

## CAPACITY BUILDING COMMITTEE SUBCOMMITTEE

### PROCEDURE 3

#### REVIEWING PROCESS TO BE FOLLOWED BY THE CBSC SECRETARY PRIOR TO INCLUDE REQUEST IN THE DRAFT MANAGEMENT PLAN

In order to administer the IHO CB matters, the CBS will meet annually in late May or early June. Therefore, RHC Chairmen aiming at submitting projects / initiatives (bids) to the CBSC for its consideration and potential inclusion in the Management Plan should ensure that the CBSC Secretary receives their inputs by 1 April so that he can study and provide the documentation to all Committee Members as early as possible before the meeting, to facilitate previous work. PROC 3 has been established to ensure that all the information required by the CBSC to adopt a decision is timely and completely provided by RHCs.

1. - On reception of the RHCs requests, the CBSC Secretary will have them classified under different files for each RHC with the corresponding entry number.
2. - The CBSC Secretary will examine each request received for completeness and seek clarifications / amplification if required.
3. - When clarification or further information on the requests submitted is required, the CBSC Secretary will contact by electronic mail the respective RHCs Chairmen, finishing the procedure in all cases by 1st April. Where the RHC has a representative on the CBSC and /or a regional CB contact point nominated, these representatives may be asked to comment on or amplify the requests.
- 4 – If after having requested more information the information provided does not comply with the requisites laid down as in 2 above or the information has not been timely provided by the RHCs Chairmen or corresponding CBSC member, the request will be compiled for further work under a "Pending Requests List". The CBSC, taking into account the CBSC Secretary report shall take the decision either to endorse the Chairman's decision to keep the request in the "Pending Request List" until clarification is provided or to examine the bid, in case documentation is seen by the CBSC as permitting to do so.
- 5 – If documentation has no observation or after having been completed finally is found as complying with the CBSC criteria, the CBSC Secretary shall prepare a draft updated version of the Management Plan that must be circulated to all CBSC Members in advance of the CBSC annual meeting, for their information, study and decision. The Secretary may include comments to facilitate the revision process by the CBC Members.
- 6 - This same procedure shall be followed if under especial circumstances a submission is made by an IHO Member State directly to the CBSC Chairman. Nevertheless as stated in the CB Strategy, the CBSC will give greater weight to candidate's items, which are assessed and sponsored by a RHC.

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## FLOW DIAGRAM

