Australia suggested changing the CBSC yearly timetable due to problems in receiving and processing the documents before the meeting. CBSC Secretary explained that this year was different due to the conference and suggest keeping the current timetable but be flexible in years with conference.

IHB reported that two important RHCs (EAtHC and MBSHC) did not provide submissions to the CB Work Programme 2013-2017. France explained that EAtHC sent requests but did not receive any answer. Turkey reported that MBSHC has communication problems with the non-IHO members in the region and those are the ones that need CB in particular.

Australia, on the other hand, explained that in SWPHC the CB coordinator establishes the plan and pushes the countries to attend. Nigeria supported Australia on the need to the regions to be pro-active with the developing countries, as different levels of CB are found. Nigeria does not have a National Hydrographic Office and finds it difficult to provide input to CB requests.

Singapore reported that EAHC have an annual CB coordination meeting in order to establish the needs in the region. South Africa confirmed that SAIHC has the same procedure. UK reported that they have their own CB plan for each region.

UK asked whether the two RHCs that did not submitted the 5-year plan could still input their needs. IHB replied that it is up to the CBSC to consider the submissions not previously submitted, but the message has to be clear on the need to plan the CB activities.

Nigeria requested that the lack of EAtHC submission does not harm the countries in the region. France agreed with IHB, but underlines that each RHC has its own specificities. France's large experience in the region indicates that the lack of formal offices and lack of stability in the countries make it difficult to assess the needs. This has improved recently with the technical visits.

Canada supported France. It is important to identify the priorities in the RHC before selecting the actions. Chair stressed that each RHC has to identify its own needs and that the IHO has identified the CB phases in order to help the establishment of these priorities.

The Chair said that there is no intent to accuse any RHC but that there is a need to improve the CB actions in the regions. He proposed to keep the 1st April as the limit for submissions.

4. IHO 2011 CB Work Programme

The Chair provided a general report indicating the issues to consider during the meeting and activities carried out since CBSC9 (**Doc. CBSC10-07**). He reported on the urgent project to support Haiti in developing their hydrographic capabilities after the major disasters that destroyed the national infrastructure.

The Chair also emphasized the significant increase in the contribution from Korea and the importance for the IHO capacity building programme. He also explained the importance of the 5-year Work Programme 2013-2017 in order to have a mid-term planning direction aligned with the CB Strategy.

He also informed about the joint CB efforts and meetings involving IMO, WMO, IOC, IALA, IAEA and FIG. He also stressed the need to develop and improve the work of the CBSC and gave the direction to that, as described in the reference document.

Canada reported how the IOC initiatives have a good communication strategy, CB, real time data and stressed the mutual benefits for both organizations when working together. Singapore expressed support to the joint work and gave examples like the tide training with IOC and e-Nav and AIS messages with IALA. The Chair stressed the need to use the joint work with other organizations to disseminate our message to a broad audience.

The Chair also reported the main outcomes from the IHC18 and how they affect the CBSC work programme, including the definition of 225 000 Euros over the next five years. The main task given to the CBSC is to review the CB Strategy and to report to the next Extraordinary Conference.

4.1 CB Management.

IHB reported the status of (**Doc. CBSC10-08**) and the experiences gained in the administration of the Capacity Building Fund (CB Fund).

IHB also informed the coordination of CB activities with Korea and Japan. Both countries have a very good and active participation. Korea supports the CB Fund with a new MoU signed in 2011 where the amount of resources is variable and yearly agreed. The figures are not known until the national bill is signed. There is an annual Program Management Meeting to monitor the use of the resources and find ways to improve the development of the CB Projects.

It was reported that the Japan CB Project funds some activities and the participation of students in a Cat B Course in Nautical Cartography and ENC production in UKHO (this year in its 4th edition, starting September 2012). The selection is done by the annual Board meeting. Resources from Nippon Foundation are applied directly to the institutions running the courses and some resources are delivered to the IHB for the administration of the project.

Japan commented on the Japan CB Project, supported by Nippon Foundation. The project was design to be delivered in 4 years (this is the last course, 2012). Nippon Foundation considers an one year extension up to 2013 (a 5th course).

IHB stressed that all participants are winners (students, countries, IHO, Nippon Foundation). There is though the need to provide evidences that the students are being used to work in their countries, with feedback. This will be used to answer back to the Nippon Foundation in order to request continued support.

UK also raised the need for feedback in order to get the certificates, as established in the FIG/IHO/ICA Standards of Competence for Nautical Cartography. This feedback is beneficial for all the stakeholders. Singapore supported the need of the feedback to ensure that all the students are working in their countries, using their knowledge and helping to train the local cartographers.

CBSC Secretary presented the 2011 CB WP and requested verbal updates from the RHCs. The Adjusted 2012 Work Programme is presented in **Annex B**.

4.2 CB Assessment.

RHC's representatives from the MBSHC, EAthC, EAHC, SWPHC and the IHB reported on the status of the technical visits planned to execute since CBSC9.

SWPHC (Australia) reported the three technical visits by UKHO (Kiribati, Vanuatu and Salomon Is.) that encouraged these countries to be associate members of the RHC. Others like Palau and Cook Is. are more active in the region due to the CB efforts. The visits are a good

opportunity to raise awareness of Hydrography. An example was the activity in Vanuatu with the visit of an ARN ship to raise the profile of Hydrography.

SAIHC (South Africa) reported the two technical visits to Namibia and Malawi. Both were successful. No answer was received from Angola, what has motivated the activity to be moved from CBWP2011 to 2012).

EAtHC (France) reported the technical visits to Gabon, Cameroon and Guinea Bissau. Actions were conducted related to MSI dissemination and proposals to developing their national structures. France suggested reviewing the strategy to the region as the results are not clearly achieved. One positive outcome though was that Cameroon became an IHO member. Even though IHO can establish a point of contact (POC), it only works for Member States (MS). France asked the question whether the visits in the region should stop until a better strategy can be established and suggested a better study should be done in the region.

MACHC (UK) reported that the technical visit to Panama didn't happen in 2011 due to communication problems and it was postponed to 2012. The visit to Costa Rica was successfully accomplished and the Hydrographic Unit is already participating in CB activities.

SAIHC (France and South Africa) reported the visit to Madagascar was accomplished.

MBSHC: reported that the last visit in region was in 2010 to Georgia.

The CBSC Secretary reported on the status of C-55 (**Doc. CBSC10-09**) as presented by IRCC in the IHC18. He also presented the current development of two actions in the IHB that will benefit C-55. These are the Member States Database and the Antarctica GIS. These two combined will generate the framework for C-55 and other IHO publications, the outputs for Performance Indicators and for web services.

France called the attention for the importance of including the definition of measurements, means required from MSs to access their status, means and ways to fill in the gaps etc.

The Chair explained that the C-55 development is not restricted to the CBSC to do the work, even though it is a major player. It is necessary to include the inputs from the IHB and the RHCs, specifications from HSSC and definitions from stakeholders.

Canada recalled the need to define the framework in order to have an efficient system and offer the help to this discussion and development. She stressed the need to have a system easy to populate and use. It is also necessary to cope with countries with different levels of development.

4.3 CB Provision.

RHC representatives were invited to report on the CB activities in the regions, making emphasis on the experiences gained. The SC discussed the relevant points aiming at improving the provision of CB.

MACHC (UK) reported on the MSI course (a key step in all CB phases), LOS workshop and the hydrographic survey course (this last had industry participation from Fugro, Kongsberg, Caris and a survey ship).

NIOHC (UK) reported on the MSDI course in Colombo (very expensive due to the consultant rates, but worthwhile). A similar course will be held in November 2012 (joint SWPHC and SWAtHC).

France described the very successful delivery of a French course in Haiti by SHOM. The additional funds came from Korea and industry participated actively (Kongsberg, Hypack, Caris and Hemisphere).

Canada noted that having the established courses can reduce the costs tremendously and requested that the material is available for general use. She noted that refreshment courses can be online. Nigeria supported Canada and in the view of the improvements that can be done in developing capacities by using available online material.

UK noted the improvements that can be achieved by distance learning and explained the Hydrographic Academy programme under development in the University of Plymouth (UoP). The CBSC Secretary (also IBSC Secretary) referred to the recent presentation of UoP during the IBSC35 and the development of the MSI self learning course with CB Funds from Korea.

SAIHC (South Africa) reported on the ports and shallow water survey workshop that had very good attendance. Sponsored also by South Africa, it was a great success. He also reported the IMO funded course in Durban in 2011, also a success.

SWPHC (Australia) also held a ports and shallow water survey workshop with 35 participants. The big difficulty was to select the attendees from countries that do not have an organized hydrographic office. Even the high level (not technical) participants that attended the workshop were able to understand the needs and the benefits of hydrographic services. The SWPHC meeting was also very profitable. Training placements from PNG and Solomon Is. during two days in Australia allowed senior officers to understand the administration of the national hydrographic structure. It was very inexpensive with positive outcome. Next phase is to bring their cartographers to come to Australia. Very good connections are established through these placements.

UK reported the IMO funded ENC course in Mexico that was very well organized. UK reported as well the IMO funded Hydrography course in Ghana in 2011. He emphasized the need to get high level people of the country involved in the development of hydrography in each country. He mentioned the case of Kenya that got resources (and a ship) due to the participation of high level people. UK also reported that two people from Myanmar were budgeted in short notice to a training in Vietnam with very good results.

Nigeria reported the NAVOCEANO/USA hands on course in Nigeria that helps to develop the country's capabilities.

The Chair expressed the need to get the full picture in each region/country, in order to harmonize the CB activities. He requested that MSs providing CB initiatives to inform the IHO to allow the Organization to play active leadership in all the regions. The SC agreed an action to CB Coordinators:

Action 10: To provide summary reports for their respective region.	CB Coordinators
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IHB stressed need to learn with other international organizations the selection process for our CB initiatives. This is a continuous learning process to the IHO. The joint CB meeting is a great opportunity to share experience and the work plans. One of the ongoing actions is to try to get a joint approach in a country, like the case of IALA that is being invited to participate in the RHCs' meetings.

France noted the case of Haiti that now has some real data to show in their government level, after the training course delivered in 2011.

4.4 Analysis and decision on pending activities.

The Chair invited the SC to analyze the situation of the pending activities not achieved during 2011 and to adopt a decision with regard to its future. The suggested projects to move

from 2011 to 2012 will be analyzed together with the adjustment of the 2012 Capacity Building Work Programme under item 10.

Singapore raised the question on how to improve the CB projects. The Chair answered that the procedures need to be understood and followed and gave Procedure 5 as an example. Australia stressed that it is necessary to insure that courses will be made available. Regarding the issues on the intellectual properties of courses, the solution is to transfer them to the IHO.

IHB explained that the CB Management System under development in the IHB with the support of Norway will help to improve the effectiveness of the provision. The Chair also explained the need to standardize the courses. Canada suggested that the course material should be online and continuously updated.

The Chair asked whether the SC has the right approach to manage the projects or the RHCs should provide written reports to the IRCC. Australia supported the idea of written reports to be presented at the IRCC meetings. The SC then approved the following action:

Action 11: To provide written reports of the region's CB Projects of the intersessional period.	RHC Chairs
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5. IHO 5-year Work Programme

The Chair provided an overview of the development of the 5-year Work Programme 2013-2017. RHCs were asked to identify their needs for the next five years in terms of general statements. These requirements were compiled in Annex A of document CONF 18/REP/01 which was approved by IHC18.

To facilitate the CBSC work the document **CBSC10-10A** (Approved Capacity Building Requirements for 2013-2017) has been prepared, with the compilation of the RHCs' contributions.

6. Strategic Issues of the CBSC

The Chair invited the SC to discuss the CB Strategy, including the outcome of the IHC18 and the growing demands for the IHO Capacity Building.

The SC discussed the phases of Capacity Building and whether they are still valid. The general agreement was that they still hold. It also discussed the sustainability of the projects and the importance of the regional coordination and national authorities' support.

The Chair explained the input from IHC18 and the need to analyse the CB Strategy and report back to the next EIHC in 2014.

France suggested a finance in-depth study and the organization of a donor's conference. IHB explained that such a conference never happened due to the lack of identification of the appropriate agencies.

Canada expressed the need to co-operate with other agencies and the necessary use of communication skills in order to pass the appropriate messages. Singapore gave the example of the Marine Highway Project funded by the World Bank.

Nigeria emphasized the need to include regional and international cooperation in the reviewed CB Strategy. Other aspects to consider in the strategy review are the participation of industry and the management of the CB activities.

The SC agreed on the following action:

Action 12: To prepare and circulate a proposal for a revised IHO CB Strategy	Strategy-WG
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The members in the Strategy WG are: Australia, Canada, France, Nigeria and the Chair.

7. Operational Issues of the CBSC

CBSC Secretary presented the status of development of the CB Management System, with the support of Norway (Document CBSC10-10) and draft Procedures 5 (Document CBSC10-10A) and 6 (Document CBSC10-10C). The SC approved Procedure 6 and the Secretary was tasked to upload the document to the CBSC web page. The SC also discussed the need to establish an easy and efficient workflow for using the CB Procedures. The following actions were decided:

Action 13: To develop and provide the specifications of the CB Management System.	Norway, Secretary
Action 14: Procedure 6 to be posted on the web	Secretary
Action 15: Create a workflow to Procedures 1, 2, 3 and 4 to allow an appropriate flow of information.	Secretary
Action 16: Establish a timetable to be follow in the document submission for CBSC11	Chair

The Chair reported on the Performance Indicators issues as discussed and approved in IHC18. He invited the SC to review the Performance Indicators and suggest improvements if appropriate.

The SC then agreed on the following actions:

Action 17: To propose means to measure the success of CB beyond the existing Performance Indicators	Singapore, UK, RSA, Secretary
Action 18: To add the proposed means to measure the success of CB beyond the existing Performance Indicators	All
Action 19: To propose a way to derive figures for the Performance Indicators (questionnaire)	Brazil

8. CB Fund Report

IHB provided the report of the CB Fund (**Document CBSC10-08**). The SC discussed the evolution of the available funds and recognized the significant contribution from Republic of Korea to the CB Fund. This substantial contribution has allowed the execution of very important projects both in a regional and international levels.

9. Management Plan

The Management Plan was discussed. It is the compilation of all the RHC submissions for the following year.

9.1 Inputs received from RHCs, analysis and decision

According to the Procedures in force RHCs submitted their requests for support directly to IHB. Secretary reviewed all submissions received ensuring compliance with the Procedures and proposed the Draft Management Plan (**Document CBSC10-11**).

Since some submissions were incomplete an objective priority list was not possible this time. The Chair stressed the need for RHCs to present a complete submission in order to allow the Secretariat to prepare an objective priority list to be submitted to the SC. He also invited the IHB to work closer to the RHC Coordinators in order to properly prepare the submissions.

The Chair and the IHB worked together to provide an analysis of all the submissions in order to provide the SC with a priority list based on the:

- a) Capacity Building strategy;
- b) Capacity Building phases;
- c) RHCs' priorities; and
- d) the known available resources.

The available resources known at this stage for 2013 are the balance from 2012 and the IHO contribution from the regular budget. The contribution from Korea based on the MoU was not considered as the value of the contribution was not known at this stage. The proposed updated Management Plan is presented in **Annex B**.

9.2 Management Plan update

The proposed updated Management Plan was then presented to the SC by the Chair and the IHB. The Chair invited the CBSC Members to discuss and decide on activities to be supported. While discussing submissions for approval, two action items from IRCC1 were taken into account:

- a) To ensure that invitations to attend courses sponsored by the CBSC are sent also to the countries of the adjacent RHCs; and
- b) To consider providing support to activities that promotes management capacity development. This last requires reporting back to IRCC.

France proposed that MSDI courses should be standard. This would help to solve the problem to identify whether MSDI is CB Phase 1, 2 or 3.

Action 20: To propose IRCC to consider inviting HSSC to task MSDI WG to develop an MSDI Standard Course	Chair
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During the discussions on the need to pay a technical visit to Samoa and Tonga, the IHB and the SWPHC were invited to liaise in order to organize the project.

9.3 Adoption of CB Work Programme 2013

After the discussions the SC approved the Agreed 2013 CB Work Programme (**Annex C**), based on the Capacity Building strategy and phases, the RHCs' priorities and the known available resources.

10. Review and update of CBWP 2012

IHB presented **Document CBSC10-12** (Agreed 2012 CBWP) with the activities accomplished so far and the updates brought to attention to the Secretariat. The Chair invited the representatives of the RHCs to comment on details and provide updates of their respective regions.

All the updates were incorporated in the Adjusted 2012 Capacity Building Work Programme (**Annex D**), together with the projects moved from 2011 to 2012.

11. Report from the CBSC to the IRCC4 Meeting

The Chair invited the SC to provide guidance regarding to the items to be included in the report to IRCC4, besides the list of activities since CBSC9 and report on actions put on CBSC by the IRCC3. The report prepared by the CBSC Chair was organized to become **Document IRCC4-03.4**, available in the IRCC web page.

12. Election of Chair and Vice-Chair

As agreed at CBSC9 and being CBSC10 the first after an IHC, the Chair invited nominations from the CBSC Members to stand for Chair and the Vice-Chair.

Australia nominated Mr. Thomas Dehling (Germany) for Chair. The SC re-elected Mr. Dehling for the 5-year period by acclamation.

The Chair informed the SC that Commodore Vinay (India) manifested the intention to continue another term as Vice Chair. Australia nominated Peru to the post of Vice Chair but Peru declined. Mr. Olumide Omotoso (Nigeria) was nominated by France and elected by acclamation.

13. Any other business

IHB reported on the requested support by the IHO to the IMO Technical Cooperation Committee. The next submission will be in December 2012. The SC is requested to submit the needs to IHB by October 31. The Chair was tasked the following action:

Action 21: Submit to IHB the support needed from IMO to the period 2014-2015	Chair
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14. Date and place of the 11th CBSC Meeting

The Chair invited the SC to identify the venue and dates for the CBSC11 Meeting. The IHB explained that in order to contribute to the IHO 2013 Work Programme preparation, the meeting should take place in late May or early June. The Chair also requested the views of the SC whether the meeting should be organized back to back to IRCC5.

The Chair also asked whether there is need of a long meeting or an intersessional meeting. Turkey suggested one extra day for the WG meetings. South Africa suggested three days meeting. The SC decided to hold a three day CBSC11 meeting. Canada asked whether this meeting could be alternated with the HSSC in a back-to-back meetings.

IHB explained that it is difficult due to the time of the year of the HSSC meeting (end of the year) and the need to input the CB matters into IHO WP. South Africa supported the IHB and that the back-to-back with IRCC helps to save money due to the fact that many members are the same. The decision was to hold it back-to-back to IRCC.

The following venues were nominated:

- a) India (Goa), but needs confirmation
- b) New Zealand, but only CBSC (not IRCC)
- c) Australia, in case India cannot host.

The decision was to wait the confirmation from India. The period was decided for the end of May or beginning of June, depending on the outcome of IRCC4. The Chair was tasked to provide this information and invite the IHB to draft a Circular Letter to inform MSs.

Action 22: To inform the venue and dates of CBSC11 and invite the IHB to draft a Circular Letter to MSs	Chair
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15. List of Actions with deadlines and assigned lead

The SC discussed the list of actions and agreed on the Action List (**Annex E**), prepared based on the discussions had during the meeting (Actions 10 to 22). The document also maintains the permanent action items (Actions 1 to 9):

Action 1: Send letter of thanks to the hosts for having hosted the CBSC10 Meeting	Chair
Action 2: Send letter of thanks to future host for offering to hold CBSC11 in 2013. Offer to be accepted on IRCC decision.	Chair
Action 3: To prepare and circulate draft minutes to all participants to CBSC10	Chair/Secretary
Action 4: To provide comments to Chair.	ALL
Action 5: To issue final version of the CBSC10 Meeting minutes. Secretary to post in the IHO website. IHB to prepare CL on the subject.	Chair/Secretary
Action 6: To send letters to the RHCs Chairs informing them of the approval or rejection of their submissions.	Chair
Action 7: To prepare Agenda, Annotated Agenda, Timetable and List of Documents and circulate them timely to all CBSC11	Chair / Secretary
Action 8: Consider participation in the 6th Joint IMO/IHO/IOC/WMO/IALA CB meeting	Chair, IHB
Action 9: Write to the RHC Chairs to remind the RoS submissions, highlighting the main topics: - Comply with Procedure 1 (excel to be created) - Priority definition (1, 2, 3) - Spreadsheet with compiled values from RoS - Deadline	Chair

and the preserved pending items from CBSC9 (Actions 23 to 27), adjusted according to the needs:

Action 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
Action 24: Request IHB to consider copying the Cook Is. Technical Visit Report to the Cook Islands IMO representative.	Chair
Action 25: 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.	a) IHB b) Chair c) Secretary
Action 26: 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 to CBSC10	IHB, Secretary

Action 27: To organize a database that includes the attendees to the different CBFund supported courses and to make it available in the CB section of the IHO website. Other sources of trained people are welcome and shall also be included	IHB, Secretary and regional CB Coordinators
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16. Closure

The meeting was closed at 12h06 on 6 June 2012.

ANNEXES:

- A - List of Participants
- B - Updated Management Plan 2013
- C - Agreed 2013 Work Programme
- D - Adjusted 2012 Work Programme
- E - List of Actions