	CAPACITY BUILDING SUB-COMMITTEE
	PROCEDURE 2
	PROCEDURE TO BE FOLLOWED BY RHCs BEFORE SUBMITTING REQUESTS OF SUPPORT TO THE CBC

Analysis of the Initial Application Received

1. Is it complete and in the correct format?

☐ No → the application will be returned to the applicant

☐ Yes

2. Is it a valid requirement? *

☐ No → the application will be returned to the applicant

☐ Yes

3. Is it within regional capacity? **

☐ No → Assessment & Prioritization ***

☐ Yes → Provision of the Final Application with RHC Recommendation
(Recommended, Not Recommended, Regional Action)

NOTES:

* Validate the requirement based on its applicability to IHO work program, logical progression of capacity building for the recipient, worthwhile return on investment, etc. Requirements should fall into one of the four categories listed in Procedure 1:

- Technical Assistance
- Training and education
- Financial Assistance
- Start-up Projects

Consider the status of the country with respect to current capability and progression of training. For example, a request for ENC production training from a country with no hydrographic capability should be returned to the applicant for reconsideration.

** Are there opportunities within the region (or from other HOs) to provide for the requirement? Make every effort to handle requests locally and only forward those requests that are beyond the capability/capacity of regional partners.

*** Assess the request from a regional perspective and assign a relative priority to each project being submitted. RHCs that submit several projects must rank them in priority in order to assist the CBSC in making financial decisions. The method of prioritization is left to the RHC to decide, but should emphasize the tenants of the Capacity Building Strategy.