

**13th South West Pacific Hydrographic Commission Meeting
25-27 February 2015
Rarotonga, Cook Islands**

ACTION LIST (updated 03 Nov 2016)

SWPHC13 Action Item	SWPHC13 Agenda Item	SWPHC13 Action	Action by	Deadline	Status (as at 03 Nov 2016)
12.03	5.1	It was agreed that the proposed document regarding roles and responsibilities of SWPHC host nations (document SWPHC12-05b) should be included on SWPHC website.	Chair, IHB	31 March 2015	Completed.
12.12	3 (SWPHC12.12)	All States in the region that do not have the necessary spatial infrastructure are strongly encouraged to submit their data and/or metadata to SPC. SPC and/or PCAs to seek permission from States in the region to release data (and associated metadata) to PCAs for charting action.	All States PCA/SPC	Ongoing	
13.01	3	SPC to come up with a plan (for the above Action -12.12), and notify the Chair.	SPC	1 May 2015	SPC proposed data release agreements to 11 PICTs, and secured agreements with Kiribati, Samoa, Solomon Is & Vanuatu. Work continues to formalise agreements with remaining PICTs.
13.02	3	UKHO to discuss with SPC the possibility of releasing their bilateral arrangement to other states for possible use as model.	UKHO & SPC	1 May 2015	Completed
13.03	3	Chair to write a letter to delegates' relevant authority responsible for hydrography, highlighting usefulness of SWPHC (cc Minister of Foreign Affairs and/or Prime Minister/President).	Chair	30 April 2015	
13.04	4.1	Member States in the Commission who have yet to approve the amendments to the IHO Convention, are to encourage their relevant government authorities for necessary action.	Fiji & Tonga	ASAP	Chair wrote letters to Fiji and Tonga (SWPHC representatives) in Apr 16, requesting them to contact their relevant government authorities for necessary action.
13.05	4.1	INT Chart Coordinator (Australia) to collate updates for M-11 and forward to IHB.	Australia	1 April 2015	Completed
13.06	4.8	All States to provide updated information for P5 including those who do not have any entries in the current edition.	All States	1 May 2015	
13.07	4.9	All States to review information of C-55 and provide the necessary updates.	All States	1 May 2015	

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13.08	5.2	Update Statutes to reflect council voting rights within a council commission. Distribute draft rules from MBSHC, and statutes, for discussion. Make Statues gender neutral.	Chair	1 May 2015	Completed. Draft documents (revised Statutes and Rules for designation of SWPHC rep. to IHO Council) circulated to members on 11 Aug 16, and will be included in SWPHC14 agenda.
13.09	6	Establish contact, as far as possible, with JICA and other agencies to establish their capacity building agenda, with the intention for IHB to report at CBSC meeting. Including lists of any selected candidates on current and future courses.	IHB	CBSC 13 Mtg (May 2015)	
13.10	9	Draft CB submissions for consideration by CBSC13, are sent to the Chair and the CB Coordinator for review.	PCAs and MS	15 March 2015	Completed
13.11	9	Submission of SWPHC CB proposals for 2016 to the CBSC Chair and Secretary.	Chair & CB Coordinator	No later than 30 March 2015	Completed
13.12	9	Develop draft CB submissions for consideration by CBSC14, are sent to the Chair and the CB Coordinator for review.	PCAs & MS	December 2015	Completed
13.13	9	Submission of SWPHC CB proposals for 2017 to the CBSC Chair and Secretary.	Chair & CB Coordinator	No later than 28 February 2016	Completed
13.14	12	Invite IBSC Chair or representative to provide an update to be added to next SWPHC meeting agenda.	Chair	Month before SWPHC 14	Completed
13.15	12	Amend design and clarify logos able to be used by SWPHC.	SPC	1 April 2015	Completed
13.16	14	New Caledonia to propose hosting SWPHC 14 Meeting, in Noumea, in partnership with France and SPC. (New Zealand as an alternate)	France, New Caledonia, SPC	No later than March 2016	New Caledonia confirmed that it will host SWPHC Technical Workshop and SWPHC14 Meeting in Noumea from 28 Nov – 02 Dec 2016, with the support of France (SHOM) and SPC.
13.17	14	Provide New Caledonia with copy of 'Guidance Notes for hosting of SWPHC meetings'	Secretary	1 April 2015	Completed