

**21<sup>st</sup> MEETING OF THE IHO CAPACITY BUILDING SUB-COMMITTEE**  
**IHO-CBSC21**  
**Tokyo, Japan**  
**7-9 June 2023**

**DRAFT AGENDA AND TIMETABLE**

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

<b>Time UTC+9</b>	<b>DAY ONE OF CBSC21 – Wednesday 7 June</b>	<b>Action</b>
08h30	<b>Registration</b>	All
09h30	<b>1. a. Opening Remarks</b> Opening of the meeting and welcome by the host country, the CBSC Chair and the IHO Director <b>b. Introductions</b> Participants will be invited to introduce themselves. <b>c. Administrative Arrangements</b> <i>Docs: CBSC21-01A List of Documents (Chair)</i> <i>CBSC21-01B List of Participants (Chair)</i> <i>CBSC21-01C CBSC Membership (Chair)</i> <i>CBSC21-01D ToR and RoP (Chair)</i> <i>CBSC21-01E ToR for the CB Coordinators (Chair)</i> Logistic guidance and information. Documents are presented and updated as necessary.	Chair/Host/ IHO  All  Chair/Host
10h20	<b>2. Approval of Agenda</b> <i>Doc: CBSC21-02 Agenda and Timetable (Chair)</i> Participants are invited to comment the agenda and timetable in case updates are necessary. Agenda is adopted.	Chair
10h30	<b>3. Matters arising from Minutes of CBSC20 and CBSC21 Intersessional (CBSC21 Int) Meetings</b> <i>Docs: CBSC21-03A Minutes of CBSC20 (Chair)</i> <i>CBSC21-03B Minutes of CBSC21Int (Chair)</i> <i>CBSC21-03C Status of Action List from CBSC20 (Secretary)</i> <i>CBSC21-03D Status of Action List from CBSC21 Int (Secretary)</i>  Approval of the CBSC20 and CBSC21Int Minutes. List of Actions from CBSC20 and CBSC21Int are reviewed and updated.	Chair / Secretary
11h00	<b>Coffee break</b>	Host
11h30	<b>4. Reports by the Chair and the IHO Secretariat</b> <i>Docs: CBSC21-04A Report by the Chair (Chair)</i> <i>CBSC21-04B Report by the IHO Secretariat (IHO Secretariat)</i> Highlights from the Chair and the Secretariat on ongoing issues and the future of the IHO Capacity Building Programme.	Chair/ IHO Secretariat
12h00	<b>5. Regional Assessment of CB Activities</b> <b>5.1 Reports of the Regional Hydrographic Commissions (RHC)</b> <i>Docs: CBSC21-05.1A NSHC Report</i> <i>CBSC21-05.1B MBSHC Report</i>	

	<p> <i>CBSC21-05.1C BSHC Report</i>  <i>CBSC21-05.1D USCHC Report</i>  <i>CBSC21-05.1E EAHC Report</i>  <i>CBSC21-05.1F EAtHC Report</i>  <i>CBSC21-05.1G SEPRHC Report</i>  <i>CBSC21-05.1H SWPHC Report</i>  <i>CBSC21-05.1I MACHC Report</i>  <i>CBSC21-05.1JSAIHC Report</i>  <i>CBSC21-05.1K NIOHC Report</i>  <i>CBSC21-05.1LRSAHC Report</i>  <i>CBSC21-05.1M 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></p> <p><b>5.1 Reports of the Regional Hydrographic Commissions (Continued)</b></p> <p>Continuation of item 5.1</p> <p><b>5.2 Update and closure of the 2022 CBWP</b></p> <p><i>Doc: CBSC21-05.2 Closed 2022 CBWP</i></p> <p>CBSC will review, update and close the 2022 CBWP.</p>	<p>RHC Reps.</p> <p>Chair / Secretary</p>
15h10	<p><b>6. Regional or other projects for CB</b></p> <p><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
<b>Time UTC+9</b>	<b>DAY TWO OF CBSC21 – Thursday 8 June</b>	<b>Action</b>
09h30	<p><b>7. Outcomes of the 6<sup>th</sup> meeting of the Council and the 3<sup>rd</sup> Session of the Assembly</b></p> <p><i>Docs: CBSC21-07A Decisions and Actions from C-6 (Secretary)</i>  <i>CBSC21-07B Decisions and Actions from A-3 (Secretary)</i></p> <p>The outcomes of C-6 and A-3 will be considered.</p>	Chair/ Secretary
10h15	<p><b>8. Operational issues of the CBSC</b></p> <p><b>8.1 Report of the C-55 PT</b></p> <p><i>Docs: CBSC19-08.1 C-55 Revision (Chair PT Strategy)</i></p> <p>The C-55 PT Chair will update the meeting on the status of the revision of the C-55.</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></p>	

	<p><i>Docs: CBSC21-08.2 CB E-learning Project Team (PT Chair)</i></p> <p>Meeting will receive a briefing from the E-learning Project Team.</p>	Secretary
	<p><b>8.3 IHO Empowering Women in Hydrography (EWH) Project</b></p> <p><i>Doc: CBSC21-08.3 Empowering Women in Hydrography (EWH) Project update (Secretary)</i></p> <p>Meeting will receive briefing from the CBSC Secretary on the status of the IHO EWH Project.</p>	Secretary
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></p> <p><i>Doc: CBSC21-08.4 Statistics (Secretary)</i></p> <p>Secretary will update the meeting on the CBSC Statistics.</p> <p><b>8.5 CB Procedures</b></p> <p>Participants are invited to consider improvements to the IHO CB Procedures.</p>	<p>Secretary</p> <p>Chair/ Secretariat</p>
14h45	<p><b>8. Operational issues of the CBSC</b></p> <p><b>8.6 Review of the 3-year RHC Work Plans 2023-2025</b></p> <p><i>Docs: CBSC21-08.6A MBSHC 3-year Work Plan</i>  <i>CBSC21-08.6B EAHC 3-year Work Plan</i>  <i>CBSC21-08.6C EAtHC 3-year Work Plan</i>  <i>CBSC21-08.6D SEPRHC 3-year Work Plan</i>  <i>CBSC21-08.6E SWPHC 3-year Work Plan</i>  <i>CBSC21-08.6F MACHC 3-year Work Plan</i>  <i>CBSC21-08.6G SAIHC 3-year Work Plan</i>  <i>CBSC21-08.6H NIOHC 3-year Work Plan</i>  <i>CBSC21-08.6I RSAHC 3-year Work Plan</i>  <i>CBSC21-08.6J 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>8.7 Review of the 3-year RHC Work Plans 2022-2024</b></p> <p>Continuation on the updates of the 3-year Work Plans of the RHCs.</p>	All
17h00	<b>END OF DAY TWO</b>	Chair

Time UTC+9	DAY THREE OF CBSC21 – Friday 9 June	Action
09h30	<p><b>9. CB Management</b></p> <p><b>9.1 Update on the 2023 CBWP</b>  <i>Doc: CBSC21-09.1 Updated 2023 CBWP (Secretary)</i>  RHCs will provide additional feedback on the 2023 CBWP revised and approved in the CBSC20.</p> <p><b>9.2 Finance Report</b>  <i>Doc: CBSC21-09.2 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: CBSC21-09.3 Draft 2024 CB Management Plan (Secretary)</i>  CBSC will review, update and approve the 2024 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 2024 CBWP</b>  <i>Doc: CBSC21-09.4 Adopted 2024 CBWP (Secretary)</i>  CBSC to adopt the 2024 CBWP. <i>Doc. CBSC21-09.4</i> will be drafted during the meeting following the approval of the 2024 CB Management Plan.</p>	Chair/ Secretary
12h30	<b>Lunch break</b>	Host
14h00	<p><b>10. CBSC Report to IRCC15 Meeting</b>  Preparation and review of the CBSC Chair report to IRCC15 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 CBSC22, CBSC23 and CBSC24:  Current status is:  CBSC22: May / June 2024 – Ecuador  CBSC23: May / June 2025 – Nigeria  CBSC24: May / June 2026 – Peru</p>	Chair
15h30	<b>Coffee break</b>	Host
16h00	<p><b>13. Review of the List of Actions</b>  <i>Doc: CBSC21-13 Draft list of actions from CBSC21 (Secretary)</i>  CBSC reviews the List of Actions with deadlines and assigned lead. <i>Doc. CBSC21-13</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