

IHO File No. S3/0104 & CBSC

CIRCULAR LETTER 14/2021
22 March 2021

**19TH MEETING OF THE CAPACITY BUILDING SUB-COMMITTEE (CBSC19)
9 - 10 June 2021, Video teleconference (VTC) Event
and
13TH MEETING OF THE INTER-REGIONAL COORDINATION COMMITTEE (IRCC13)
23 - 25 June 2021, Video teleconference (VTC) Event**

Reference: IHO CL 35/2020 dated 23 October – *Outcome of the 12th meeting of the Inter-Regional Coordination Committee (IRCC12)*

Dear Hydrographer,

1. As per the reference, the 19th meeting of the Capacity Building Sub-Committee (CBSC19) and the 13th meeting of the Inter-Regional Coordination Committee (IRCC13) were initially planned, respectively, from 14 to 16 June and from 22 to 24 June in Monaco, before and after the Celebrations of IHO's Centenary planned for 21 June 2021. Due to the unpredictable evolution of the pandemic, after careful consideration in liaison with the CBSC and IRCC Chairs, the option to conduct face-to-face meetings in June 2021 does not seem realistic. As a consequence, it has been decided that CBSC19 and IRCC13 will be held as a video teleconference (VTC) meeting only.
2. CBSC19 will be held from 9 to 10 June and IRCC13 will be held from 23 to 25 June 2021.
3. **Registration.** All delegates intending to participate in CBSC19 and IRCC13 are invited to register through the IHO online registration system (using the address <https://iho.int/en/online-registration> under CBSC19 and IRCC13 respectively) **no later than 4 June 2021**.
4. **Actions arising.** The current status of actions arising from CBSC18, CBSC19 Intersessional and IRCC12 are available in the respective sections of the IHO website (www.iho.int/en/cbsc18-2020, <https://iho.int/en/cbsc-19-2021-intersessional-meeting> and <https://iho.int/en/ircc12-2020>). 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.
5. **Draft Agendas and Timetables.** The draft agendas and timetables for CBSC19 and IRCC13 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 **20 April 2021**. If necessary, revised draft agendas and timetables for CBSC19 and IRCC13 will be prepared and posted on the IHO website.
6. **Submission of documents to CBSC19.** Documents intended for consideration at CBSC19 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
Requests of support to CBSC The submissions should follow the CB Procedures (www.iho.int → Capacity Building → Procedures)	Not later than 16 April 2021
Substantive papers – new items Proposals for new work items and any submissions requiring consideration and a decision by CBSC	Not later than 19 April 2021 (seven weeks before commencement of the meeting)
Subsequent Comments and Contributions Subsequent papers (which should be no more than 4 pages), commenting on submissions or proposals submitted as above	Not later than 17 May 2021 (three weeks before commencement of the meeting)
Information documents	

7. **Submission of documents for IRCC13.** Documents intended for consideration at IRCC13 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
Substantive papers – new items Proposals for new work items and any submissions requiring consideration and a decision by IRCC	Not later than 30 April 2021 (seven weeks before commencement of the meeting)
Subsequent Comments and Contributions Subsequent papers (which should be no more than 4 pages) commenting on submissions or proposals submitted as above	Not later than 28 May 2021 (three weeks before commencement of the meeting)
Reports of the RHCs and IRCC Bodies	
Information documents	

8. **Documents.** 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.

9. **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.

10. **Next meetings venues.** According to arrangements outlined at IRCC12 meeting and following arrangements with the interested Member States, CBSC20 and IRCC14 meetings are planned to be held in Japan in June 2022. CBSC21 and IRCC15 meetings are scheduled in Indonesia in 2023. CBSC22 and IRCC16 meetings are tentatively scheduled in Ecuador in 2024. Proposals for hosting the subsequent meetings in 2025 (CBSC23 and IRCC17) are welcome at any time and preferably at IRCC13.

11. The 2nd Capacity Building and IBSC Stakeholders' Forum which was previously intended to be held in 2021 in Monaco is rescheduled to be organized in June 2022 in Japan, in conjunction with the CBSC20 and IRCC14. Exact dates and venue will be announced later.

On behalf of the Secretary-General
Yours sincerely,

A handwritten signature in black ink, appearing to read 'Luigi SINAPI', with a stylized flourish at the end.

Luigi SINAPI
Director

Annexes (in English only):

Annex A – Draft Agenda and Timetable for CBSC19

Annex B – Draft Agenda and Timetable for IRCC13

**19th MEETING OF THE IHO CAPACITY BUILDING SUB-COMMITTEE
IHO-CBSC19**

Online meeting, 9-10 June 2021

DRAFT AGENDA AND TIMETABLE

Notes: Presenters of papers in parentheses ()
All times are CEST (UTC+2)

Time	Tuesday 8 June 2021	Action
09h-10h 15h-16h	<i>System will be open for testing. Details will be provided later</i>	All
Time	DAY ONE OF CBSC19 – Wednesday 9 June	Action
10h00	Opening of the Online System	All
10h30	<p>1. Opening Remarks and Administrative Arrangements <i>Docs: CBSC19-01A List of Documents (Chair)</i> <i>CBSC19-01B List of Participants (Chair)</i> <i>CBSC19-01C CBSC Membership (Chair)</i> <i>CBSC19-01D ToR and RoP (Chair)</i> <i>CBSC19-01E ToR for the CB Coordinators (Chair)</i></p> <p>Opening of the meeting and welcome by the CBSC Chair and the IHO Director. Logistic guidance and information. Documents are presented and updated as necessary.</p>	Chair
10h40	<p>2. Approval of Agenda <i>Doc: CBSC19-02 Agenda and Timetable (Chair)</i></p> <p>Participants are invited to comment the agenda and timetable in case updates are necessary.</p>	Chair
10h45	<p>3. Matters arising from Minutes of CBSC18 and CBSC19 Intersessional (CBSC19 Int) Meeting <i>Docs: CBSC19-03A Minutes of CBSC18 (Chair)</i> <i>CBSC19-03B Minutes of CBSC19 Int (Chair)</i> <i>CBSC19-03C Status of Action List from CBSC18 (Secretary)</i> <i>CBSC19-03D Status of Action List from CBSC19 Int (Secretary)</i></p> <p>Approval of the CBSC18 and CBSC19 Int Minutes. List of Actions from CBSC18 and CBSC 19 Int are reviewed and updated.</p>	Chair / Secretary
11h05	<p>4. Reports by the Chair and the IHO Secretariat <i>Docs: CBSC19-04A Report by the Chair (Chair)</i> <i>CBSC19-04B 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.</p>	Chair/ Secretary
11h20	<p>5. Regional Assessment of CB Activities 5.1 Reports of the Regional Hydrographic Commissions (RHC) <i>Docs: CBSC19-05.1A EAHC Report</i> <i>CBSC19-05.1B EAtHC Report</i> <i>CBSC19-05.1C MACHC Report</i></p>	

	<p>CBSC19-05.1D MBSHC Report CBSC19-05.1E NIOHC Report CBSC19-05.1F RSAHC Report CBSC19-05.1G SAIHC Report CBSC19-05.1H SEPRHC Report CBSC19-05.1I SWAtHC Report CBSC19-05.1J SWPHC Report</p> <p>RHC Members and CB Coordinators will update the meeting on the status of the CB assessment, activities completed and planned, the challenges and the achievements in the respective Regions. Reports to be provided in advance, discussion points to be considered during the meeting.</p>	RHC Reps.
12h15	Group photo of day one (screen capture) and lunch break	Secretary
12h45	<p>6. Regional or other projects for CB Reports and presentations on ongoing/new developments in regional or other projects (Maximum 5 minutes each).</p>	All
13h10	<p>7. Outcomes of the 2nd IHO Assembly and the 4th Meeting of the IHO Council <i>Docs: CBSC19-07A Outcome of the 2nd IHO Assembly (Chair)</i> <i>CBSC19-07B Decisions and Actions from C-4 (Secretary)</i></p> <p>The meeting will receive a briefing on the Outcomes of the 2nd IHO Assembly and on the Decisions and Actions of the 4th Meeting of the IHO Council that will impact the work of the CBSC.</p>	Chair/ Secretary
13h45	<p>8. Operational issues of the CBSC 8.1 Report of the CB PT Strategy <i>Docs: CBSC19-08.1A Capacity Building Strategy (PT Chair)</i> <i>CBSC19-08.1B IHO Strategic Plan 2021-2026 (PT Chair)</i></p> <p>The CB PT Strategy Chair will update the meeting on the status of the revision of the CB Strategy to be aligned with the new IHO Strategic Plan and the plan and status of the Performance Indicators revision.</p>	PT Chair
14h15	END OF DAY ONE	Chair
Time	DAY TWO OF CBSC19 – Thursday 10 June	Action
10h30	<p>8. Operational issues of the CBSC (continuation) 8.2 IHO E-Learning Center Meeting will receive a briefing from the E-learning Project Team. <i>Docs: CBSC19-08.2 CB E-learning Project Team (PT Chair)</i></p> <p>8.3 Performance Indicators and Statistics <i>Doc: CBSC19-08.3 Performance Indicators (Chair)</i> The Secretary will update the meeting on the Performance Indicators.</p> <p>8.4 CB Procedures Participants are invited to consider improvements to the IHO CB Procedures.</p> <p>8.5 Review of the 3-year RHC Work Plans 2021-2023 <i>Docs: CBSC19-08.5A EAHC 3-year Work Plan</i> <i>CBSC19-08.5B EAtHC 3-year Work Plan</i> <i>CBSC19-08.5C MACHC 3-year Work Plan</i></p>	PT Chair Secretary Chair/All

	<p> <i>CBSC19-08.5D MBSHC 3-year Work Plan</i> <i>CBSC19-08.5E NIOHC 3-year Work Plan</i> <i>CBSC19-08.5F RSAHC 3-year Work Plan</i> <i>CBSC19-08.5G SAIHC 3-year Work Plan</i> <i>CBSC19-08.5H SEPRHC 3-year Work Plan</i> <i>CBSC19-08.5I SWAtHC 3-year Work Plan</i> <i>CBSC19-08.5J SWPHC 3-year Work Plan</i> </p> <p>Updates of the 3-year Work Plans of the RHCs.</p>	All
11h40	<p>9. CB Management</p> <p>9.1 Finance Report <i>Doc: CBSC19-09.1 Finance Report (Secretary)</i> Secretary to introduce the finance report for the approval of the CBSC.</p> <p>9.2 Management Plan <i>Doc: CBSC19-09.2 Draft 2022 CB Management Plan (Secretary)</i> CBSC will review, update and approve the 2022 CB Management Plan.</p> <p>9.3 Adoption of the 2022 CBWP <i>Doc: CBSC19-09.3 Adopted 2022 CBWP (Secretary)</i> CBSC to adopt the 2022 CBWP. <i>Doc. CBSC19-09.4</i> will be drafted during the meeting following the approval of the 2022 CB Management Plan.</p>	<p>Secretary</p> <p>Chair/ Secretary</p> <p>Chair/ Secretary</p>
12h10	<p>10. Report from the CBSC to the IRCC13 Meeting Preparation and review of the CBSC Chair report to the IRCC13 Meeting.</p>	Chair
12h25	Group photo of day two (screen capture) and lunch break	Secretary
12h55	<p>11. Any other business CBSC discuss any other business.</p>	Chair
13h25	<p>12. Next CBSC Meetings (venue and date) Confirmation of the dates and venue for CBSC20 and CBSC21. Participants are expected to offer to host CBSC23. Current status is: CBSC20: May / June 2022 – Japan CBSC21: May / June 2023 – Indonesia CBSC22: May / June 2024 – Ecuador (TBC)</p>	Chair
13h35	<p>13. Review of the List of Actions <i>Doc: CBSC19-13 Draft list of actions from CBSC19 (Secretary)</i> CBSC reviews the List of Actions with deadlines and assigned lead. <i>Doc. CBSC19-13</i> will be drafted during the meeting.</p>	Chair
14h05	<p>14. Closure Chair ends the meeting.</p>	Chair
14h00	END OF THE MEETING	Chair

**13th MEETING OF THE IHO INTER-REGIONAL COORDINATION COMMITTEE
IHO-IRCC13
VTC, 23-25 June 2021**

DRAFT AGENDA AND TIMETABLE (Version 1)

Note: Presenters of papers in parentheses ().

Time CEST UTC+2	DAY ONE OF IRCC13 VTC – Wednesday 23 June	Action
10h00	Opening of the Online System	All
10h30	<p>1. Opening Remarks and Administrative Arrangements <i>Docs: IRCC13-01A List of Documents (Secretariat)</i> <i>IRCC13-01B List of Participants (Secretariat)</i> <i>IRCC13-01C List of IRCC Members (Secretariat)</i></p> <p>Opening of the meeting and welcome. Chair will give the opening remarks and then invite the IHO Secretary-General / Director to address the participants. Documents are presented and updated as necessary.</p>	Chair/ Rep. of IHO Secretariat
10h45	<p>2. Approval of Agenda <i>Doc: IRCC13-02 Agenda and Timetable (Secretariat)</i></p> <p>Participants are invited to comment on the agenda and timetable in case updates are necessary. Agenda is adopted.</p>	Chair
10h50	<p>3. Matters arising from Minutes of IRCC12 Meeting <i>Docs: IRCC13-03A Minutes of IRCC12 (Secretariat)</i> <i>IRCC13-03B Status of Action List from IRCC12 (Secretariat)</i> <i>IRCC13-03C Status of Action List from IRCC12 (Secretariat)</i></p> <p>Approval of the IRCC12 Minutes. List of Actions from IRCC12 and IRCC WP 2020-2021 are reviewed and updated.</p>	Chair / Secretariat
11h20	<p>4 HSSC Report <i>Doc: IRCC13-04 HSSC REPORT (HSSC Chair)</i></p>	HSSC Chair
11h40	<p>5. Report by the Secretariat <i>Doc: IRCC13-05 IHO Secretariat Report (Secretariat)</i></p>	Secretariat
11h50	<p>6. Regional Hydrographic Commissions (RHCs) 6.1 RHC Reports <i>Docs: IRCC13-05.1A Nordic HC (NHC Chair)</i> <i>IRCC13-05.1B North Sea HC (NSHC Chair)</i> <i>IRCC13-05.1C East Asia HC (EAHC Chair)</i> <i>IRCC13-05.1D US/Canada HC (USCHC Chair)</i> <i>IRCC13-05.1E Mediterranean and Black Seas HC (MBSHC Chair)</i> <i>IRCC13-05.1F Baltic Sea HC (BSHC Chair)</i> <i>IRCC13-05.1G Eastern Atlantic HC (EAtHC Chair)</i> <i>IRCC13-05.1H South-East Pacific Regional HC (SEPRHC Chair)</i> <i>IRCC13-05.1I South-West Pacific HC (SWPRHC Chair)</i> <i>IRCC13-05.1J Meso American - Caribbean Sea HC (MACHC Chair)</i> <i>IRCC13-05.1K Southern Africa and Islands HC (SAIHC Chair)</i> <i>IRCC13-05.1L North Indian Ocean HC (NIOHC Chair)</i> <i>IRCC13-05.1M ROPME Sea Area HC (RSAHC Chair)</i> <i>IRCC13-05.1N South West Atlantic HC (SWAtHC Chair)</i></p>	RHC Chairs

	<p><i>IRCC13-05.10 Arctic Regional HC (ARHC Chair)</i></p> <p>RHC Chairs are invited to briefly present the key achievements, the major challenges faced and lessons learned in each Region (maximum 7 minutes each). It is highly recommended to be as brief as possible and to concentrate on most important issues with high relevance for other RHCs. 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>	
12h30	Group Photo (screen capture) followed by Break	Secretariat
13h00	<p>6.1 RHC Reports (continued)</p> <p>Continuation of item 6.1</p>	RHC Chairs
14h40	END OF DAY ONE	Chair
Time	DAY TWO OF IRCC13 VTC – Thursday 24 June	Action
10h30	<p>7. Reports from IRCC Subordinate Bodies</p> <p><i>Docs: IRCC13-07A Hydrographic Commission on Antarctica (HCA Chair)</i> <i>IRCC13-07B World-Wide Navigational Warning Service Sub-Committee (WWNWS-SC Chair)</i> <i>IRCC13-07C Capacity Building Sub-Committee (CBSC Chair)</i> <i>IRCC13-07D1 WEND Working Group (WENDWG Chair)</i> <i>IRCC13-07D2 S-100 Implementation Roadmap (WENDWG Chair)</i> <i>IRCC13-07E MSDI Working Group (MSDIWG Chair)</i> <i>IRCC13-07F IHO-EU Network Working Group (IENWG Chair)</i> <i>IRCC13-07G CSB Working Group (CSBWG Chair)</i> <i>IRCC13-07H FIG-IHO-ICA IBSC (IBSC Chair)</i> <i>IRCC13-07I IHO DCDB Report (IHO DCDB Director)</i> <i>IRCC13-07J UN-GGIM Shared Guiding Principles for Geospatial Information Management (PPT)</i> <i>IRCC13-07K IHO-IOC GEBCO Guiding Committee (GGC Chair)</i> <i>IRCC13-07L1 Update on Seabed 2030 Project (SB2030 Director)</i> <i>IRCC13-07L2 Seabed 2030 - SHELL</i> <i>IRCC13-07M IHO-Singapore Innovation and Technology Laboratory</i></p> <p>Chairs of the IRCC bodies will briefly highlight the most important topics of their written reports and concentrate on the proposals to IRCC. All members are requested to refer to the reports for further information about the main achievements, challenges faced, lessons learned and work programs in the IRCC bodies, including the Project Team on the CBSC Strategy (maximum 10 minutes each and 20 minutes for CBSC). 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
12h10	Group Photo (screen capture) followed by Break	Secretariat
13h00	<p>7. Reports from IRCC Subordinate Bodies (continued)</p> <p>Continuation of item 7.</p>	
14h30	END OF DAY ONE	Chair

Time	DAY THREE OF IRCC13 VTC – Friday 25 June	Action
10h30	<p>8. Outcomes of the 2nd Session of the IHO Assembly (A-2) and 4th Meeting of the IHO Council (C-4)</p> <p><i>Docs: IRCC13-08A List of Decisions of A-2 (Secretariat)</i> <i>Docs: IRCC13-08B List of Decisions and Actions of C-4 (Secretariat)</i></p> <p>The Committee will consider the outcomes of the 2nd Session of the IHO Assembly and the 4th Meeting of the IHO Council, including the decisions and actions related to the IRCC activities.</p>	Chair, Secretariat
11h30	<p>9. Next IRCC Meetings (Venue and Date)</p> <p>Definition of the dates and venue for IRCC13 and confirmation of the dates and venue for IRCC14. Participants are expected to offer to host IRCC17. The current status is: IRCC14: May / June 2022 – Japan IRCC15: May / June 2023 – Indonesia IRCC16: May / June 2024 – Ecuador (TBC)</p>	Chair / Secretariat
11h45	<p>10. Any other business</p> <p>Participants are invited to present other business items.</p>	Chair / Secretariat
12h10	Break	Secretariat
13h00	<p>11. Review of the Actions and Decisions</p> <p><i>Docs: IRCC13-12A Draft List of Actions from IRCC12 (Secretariat)</i> <i>IRCC13-12B Draft List of Decisions from IRCC12 (Secretariat)</i> <i>IRCC13-12C Draft List of Recommendations to RHCs (Secretariat)</i></p> <p>Review of the actions, decisions and recommendations agreed during the meeting. Documents <i>IRCC13-12A</i>, <i>IRCC13-12B</i> and <i>IRCC13-12C</i> will be drafted during the meeting.</p>	Chair / Secretariat / All
13h45	<p>12. IRCC Work Programme Management</p> <p><i>Docs: IRCC13-13A IHO Work Programme for 2021-2023 (Secretariat)</i> <i>IRCC13-13B Draft IRCC Work Programme (Secretariat)</i></p> <p>Discussion to build the IRCC Work Programme for 2021-2022 considering the impact of the IHO Work Programme 2021-2023. Draft Document <i>IRCC13-13B</i> will be uploaded on the web before the meeting.</p>	Chair / Secretariat / All
14h00	<p>13. Closure</p> <p>Chair ends the meeting.</p>	Chair
14h10	END OF THE MEETING	Chair