

**22<sup>nd</sup> MEETING OF THE IHO CAPACITY BUILDING SUB-COMMITTEE  
IHO-CBSC22  
Santa Cruz Island - Galapagos, Ecuador  
5-7 June 2024**

**DRAFT AGENDA AND TIMETABLE V1**

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

Time UTC-6	DAY ONE OF CBSC22 – Wednesday 5 June	Action
09h30	<b>Registration</b>	All
10h15	<b>1. a. Opening Remarks</b> Opening of the meeting and welcome by the host country, the CBSC Chair and the IHO Director	Chair/Host/ IHO
	<b>GROUP PHOTO</b>	All
	<b>1. b. Introductions</b> Participants will be invited to introduce themselves. <b>c. Administrative Arrangements</b> <i>Docs: CBSC22-01A List of Documents (Chair)</i> <i>CBSC22-01B List of Participants (Chair)</i> <i>CBSC22-01C CBSC Membership (Chair)</i> <i>CBSC22-01D ToR and RoP (Chair)</i> <i>CBSC22-01E ToR for the CB Coordinators (Chair)</i> Logistic guidance and information. Documents are presented and updated as necessary.	Chair/Host
10h50	<b>2. Approval of Agenda</b> <i>Doc: CBSC22-02 Agenda and Timetable (Chair)</i> Participants are invited to comment the agenda and timetable in case updates are necessary.	Chair
11h00	<b>Coffee break</b>	Host
11h30	<b>3. Matters arising from Minutes of CBSC21 and CBSC22 Intersessional (CBSC22 Int) Meetings</b> <i>Docs: CBSC22-03A Minutes of CBSC21 (Chair)</i> <i>CBSC22-03B Minutes of CBSC22Int (Chair)</i> <i>CBSC22-03C Status of Action List from CBSC21 (Secretary)</i> <i>CBSC22-03D Status of Action List from CBSC22 Int (Secretary)</i>  Approval of the CBSC21 and CBSC22Int Minutes. List of Actions from CBSC21 and CBSC22Int are reviewed and updated.	Chair / Secretary
12h00	<b>4. Reports by the Chair and the IHO Secretariat</b> <i>Docs: CBSC22-04A Report by the Chair (Chair)</i> <i>CBSC22-04B 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
12h30	<b>Lunch break</b>	Host

14h00	<p><b>5. Regional Assessment of CB Activities</b></p> <p><b>5.1 Reports of the Regional Hydrographic Commissions (RHC)</b></p> <p><i>Docs: CBSC22-05.1A NSHC Report</i>  <i>CBSC22-05.1B MBSHC Report</i>  <i>CBSC22-05.1C BSHC Report</i>  <i>CBSC22-05.1D USCHC Report</i>  <i>CBSC22-05.1E EAHC Report</i>  <i>CBSC22-05.1F EAtHC Report</i>  <i>CBSC22-05.1G SEPRHC Report</i>  <i>CBSC22-05.1H SWPHC Report</i>  <i>CBSC22-05.1I MACHC Report</i>  <i>CBSC22-05.1J SAIHC Report</i>  <i>CBSC22-05.1K NIOHC Report</i>  <i>CBSC22-05.1L RSAHC Report</i>  <i>CBSC22-05.1M 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.
16h00	<b>Coffee break</b>	Host
16h30	<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 TBA
17h30	<b>END OF DAY ONE</b>	Chair
<b>Time UTC-6</b>	<b>DAY TWO OF CBSC22 – Thursday 6 June</b>	<b>Action</b>
09h30	<p><b>Outcomes of the IRCC 15 and 7<sup>th</sup> meeting of the Council</b></p> <p><b>7.1 Outcomes of the IRCC 15</b></p> <p><i>Docs: CBSC22-07A Decisions and Actions from IRCC15 (Secretary)</i></p> <p><b>7.2 Outcomes of the 7<sup>th</sup> meeting of the Council</b></p> <p><i>Docs: CBSC22-07B Decisions and Actions from C-7 (Secretary)</i></p> <p>The outcomes of IRCC15 and C-7 will be considered.</p>	Chair/ Secretary
10h30	<p><b>8. Operational issues of the CBSC</b></p> <p><b>8.1 IHO E-Learning Center</b></p> <p><i>Docs: CBSC22-08.2 CB E-learning Steering Committee (SC Chair)</i></p> <p>Meeting will receive a briefing from the E-learning Steering Committee</p>	SC Chair
11h00	<b>Coffee break</b>	Host
11h30	<p><b>8. Operational issues of the CBSC (Continued)</b></p> <p><b>8.2 Framework for IHO Gender Balance</b></p> <p><i>Docs: CBSC22-07B Decisions and Actions from C-7 - Decision 24</i></p> <p>Meeting will discuss the way forward to prepare the IHO Resolution to be proposed to IRCC.</p>	Chair/All

	<p><b>8.3 IHO Empowering Women in Hydrography (EWH) Project</b>  <i>Doc: CBSC22-08.3 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>	Secretary
12h30	<b>Lunch break</b>	Host
14h00	<p><b>8. Operational issues of the CBSC (Continued)</b>  <b>8.4 Update on Sponsored Courses in Hydrography and Nautical Cartography</b>  <i>Doc: CBSC22-08.4 Sponsored Courses (Secretary)</i>  Secretary will update the meeting on the CBWP Sponsored Courses in Hydrography and Nautical Cartography.</p> <p><b>8.5 CBSC Statistics</b>  <i>Doc: CBSC22-08.5 Statistics (Secretary)</i>  Secretary will update the meeting on the CBSC Statistics.</p> <p><b>8.6 CB Procedures</b>  Participants are invited to consider improvements to the IHO CB Procedures.</p>	Secretary  Secretary  Chair/ All
14h45	<p><b>8. Operational issues of the CBSC</b>  <b>8.6 Review of the 3-year RHC Work Plans 2024-2026</b>  <i>Docs: CBSC22-08.6A MBSHC 3-year Work Plan</i>  <i>CBSC22-08.6B EAHC 3-year Work Plan</i>  <i>CBSC22-08.6C EAtHC 3-year Work Plan</i>  <i>CBSC22-08.6D SEPRHC 3-year Work Plan</i>  <i>CBSC22-08.6E SWPHC 3-year Work Plan</i>  <i>CBSC22-08.6F MACHC 3-year Work Plan</i>  <i>CBSC22-08.6G SAIHC 3-year Work Plan</i>  <i>CBSC22-08.6H NIOHC 3-year Work Plan</i>  <i>CBSC22-08.6I RSAHC 3-year Work Plan</i>  <i>CBSC22-08.6J 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>  <b>8.6 Review of the 3-year RHC Work Plans 2024-2026</b>  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-6	DAY THREE OF CBSC22 – Friday 7 June	Action
09h30	<p><b>9. CB Management</b></p> <p><b>9.1 Update on the 2024 CBWP</b>  <i>Doc: CBSC22-09.1 Updated 2024 CBWP (Secretary)</i>  RHCs will provide additional feedback on the 2024 CBWP revised and approved in the CBSC21.</p> <p><b>9.2 Finance Report</b>  <i>Doc: CBSC22-09.2 Finance Report (Secretary)</i>  Secretary will introduce the finance report for the approval of the CBSC.</p> <p><b>9.3 Management Plan</b>  <i>Doc: CBSC22-09.3 Draft 2025 CB Management Plan (Secretary)</i>  CBSC will review, update and approve the 2025 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 2025 CBWP</b>  <i>Doc: CBSC22-09.4 Adopted 2025 CBWP (Secretary)</i>  CBSC to adopt the 2025 CBWP. <i>Doc. CBSC22-09.4</i> will be drafted during the meeting following the approval of the 2025 CB Management Plan.</p>	Chair/ Secretary
12h30	<b>Lunch break</b>	Host
14h00	<p><b>10. CBSC Report to IRCC16 Meeting</b>  Preparation and review of the CBSC Chair report to IRCC16 Meeting.</p>	Chair
14h30	<p><b>11. Any other business</b></p> <p>CBSC will discuss any other business.</p>	Secretary
15h00	<p><b>12. Next CBSC Meetings (venue and date)</b>  Confirmation of the dates and venue for CBSC23, CBSC24 and offers to host CBSC25.  Current status is:  CBSC23: May / June 2025 – Nigeria  CBSC24: May / June 2026 – Peru  CBSC25: May / June 2027 – Australia or New Zealand</p>	Chair
15h30	<b>Coffee break</b>	Host
16h00	<p><b>13. Review of the List of Actions</b>  <i>Doc: CBSC22-13 Draft list of actions from CBSC22 (Secretary)</i>  CBSC reviews the List of Actions with deadlines and assigned lead. <i>Doc. CBSC22-13</i> will be drafted during the meeting.</p>	Chair/ Secretary
16h45	<p><b>14. Closure</b>  Chair ends the meeting.</p>	Chair
17h00	<b>END OF THE MEETING</b>	Chair