

IHO Files No. S3/0104 & CBSC

**CIRCULAR LETTER 10/2020**  
**10 February 2020**

**18<sup>TH</sup> MEETING OF THE CAPACITY BUILDING SUB-COMMITTEE (CBSC18)**  
**Gdansk, Poland, 3 - 5 June 2020**  
**and**  
**12<sup>TH</sup> MEETING OF THE INTER-REGIONAL COORDINATION COMMITTEE (IRCC12)**  
**Gdansk, Poland, 8 - 10 June 2020**

Reference: IHO CL 45/2019 dated 25 September – *Outcome of the 11<sup>th</sup> meeting of the Inter-Regional Coordination Committee (IRCC11)*

Dear Hydrographer,

1. As approved by the IHO Inter-Regional Coordination Committee (IRCC) and by the Capacity Building Sub-Committee (CBSC), the CBSC18 and IRCC12 meetings will be hosted by the Hydrographic Office of the Polish Navy in Gdansk, Poland, from 3 to 5 June and from 8 to 10 June 2020, respectively (see Reference).
2. **Actions arising from CBSC17 and IRCC11.** The current status of actions arising from CBSC17 and IRCC11 are available in the respective sections of the IHO website ([www.iho.int/en/cbsc](http://www.iho.int/en/cbsc) and [www.iho.int/en/ircc](http://www.iho.int/en/ircc)). Some actions are still pending. Those nominated for actions are kindly requested to take action as necessary and report the status to the IRCC Secretary (dcoord@iho.int) and CBSC Secretary (adcc@iho.int) as soon as possible.
3. **Draft Agendas and Timetables for CBSC18 and IRCC12.** The draft agendas and timetables for CBSC18 and IRCC12 are provided in **Annexes A and B** respectively. Associated documents, where known, are listed. Member States are requested to review the draft agendas and timetables of the meetings and provide any comments or proposals for new or amended agenda items to the IRCC and CBSC Secretaries by **15 April 2020**. If necessary, revised draft agendas and timetables for CBSC18 and IRCC12 will be prepared and posted on the IHO website.
4. **Submission of documents for IRCC12.** Documents intended for consideration at IRCC12 should be submitted to the IRCC Secretary (dcoord@iho.int and copy to adcc@iho.int) in accordance with the "Instructions for the Submission of Reports and Proposals for Consideration by IRCC and its subordinate bodies" available in the above IRCC web page (under Basic Documents) as follows:

Papers	Submission Deadline
<b>Substantive papers – new items</b> Proposals for new work items and any submissions requiring consideration and a decision by IRCC	Not later than <b>20 April 2020</b> (seven weeks before commencement of the meeting)
<b>Subsequent Comments and Contributions</b> Subsequent papers (which should be no more than 4 pages) commenting on submissions or proposals submitted as above	Not later than <b>18 May 2020</b> (three weeks before commencement of the meeting)
<b>Reports of the RHCs and IRCC Bodies</b>	
<b>Information documents</b>	

5. **Submission of documents to CBSC18.** Documents intended for consideration at CBSC18 should be submitted to the CBSC Secretariat (adcc@iho.int, and copy to cba@iho.int) in accordance with the "Instructions for the Submission of Reports and Proposals for Consideration by IRCC and its subordinate bodies" as follows:

Papers	Submission Deadline
<b>Requests of support to CBSC</b> The submissions should follow the CB Procedures ( <a href="http://www.iho.int">www.iho.int</a> → Capacity Building → Procedures)	Not later than <b>1 April 2020</b>
<b>Substantive papers – new items</b> Proposals for new work items and any submissions requiring consideration and a decision by CBSC	Not later than <b>15 April 2020</b> (seven weeks before commencement of the meeting)
<b>Subsequent Comments and Contributions</b> Subsequent papers (which should be no more than 4 pages), commenting on submissions or proposals submitted as above	Not later than <b>13 May 2020</b> (three weeks before commencement of the meeting)
<b>Information documents</b>	

6. Documents received after the relevant deadline will be treated as information papers only. All documents for the meetings will be posted on the IHO website under their respective sections, as soon as they are available. Member States are invited to consult the IHO website regularly.

7. **Members.** The lists of the members of the IRCC and CBSC are maintained on the IHO website in the respective web pages under Basic Documents. Both meetings are open to all Member States, and to recognized Observer Organizations who may wish to participate, in accordance with the Terms of Reference of the IRCC and CBSC.

8. **Election of Chairs and Vice-Chairs.** CBSC18 and IRCC12 will be respectively the first CBSC meeting and the first IRCC meeting following the Second Session of the IHO Assembly. Therefore, in accordance with the relevant Rules of Procedure and as indicated in the draft agenda of each meeting, an election for the positions of Chair and Vice-Chair of the each organ will be conducted immediately before the close of each meeting. Accordingly, Member States are invited to nominate suitable candidates for the positions of Chair and Vice-Chair of the CBSC and IRCC and inform the Secretariat ([dcoord@iho.int](mailto:dcoord@iho.int), copy to [adcc@iho.int](mailto:adcc@iho.int)) at their earliest convenience and **no later than 20 May 2020**. Nominations will remain open until the first day of each meeting. In order to facilitate the process of the elections, the IHO Secretariat is pleased to inform Member States that Mr Evert Flier (Norway) who is currently the Vice-Chair of the CBSC and Mr Thomas Dehling (Germany) who is currently the Vice-Chair of the IRCC have already indicated their availability as candidates for the CBSC and IRCC Chair positions respectively.

9. **Logistics.** General information, point of contact for logistics, visa and accommodation assistance are provided in Annex C to this letter. Hotel reservations and visa requests are the responsibility of each participant. Further information for administration and logistic issues, if required, will be provided on the IHO website.

10. **Registration.** Members of the CBSC and the IRCC, as well as Observers, wishing to attend one or both of the meetings, are requested to register in the IHO Online Registration System using the address <https://iho.int/en/online-registration> preferably **not later than 15 April 2020**. This will facilitate the overall logistic planning and the preparation of the meetings. The link for the respective lists of participants will be available from their web pages.

11. According to arrangements outlined at IRCC11 meeting, CBSC19 and IRCC13 meetings are planned to be held at the IHO Secretariat in Monaco in June 2021, in conjunction with the Peak Day of the IHO Centenary Celebration (21 June 2021). CBSC20 and IRCC14 meetings are scheduled in Ecuador or Japan in 2022 (to be confirmed). Proposals for hosting the subsequent meetings in 2023 (CBSC21 and IRCC15) are welcome at any time and preferably at IRCC12.

12. The 2<sup>nd</sup> Capacity Building and IBSC Stakeholders' Forum which was previously intended to be held in 2020 is rescheduled to be organized in June 2021 in Monaco, in conjunction with the CBSC19 and IRCC13 meetings and the IHO Centenary Celebration. Exact dates and venue will be announced later.

On behalf of the Secretary-General  
Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Mustafa IPTES', is centered on the page.

Mustafa IPTES  
Director

**Annexes (in English only):**

Annex A – Draft Agenda and Timetable for CBSC18

Annex B – Draft Agenda and Timetable for IRCC12

Annex C – Logistics Information for CBSC18 and IRCC12

**18<sup>th</sup> MEETING OF THE IHO CAPACITY BUILDING SUB-COMMITTEE  
IHO-CBSC18  
Gdansk, Poland, 3-5 June 2020**

**DRAFT AGENDA AND TIMETABLE**

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

<b>Time</b>	<b>Tuesday 2 June 2020</b>	<b>Action</b>
-	Arrival	All
19h00	<i>No host Ice Breaking Cocktail (details TBD)</i>	All
<b>Time</b>	<b>DAY ONE OF CBSC18 – Wednesday 3 June</b>	<b>Action</b>
08h00	<b>Registration</b>	All
09h00	<p><b>1. a. Opening Remarks</b> Opening of the meeting and welcome by the Polish National Hydrographer, Captain Dariusz Kolator and the IHO Director.</p> <p><b>b. Introductions</b> Participants will be invited to introduce themselves.</p> <p><b>c. Administrative Arrangements</b> <i>Docs: CBSC18-01A List of Documents (Chair)</i> <i>CBSC18-01B List of Participants (Chair)</i> <i>CBSC18-01C CBSC Membership (Chair)</i> <i>CBSC18-01D ToR and RoP (Chair)</i> <i>CBSC18-01E ToR for the CB Coordinators (Chair)</i></p> <p>Logistic guidance and information. Documents are presented and updated as necessary.</p>	<p>Chair/Host</p> <p>All</p> <p>Chair/Host</p>
09h50	<p><b>2. Approval of Agenda</b> <i>Doc: CBSC18-02 Agenda and Timetable (Chair)</i></p> <p>Participants are invited to comment the agenda and timetable in case updates are necessary. Agenda is adopted.</p>	Chair
10h00	<p><b>3. Matters arising from Minutes of CBSC16 Meeting</b> <i>Docs: CBSC18-03A Minutes of CBSC17 (Chair)</i> <i>CBSC18-03B Status of Action List from CBSC17 (Secretary)</i></p> <p>Approval of the CBSC17 Minutes. List of Actions from CBSC17 is reviewed and updated.</p>	Chair / Secretary
10h30	<b>Coffee break</b>	Host
11h00	<p><b>4. Reports by the Chair and the IHO Secretariat</b> <i>Docs: CBSC18-04A Report by the Chair (Chair)</i> <i>CBSC18-04B Report by the IHO Secretariat (Secretary)</i></p> <p>Highlights from the Chair and the Secretariat on ongoing issues and the future of the IHO Capacity Building Programme. Chair reports on the Coordination of CB activities with ROK and Japan and the work of the Joint IHO/IMO/WMO/IOC/ IALA/IAEA/FIG/IMPA CB Coordination Meeting.</p>	Chair/ Secretary
11h30	<p><b>5. Regional Assessment of CB Activities</b> <b>5.1 Reports of the Regional Hydrographic Commissions (RHC)</b></p>	

	<p><i>Docs: CBSC18-05.1A NSHC Report</i>  <i>CBSC18-05.1B MBSHC Report</i>  <i>CBSC18-05.1C BSHC Report</i>  <i>CBSC18-05.1D USCHC Report</i>  <i>CBSC18-05.1E EAHC Report</i>  <i>CBSC18-05.1F EAtHC Report</i>  <i>CBSC18-05.1G SEPRHC Report</i>  <i>CBSC18-05.1H SWPHC Report</i>  <i>CBSC18-05.1I MACHC Report</i>  <i>CBSC18-05.1J SAIHC Report</i>  <i>CBSC18-05.1K NIOHC Report</i>  <i>CBSC18-05.1L RSAHC Report</i>  <i>CBSC18-05.1M 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.
12h30	<b>Group photo followed by lunch break</b>	Host
14h00	<p><b>5. Regional Assessment of CB Activities (continued)</b>  <b>5.2 Update and closure of the 2018 CBWP</b>  <i>Doc: CBSC18-05.2 Closed 2019 CBWP</i>  CBSC will review, update and close the 2019 CBWP.</p>	Chair / Secretary
14h30	<p><b>6. Regional or other projects for CB</b>  <i>Docs: CBSC18-06A</i>  Reports and presentations on ongoing/new developments in regional or other projects (Maximum 20 minutes each).</p>	All
15h30	<b>Coffee break</b>	Host
16h00	<p><b>6. Regional projects for CB (continued)</b>  Continuation of item 6.</p>	All
17h30	<b>END OF DAY ONE</b>	Chair
	<i>Guided Tour (Guided Gdansk Old Town walk / museum) (details TBD)</i>	All
19h00	<i>No host Ice Breaking Cocktail (details TBD)</i>	All
<b>Time</b>	<b>DAY TWO OF CBSC18 – Thursday 4 June</b>	<b>Action</b>
09h00	<p><b>7. Outcomes of the 2<sup>nd</sup> meeting of the IHO Council and the Strategic Issues of the CBSC</b>  <i>Docs: CBSC18-07A IHO Capacity Building Strategy (Chair)</i>  <i>CBSC18-07B Decisions and Actions from A-2 (Secretary)</i>  The meeting will discuss the IHO CB Strategy and the way ahead for the CB Strategy, including the development of projects to seek donor funds, the measures of success of the CB Programme. The outcome of A-2 will be considered.</p>	Chair/ Secretary
10h30	<b>Coffee break</b>	Host
11h00	<p><b>8. Operational issues of the CBSC</b>  <b>8.1 CB Procedures</b>  Participants will be invited to consider improvements to the IHO CB Procedures.</p>	Secretary
12h30	<b>Lunch break</b>	Host
14h00	<b>8. Operational issues of the CBSC (Continued)</b>	

	<p><b>8.2 CB Management System update</b>  <i>Doc: CBSC18-08.2 CB Management System update (Secretariat)</i>  Status of development of the CB Management System.</p> <p><b>8.3 C-55 Status and Developments</b>  <i>Docs: CBSC18-08.3A C-55 Status and Developments (Secretariat)</i>  <i>CBSC18-08.3B Report of C-55RPT (PT Chair)</i></p> <p>Secretary will update on the status of C-55 and current developments. Meeting will receive briefing from the C-55 Review Project Team (C-55RPT).</p> <p><b>8.4 Performance Indicators and Statistics</b>  <i>Doc: CBSC18-08.4 Performance Indicators (Chair)</i></p> <p>The revised IHO Strategic Plan will be considered and the procedures for the Performance Indicators established.</p> <p><b>8.5 National Hydrographic (Coordinating) Committee (NHC/NHCC)</b>  <i>Doc: CBSC18-08.5 Legislation model for NHC/NHCC (Secretary)</i></p> <p>Discussion on the importance of the establishment of the National Hydrographic (Coordinating) Committee (NHC/NHCC).</p>	<p>Secretary</p> <p>Secretariat</p> <p>Chair</p> <p>Chair / Secretariat</p>
15h30	<b>Coffee break</b>	Host
16h00	<p><b>8. Operational issues of the CBSC (Continued)</b></p> <p><b>8.6 Review of the 3-year RHC Work Plans 2021-2023</b></p> <p><i>Docs: CBSC18-08.6A MBSHC 3-year Work Plan</i>  <i>CBSC18-08.6B EAHC 3-year Work Plan</i>  <i>CBSC18-08.6C EAtHC 3-year Work Plan</i>  <i>CBSC18-08.6D SEPRHC 3-year Work Plan</i>  <i>CBSC18-08.6E SWPHC 3-year Work Plan</i>  <i>CBSC18-08.6F MACHC 3-year Work Plan</i>  <i>CBSC18-08.6G SAIHC 3-year Work Plan</i>  <i>CBSC18-08.6H NIOHC 3-year Work Plan</i>  <i>CBSC18-08.6I RSAHC 3-year Work Plan</i>  <i>CBSC18-08.6J SWAtHC 3-year Work Plan</i></p> <p>Updates of the 3-year Work Plans of the RHCs.</p>	All
17h00	<b>END OF DAY TWO</b>	Chair
19h00	<i>Host dinner (details TBD)</i>	All
<b>Time</b>	<b>DAY THREE OF CBSC18 – Friday 5 June</b>	<b>Action</b>
09h00	<p><b>9. CB Management</b></p> <p><b>9.1 Update of the 2019 CBWP</b>  <i>Doc: CBSC18-09.1 Updated 2020 CBWP (Secretary)</i>  Assessment of and feedback to the 2020 CBWP. CBSC will review and update the 2020 CBWP.</p> <p><b>9.2 Finance Report</b>  <i>Doc: CBSC18-09.2 Finance Report (Secretary)</i>  Secretary to introduce the finance report for the approval of the CBSC.</p>	<p>Chair/ Secretary</p> <p>Secretary</p>
10h30	<b>Coffee break</b>	Host
11h00	<p><b>9. CB Management (continued)</b></p> <p><b>9.3 Management Plan</b>  <i>Doc: CBSC18-09.3 Draft 2021 CB Management Plan (Secretary)</i>  CBSC will review, update and approve the 2021 CB Management Plan.</p> <p><b>9.4 Adoption of the 2020 CBWP</b></p>	Chair/ Secretary

	<i>Doc: CBSC18-09.4 Adopted 2021 CBWP (Secretary)</i> CBSC to adopt the 2021 CBWP. <i>Doc. CBSC18-09.4</i> will be drafted during the meeting following the approval of the 2020 CB Management Plan.	Chair/ Secretary
12h30	<b>Lunch break</b>	Host
14h00	<b>10. Report from the CBSC to the IRCC12 Meeting</b> Preparation and review of the CBSC Chair report to the IRCC12 Meeting.	Chair
14h30	<b>11. Any other business</b> CBSC discuss any other business.	Chair
15h00	<b>12. Next CBSC Meetings (date and venue)</b> Confirmation of the dates and venue for CBSC19, CBSC20 and CBSC21. Participants are expected to offer to host CBSC21. Current status is: CBSC19: 14-16 June 2021 – Monaco, followed by the CB/IBSC Stakeholders' Seminar (17-18 June) CBSC20: May / June 2022 – Ecuador or Japan (TBD) CBSC21: May / June 2023 – TBD	Chair
15h30	<b>Coffee break</b>	Host
16h00	<b>13. Review of the List of Actions</b> <i>Doc: CBSC18-13 Draft list of actions from CBSC18 (Secretary)</i> CBSC reviews the List of Actions with deadlines and assigned lead. <i>Doc. CBSC18-13</i> will be drafted during the meeting.	Chair
16h45	<b>14. Election of Chair and Vice-Chair</b> <i>Doc: CBSC18-14A Election of Chair and Vice-Chair (IHO Sec.)</i>	Chair
17h00	<b>15. Closure</b> Chair ends the meeting.	Chair
17h30	<b>END OF THE MEETING</b>	Chair

**12<sup>th</sup> MEETING OF THE IHO INTER-REGIONAL COORDINATION COMMITTEE  
IHO-IRCC12  
Gdansk, Poland, 8-10 June 2020**

**DRAFT AGENDA AND TIMETABLE**

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

<b>Time</b>	<b>Sunday 7 June</b>	<b>Action</b>
08h00	<i>Arrivals</i>	All
19h00	<i>No host Ice Breaking Cocktail (details TBD)</i>	All
<b>Time</b>	<b>DAY ONE OF IRCC12 – Monday 8 June</b>	<b>Action</b>
08h00	<b>Registration</b>	All
09h00	<p><b>1. a. Opening Remarks</b> Opening of the meeting and welcome. Chair will give the opening remarks and then invite the Polish Navy High Representative (TBD)/Polish National Hydrographer, Captain Dariusz Kolator and the IHO Secretary-General / Director to address the audience.</p> <p><b>b. Introductions</b> Participants will be invited to introduce themselves.</p> <p><b>c. Administrative Arrangements</b> <i>Docs: IRCC12-01A List of Documents (Secretariat)</i> <i>IRCC12-01B List of Participants (Secretariat)</i> <i>IRCC12-01C List of IRCC Members (Secretariat)</i> Logistic guidance and information. Documents are presented and updated as necessary.</p>	<p>Chair/Host/ Rep. of IHO Secretariat</p> <p>All</p> <p>Chair/Host/ Secretariat</p>
09h30	<p><b>2. Approval of Agenda</b> <i>Doc: IRCC12-02 Agenda and Timetable (Secretariat)</i> Participants are invited to comment on the agenda and timetable in case updates are necessary. Agenda is adopted.</p>	Chair
09h45	<p><b>3. Matters arising from Minutes of IRCC11 Meeting</b> <i>Docs: IRCC12-03A Minutes of IRCC11 (Secretariat)</i> <i>IRCC12-03B Status of Action List from IRCC11 (Secretariat)</i> Approval of the IRCC11 Minutes. List of Actions from IRCC11 is reviewed and updated.</p>	Chair / Secretariat
10h15	<p><b>4. Review of Terms of Reference and Rules of Procedure</b> <i>Doc: IRCC12-04 IRCC TOR-ROP (Secretariat)</i> Meeting will review the IRCC Terms of Reference (ToR) and Rules of Procedure (RoP).</p>	Chair / Secretariat
10h30	<b>Coffee Break</b>	Host
11h00	<p><b>5. Report by the Chair and the Secretariat</b> <i>Docs: IRCC12-05A IRCC Annual Report (Chair)</i> <i>IRCC12-05B IHO Secretariat Report (Secretariat)</i> Highlights from the activity reports are delivered by the Chair and the Secretariat.</p>	Chair / Secretariat
11h30	<b>6. Regional Hydrographic Commissions (RHCs)</b>	

	<p><b>6.1 RHC Reports</b></p> <p><i>Docs: IRCC12-06.1A Nordic HC (NHC Chair)</i>  <i>IRCC12-06.1B North Sea HC (NSHC Chair)</i>  <i>IRCC12-06.1C East Asia HC (EAHC Chair)</i>  <i>IRCC12-06.1D US/Canada HC (USCHC Chair)</i>  <i>IRCC12-06.1E Mediterranean and Black Seas HC (MBSHC Chair)</i>  <i>IRCC12-06.1F Baltic Sea HC (BSHC Chair)</i>  <i>IRCC12-06.1G Eastern Atlantic HC (EAtHC Chair)</i>  <i>IRCC12-06.1H South-East Pacific Regional HC (SEPRHC Chair)</i>  <i>IRCC12-06.1I South-West Pacific HC (SWPRHC Chair)</i>  <i>IRCC12-06.1J Meso American - Caribbean Sea HC (MACHC Chair)</i>  <i>IRCC12-06.1K Southern Africa and Islands HC (SAIHC Chair)</i>  <i>IRCC12-06.1L North Indian Ocean HC (NIOHC Chair)</i>  <i>IRCC12-06.1M ROPME Sea Area HC (RSAHC Chair)</i>  <i>IRCC12-06.1N South West Atlantic HC (SWAtHC Chair)</i>  <i>IRCC12-06.1O Arctic Regional HC (ARHC Chair)</i></p> <p>RHC Chairs are invited to summarize their report briefly and present the key achievements, the challenges faced and lessons learned in each Region (<b>maximum 10 minutes each</b>).</p> <p>The Committee will be invited to note the key achievements and discuss how to overcome some of the common challenges faced by the RHCs.</p>	RHC Chairs
12h30	<b>Group Photo followed by Lunch Break</b>	Host
14h00	<p><b>6.1 RHC Reports (continued)</b></p> <p>Continuation of item 6.1</p>	RHC Chairs
15h30	<b>Coffee Break</b>	Host
16h00	<p><b>6.1 RHC Reports (continued)</b></p> <p>Continuation of item 6.1</p>	RHC Chairs
17h30	<b>END OF DAY ONE</b>	Chair
	<i>Guided Tour (Guided Gdansk Old Town walk / museum) (details TBD)</i>	All
19h00	<i>No host Ice Breaking Cocktail (details TBD)</i>	All
<b>Time</b>	<b>DAY TWO OF IRCC12 – Tuesday 9 June</b>	<b>Action</b>
09h00	<p><b>7. Reports from IRCC Subordinate Bodies</b></p> <p><i>Docs: IRCC12-07A Hydrographic Commission on Antarctica (HCA Chair)</i>  <i>IRCC12-07B World-Wide Navigational Warning Service Sub-Committee (WWNWS-SC Chair)</i>  <i>IRCC12-07C Capacity Building Sub-Committee (CBSC Chair)</i>  <i>IRCC12-07D WEND Working Group (WENDWG Chair)</i>  <i>IRCC12-07E MSDI Working Group (MSDIWG Chair)</i>  <i>IRCC12-07F IHO-EU Network Working Group (IENWG Chair)</i>  <i>IRCC12-07G CSB Working Group (CSBWG Chair)</i>  <i>IRCC12-07H FIG-IHO-ICA IBSC (IBSC Chair)</i>  <i>IRCC12-07I IHO-IOC GEBCO Guiding Committee (GGC Chair)</i>  <i>IRCC12-07J UN-GGIM Shared Guiding Principles for Geospatial Information Management (PPT)</i></p> <p>Chairs of the IRCC bodies will present the main achievements, challenges faced, lessons learned and work programs in the IRCC bodies, including the Project Team on the UN-GGIM Shared Guiding Principles for Geospatial Information Management (PPT) (<b>maximum 10 minutes each</b>). The Committee is invited to consider the inputs and to provide guidance of each body's work programme.</p>	Chairs of the IRCC subordinate bodies

10h30	<b>Coffee Break</b>	Host
11h00	<b>7. Reports from IRCC Subordinate Bodies (continued)</b> Continuation of item 7.	Chairs of subordinate bodies
12h30	<b>Lunch Break</b>	Host
14h00	<b>7. Reports from IRCC Bodies (continued)</b> Continuation of item 7.	Chairs of subordinate bodies
15h00	<b>8. Outcomes of the 3<sup>rd</sup> Meeting of the IHO Council (C-3) and the 2<sup>nd</sup> Session of the IHO Assembly (A-2)</b> <i>Docs: IRCC12-08A Outcome of C-3 (Secretariat)</i> <i>IRCC12-08B Outcome of A-2 (Secretariat)</i> <i>IRCC12-08C Other documents (to be determined)</i> The Committee will consider the outcomes of the 3 <sup>rd</sup> Meeting of the IHO Council and of the 2 <sup>nd</sup> Session of the IHO Assembly, including the decisions in general and specifically those related to the IHO Resolutions, the 2021-2023 IHO Work Programme, the IHO Strategic Plan and others affecting the IRCC.	Chair / Secretariat
15h30	<b>Coffee Break</b>	Host
16h00	<b>8. Outcomes of the 3<sup>rd</sup> Meeting of the IHO Council (C-3) and the 2<sup>nd</sup> Session of the IHO Assembly (A-2) (continued)</b> Continuation of item 8.	Chair / Secretariat
17h30	<b>END OF DAY TWO</b>	Chair
19h30	<i>Host dinner (Details TBD)</i>	Host
<b>Time</b>	<b>DAY THREE OF IRCC12 – Wednesday 10 June</b>	<b>Action</b>
09h00	<b>9. Inputs from Member States and other bodies affecting IRCC</b> <i>Docs: IRCC12-09A Input from HSSC12 (HSSC Chair)</i> <i>IRCC12-09B Relations with IGOs, NGOs and IHO Stakeholders (Secretariat)</i> Highlights from the recent HSSC reports and how they impact the RHCs and the IRCC bodies. Representation of the IHO at international and regional events will be discussed and evaluated.	Chair / Secretariat
09h30	<b>10. Data gathering and Management, Maximizing the use of Hydrographic Data</b> <i>Docs: IRCC12-10A Update on Data Gathering and Management, Maximizing the use of Hydrographic Data (Secretariat)</i> Update on data gathering and management, crowd-sourced bathymetry, Satellite Derived Bathymetry, and maximizing the use of hydrographic data will be considered. IRCC will discuss the necessary actions to improve data gathering and also MSDI/NSDI at national and regional levels. Participants are invited to comment and contribute (papers / inputs are expected from the Member States and participants).	Chair / Secretariat
10h30	<b>Coffee Break</b>	Host
11h00	<b>11. Developments on the Infrastructure of the IHO Secretariat</b> <i>Doc: IRCC12-11A Infrastructure of the IHO Secretariat (Secretariat)</i> Presentation of the developments on the IHO website, GIS, databases, online registration system and how they impact the RHCs and the Member States'	Chair / Secretariat

	activities. Participants are invited to comment and contribute.	
11h30	<b>12. Other information papers</b> Relevant information papers from the IRCC Members, Observers and invited Organizations will be provided, if any.	Chair
12h00	<b>13. Next IRCC Meetings (Venue and Date)</b> Definition of the dates and venue for IRCC13 and confirmation of the dates and venue for IRCC14. Participants are expected to offer to host IRCC15. The current status is: IRCC13: 22-24 June 2021 – Monaco IRCC14: May / June 2022 – Ecuador or Japan-TBD IRCC15: May / June 2023 – TBD	Chair
12h15	<b>14. Any other business</b> Participants are invited to present other business items (if any).	All
12h30	<b>Lunch</b>	Host
14h00	<b>15. IRCC Administration (Draft Report from the IRCC to the C-4)</b> Review the highlights of the draft IRCC report and proposals (if any) to the 4 <sup>th</sup> Council Meeting.	Chair / Secretariat / All
14h30	<b>16. Review of the Actions and Decisions</b> <i>Docs: IRCC12-16A Draft List of Actions from IRCC12 (Secretariat)</i> <i>IRCC12-16B Draft List of Decisions from IRCC12 (Secretariat)</i> <i>IRCC12-16C Draft List of Recommendations to RHCs (Secretariat)</i> Review of the actions, decisions and recommendations agreed during the meeting. Documents <i>IRCC12-16A</i> , <i>IRCC12-16B</i> and <i>IRCC12-16C</i> will be drafted during the meeting.	Chair / Secretariat / All
15h30	<b>17. IRCC Work Programme Management</b> <i>Docs: IRCC12-17A IHO Work Programme for 2021-2023 (Secretariat)</i> <i>IRCC12-17B Draft IRCC Work Programme (Secretariat)</i> Discussion to build the IRCC Work Programme for 2020-2021 considering the impact of the IHO Work Programme 2020 and 2021-2023. Document <i>IRCC12-17B</i> will be drafted during the meeting.	Chair / Secretariat / All
16h00	<b>18. Election of Chair and Vice-Chair</b> <i>Doc: IRCC12-18A Election of Chair and Vice-Chair (IHO Sec.)</i>	Chair
16h15	<b>19. Closure</b> Chair ends the meeting.	Chair
16h30	<b>END OF THE MEETING</b>	Chair



## CBSC18 (3-5 June 2020) and IRCC12 (8-10 June 2020)

Gdansk, Poland

### LOGISTICS INFORMATION

#### GENERAL

The 18<sup>th</sup> Meeting of the Capacity Building Sub-Committee (CBSC18) and the 12<sup>th</sup> Meeting of the Inter-Regional Coordination Committee (IRCC12) will take place at Radisson Blue Hotel, Gdansk, Poland, on 3-5 and 8-10 June 2020, respectively, hosted by the Hydrographic Office of the Polish Navy.

Distinguished Heads of Delegations with accompanying persons are cordially invited to attend the celebration of the 100<sup>th</sup> Anniversary of establishing the Polish Hydrographic Service. Celebrations will take place on 6 June, Saturday in Gdansk and Gdynia. More information will be delivered soon.

#### ACCOMMODATION

Radisson Blue Hotel is located at Dlugi Targ 19 / Powroznica 80-828, Gdansk, Poland. Attendees are requested to make their own accommodation arrangements. The cost of accommodation is the responsibility of individual participants to IRCC12 and CBSC18.

Preferential rates for accommodation, depending on the type of room, have been arranged with Radisson Blue Hotel Gdansk. Rooms will be available from 2 to 7 June (for CBSC18) and from 5 to 11 June 2020 (for IRCC12). Delegates are kindly requested to make their hotel reservations directly with the hotel by sending the completed reservation form (**Appendices 1 and 2**, for CBSC18 and IRCC12, respectively) by email ([reservations.gdansk@radissonblue.com](mailto:reservations.gdansk@radissonblue.com)) or by telephone (+48 58 325 4414).

The Hotel website is: <https://www.radissonblu.com/pl/hotel-gdansk>

Alternatively, there are other hotels in Gdansk e.g.:

#### Hotel HANZA

Street: Tokarska 6  
80-888 Gdansk  
tel.: +48 58 305 34 27  
fax .: +48 58) 305 33 86  
e-mail: [hotel@hotelhanza.pl](mailto:hotel@hotelhanza.pl)  
Website: [www.hotelhanza.pl](http://www.hotelhanza.pl)

#### Hotel HILTON

Street: Targ Rybny 1  
80-838 GDANSK  
Tel. :+ 48 58 77 87 200  
Fax: + 48 58 77 87 300  
e-mail : [GDNHG\\_RES@hilton.com](mailto:GDNHG_RES@hilton.com)  
Website: <https://hiltongdansk.pl>

#### MEALS

Lunch will be available in hotel restaurant at a cost of 65 PLN (around 16 Euros). Refreshments, including tea and coffee, will be available during meeting breaks throughout the day.

## VENUE of CBSC18 AND IRCC12 MEETINGS:



CBSC18 and IRCC12 meetings will take place at “Rezydent” conference room inside Radisson Blue Hotel, street: Długi Targ 19 / Powroznica, 80-828, Gdansk, Poland - see location map in **Appendix 3**.

Parking space for private vehicles is available at the fee 100 PLN per day. The number of parking spaces in the hotel garage is limited to 10. The area around the hotel is restricted for vehicles. Participants that plan to use personal or rented car are requested to print the confirmation of stay from the hotel.

## SOCIAL EVENTS

There will be one non-hosted and two hosted events scheduled during the period of the meetings as below:

### 1) CBSC18:

- a. 3 June, 19:00 - non-hosted Icebreaker (meet and greet) – details TBD
- b. 3 June, Guided Tour (Guided Gdansk Old Town walk / museum) – details TBD
- c. 4 June, 19:00 - hosted Dinner – details TBD

### 2) IRCC12:

- a. 8 June, at 19:00 - non-hosted Icebreaker (meet and greet) – details TBD
- b. 8 June, Guided Tour (Guided Gdansk Old Town walk / museum) – details TBD
- c. 9 June, at 19:00 - hosted Dinner – details TBD

Participants are asked to provide any dietary restrictions or allergy concerns upon confirming attendance.

## DRESS CODE

- a. Dress for the meetings will be business jacket and tie;
- b. Dress for the non-hosted Ice Breaker will be smart casual;
- c. Dress for the hosted dinner will be smart casual.

## TRANSPORT

The city of Gdansk is located on the South Coast of the Baltic Sea. The most efficient way for international travellers to reach Gdansk is to fly to Gdansk Lech Walesa Airport (GDN). The website of the airport is:

<http://www.airport.gdansk.pl>

The hotel is located just 16 kilometers from Lech Walesa Airport (GDN). The train station (Gdansk Glowny) is a 20-minute walk from the hotel. The hotel is located in Gdansk city center, next to historical landmarks such as Artus Court and Old Town.

[Transport from Airport to Hotel](#)

The best way to travel to Hotel (Gdansk city centre) is to use a taxi from the Airport, the estimated cost is approximately 80 PLN (around 19 Euros) and travel time around 17 minutes, depending on traffic conditions. Higher rates apply for night hours and Sundays.

We recommend using hotel taxi. The fee is paid directly to the driver. If you want to include the taxi fee to the hotel invoice, the prices will be higher: PLN 110/120. The order must be conducted by the hotel reception.

You can also use a public transport from the Airport to the city centre – bus or metropolitan railway. The journey takes about 40-50 mins.

#### By bus

Bus line 210 of ZTM Gdansk takes 40-50 minutes from the Gdansk Airport (**Port Lotniczy**) to the main railway station of Gdansk (**Dworzec Główny**). Bus leaves in two directions, and participants must be careful to take bus line 210 in **Goscinna** direction.

Bus line 210 departs every 30 minutes on weekdays and every 60 minutes on Saturdays, Sundays and national holidays. A ticket costs 3.20 PLN and is available from the ticket machine at the Gdansk Airport bus stop.

The closest bus stop to the city centre are "Dworzec Główny" (Main Station) and "Brama Wyzynna" - just 700 meters from the hotel (see on the map in Appendix 3).

#### By metropolitan railway

The passengers may get to the Gdansk by train. The trains go from Airport to Gdansk Wrzeszcz then **change** the train to the Gdansk Główny station, trains depart every 30 minutes.

Available train tickets: tickets with distance-related price (incl. train change in Gdansk-Wrzeszcz to get to Gdansk Główny) and city zone tickets, PLN 3.50 (adult ticket), allowing for travelling to any station within Gdansk. The tickets are available in the ticket machine located in the east side of T2 Terminal. Time schedule and stations: [skm.pkp.pl](http://skm.pkp.pl)

From railway station GDANSK GLOWNY to Hotel Radisson Blue:

#### The first option is on foot:

The hotel is just 1.3 km from Gdansk's main train station; it's a quick walk past some popular attractions.

#### By bus:

Buses leave from various nearby stops to take you close to the hotel. One option is to take the 112, 178, or 186 bus from the Dworzec Główny 12 stop, then get off at the "Zabi Kruk 04" stop just 500 meters from the hotel.

#### By tram:

From the Dworzec Główny 02 station, hop on a tram to the "Brama Wyzynna 02 station". You'll be just 700 meters from the hotel.

## **LOCAL TOURISM**

Information pertaining to tourism within the region of Gdansk can be found at:

<https://visitgdansk.com>

## CLIMATE

The climate for Gdansk in early June:

< June >		
	Normal Max/ High Temperature	20°C (68°F)
	Average Temperature	15°C (59°F)
	Min/ Low Temperature	11°C (52°F)
	Normal Precipitation	58mm (2.3in)
	Number of Wet Days (probability of rain on a day)	8 (27%)
	Average Sunlight per day	08:21
	Average Daylight per day	17:07
	Sunny (Cloudy) Daylight Hours	50% (50%)
	Sun altitude at solar noon on the 21st day.	59.1°

Read more: <http://www.gdansk.climatemps.com>

### **CBSC18 and IRCC12 Meetings, Host Nation Point of Contact:**



Lt Cdr Adam KLOSINSKI

@ [a.klosinski@ron.mil.pl](mailto:a.klosinski@ron.mil.pl)

+48 501 940 908

### **Appendices:**

- 1 - Radisson Hotel Registration Form for CBSC18
- 2 - Radisson Hotel Registration Form for IRCC12
- 3 - Location maps



**Conference IHO CBSC Gdansk 03-05 June 2020**

<b>Hotel Reservation Form</b>			
<b>To:</b>	Radisson Blu Hotel Ul. Długi Targ 19 / Powroźnicza 80-828 Gdańsk, Poland		
<b>Hotel guest:</b>	<b>Title:</b>	<b>Name:</b>	<b>Surname:</b>
<b>Telephone number:</b>	<b>E-mail Address:</b>		
<b>THE RESERVATION WILL BE GUARANTEED WITH THE FOLLOWING CREDIT CARD:</b> I agree to charge my credit card by Radisson Blu Hotel Gdansk in case of cancellation or non show.			
<b>Credit card type:</b>	<b>Expiry date:</b>	<b>Credit card number:</b> please provide the number of credit card here or contact to Reservations Department to provide it by e-mail address: <a href="mailto:reservations.gdansk@radissonblu.com">reservations.gdansk@radissonblu.com</a> , Tel: + 48 58 325 4414	
<b>Detail to invoice:</b>	<b>Company name:</b>		<b>Card holder signature:</b>
	<b>Address:</b>		
	<b>VAT number:</b>		
<b>Accommodation</b>			
You can choose one of below possibility of reservation. Please mark with "x" your choice.			
<p>1. Special prepaid price - available till 28.04.2020. Reservation guaranteed - held until 7 am on the following day. The Guests are obliged to guarantee their reservation with credit card details. In case of not receiving credit card the reservations will be cancelled automatically. There is no possibility of changes or free cancellation after 28.04.2020. Credit card will be charged by hotel 28.04.2020.</p> <p><input type="checkbox"/> Single room – 550 PLN per night with breakfast  <input type="checkbox"/> Standard Twin room – 590 PLN per night with breakfast</p> <p>2. Flexible price – Guaranteed reservations - held until 7 am on the following day. Guaranteed reservation can be cancelled free of charge until 4 pm hotel time on the day of arrival. In case the Guest does not arrive and the cancellation has not been made on time the credit card will be charged with the first night room cost for each room reserved.</p> <p><input type="checkbox"/> 10% discount on the lowest price with breakfast on our website</p>			
	<b>Arrival date:</b>	<b>Departure date:</b>	<b>No. of nights:</b>
<b>Additional requests</b>			

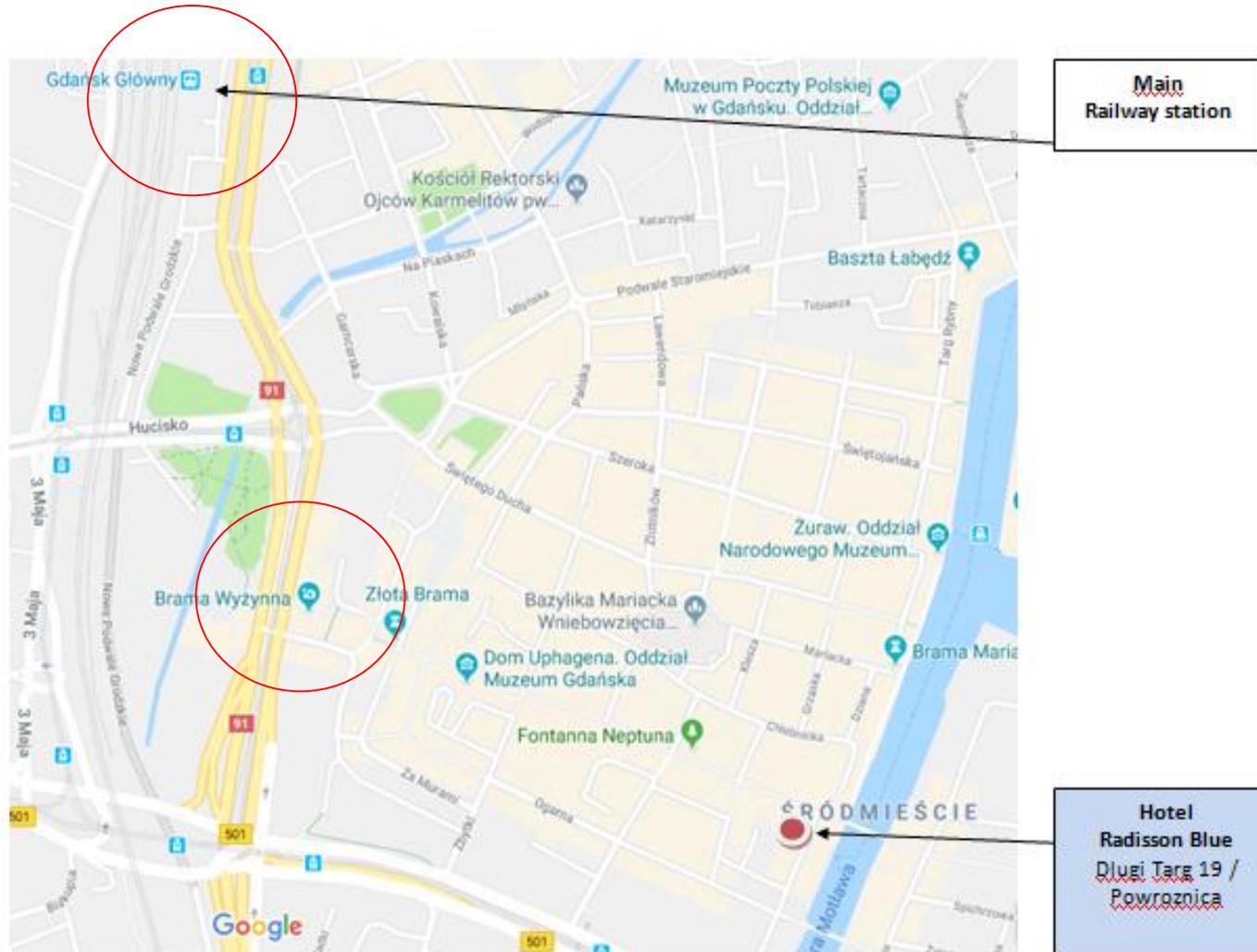
- All rooms have a free access to the internet, sauna and gym.
- The rooms can be upgraded to Premium option. Please contact the hotel directly to arrange the details.



<b>Hotel Reservation Form</b>			
<b>To:</b>	Radisson Blu Hotel Ul. Długi Targ 19 / Powroźnicza 80-828 Gdańsk, Poland		
<b>Hotel guest:</b>	<b>Title:</b>	<b>Name:</b>	<b>Surname:</b>
<b>Telephone number:</b>	<b>E-mail Address:</b>		
<b>THE RESERVATION WILL BE GUARANTEED WITH THE FOLLOWING CREDIT CARD:</b>			
I agree to charge my credit card by Radisson Blu Hotel Gdansk in case of cancellation or non show.			
<b>Credit card type:</b>	<b>Expiry date:</b>	<b>Credit card number:</b> please provide the number of credit card here or contact to Reservations Department to provide it by e-mail address: <a href="mailto:reservations.gdansk@radissonblu.com">reservations.gdansk@radissonblu.com</a> , Tel: + 48 58 325 4414	
<b>Detail to invoice:</b>	<b>Company name:</b>		<b>Card holder signature:</b>
	<b>Address:</b>		
	<b>VAT number:</b>		
<b>Accommodation</b>			
You can choose one of below possibility of reservation. Please mark with "x" your choice.			
<p>1. Special prepaid price - available till 28.04.2020. Reservation guaranteed - held until 7 am on the following day. The Guests are obliged to guarantee their reservation with credit card details. In case of not receiving credit card the reservations will be cancelled automatically. There is no possibility of changes or free cancellation after 28.04.2020. Credit card will be charged by hotel 28.04.2020.</p> <p><input type="checkbox"/> Single room – 550 PLN per night with breakfast  <input type="checkbox"/> Standard Twin room – 590 PLN per night with breakfast</p> <p>2. Flexible price – Guaranteed reservations - held until 7 am on the following day. Guaranteed reservation can be cancelled free of charge until 4 pm hotel time on the day of arrival. In case the Guest does not arrive and the cancellation has not been made on time the credit card will be charged with the first night room cost for each room reserved.</p>			

- All rooms have a free access to the internet, sauna and gym.
- The rooms can be upgraded to Premium option. Please contact the hotel directly to arrange the details.

### Location Maps



By metropolitan railway:

Airport (Gdansk Port Lotniczy) – Gdansk Wrzeszcz [change] – Gdansk Główny

Time schedule and stations: [skm.pkp.pl/210.html](http://skm.pkp.pl/210.html)

By bus:

**Bus line 210**

<https://www.ztm.gda.pl/rozklady/linia-210>



- ↓ Sopot Kamienny Potok
- ↓ Port Lotniczy
- ↓ Terminal - Cargo (n/ż)
- ↓ Firoga
- ↓ Szybowcowa (n/ż)
- ↓ Astronautów
- ↓ Agrarna
- ↓ Harfowa
- ↓ Słowackiego Działki (n/ż)
- ↓ Potokowa
- ↓ Ogrodowa (n/ż)
- ↓ Brętowo PKM
- ↓ Kolumba
- ↓ Warmeńska
- ↓ Piecewska
- ↓ Kurpińskiego
- ↓ Otwarta
- ↓ Wagnera
- ↓ Cygańska Góra
- ↓ Focha (n/ż)
- ↓ Płowce
- ↓ Cmentarz Garnizonowy (n/ż)
- ↓ Dworzec Główny
- ↓ Brama Wyżynna
- ↓ Toruńska
- ↓ Elmet (n/ż)
- ↓ Zremb (n/ż)
- ↓ Sandomierska
- ↓ Rejtana
- ↓ Gościnną