



IHO Files No. S3/0104 & CBSC

CIRCULAR LETTER 10/2019
25 January 2019

17TH MEETING OF THE CAPACITY BUILDING SUB-COMMITTEE (CBSC17)
Genoa, Italy, 29 - 31 May 2019
and
11TH MEETING OF THE INTER-REGIONAL COORDINATION COMMITTEE (IRCC11)
Genoa, Italy, 3 - 5 June 2019

Reference: IHO CL 44/2018 dated 7 September – *Outcome of the tenth meeting of the Inter-Regional Coordination Committee (IRCC10)*

Dear Hydrographer,

- As approved by the IHO Inter-Regional Coordination Committee (IRCC) and by the Capacity Building Sub-Committee (CBSC), the CBSC17 and IRCC11 meetings will be hosted by the Italian Navy Hydrographic Institute (*Istituto Idrografico della Marina Militare (IIM)*) in Genoa, Italy, from 29 to 31 May and from 3 to 5 June 2019 respectively (see Reference).
- Actions arising from CBSC16 and IRCC10.** The current status of actions arising from CBSC16 and IRCC10 are available in the respective sections of the IHO website (www.iho.int/cbsc and www.iho.int/ircc). Some actions are still pending. Those nominated for actions that remain outstanding are kindly requested to take action as necessary and report the status to the IRCC Secretary (dcoord@iho.int) and CBSC Secretary (adcc@iho.int) as soon as possible.
- Draft Agendas and Timetables for CBSC17 and IRCC11.** The draft agendas and timetables for CBSC17 and IRCC11 are provided in Annexes A and B respectively. Associated documents, where known, are listed. Member States are kindly requested to review the draft agendas and timetables of the meetings and provide any comments or proposals for new or amended agenda items to the IRCC and CBSC Secretaries by **10 April 2019**. If necessary, revised draft agendas and timetables for CBSC17 and IRCC11 will be prepared and posted on the IHO website.
- Submission of documents for IRCC11.** Documents intended for consideration at IRCC11 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 IHO website (www.iho.int/ircc) as follows:

Papers	Submission Deadline
Substantive papers – new items Proposals for new work items and any submissions requiring consideration and a decision by IRCC	Not later than 15 April 2019 (seven weeks before commencement of the meeting)
Subsequent Comments and Contributions Subsequent papers (which should be no more than 4 pages) commenting on submissions or proposals submitted as above	Not later than 13 May 2019 (three weeks before commencement of the meeting)
Reports of the RHCs and IRCC Bodies	
Information documents	

- Submission of documents to CBSC17.** Documents intended for consideration at CBSC17 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 IRCC and its subordinate bodies" referred to in paragraph 4, as follows:

Papers	Submission Deadline
Requests of support to CBSC The submissions should follow the CB Procedures (www.iho.int → Capacity Building → Procedures)	Not later than 1 April 2019
Substantive papers – new items Proposals for new work items and any submissions requiring consideration and a decision by CBSC	Not later than 10 April 2019 (seven weeks before commencement of the meeting)
Subsequent Comments and Contributions Subsequent papers (which should be no more than 4 pages), commenting on submissions or proposals submitted as above	Not later than 8 May 2019 (three weeks before commencement of the meeting)
Information documents	

6. 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 IHO Council, Committees & WG, in their respective sections, as soon as they are available. Member States are invited to consult the IHO website regularly.

7. **Members.** The lists of the members of the IRCC and CBSC are maintained on the IHO website (www.iho.int/ircc → Membership) and (www.iho.int/cbsc → Members and Coordinators). 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.

8. **Logistics.** General information, point of contact for logistics, visa and accommodation assistance are provided in Annex C to this letter. Hotel reservations and visa requests are the responsibility of each participant. Further information for administration and logistic issues, if required, will be provided on the IHO website.

9. **Registration.** Members of the CBSC and the IRCC, as well as Observers, wishing to attend one or both of the meetings, are requested to send their Registration Form (provided in Annex D) to the host organization (instructions in Annex D) and copy to the IHO Secretariat (adcc@iho.int) as soon as possible and **not later than 1 April 2019**. This will facilitate the overall logistic planning and the preparation of the meetings. The Registration Forms are also available at CBSC17 and IRCC11 web pages in Word format. The IHO Online Registration System will not be available since the registration will be dealt with by the host country, in order to avoid duplication.

10. According to arrangements outlined at IRCC10 meeting, CBSC18 and IRCC12 meetings are planned to be held in Poland, CBSC19 and IRCC13 in Ecuador in 2021 and CBSC20 and IRCC14 in Japan in 2022. Proposals for hosting the subsequent meetings in 2023 (CBSC21 and IRCC15) are welcome at any time and preferably **at IRCC11**.

11. The 2nd Capacity Building and IBSC Stakeholders' Forum which was previously scheduled on 27 and 28 May 2019 in Genoa, Italy in conjunction with the CBSC17 meeting has been postponed to 2020 due to logistic difficulties and additional budget requirements. The mentioned forum is intended to be held at the IHO Secretariat in Monaco in 2020 as a separate event and exact time and venue will be announced later.

On behalf of the Secretary-General
Yours sincerely,



Mustafa IPTES
Director

Annexes (in English only):

Annex A – Draft Agenda and Timetable for CBSC17

Annex B – Draft Agenda and Timetable for IRCC11

Annex C – Logistics Information for CBSC17 and IRCC11

Annex D – Registration Form for CBSC17 and IRCC11

**17th MEETING OF THE IHO CAPACITY BUILDING SUB-COMMITTEE
IHO-CBSC17
Genoa, Italy, 29-31 May 2019**

DRAFT AGENDA AND TIMETABLE

Note: Presenters of papers in parentheses ()

Time	Tuesday 28 May	Action
-	Arrival	All
19h00	Ice Breaking Cocktail at Hotel Savoia	All
Time	DAY ONE OF CBSC17 – Wednesday 29 May	Action
08h00	Registration	All
09h00	<p>1. a. Opening Remarks Opening of the meeting and welcome by the Italian National Hydrographer, RAdm Luigi Sinapi</p> <p>b. Introductions Participants will be invited to introduce themselves.</p> <p>c. Administrative Arrangements <i>Docs: CBSC17-01A List of Documents (Chair)</i> <i>CBSC17-01B List of Participants (Chair)</i> <i>CBSC17-01C CBSC Membership (Chair)</i> <i>CBSC17-01D ToR and RoP (Chair)</i> <i>CBSC17-01E ToR for the CB Coordinators (Chair)</i></p> <p>Logistic guidance and information. Documents are presented and updated as necessary.</p>	<p>Chair/Host</p> <p>All</p> <p>Chair/Host</p>
09h50	<p>2. Approval of Agenda <i>Doc: CBSC17-02 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
10h00	<p>3. Matters arising from Minutes of CBSC16 Meeting <i>Docs: CBSC17-03A Minutes of CBSC16 (Chair)</i> <i>CBSC17-03B Status of Action List from CBSC16 (Secretary)</i></p> <p>Approval of the CBSC16 Minutes. List of Actions from CBSC16 is reviewed and updated.</p>	Chair / Secretary
10h30	Coffee break	Host
11h00	<p>4. Reports by the Chair and the IHO Secretariat <i>Docs: CBSC17-04A Report by the Chair (Chair)</i> <i>CBSC17-04B Report by the IHO Secretariat (Secretary)</i></p> <p>Highlights from the Chair and the Secretariat on ongoing issues and the future of the IHO Capacity Building Programme. Chair reports on the Coordination of CB activities with ROK and Japan and the work of the Joint IHO/IMO/WMO/IOC/IALA/IAEA/FIG/IMPA CB Coordination Meeting.</p>	Chair/ Secretary
11h30	<p>5. Regional Assessment of CB Activities 5.1 Reports of the Regional Hydrographic Commissions (RHC) <i>Docs: CBSC17-05.1A NSHC Report</i> <i>CBSC17-05.1B MBSHC Report</i></p>	

	<p><i>CBSC17-05.1C BSHC Report</i> <i>CBSC17-05.1D USCHC Report</i> <i>CBSC17-05.1E EAHC Report</i> <i>CBSC17-05.1F EAHC Report</i> <i>CBSC17-05.1G SEPRHC Report</i> <i>CBSC17-05.1H SWPHC Report</i> <i>CBSC17-05.1I MACHC Report</i> <i>CBSC17-05.1J SAIHC Report</i> <i>CBSC17-05.1K NIOHC Report</i> <i>CBSC17-05.1L RSAHC Report</i> <i>CBSC17-05.1M SWAtHC Report</i></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	Group photo followed by lunch break	Host
14h00	<p>5. Regional Assessment of CB Activities (continued) 5.2 Update and closure of the 2018 CBWP <i>Doc: CBSC17-05.2 Closed 2018 CBWP</i> CBSC will review, update and close the 2018 CBWP.</p>	Chair / Secretary
14h30	<p>6. Regional or other projects for CB <i>Docs: CBSC17-06A Risk Assessment at SWPHC (SWPHC)</i> <i>CBSC17-06B Risk Assessment in the GCR (MACHC)</i> <i>CBSC17-06C CME Project (MACHC)</i> <i>CBSC17-06D EAHC-TRDC (EAHC)</i> <i>CBSC17-06E HydroMOWCA Project (EAHC)</i> <i>CBSC17-06F FOCAHIMECA (MACHC, Mexico)</i> <i>CBSC17-06G Italian CB Activities (Italy)</i> <i>CBSC17-06H SDB Training (EOMAP)</i></p> <p>Reports and presentations on ongoing/new developments in regional or other projects (Maximum 20 minutes each).</p>	All
15h30	Coffee break	Host
16h00	<p>6. Regional projects for CB (continued) Continuation of item 6.</p>	All
17h30	END OF DAY ONE	Chair
Time	DAY TWO OF CBSC17 – Thursday 30 May	Action
09h00	<p>7. Outcomes of the 2nd meeting of the IHO Council and the Strategic Issues of the CBSC <i>Docs: CBSC17-07A IHO Capacity Building Strategy (Chair)</i> <i>CBSC17-07B Decisions and Actions from C-2 (Secretary)</i></p> <p>The meeting will discuss the IHO CB Strategy and the way ahead for the CB Strategy, including the development of projects to seek donor funds, the measures of success of the CB Programme. The outcome of C-2 will be considered.</p>	Chair/ Secretary
10h30	Coffee break	Host
11h00	<p>8. Operational issues of the CBSC 8.1 Draft CB Procedures 9 <i>Doc: CBSC17-08.1 Draft CB Procedure 9 on Technical Visits (Secretariat)</i> Revision of the draft CB Procedures 9 (<i>Technical Visits</i>).</p>	Secretary
12h30	Lunch break	Host

14h00	<p>8. Operational issues of the CBSC (Continued)</p> <p>8.2 CB Management System update <i>Doc: CBSC17-08.2 CB Management System update (Secretariat)</i> Status of development of the CB Management System.</p> <p>8.3 C-55 Status and Developments <i>Doc: CBSC17-08.3 C-55 Status and Developments (Secretariat)</i> Secretary will update on the status of C-55 and current developments.</p> <p>8.4 Performance Indicators and Statistics <i>Doc: CBSC17-08.4 Performance Indicators (Chair)</i> Discussion on the requirements for the Performance Indicators and the establishment of the relevant statistics related to CB. The ongoing revision of the IHO Strategic Plan will be considered.</p> <p>8.5 National Hydrographic (Coordinating) Committee (NHC/NHCC) <i>Doc: CBSC17-08.5 Legislation model for NHC/NHCC (Secretary)</i> Discussion on the importance of the establishment of the National Hydrographic (Coordinating) Committee (NHC/NHCC).</p>	<p>Secretary</p> <p>Secretariat</p> <p>Chair</p> <p>Chair / Secretariat</p>
15h30	Coffee break	Host
16h00	<p>8. Operational issues of the CBSC (Continued)</p> <p>8.6 Review of the 3-year RHC Work Plans 2018-2020 <i>Docs: CBSC17-08.6A MBSHC 3-year Work Plan</i> <i>CBSC17-08.6B EAHC 3-year Work Plan</i> <i>CBSC17-08.6C EAHC 3-year Work Plan</i> <i>CBSC17-08.6D SEPRHC 3-year Work Plan</i> <i>CBSC17-08.6E SWPHC 3-year Work Plan</i> <i>CBSC17-08.6F MACHC 3-year Work Plan</i> <i>CBSC17-08.6G SAIHC 3-year Work Plan</i> <i>CBSC17-08.6H NIOHC 3-year Work Plan</i> <i>CBSC17-08.6I RSAHC 3-year Work Plan</i> <i>CBSC17-08.6J SWAtHC 3-year Work Plan</i></p> <p>Updates of the 3-year Work Plans of the RHCs.</p>	All
17h00	END OF DAY TWO	Chair
17h30	Visit to the "Lanterna", Genoa Lighthouse – Bus transfer from Hotel Savoia	Host
Time	DAY THREE OF CBSC17 – Friday 31 May	Action
09h00	<p>9. CB Management</p> <p>9.1 Update of the 2019 CBWP <i>Doc: CBSC17-09.1 Updated 2019 CBWP (Secretary)</i> Assessment of and feedback to the 2019 CBWP. CBSC will review, update and approve the 2019 CBWP.</p> <p>9.2 Finance Report <i>Doc: CBSC17-09.2 Finance Report (Secretary)</i> Secretary to introduce the finance report for the approval of the CBSC.</p>	<p>Chair/ Secretary</p> <p>Secretary</p>
10h30	Coffee break	Host
11h00	<p>9. CB Management (continued)</p> <p>9.3 Management Plan <i>Doc: CBSC17-09.3 Draft 2020 CB Management Plan (Secretary)</i> CBSC will review, update and approve the 2020 CB Management Plan.</p> <p>9.4 Adoption of the 2020 CBWP</p>	Chair/ Secretary

	<i>Doc: CBSC17-09.4 Adopted 2020 CBWP (Secretary)</i> CBSC to adopt the 2020 CBWP. <i>Doc. CBSC17-09.4</i> will be drafted during the meeting following the approval of the 2020 CB Management Plan.	Chair/ Secretary
12h30	Lunch break	Host
14h00	10. Report from the CBSC to the IRCC11 Meeting Preparation and review of the CBSC Chair report to the IRCC11 Meeting.	Chair
14h30	11. Any other business CBSC discuss any other business.	Chair
15h00	12. Next CBSC Meetings (venue and date) Confirmation of the dates and venue for CBSC18, CBSC19 and CBSC20. Participants are expected to offer to host CBSC21. Current status is: CBSC18: May / June 2020 – Poland CBSC19: May / June 2021 – Ecuador CBSC20: May / June 2022 – Japan	Chair
15h30	Coffee break	Host
16h00	13. Review of the List of Actions <i>Doc: CBSC17-13 Draft list of actions from CBSC17 (Secretary)</i> CBSC reviews the List of Actions with deadlines and assigned lead. <i>Doc. CBSC17-13</i> will be drafted during the meeting.	Chair
17h00	14. Closure Chair ends the meeting.	Chair
17h30	END OF THE MEETING	Chair

**11th MEETING OF THE IHO INTER-REGIONAL COORDINATION COMMITTEE
IHO-IRCC11
Genoa, Italy, 3-5 June 2019**

DRAFT AGENDA AND TIMETABLE

Note: Presenters of papers in parentheses ()

Time	Sunday 2 June	Action
08h00	Arrivals	All
19h00	Ice Breaking Cocktail at Hotel Savoia	Host
Time	DAY ONE OF IRCC11 – Monday 3 June	Action
08h00	Registration	All
09h00	<p>1. a. Opening Remarks Opening of the meeting and welcome. Chair will give the opening remarks and then invite the Italian Navy High Representative (TBD)/Italian National Hydrographer, RAdm Luigi Sinapi and the IHO Secretary-General / Director to address the audience.</p> <p>b. Introductions Participants will be invited to introduce themselves.</p> <p>c. Administrative Arrangements <i>Docs: IRCC11-01A List of Documents (Secretariat)</i> <i>IRCC11-01B List of Participants (Secretariat)</i> <i>IRCC11-01C 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>2. Approval of Agenda <i>Doc: IRCC11-02 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>3. Matters arising from Minutes of IRCC10 Meeting <i>Docs: IRCC11-03A Minutes of IRCC10 (Secretariat)</i> <i>IRCC11-03B Status of Action List from IRCC10 (Secretariat)</i></p> <p>Approval of the IRCC10 Minutes. List of Actions from IRCC10 is reviewed and updated.</p>	Chair / Secretariat
10h15	<p>4. Review of Terms of Reference and Rules of Procedure <i>Doc: IRCC11-04 IRCC TOR-ROP (Secretariat)</i></p> <p>Meeting will review the IRCC Terms of Reference (ToR) and Rules of Procedure (RoP).</p>	Chair / Secretariat
10h30	Coffee Break	Host
11h00	<p>5. Report by the Chair and the Secretariat <i>Docs: IRCC11-05A IRCC Annual Report (Chair)</i> <i>IRCC11-05B IHO Secretariat Report (Secretariat)</i></p> <p>Highlights from the activity reports are delivered by the Chair and the Secretariat.</p>	Chair / Secretariat
11h30	<p>6. Regional Hydrographic Commissions (RHCs) 6.1 RHC Reports <i>Docs: IRCC11-06.1A Nordic HC (NHC Chair)</i> <i>IRCC11-06.1B North Sea HC (NSHC Chair)</i> <i>IRCC11-06.1C East Asia HC (EAHC Chair)</i></p>	

	<p><i>IRCC11-06.1D US/Canada HC (USCHC Chair)</i> <i>IRCC11-06.1E Mediterranean and Black Seas HC (MBSHC Chair)</i> <i>IRCC11-06.1F Baltic Sea HC (BSHC Chair)</i> <i>IRCC11-06.1G Eastern Atlantic HC (EAtHC Chair)</i> <i>IRCC11-06.1H South-East Pacific Regional HC (SEPRHC Chair)</i> <i>IRCC11-06.1I South-West Pacific HC (SWPRHC Chair)</i> <i>IRCC11-06.1J Meso American - Caribbean Sea HC (MACHC Chair)</i> <i>IRCC11-06.1K Southern Africa and Islands HC (SAIHC Chair)</i> <i>IRCC11-06.1L North Indian Ocean HC (NIOHC Chair)</i> <i>IRCC11-06.1M ROPME Sea Area HC (RSAHC Chair)</i> <i>IRCC11-06.1N South West Atlantic HC (SWAtHC Chair)</i> <i>IRCC11-06.1O 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 (maximum 10 minutes each).</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	Group Photo followed by Lunch Break	Host
14h00	6.1 RHC Reports (continued) Continuation of item 6.1	RHC Chairs
15h30	Coffee Break	Host
16h00	6.1 RHC Reports (continued) Continuation of item 6.1	RHC Chairs
17h00	6.2 Revision of IHO Resolution 2/1997 Establishment of RHC <i>Docs: IRCC11-06.2 Draft revised IHO Resolution 2/1997 (USA)</i> Meeting will be invited to review the new draft revision of the IHO Resolution 2/1997 as amended (in detailed version).	Chair
17h00	END OF DAY ONE	Chair
17h30	Visit to the "Lanterna" Lighthouse – Bus transfer from Hotel Savoia	Chair
Time	DAY TWO OF IRCC11 – Tuesday 4 June	Action
09h00	<p>7. Reports from IRCC Subordinate Bodies</p> <p><i>Docs: IRCC11-07A Hydrographic Commission on Antarctica (HCA Chair)</i> <i>IRCC11-07B World-Wide Navigational Warning Service Sub-Committee (WWNWS-SC Chair)</i> <i>IRCC11-07C Capacity Building Sub-Committee (CBSC Chair)</i> <i>IRCC11-07D WEND Working Group (WENDWG Chair)</i> <i>IRCC11-07E MSDI Working Group (MSDIWG Chair)</i> <i>IRCC11-07F IHO-EU Network Working Group (IENWG Chair)</i> <i>IRCC11-07G CSB Working Group (CSBWG Chair)</i> <i>IRCC11-07H FIG-IHO-ICA IBSC (IBSC Chair)</i> <i>IRCC11-07I IHO-IOC GEBCO Guiding Committee (GGC Chair)</i> <i>IRCC11-07J UN-GGIM Shared Guiding Principles for Geospatial Information Management (PPT)</i></p> <p>Chairs of the IRCC bodies will present the main achievements, challenges faced, lessons learned and work programs in the IRCC bodies, including the Project Team on the UN-GGIM Shared Guiding Principles for Geospatial Information Management (PPT) (maximum 10 minutes each). 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	Coffee Break	Host

11h00	7. Reports from IRCC Bodies (continued) Continuation of item 7.	Chairs of subordinate bodies
12h30	Lunch Break	Host
14h00	7. Reports from IRCC Bodies (continued) Continuation of item 7.	Chairs of subordinate bodies
15h00	8. Outcomes of the 2st Meeting of the IHO Council (C-2) <i>Docs: IRCC11-08A List of Decisions and Actions of C-1 (Secretariat)</i> <i>IRCC11-08B Draft Revised IHO Resolution 2/2007(Secretariat)</i> <i>IRCC11-08C Draft Revised IHO Resolution 1/2005 (EAHC)</i> <i>IRCC11-08D Other documents (to be determined)</i> The Committee will consider the outcomes of the 2 nd Meeting of the IHO Council, including the decisions and actions related to the IRCC activities, as well as revision of IHO Resolution 2/2007 (Action C2/13 refers). The meeting will also consider the progress on Draft Revised IHO Resolution 1/2005 to be presented by EAHC.	Chair / Secretariat
15h30	Coffee Break	Host
16h00	8. Outcomes of the 2st Meeting of the IHO Council (continued) Continuation of item 8.	Chair
17h30	END OF DAY TWO	Chair
19h30	Dinner on board an Italian Navy Ship (TBC) or at another heritage location in Genoa - Bus transfer from Hotel Savoia for all guests at 19h00	Chair
Time	DAY THREE OF IRCC11 – Wednesday 5 June	Action
09h00	9. Inputs from Member States and other bodies affecting IRCC <i>Docs: IRCC11-09A Input from HSSC11 (HSSC Chair)</i> <i>IRCC11-09B Relations with IGOs, NGOs and IHO Stakeholders (Secretariat)</i> Highlights from the recent HSSC reports and how they impact the RHCs and the IRCC bodies. Representation of the IHO at international and regional events will be discussed and evaluated.	Chair / Secretariat
09h30	10. Data gathering and Management, Maximizing the use of Hydrographic Data <i>Docs: IRCC11-10A Update on Data Gathering and Management, Maximizing the use of Hydrographic Data (Secretariat)</i> Update on data gathering and management, crowd-sourced bathymetry, Satellite Derived Bathymetry, and maximizing the use of hydrographic data will be considered. IRCC will discuss the necessary actions to improve data gathering and also MSDI/NSDI at national and regional levels. Participants are invited to comment and contribute (papers / inputs are expected from the Member States and participants).	Chair / Secretariat
10h30	Coffee Break	Host
11h00	11. Developments on the Infrastructure of the IHO Secretariat <i>Doc: IRCC11-11 Infrastructure of the IHO Secretariat (Secretariat)</i> Presentation of the developments on the IHO GIS, databases, online registration system and how they impact the RHCs and the Member States' activities. Participants are invited to comment and contribute.	Chair / Secretariat

11h30	12. Other information papers Relevant information papers from the IRCC Members, Observers and invited Organizations will be provided, if any.	Chair
12h00	13. Next IRCC Meetings (Venue and Date) Definition of the dates and venue for IRCC12 and confirmation of the dates and venue for IRCC13 and IRCC14. Participants are expected to offer to host IRCC15. The current status is: IRCC12: May / June 2020 – Poland (exact venue to be decided) IRCC13: May / June 2021 – Ecuador (exact venue to be decided) IRCC14: May / June 2022 – Japan (exact venue to be decided)	Chair
12h15	14. Any other business Participants are invited to present other business items (if any).	All
12h30	Lunch	Host
14h00	15. IRCC Administration (Draft Report from the IRCC to the C-3) Review the highlights of the draft IRCC report and proposals (if any) to the 3 rd Council Meeting.	Chair / Secretariat / All
14h30	16. Review of the Actions and Decisions <i>Docs: IRCC11-16A Draft List of Actions from IRCC11 (Secretariat)</i> <i>IRCC11-16B Draft List of Decisions from IRCC11 (Secretariat)</i> <i>IRCC11-16C Draft List of Recommendations to RHCs(Secretariat)</i> Review of the actions, decisions and recommendations agreed during the meeting. Documents <i>IRCC11-16A</i> , <i>IRCC11-16B</i> and <i>IRCC11-16C</i> will be drafted during the meeting.	Chair / Secretariat / All
15h30	17. IRCC Work Programme Management <i>Docs: IRCC11-17A IHO Work Programme for 2018-2020 (Secretariat)</i> <i>IRCC11-17B Draft IRCC Work Programme (Secretariat)</i> Discussion to build the IRCC Work Programme for 2019-2020 considering the impact of the IHO Work Programme for 2018-2020. Document <i>IRCC11-17B</i> will be drafted during the meeting.	Chair / Secretariat / All
16h00	17. Closure Chair ends the meeting.	Chair
16h15	END OF THE MEETING	Chair

**17th MEETING OF THE CAPACITY BUILDING SUB-COMMITTEE (CBSC17)
Genoa, Italy, 29-31 May 2019**

and

**11th MEETING OF THE IHO INTER-REGIONAL COORDINATION COMMITTEE (IRCC11)
Genoa, Italy, 3-5 June 2019**

Logistics Information

The 17th Meeting of the Capacity Building Sub-Committee (29-31 May 2019) and the 11th Meeting of the Inter-Regional Coordination Committee (3-5 June 2019) of the International Hydrographic Organization will be hosted by the *Istituto Idrografico della Marina Militare (IIM)* in Genoa, Italy.

As the organizer of the meeting, the IIM is pleased to welcome you to Genoa and provide the following logistical information. Please contact us if you require additional information or support.



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1. MEETINGS VENUE

Genoa is the capital of the Italian region of Liguria and the sixth-largest city in Italy. In 2015, 594,733 people lived within the city's administrative limits. As of the 2011 Italian census, the Province of Genoa, which in 2015 became the Metropolitan City of Genoa, counted 855,834 resident persons. Over 1.5 million people live in the wider metropolitan area stretching along the Ligurian Riviera. Located on the Gulf of Genoa in the Ligurian Sea, Genoa has historically been one of the most important ports on the Mediterranean: in fact Genoa was one of the so-called *Repubbliche Marinare* along with Venice, Pisa, and Amalfi. Because of the great importance of those four cities, their flags are still part of the Italian national flag used by the Navy and merchant vessels.

Trade, shipbuilding, and banking helped support one of the largest and most powerful navies in the Mediterranean. There is an old saying that says: "*Ianuensis ergo Mercator*" which means "Genoese, therefore a merchant" but the Genoese were skilled sailors and ferocious warriors as well.

Genoa's nickname is *la Superba* ("the proud one") due to its glorious past and impressive landmarks. Part of the old town of Genoa was inscribed on the World Heritage List (UNESCO) in 2006 as Genoa: Le Strade Nuove and the system of the Palazzi dei Rolli.

Genoa is currently one of the busiest ports in Italy and in the Mediterranean Sea. Today a number of leading Italian companies are based in the city, including Fincantieri, Selex ES, Ansaldo Energia, Ansaldo STS, Edoardo Raffinerie Garrone, Piaggio Aerospace, Mediterranean Shipping Company and Costa Cruises.

Genoa is the birthplace of Cristoforo Colombo, Niccolò Paganini, Giuseppe Mazzini, Renzo Piano and many other famous Italian people



Both meetings will be held at the Grand Hotel Savoia Genoa, located at Via Arsenale di Terra 5, Genoa. Situated in the heart of the City, this hotel puts you in easy reach of most iconic tourist destinations of the city.



2. ACCOMMODATION & RATES

For the both CBSC17 and IRCC11 meetings, there are block booked standard rooms available in two hotels next to each other. Block booked rooms will be kept until **26 March 2019**; special rates will be apply until the **1 May 2019**.

One of the hotels is the **Grand Hotel Savoia Genoa*******, where the meeting will be held.

Special rates are (including breakfast, wi-fi):

- 129 € per night, classic room;
- 15 € per night, for one additional person.

City tax is not included (4,5€ per night).

To enjoy the special rates, use the promotional code **IDROGE** (capital letters) preferably via web, otherwise by e-mail or by phone at the following contacts:

Grand Hotel Savoia - Via Arsenale di Terra 5 - 16126 Genoa (Italy)

- web: www.planetariahotels.com/en/
- e-mail: info@grandhotelsavoia.it
- Phone: +39 010 2772.828

The alternative hotel is the **Hotel Continental******, next to the Grand Hotel Savoia.

Special rates are (including breakfast, wi-fi):

- 99 € per night, classic room;
- 12 € per night, for one additional person.
- City tax is not included (3€ per night).

To enjoy the special rates, use the promotional code **IDROGE** (capital letters) preferably via web, otherwise by e-mail or by phone at the following contacts:

Hotel Continental, Via Arsenale di Terra 1 - 16126 Genoa (Italy)

- web: www.planetariahotels.com/en/
- e-mail: info@hotelcontinentalgenova.it
- Phone: +39 010 2772.828

Both hotels have a private car park. The price is 25€ per day, per vehicle.

There are several other hotels within walking distance of the venue, but you are not likely to obtain a better price without reducing the standard significantly.

3. COFFEE BREAK AND LUNCH

During **CBSC17** and **IRCC11**, coffee break and lunch will be courtesy of the IIM. Participants are invited to arrange their own dinner.

4. TRANSPORTATION

Participants to **IRCC11** staying at the suggested hotels will have free transfer from and to the airport, provided they request the service upon booking their rooms, specifying date and time of arrival, flight number and number of travelling people.

Participants to the **CBSC17** are to arrange their own transfer to/from the hotels.

Following services are available:

- **Taxi:** from Genoa Airport to the city centre, the taxi fare is approximately 40€. Journey time - approx. 20 minutes.

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- **by Bus:** a direct shuttle service (called Volabus) from Genoa airport arrivals to Piazza Principe railway station is available. You may buy Volabus tickets at the automatic ticket machine at the airport or directly on the bus. Fare ticket is € 6.00 (if purchased online € 5.00) (<https://www.amt.genova.it/amt/trasporto-multimodale/volabus/english-version/>).

To reach the hotels **by car**, follow “Principe Railway station” directions. Both the hotels are located in front of Principe train station.

5. VISA

Any visa requirement is to be checked well in advance. To check if you need an Italian visa, visit <http://vistoperitalia.esteri.it/home/en>.

6. PLUGS AND VOLTAGE

In Italy, the power sockets are of type F and L. The standard voltage is 230 V and the standard frequency is 50 Hz



7. SOCIAL EVENTS

Rear Admiral Luigi SINAPI, Director of the Italian Hydrographic Office, will welcome guests for an ice-breaking cocktail at 19h00 at the Terrace of the Grand Hotel Savoia:

- on Tuesday 28 May 2019, for the **CBSC17** participants;
- on Sunday 2 June 2019 for the **IRCC11** participants.

On Tuesday 4 June 2019, all **IRCC11** participants are invited to a dinner offered by the IIM on board an Italian Navy Ship (TBC) or at another heritage location in Genoa.



8. CONTACT POINT

IIM PoC is **CDR Stefano COSSU, Head of the Public Information Office.**
(e-mail: stefano.cossu@marina.difesa.it , phone: +39 010 244225).

17th MEETING OF THE CAPACITY BUILDING SUB-COMMITTEE (CBSC17)
Genoa, Italy, 29-31 May 2019
and
11th MEETING OF THE IHO INTER-REGIONAL COORDINATION COMMITTEE (IRCC11)
Genoa, Italy, 3-5 June 2019

Delegate Registration Form

Please send the completed Registration Form for CBSC17/IRCC11 Meetings to “Istituto Idrografico della Marina”, Genoa (Italy), via e-mail, **not later than 1 April 2019**:

to: maridrografico.ure@marina.difesa.it

cc: stefano.cossu@marina.difesa.it
lorella_lombardo@marina.difesa.it
daniela_ferraro@marina.difesa.it

REGISTRATION FORM

Member State	
Organization	
Attending CBSC17 / IRCC11 or Both	

1. **Contact Details**

Head/Member of delegation	
Rank or Title	
Name	
Surname	
Position / Job title / Role	
Nationality	
Mobile phone	
Fax	
E-mail	
Special Dietary (if any)	
Accompanied by	(name and surname)

2. **Travel Details** (For administrative purpose only). Participants are expected to make their own travel arrangements.

Your arrival in Genova	Date	
	Flight Number	
	Airline	
	Time of Arrival	

Your departure from Genova	Date	
	Flight Number	
	Airline	
	Time of Departure	

3. **Hotel Information** (For administrative purpose only). Participants are expected to make their own accommodation arrangements at the suggested hotels.

Hotel at which booking has been made	Savoia Hotel	Yes/No
	Continental Hotel	Yes/No
	Other	(Name)

4. **Passport information** (to be filled also for accompanying family members).

Name & Surname _____

Passport No.	
Date of Issue	
Place of Issue	
Valid Up to	
Issuing Authority	

Name & Surname _____

Passport No.	
Date of Issue	
Place of Issue	
Valid Up to	
Issuing Authority	

Signature

Date