**19th MEETING OF THE IHO CAPACITY BUILDING SUB-COMMITTEE**

**IHO-CBSC19**

**Online meeting, 9-10 June 2021**

**DRAFT AGENDA AND TIMETABLE**

**Notes:** Presenters of papers in parentheses ( )

 All times are CEST (UTC+2)

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| **Time** | **Tuesday 8 June 2021** | **Action** |
| 09h-10h15h-16h | *System will be open for testing. Details will be provided later* | All |
| **Time** | **DAY ONE OF CBSC19 – Wednesday 9 June** | **Action** |
| 10h00 | **Opening of the Online System** | All |
| 10h30 | **1. Opening Remarks and Administrative Arrangements***Docs: CBSC19-01A List of Documents (Chair)**CBSC19-01B List of Participants (Chair)**CBSC19-01C CBSC Membership (Chair)**CBSC19-01D ToR and RoP (Chair)**CBSC19-01E ToR for the CB Coordinators (Chair)*Opening of the meeting and welcome by the CBSC Chair and the IHO Director. Logistic guidance and information. Documents are presented and updated as necessary. | Chair |
| 10h40 | **2. Approval of Agenda***Doc: CBSC19-02 Agenda and Timetable (Chair)*Participants are invited to comment the agenda and timetable in case updates are necessary.  | Chair |
| 10h45 | **3. Matters arising from Minutes of CBSC18 and CBSC19 Intersessional (CBSC19 Int) Meeting***Docs: CBSC19-03A Minutes of CBSC18 (Chair)* *CBSC19-03B Minutes of CBSC19 Int (Chair)* *CBSC19-03C Status of Action List from CBSC18 (Secretary)* *CBSC19-03D Status of Action List from CBSC19 Int (Secretary)*Approval of the CBSC18 and CBSC19 Int Minutes. List of Actions from CBSC18 and CBSC 19 Int are reviewed and updated. | Chair / Secretary |
| 11h05 | **4. Reports by the Chair and the IHO Secretariat***Docs: CBSC19-04A Report by the Chair (Chair)**CBSC19-04B Report by the IHO Secretariat (Secretary)*Highlights from the Chair and the Secretariat on ongoing issues and the future of the IHO Capacity Building Programme.  | Chair/Secretary |
| 11h20 | **5. Regional Assessment of CB Activities****5.1 Reports of the Regional Hydrographic Commissions (RHC)***Docs: CBSC19-05.1A EAHC Report**CBSC19-05.1B EAtHC Report**CBSC19-05.1C MACHC Report**CBSC19-05.1D MBSHC Report**CBSC19-05.1E NIOHC Report**CBSC19-05.1F RSAHC Report**CBSC19-05.1G SAIHC Report**CBSC19-05.1H SEPRHC Report**CBSC19-05.1I SWAtHC Report**CBSC19-05.1J SWPHC Report*RHC Members and CB Coordinators will update the meeting on the status of the CB assessment, activities completed and planned, the challenges and the achievements in the respective Regions. Reports to be provided in advance, discussion points to be considered during the meeting. | RHC Reps. |
| 12h15 | **Group photo of day one (screen capture) and lunch break** | Secretary |
| 12h45 | **6. Regional or other projects for CB** *Doc: CBSC19-06.1 Offer of Courses from Spain (IHM)*Reports and presentations on ongoing/new developments in regional or other projects (Maximum 5 minutes each). | All |
| 13h10 | **7. Outcomes of the 2nd IHO Assembly and the 4th Meeting of the IHO Council** *Docs: CBSC19-07A Outcome of the 2nd IHO Assembly (Chair)**CBSC19-07B Decisions and Actions from C-4 (Secretary)*The meeting will receive a briefing on the Outcomes of the 2nd IHO Assembly and on the Decisions and Actions of the 4th Meeting of the IHO Council that will impact the work of the CBSC. | Chair/Secretary |
| 13h45 | **8. Operational issues of the CBSC****8.1 Report of the CB PT Strategy****8.1.a Tailored CB approach for Regional Strategy***Docs: CBSC19-08.1A Capacity Building Strategy (PT Chair)**CBSC19-08.1B IHO Strategic Plan 2021-2026 (PT Chair)*The CB PT Strategy Chair will update the meeting on the status of the revision of the CB Strategy to be aligned with the new IHO Strategic Plan and the plan and status of the Performance Indicators revision. The Meeting will discuss the possibility of develop a CB Regional tailored approach. | PT Chair |
| 14h15 | **END OF DAY ONE** | Chair |
| **Time** | **DAY TWO OF CBSC19 – Thursday 10 June** | **Action** |
| 10h30 | **8. Operational issues of the CBSC (continuation)****8.2 IHO E-Learning Center**Meeting will receive a briefing from the E-learning Project Team.*Docs: CBSC19-08.2 CB E-learning Project Team (PT Chair)***8.3 Performance Indicators and Statistics***Doc: CBSC19-08.3 Performance Indicators (Chair)*The Secretary will update the meeting on the Performance Indicators.**8.4 CB Procedures**Participants are invited to consider improvements to the IHO CB Procedures.**8.5 Review of the 3-year RHC Work Plans 2021-2023***Docs: CBSC19-08.5A EAHC 3-year Work Plan**CBSC19-08.5B EAtHC 3-year Work Plan**CBSC19-08.5C MACHC 3-year Work Plan**CBSC19-08.5D MBSHC 3-year Work Plan**CBSC19-08.5E NIOHC 3-year Work Plan**CBSC19-08.5F RSAHC 3-year Work Plan**CBSC19-08.5G SAIHC 3-year Work Plan**CBSC19-08.5H SEPRHC 3-year Work Plan**CBSC19-08.5I SWAtHC 3-year Work Plan**CBSC19-08.5J SWPHC 3-year Work Plan*Updates of the 3-year Work Plans of the RHCs. | PT ChairSecretaryChair/AllAll |
| 11h40 | **9. CB Management****9.1 Finance Report***Doc: CBSC19-09.1 Finance Report (Secretary)*Secretary to introduce the finance report for the approval of the CBSC.**9.2 Management Plan***Doc: CBSC19-09.2 Draft 2022 CB Management Plan (Secretary)*CBSC will review, update and approve the 2022 CB Management Plan.**9.3 Adoption of the 2022 CBWP***Doc: CBSC19-09.3 Adopted 2022 CBWP (Secretary)*CBSC to adopt the 2022 CBWP. *Doc. CBSC19-09.4* will be drafted during the meeting following the approval of the 2022 CB Management Plan. | SecretaryChair/SecretaryChair/Secretary |
| 12h10 | **10. Report from the CBSC to the IRCC13 Meeting***Doc: CBSC19-10.1 CBSC Report to IRCC13 (Chair)*Preparation and review of the CBSC Chair report to the IRCC13 Meeting. | Chair |
| 12h25 | **Group photo of day two (screen capture) and lunch break** | Secretary |
| 12h55 | **11. Any other business**CBSC discuss any other business. | Chair |
| 13h25 | **12. Next CBSC Meetings (venue and date)**Confirmation of the dates and venue for CBSC20 and CBSC21. Participants are expected to offer to host CBSC23. Current status is:CBSC20: May / June 2022 – JapanCBSC21: May / June 2023 – Indonesia CBSC22: May / June 2024 – Ecuador (TBC) | Chair |
| 13h35 | **13. Review of the List of Actions***Doc:**CBSC19-13 Draft list of actions from CBSC19 (Secretary)*CBSC reviews the List of Actions with deadlines and assigned lead. *Doc. CBSC19-13* will be drafted during the meeting. | Chair |
| 14h05 | **14. Closure**Chair ends the meeting. | Chair |
| 14h00 | **END OF THE MEETING** | Chair |