

**20<sup>th</sup> MEETING OF THE IHO CAPACITY BUILDING SUB-COMMITTEE**  
**IHO-CBSC20**  
**Hybrid - Bali (TBC), Indonesia**  
**1-3 June 2022**

**DRAFT AGENDA AND TIMETABLE**

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

Time UTC+8	DAY ONE OF CBSC20 – Wednesday 1 June	Action
08h30	<b>Registration</b>	All
09h30	<p><b>1. a. Opening Remarks</b>  Opening of the meeting and welcome by the Indonesian National Hydrographer, the CBSC Chair and the IHO Director</p> <p><b>b. Introductions</b>  Participants will be invited to introduce themselves.</p> <p><b>c. Administrative Arrangements</b>  <i>Docs: CBSC20-01A List of Documents (Chair)</i>  <i>CBSC20-01B List of Participants (Chair)</i>  <i>CBSC20-01C CBSC Membership (Chair)</i>  <i>CBSC20-01D ToR and RoP (Chair)</i>  <i>CBSC20-01E ToR for the CB Coordinators (Chair)</i></p> <p>Logistic guidance and information. Documents are presented and updated as necessary.</p>	<p>Chair/Host/ IHO</p> <p>All</p> <p>Chair/Host</p>
10h20	<p><b>2. Approval of Agenda</b>  <i>Doc: CBSC20-02 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
10h30	<p><b>3. Matters arising from Minutes of CBSC19 and CBSC20 Intersessional (CBSC20 Int) Meetings</b>  <i>Docs: CBSC20-03A Minutes of CBSC19 (Chair)</i>  <i>CBSC20-03B Minutes of CBSC20Int (Chair)</i>  <i>CBSC20-03C Status of Action List from CBSC19 (Secretary)</i>  <i>CBSC20-03D Status of Action List from CBSC20 Int (Secretary)</i></p> <p>Approval of the CBSC19 and CBSC20 int Minutes. List of Actions from CBSC19 and CBSC20 Int are reviewed and updated.</p>	Chair / Secretary
11h00	<b>Coffee break</b>	Host
11h30	<p><b>4. Reports by the Chair and the IHO Secretariat</b>  <i>Docs: CBSC20-04A Report by the Chair (Chair)</i>  <i>CBSC20-04B Report by the IHO Secretariat (IHO Secretariat)</i></p> <p>Highlights from the Chair and the Secretariat on ongoing issues and the future of the IHO Capacity Building Programme.</p>	Chair/ IHO Secretariat
12h00	<p><b>5. Regional Assessment of CB Activities</b>  <b>5.1 Reports of the Regional Hydrographic Commissions (RHC)</b>  <i>Docs: CBSC20-05.1A NSHC Report</i>  <i>CBSC20-05.1B MBSHC Report</i></p>	

	<p><i>CBSC20-05.1C BSHC Report</i>  <i>CBSC20-05.1D USCHC Report</i>  <i>CBSC20-05.1E EAHC Report</i>  <i>CBSC20-05.1F EAHC Report</i>  <i>CBSC20-05.1G SEPRHC Report</i>  <i>CBSC20-05.1H SWPHC Report</i>  <i>CBSC20-05.1I MACHC Report</i>  <i>CBSC20-05.1J SAIHC Report</i>  <i>CBSC20-05.1K NIOHC Report</i>  <i>CBSC20-05.1L RSAHC Report</i>  <i>CBSC20-05.1M 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	<b>Group photo followed by lunch break</b>	Host
14h00	<p><b>5. Regional Assessment of CB Activities (continued)</b>  <b>5.1 Reports of the Regional Hydrographic Commissions (Continued)</b>  Continuation of item 5.1</p> <p><b>5.2 Update and closure of the 2021 CBWP</b>  <i>Doc: CBSC20-05.2 Closed 2021 CBWP</i>  CBSC will review, update and close the 2021 CBWP.</p>	RHC Reps.  Chair / Secretary
15h10	<p><b>6. Regional or other projects for CB</b>  <i>Docs: TBA</i></p> <p>Reports and presentations on ongoing/new developments in regional or other projects (Maximum 20 minutes each).</p>	All
16h00	<b>END OF DAY ONE</b>	Chair
TBC	<b>CBSC20 Dinner at Jimbaran Beach</b>	
<b>Time UTC+8</b>	<b>DAY TWO OF CBSC20 – Thursday 2 June</b>	<b>Action</b>
09h30	<p><b>7. Outcomes of the 5<sup>th</sup> meeting of the IHO Council and the Strategic Issues of the CBSC</b>  <i>Docs: CBSC20-07A Decisions and Actions from C-5 (Secretary)</i>  <i>CBSC20-07B IRCC CL01/2021 (Secretary)</i></p> <p>CB will discuss the way to proceed with the IHO Strategic Plan SPI's attributed by IRCC to CBSC. The outcome of C-5 will be considered as well as IRCC CL01/2021.</p>	Chair/ Secretary
10h15	<p><b>8. Operational issues of the CBSC</b>  <b>8.1 Report of the CB PT Strategy</b>  <i>Docs: CBSC19-08.1A Capacity Building Strategy (Chair PT Strategy)</i>  <i>CBSC19-08.1B IHO Strategic Plan 2021-2026 (PT Chair)</i></p> <p>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.</p>	Chair/ PT Strategy Chair
11h00	<b>Coffee break</b>	Host

11h30	<p><b>8. Operational issues of the CBSC (Continued)</b></p> <p><b>8.2 IHO E-Learning Center</b>  <i>Docs: CBSC20-08.2 CB E-learning Project Team (PT Chair)</i>  Meeting will receive a briefing from the E-learning Project Team.</p> <p><b>8.3 IHO Empowering Women in Hydrography (EWH) Project</b>  <i>Doc: CBSC20-08.3 Empowering Women in Hydrography (EWH) Project update (Secretary)</i>  Meeting will receive briefing from the CBSC Secretary on the status of the IHO EWH Project.</p>	<p>Secretary</p> <p>Secretary</p>
12h30	<b>Lunch break</b>	Host
14h00	<p><b>8. Operational issues of the CBSC (Continued)</b></p> <p><b>8.4 CBSC Statistics</b>  <i>Doc: CBSC20-08.4 Statistics (Secretary)</i>  Secretary will update the meeting on the CBSC Statistics.</p> <p><b>8.5 CB Procedures</b>  Participants are invited to consider improvements to the IHO CB Procedures.</p> <p><b>8.6 CB Management System update</b>  <i>Doc: CBSC20-08.5 CB Management System update (KHOA)</i>  Information about the status of the CB Management System.</p>	<p>Secretary</p> <p>Chair/ Secretariat</p> <p>KHOA</p>
15h00	<p><b>8. Operational issues of the CBSC</b></p> <p><b>8.8 Review of the 3-year RHC Work Plans 2022-2024</b>  <i>Docs: CBSC20-08.6A MBSHC 3-year Work Plan</i>  <i>CBSC20-08.6B EAHC 3-year Work Plan</i>  <i>CBSC20-08.6C EAthC 3-year Work Plan</i>  <i>CBSC20-08.6D SEPRHC 3-year Work Plan</i>  <i>CBSC20-08.6E SWPHC 3-year Work Plan</i>  <i>CBSC20-08.6F MACHC 3-year Work Plan</i>  <i>CBSC20-08.6G SAIHC 3-year Work Plan</i>  <i>CBSC20-08.6H NIOHC 3-year Work Plan</i>  <i>CBSC20-08.6I RSAHC 3-year Work Plan</i>  <i>CBSC20-08.6J SWAtHC 3-year Work Plan</i></p> <p>Updates of the 3-year Work Plans of the RHCs.</p>	All
15h30	<b>Coffee break</b>	Host
16h00	<p><b>8. Operational issues of the CBSC (Continued)</b></p> <p><b>8.8 Review of the 3-year RHC Work Plans 2022-2024</b>  Continuation on the updates of the 3-year Work Plans of the RHCs.</p>	All
17h00	<b>END OF DAY TWO</b>	Chair

<b>Time UTC+8</b>	<b>DAY THREE OF CBSC20 – Friday 3 June</b>	<b>Action</b>
09h30	<p><b>9. CB Management</b></p> <p><b>9.1 Update on the 2022 CBWP</b>  <i>Doc: CBSC20-09.1 Updated 2022 CBWP (Secretary)</i>  RHCs will provide additional feedback on the 2022 CBWP revised and approved in the CBSC20Inter.</p> <p><b>9.2 Finance Report</b>  <i>Doc: CBSC20-09.2 Finance Report (Secretary)</i>  Secretary to introduce the finance report for the approval of the CBSC.</p> <p><b>9.3 Management Plan</b>  <i>Doc: CBSC20-09.3 Draft 2023 CB Management Plan (Secretary)</i>  CBSC will review, update and approve the 2023 CB Management Plan.</p>	<p>Chair/ Secretary/ RHC's</p> <p>Secretary</p> <p>Chair/ Secretary</p>
11h00	<b>Coffee break</b>	Host
11h30	<p><b>9. CB Management (continued)</b></p> <p><b>9.4 Adoption of the 2023 CBWP</b>  <i>Doc: CBSC20-09.4 Adopted 2023 CBWP (Secretary)</i>  CBSC to adopt the 2023 CBWP. <i>Doc. CBSC20-09.4</i> will be drafted during the meeting following the approval of the 2023 CB Management Plan.</p>	Chair/ Secretary
12h30	<b>Lunch break</b>	Host
14h00	<p><b>10. CBSC Report to IRCC14 Meeting</b>  Preparation and review of the CBSC Chair report to IRCC14 Meeting.</p>	Chair
14h30	<p><b>11. Any other business</b>  CBSC to discuss any other business.</p>	Chair
15h00	<p><b>12. Next CBSC Meetings (venue and date)</b>  Confirmation of the dates and venue for CBSC21, CBSC22 and CBSC23. Participants are expected to offer to host CBSC22. Current status is:  CBSC21: May / June 2023 – Japan  CBSC22: May / June 2024 – Ecuador  CBSC23: May / June 2025 – TBA</p>	Chair
15h30	<b>Coffee break</b>	Host
16h00	<p><b>13. Review of the List of Actions</b>  <i>Doc: CBSC20-13 Draft list of actions from CBSC20 (Secretary)</i>  CBSC reviews the List of Actions with deadlines and assigned lead. <i>Doc. CBSC20-13</i> will be drafted during the meeting.</p>	Chair/ Secretary
17h00	<p><b>14. Closure</b>  Chair ends the meeting.</p>	Chair
17h30	<b>END OF THE MEETING</b>	Chair