



INTERNATIONAL HYDROGRAPHIC ORGANIZATION
CAPACITY BUILDING SUB COMMITTEE (CBSC)

Date: 14 May 2020

Members of the CBSC

CBSC Circular Letter 1/2020

Invitation and schedule of CBSC 20

References:

- A IHO CL 10/2020 dated 10 February 2020 - CBSC18 and IRCC12 meetings
- B e-mail from CBSC Chair dated 03 April 2020 - CBSC update
- C e-mail from IHO-Secretariat dated 08 May 2020 - CBSC18 and IRCC12 meetings. Rescheduled.

Dear colleagues,

I hope this letter finds you well and healthy.

As announced in Ref. B and C the next CBSC meeting will be executed as an online meeting on 2 and 3 June 2020. All members of the CBSC are invited to participate. Thank you very much for your contribution to the survey for online participation of the CBSC18.

To minimize the inconvenience of a worldwide participation with many different time zones the Chair, Vice-Chair and Secretary have developed a schedule that probably is the best compromise. It has the following requirements and conditions:

- i The meeting will concentrate on the most important issues;
- ii Reports and other documents have to be provided prior to the meeting to the CBSC Secretary and published on the CBSC website. It is expected that participants have read them;
- iii Only important highlights will be given orally and discussed during the meeting;
- iv The meeting will focus on discussion and decisions;
- v The meeting is limited to two 90 minutes sessions each day;
- vi The time between day one and two shall be used for updating documents and preparation;

You will find the draft agenda for the meeting attached to this letter.

Many of you will already have gathered a lot of experience in online meetings. I am



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providing the following guidance for the CBSC18 online meeting nevertheless:

1. Prior to the meeting
 - a. Test your meeting connections in advance.
 - b. If possible, connect some minutes before the meeting start time.
 - c. Avoid window backdrops that may interfere with your camera.
 - d. Create a backup communication plan with another device (cell phone, notebook, etc.).
 - e. Provide your documents well before the meeting, in principle last minute documents will not be accepted.
 - f. Get familiar with all the meeting documents as only discussion points will be raised by the Chair during the meeting.

2. During the meeting
 - a. Use a headset to avoid interferences.
 - b. Mute your microphone when you are not speaking.
 - c. Raise your hand if you want to speak, the Chair will then give you the floor. After speaking, please mute the microphone even if you plan to ask the floor again.
 - d. The chat will be available during the meeting and the Secretariat will monitor it, but keep in mind the primary communication will be voice.
 - e. If you plan to share your screen, please contact the Chair and Secretary.
 - f. Focus on the agenda item currently being considered, avoiding distraction.

Best personal regards,

Thomas Dehling

Chair IHO Capacity Building Sub-Committee