

**14th MEETING OF THE IHO INTER-REGIONAL COORDINATING COMMITTEE
IHO-IRCC14
Hybrid - Bali, Indonesia, 6-8 June 2022**

Report of the FIG/IHO/ICA International Board on Standards of Competence for Hydrographic Surveyors and Nautical Cartographers (IBSC)

Submitted by:	Chair, Ron Furness
Related Documents:	<ul style="list-style-type: none"> - IHO 3 Year Work Programme - 3YEARWP2021-2023_ENG. - Standards of Competence for Hydrographic Surveyors and Nautical Cartographers (S-5A, S-5B, S-8A & S-8B). - Guidelines for the Implementation of the Standards of Competence for Hydrographic Surveyors and Nautical Cartographers. - Frequently Asked Questions document. - IHR-Nov-2017-Article Maintaining the Standards of Competence for Hydrographic Surveyors and Nautical Cartographers.
Related Projects:	N/A
Chair:	Mr Ron Furness, Australia (ICA)
Vice-Chair 1:	Capt. Nickolás Roscher, Brasil (IHO)
Vice-Chair 2:	Mr Sobri Syawie, Indonesia (FIG)
Secretary:	Mr Leonel Manteigas, IHO Secretariat
Members:	<p>IHO: Capt. Andrew Armstrong (USA), Commodore Rod Nairn (Australia), Dr. Arata Sengoku (Japan);</p> <p>FIG: Mr. Gordon Johnston (UK), Mr. Adam Greenland (New Zealand), Prof. Dr. Harald Sternberg (Germany);</p> <p>ICA: Emeritus Prof. Dr. Lysandros Tsoulos (Greece).</p>
Expert Contributors:	N/A
<i>see Annex A for full details</i>	

1. Meetings Held During Reporting Period

IBSC 2021 Workshop - Hybrid - Lisbon, Portugal (1-5 November 2021)

IBSC45 Meeting - Hybrid - Cádiz, Spain (28 March-8 April 2022)

Work Program

In addition to the annual meeting the IBSC worked on the following tasks:

- Review the IBSC Standards and maintain IBSC Publications (Task 3.8.4, IHO 3-year Work Programme 2021-2023),
- Review of the IBSC44 Conditional Recognized submissions and those that had been offered an intersessional revision (IBSC Work Plan Q2 2021 to Q2 2022, approved IRCC13, Decision 22).

Following the IBSC Work Plan Q2 2021 to Q2 2022, approved at IRCC13, and having regard to clarifications required following the experiences gained from the reviews conducted during IBSC45, the following companion to the Standards document will be re-published in 2022:

- Guidelines for the Implementation of the Standards of Competence for Hydrographic Surveyors and Nautical Cartographers (Ed 2.1.3, <Month> 2022).

Due to the COVID Pandemic it was not possible to carry out the planned important on-site visits and these were postponed accordingly. However, at IBSC45, the list and priorities were revised and established, and it is expected that priority visits will resume during the next reporting period.

Review of the IBSC44 Conditional Recognition submissions (IBSC Work Plan Q2 2021 to Q2 2022, approved IRCC13, Decision 22).

Fourteen (14) submissions were reviewed at the IBSC44 meeting against the Standards. The table below provides a summary of the submissions reviewed during calendar year 2021, with the finalized situation achieved by the end of that year. It should be noted that IBSC not only started to report since IRCC13 the results pertaining immediately after the annual IBSC Meetings, but also the final situation after the intersessional revisions offered to provide the overall situation that normally would be the position the end of all revisions. Typically, this is significantly different than is the case at the end of the annual meetings. In 2021, with just one recognized submission and 13 non recognized at IBSC44, after following the comprehensive intersessional revisions by the IBSC of the 13 submissions, only 6 submissions out of the 14 were not recognized finally. The table below presents the final situation.

2021	In the IBSC44 Meeting		Intersessional Revision	After Intersessional Revisions	
	N Total	Standards		N Total	Standards
Recognized	1	1 S-5B		8	3 S-5A 4 S-5B 1 S-8B
Recognized with conditions	3	1 S-5A 1 S-5B 1 S-8B	1 1 1		
Not Recognized	10	4 S-5A 4 S-5B 2 Schemes	2 4	6	2 S-5A 2 S-5B 2 Schemes
Total	14		9	14	

IBSC45 (IBSC Work Plan Q2 2021 to Q2 2022, approved IRCC13, Decision 22).

Thirteen (13) submissions were reviewed at the IBSC45 meeting against the Standards and the Guidelines. On the 13 submissions, 2 were from new Individual Certification Schemes. The table below provides a summary of the submissions reviewed and the preliminary results. Intersessional reviews will progress until the end of 2022. The board offered 10 submissions an intersessional review.

2022	In the IBSC45 Meeting		Intersessional Revision	After Intersessional Revisions	
Status	N Total	Standards		N Total	Standards
Recognized	3	1 S-5A 1 S-5B 1 Scheme			
Could be Recognized	7	2 S-5A 3 S-5B	2 3		
		2 Schemes	2		
Not Recognized	3	2 S-5B 1 S-8B	2 1		
Total	13		10		

Full details of all 13 programmes considered at IBSC45 are listed in Annex A.

The IBSC45 also reviewed those Annual Reports received from institutions holding recognized programmes as well as the recognized Schemes.

Due to the need arising from IBSC45 to conduct the intersessional revision of 10 submissions, as well as the current Standards, it was decided to conduct a Workshop in late 2022. The Workshop is expected to be held in Singapore in a hybrid format (face-to-face and VTC), from 7 to 11 November 2022.

During the IBSC45 meeting it was also necessary to discuss and approve other important working items such as the IBSC Work Programme (Annex B). In relation to the postponed on-site visits, the IBSC established and budgeted for a list of 7 priority institutions to be visited when the situation allows with two being planned for this year.

The 46th meeting of the IBSC is planned to be held in Tokyo, Japan, from 15 to 26 May 2023.

2. Progress on IRCC Action Items

N/A.

3. Problems Encountered

The main problem encountered remains the generally deficient initial quality of submissions. Despite the investment in time of the IBSC to revise the Standards' companion documents, the Guidelines and most recently the FAQs with clear examples, most of the submitting organizations did not follow them completely, presenting some significant omissions of information and without the required level of detail.

The large number of deficient submissions and the fact that most of them have a significant number of shortcomings, is the primary and important reason for the increased annual workload of the IBSC.

With the relief of the traveling restrictions, it was possible to conduct the IBSC45 in a hybrid format. Since the members are dispersed over 15 time zones this impacts on the time available for each daily meeting on each of the 10 days allocated. Therefore, an effort was made to have in-person the members from similar extreme time zones which allowed the "reduction" of the meeting periods across 5 time

zones. However, even with this solution, the daily duration of the meeting and the related discussions needed to be reduced. Due to this important limitation, the discussion of the IBSC needed to focus almost wholly on the submissions and even these needed to be strictly limited in time. To try to better control the time available for IBSC45, the presentation of the submitting institutions was sent in a recorded format prior to the Meeting and then the Delegates only were present online in the questions and answers sessions. The cooperation of the institutions in this regard was appreciated.

The increased number of continuing reviews, allied with the limitations of the VTC and hybrid meetings requires that a second annual meeting is necessary to finalize the reviews and complete the annual IBSC programme.

4. Any Other Items of Note

Annual workshop

A few factors in recent years have made it imperative for the IBSC to conduct a one-week Workshop late in the calendar year relative to the pending workload arising from the previous IBSC plenary meeting. The imperative is influenced by increased submissions, the need to review the Standards and the companion documents and additionally to complete the intersessional reviews.

Revision of the ToR and RoP

With the increase in the number of recognized programmes allied with the tendency to receive new programmes, the number of submissions each year tends to increase and the consequent increase in the workload of the Board Members. The Board discussed this issue several times and decided to propose to the three organizations (FIG, IHO and ICA) the increase on the number of members to 12 equalizing the participation of each organization to 4 members.

This proposal was already presented to and approved by the ICA.

IBSC proposes in the same way to IRCC an update on the respective Terms of Reference on point number 10:

"The Board shall have up to ~~ten~~ **twelve** members, four provided by FIG, four provided by IHO and ~~two~~ **four** provided by ICA."

Annex C presents the proposed Terms of Reference and the approved at IBSC45 new Rules of Procedure.

Succession plan

The IBSC in each meeting has a standing agenda item "Succession Planning" in order to consider anticipated changes in the membership since some members approach retirement from service as Members of the IBSC.

Joint IHO-Canada Empowering Women in Hydrography Project (EWH)

In a collaboration with the Joint IHO-Canada Empowering Women in Hydrography Project (EWH), in the first week of the IBSC45 meeting, three interns of the EWH-IBSC internship participated in-person. All the interns work in institutions with IBSC recognized programmes. During the Internship, they received some training in the submissions' review process and provided a presentation to the Board on the respective findings. The level of their participation in the discussions of the Board related with the submissions was intense, providing relevant contributions that proved the important impact of this project to an eventual collaboration in a future submission preparation from the respective institutions. The Board appreciated the presence and the collaboration of the interns and invited them to also provide comments on the Guidelines in order to have an opinion from an external perspective. They provided a

presentation on this topic, highlighting several recommendations and comments. After this successful project, the IBSC stated the interest in having other internships in the next meetings.

5.1 Impact of the COVID-19 pandemic

The COVID-19 pandemic started to impact less on the work of the Board. In November of 2021, the annual IBSC Workshop and IBSC45 meetings were both already conducted in hybrid formats which allowed for the reduction in the difference of the time zones between the Members.

However, even in hybrid mode, the effective working hours of the meetings were significantly reduced, with some Members having to endure sessions extremely early in the morning and others very late at night.

Also, the presence of the delegations at IBSC45 meeting was not yet possible to achieve. This presence is always of added value since the opportunity for clarifying discussions is achieved.

The organization of the Meetings also require an intense and time-demanding preparation of the sessions and a close contact with the institutions with the definition of a clear and strict guidance for the conduct of the meeting. However, it should be noted that the IBSC and the institutions demonstrated a remarkable capacity of adaptation that made it possible to achieve a positive result, with all expected objectives reached and a few even surpassed.

Ideally, it is expected that the IBSC internal workshop in November 2022 is conducted in a hybrid mode but with a very significant reduction of the spread of the time zones and for this reason it was planned to Singapore. In relation with the IBSC46 Annual Meeting, it is expected that the IBSC would return to the normal meeting format having also present the submitting delegations.

In relation with the institutions' conduct of their courses, in the last years several reported the need to adapt their programmes due to the COVID pandemic. The practical items and field projects have been the most affected since they cannot be replaced by remote learning. The IBSC expects that with the continuing positive evolution of the situation, the delivery of classes will approach normality, though the experience of the institutions arising from their teaching adaptations may lead some to seek changes as they adapt their training modes.

5. Conclusions and Recommended Actions

The difficulties for the submissions and the programmes in adapting to the new standards has been clear in the years since their promulgation and is proven by the generally low number of submissions recognized in the first review. However, in the next year, the submissions expected to renew their recognition will have been longer exposed to the new standards, so it is expected that this situation should improve. Additionally, to provide additional support, the IBSC continues to improve the Guidelines, clarifying some points and giving better or more detailed examples and the Frequently Asked Questions document. It is expected that, with the mentioned factors, the situation would improve and that the Right First Time principle steadily became more a reality.

The number of submissions and the fact that most of them have a significant number of shortcomings requires an important increase in work of the IBSC due to the increased number of reviews in the first place, and then the number of necessary intersessional reviews, which means that, under normal conditions, a second annual meeting is required and therefore justified.

The increase in the number of Members is important to diminish the workload of the individual Members, so an increment in more two Members from ICA is proposed.

The COVID-19 Pandemic affected the teaching delivery strategies of the recognized programmes. Most of them adapted quickly and well their education delivery process. The IBSC requested the institutions to maintain the required level and for them to communicate any significant change, and as a result, received several communications.

Also, the ongoing pandemic significantly affected the work of the IBSC with the need to have the IBSC44 meeting by VTC and the 2021 Workshop and the IBSC45 in hybrid formats, without the usual presence of members of the submitting Delegations and with a significantly reduction in the available Meeting time which curtailed the discussion of some IBSC work items.

The IBSC will continue to assist institutions to improve the quality of the submissions in order that immediately, as well as over time, most of them will be able to prepare programmes that could be recognized at the first review, i.e. the Right First Time principle.

6. Justification and Impacts

The goal behind the Right First Time principle is to make available to the institutions more information and better examples that allow them to prepare programme submissions with less issues in the first submission to the IBSC for its review.

To achieve this objective, the Guidelines and the Frequently Asked Questions document are being reviewed in each meeting to provide better examples and have clear requirements.

The IBSC is always available to engage with the institutions to clarify any questions through correspondence and with essential on-site visits and it also seeks opportunities for stakeholder engagement at conferences, meetings, and workshops when conditions permit (see Tasks in Annex B).

7. Action Required of IRCC

The IRCC is invited to:

- a) Note this report.
- b) Acknowledge the work done by the IBSC members despite the difficulties imposed by the hybrid format of IBSC45, to review all 13 submissions received as well as offering intersessional revisions to 10.
- c) Encourage Member States and submitting institutions to engage with the IHO Secretariat early in the process of them preparing submissions for programme recognition.
- d) Encourage Member States and submitting institutions to consult the Guidelines, the FAQs and the White Paper (IHR-Nov-2017 – Article: Maintaining the Standards of Competence for Hydrographic Surveyors and Nautical Cartographers) early in the process of preparing submissions for programme recognition.
- e) Agree with the IBSC Proposed Work Plan – Q2 2022 to Q2 2023 (Annex B).
- f) Approve the Revised Term of Reference with the increase in the number of Members to 12 with more two Members from the ICA (Annex C).
- g) Take any other actions as appropriate.

DETAILS OF SUBMISSIONS CONSIDERED AT IBSC45

N.	Standard	Programme	Institution	Country	Cat	Decision
Hydrography						
1	S-5A	Course in Hydrography for Officers	Brazilian Navy/DHN	Brazil	A	Could be recognized
2	S-5B	Course in Hydrography and Navigation for Petty Officers	Brazilian Navy/DHN	Brazil	B	Recognized
3	S-5B	Ocean Mapping – Joint Diploma of Technology / Bachelor of Technology	The Fisheries and Marine Institute of Memorial University of Newfoundland (MI)	Canada	B	Could be recognized
4	S-5B	Advanced Training Course on Hydrography for Petty Officers	SHOM	France	B	Could be recognized
5	S-5A	Engineering degree in Hydrography	ENSTA Bretagne	France	A	Recognized
6	S-5A	Ocean Technology	Maritiem Instituut Willem Barentsz	Netherlands	A	Could be recognized
7	S-5B	Hydrographic Survey Cat B Programme	Skilltrade – Nova College	Netherlands	B	Not recognized*
8	S-5B	Hydrographic Survey for Production of Nautical Charts	Pakistan Navy	Pakistan	B	Could be recognized
9	S-5B	Bachelor of Science Honours in Surveying Sciences - Specialisation in Hydrographic	Sabaragamuwa University of Sri Lanka	Sri Lanka	B	Not recognized*
Nautical Cartography						
10	S-8B	Marine Geospatial and Cartography Programme	Universiti Teknologi Malaysia (UTM)	Malaysia	B	Not recognized*
Schemes						
11		IFHS Hydrographic Professional Accreditation Scheme (HPAS)	International Federation of Hydrographic Societies (IFHS)	UK	-	Recognized
12		NSPS-THSOA U.S. Hydrographer Certification.	The Hydrographic Society of America (THSOA)	USA	-	Could be recognized
13		System for Certifying and Recognizing the Competency of Individuals as Hydrographic Surveyors in Canada	Association of Canada Lands Surveyors (ACLS)	Canada	-	Could be recognized

*Note: To these programmes the IBSC offered the possibility to present a revised submission to be reviewed intersessionally and/or one-year extension.

1. **IBSC Proposed Work Plan – Q2 2022 to Q2 2023**

1. The IBSC will continue to assist institutions to improve the quality of submissions to achieve *Right First Time* i.e. to reduce the number of submissions that are either not recognised or conditional recognition

IBSC Tasks

Task	Work Item	Priority	Milestones	Start Date	End Date	Status	Contact Person	Affected Pubs/Standard	Remarks
1	IBSC Workshop 2022	M		2022	2022	P	IHO Secretariat		Singapore, 7-11 November 2022
2	Review of IBSC45 Conditional Recognition submissions	H		Q2-Q3 2022	Q4 2022	O	Board Members		Intersessional Meeting
3	Review the S-5/8 A and B Standards	M		Q3-Q4 2022	Q4 2022	O	Board Members	S-5/8 A and B	Intersessional Meeting
4	Improve Guidelines and FAQ companion documents	M		Q3-Q4 2022	Q1 2023	O	Board Members	Guidelines and FAQ companion documents	Intersessional Meeting
5	Succession Planning	M		2022		O	Board Members		Intersessional Meeting
6	On-site visits to provide guidance and assistance to institutions	M		Q3 2022 - Q1 2023		P	Board Members		Q4 2022 - Malaysia and Italy (TBC)
7	IBSC46	M		2023		P	IHO Secretariat		Tokyo, Japan 15 - 26 May 2023

Abbreviations:

- 1) **Priority:** H-high, M-medium and L-low
- 2) **Status:** P-planned, O-ongoing and C-Completed

**FIG/IHO/ICA INTERNATIONAL BOARD ON STANDARDS OF COMPETENCE FOR
HYDROGRAPHIC SURVEYORS AND NAUTICAL CARTOGRAPHERS (IBSC)**

TERMS OF REFERENCE

As approved by the IRCC at its 14th meeting (6-8 June 2022)

1. Review at appropriate intervals (not exceeding two years) the recommended minimum standards of competence for hydrographic surveyors and nautical cartographers, taking into account developments in science and technology, current practices and comments and recommendations received from National Focal Points (NFP) and other authorities.
2. Maintain and promulgate all publications and documents resulting from the tasks carried out by the Board.
3. Review the syllabi of programmes and individual recognition schemes submitted by Hydrographic Offices, institutions and learned bodies taking into account comments and recommendations received from NFP and other authorities.
4. Review such syllabi by comparison with the recommended minimum standards and award certificates of programme recognition to those institutions whose programmes meet the recommended standards.
5. Conduct where appropriate, site visits to submitting and recognized organizations.
6. Review the procedures of submission.
7. Communicate with IHO through the Inter Regional Co-ordination Committee (IRCC), with FIG through the Chair of Commission IV, and with ICA through the Commission on Marine Cartography.
8. Normally meet once each year.
9. The FIG/IHO/ICA International Board shall be composed of members of known competence in the civil, governmental or educational sectors of hydrographic surveying and nautical cartography, selected to provide as wide as possible a spectrum of knowledge and experience in educational practices, hydrography and nautical cartography, from different geographical areas, as far as reasonable.
10. The Board shall have up to twelve members, four provided by FIG, four provided by IHO and four provided by ICA. The Chair shall have a seat in the IRCC and shall report on the activities of the Board to the IRCC Chair for further report to each ordinary session of the IHO Assembly through the IHO Council.
11. The Board shall have its permanent Secretariat at the IHO Secretariat. The Secretary shall be nominated by the IHO Secretariat. The Secretary shall provide the secretarial and administrative support needed to gather, hold and disseminate information on behalf of the Board, as required. The Secretary shall provide a summary of the Board's activities to be included in the IHO Annual Report.
12. The IHO shall finance the cost involved of the IHO Secretariat and Secretary. Members of the Board are expected to be supported by their own organizations for travel expenses and work.
13. The Board will set fees for submissions. IHO Secretariat will receive and hold in trust for the use of the Board monies received from fees levied by the Board.
14. Proposals from the Board to modify these Terms of Reference must be ratified by IHO, FIG and ICA following the procedures of these bodies.
15. The internal functioning of the Board shall be ruled by Rules of Procedure issued and approved by the Board Members, as deemed necessary.

**FIG/IHO/ICA INTERNATIONAL BOARD ON STANDARD OF COMPETENCE FOR
HYDROGRAPHIC SURVEYORS AND NAUTICAL CARTOGRAPHERS (IBSC)**

RULES OF PROCEDURE

As amended by the IBSC during its 45th meeting (28 March - 8 April 2022)

<p>1. The Board shall normally hold a meeting every year (usually in April) whenever possible in conjunction with another related conference or meeting. The venue and date of the meeting shall be decided at the previous meeting, in order to facilitate participants' travel arrangements. Extraordinary meetings can be called by the Chair or any appointed member, as considered necessary, with the agreement of the simple majority of all members of the Board.</p>
<p>2. The Board shall elect, from amongst its members, a Chair and two Vice-Chairs for a term of three years. Under agreement of all the Board's members, the Chair may be re-elected for a second period. FIG, IHO and ICA nominees on the Board shall hold these posts alternatively. On completion of the Chair's mandate (30 September of the 3rd year), the First Vice-Chair shall normally become the Chair. If this is not the case then a new Chair and new Vice-Chairs shall be elected. It is expected that members shall serve on the Board initially for a period of six years.</p>
<p>3. Members are expected to attend every meeting of the Board and to conduct business by correspondence between meetings. Appointed members who are absent from meetings over two consecutive years will normally be considered to have resigned and new nominations shall be sought. E-mail communication will be the normal method. Papers and information material will be posted on the IBSC section of the IHO website.</p>
<p>4. During the meetings, decisions shall be taken by simple majority vote of Members of the Board present. When dealing with matters by correspondence, a simple majority of all Members of the Board shall be required. Recommendations of the Board shall be submitted to the FIG, IHO and ICA for consideration and adoption.</p>
<p>5. The draft minutes of each meeting shall be distributed by the Chair to the members of the Board within one month of the meeting, and members' comments should be returned within two months of the meeting. A final report will be posted on the IHO website and sent to IHO, FIG and ICA, to institutions running currently recognized courses and other appropriate organizations.</p>
<p>6. The working language of the Board shall be English.</p>
<p>7. Fees and Funding:</p> <p>7.1 Fees will be reviewed by the Board at appropriate intervals (not exceeding 2 years). Revenue from fees will be used only for the work of the Board. All expenditure will be approved by the Board as outlined in the Annex A "Course Recognition's Fee".</p> <p>7.2 The fees levied by the Board shall be deposited in the IHO account (operated by the IHO Secretariat). The Board shall identify a funding group comprising three Board members (including the Chair) and the Secretary. The funding group will oversee the account and instruct any payments.</p> <p>7.3 Requests for funds shall be submitted to the Funding Group in writing prior to any expenditure being accumulated.</p>
<p>8. The IBSC Rules of Procedure can be amended by simple majority of all its Members.</p>
<p>9. The Board Members and the Secretary will follow the Code of Conduct described in Annex B.</p>

FIG/IHO/ICA
INTERNATIONAL BOARD ON STANDARDS OF COMPETENCE FOR
HYDROGRAPHIC SURVEYORS AND NAUTICAL CARTOGRAPHERS (IBSC)

ANNEX A TO THE RULES OF PROCEDURES

Course Recognition's Fees

1. Rationale

To achieve, with effectiveness and efficiency, the ongoing work entrusted to the IBSC, the IBSC requires holding annual meetings and to assess the training programmes before and after their programmes have been recognized as complying to the international standards set.

This document aims to outline the process for collecting, holding and disbursing the fees received in the process of recognizing courses. It helps the IBSC and the parent organizations to understand the process and ensures transparency and openness on the use of the funds.

2. Collection of fees

The fees are applied to each submission. An annual value of 450€ (net of bank charges) will be levied for each programme, while such a programme holds the recognition of the IBSC. The first fee is to be paid when submitting a programme for recognition. That fee will not be returned in the case of failure to gain recognition, but it will not be necessary to make a second payment when offering an amended submission. However for new or revised documentation submitted the following year for assessment then a fee would apply. Annual fees thereafter shall be paid before the end of the year.

To minimise bank fees associated with international funds transfers, an option is made available to pay the full fee at the time of submission (2 700€). Alternatively, the balance remaining for the full period of recognition may be paid after recognition is granted by a single payment covering the remaining period (450€ at time of submission plus 2 250€ for the remaining period).

Fees are paid to IHO who holds and operates a dedicated IBSC account in accordance with the IHO Resolution 1/2014. The details for transfer will be made available to the submitting organizations with the invoice.

All charges relative to the deposit/transfer of the fees will be paid by the submitting organization

IMPORTANT: a scanned copy of the bank transfer MUST be sent to the Secretary of the Board.

Fees can also be paid by credit card (please contact the Secretary for details).

3. Holding of fees

Upon receiving a payment IHO Secretariat will issue a certificate acknowledging the receipt of the fee, clearly identifying the source, year that it covers and any other identification felt to be

useful. The IHO Secretariat will make resources available to the IBSC following the instructions of an IBSC Funding Group, details of which are provided below.

4. Disbursing the fees

The IBSC shall form a Funding Group (FG) comprising one representative from each organization (normally the Chair and Vice-Chairs). The IBSC Chair will be the FG Chair. The IBSC secretary shall keep minutes of the FG meetings and be the only liaison with submitting institutions.

The fund is intended to support IBSC members' expenses to attend meetings of the Board and to make site visits to the venues of training programmes under the purview of the Board, to assist in meeting the travel expenses of the IBSC Chair, or designated representative, when participating in relevant meetings and to cover some logistic preparations and execution of the meetings when necessary. Logistics of the Board's meetings, travel expenses and a per diem allowance for members of the IBSC to attend meetings and site visits related to the activities of the Board can be covered by the IBSC fees.

The FG shall receive the requests of support for logistics preparations and from each incumbent IBSC member and approve the provision of funds. Approval may be granted intersessionally. The FG may not necessarily fund 100% of any request made. The funds may only be used to support logistics preparations and IBSC members' expenses such as travel, accommodation and meals. The FG shall report on the status of the fees at each IBSC annual meeting and submit for consideration of the IBSC the documentation detailing the income, outgoings and the standing balance.

The IBSC Chair shall keep the parent organizations informed on the status and management of the fees and therefore shall include a section on this matter in its reports at the end of each IBSC meeting.