

## Dossiers de l'OHI n° S3/0104 & CBSC

**LETTRE CIRCULAIRE 10/2020**  
**10 février 2020**

### **18<sup>ème</sup> REUNION DU SOUS-COMITE SUR LE RENFORCEMENT DES CAPACITES (CBSC18)** **Gdansk, Pologne, 3 - 5 juin 2020**

et

### **12<sup>ème</sup> REUNION DU COMITE DE COORDINATION INTER-REGIONAL (IRCC12)** **Gdansk, Pologne, 8 - 10 juin 2020**

Référence : LC de l'OHI 45/2019 du 25 septembre – *Résultat de la 11<sup>ème</sup> réunion du Comité de coordination inter-régional (IRCC11)*

Madame la Directrice, Monsieur le Directeur,

1. Comme convenu par le Comité de coordination inter-régional (IRCC) de l'OHI et par le sous-comité sur le renforcement des capacités (CBSC), les réunions CBSC18 et IRCC12 seront accueillies par le Service hydrographique de la Marine polonaise à Gdansk, Pologne, du 3 au 5 juin et du 8 au 10 juin 2020, respectivement (cf. référence).

2. **Actions découlant des CBSC17 et IRCC11.** L'état d'avancement des actions découlant des CBSC17 et IRCC11 peut être consulté dans les sections correspondantes sur le site web de l'OHI ([www.iho.int/en/cbsc](http://www.iho.int/en/cbsc) et [www.iho.int/en/ircc](http://www.iho.int/en/ircc)). Plusieurs actions sont toujours en attente. Il est demandé aux responsables des actions qui restent à accomplir de bien vouloir agir en conséquence et de rendre compte de leur avancement au secrétaire de l'IRCC ([dcoord@iho.int](mailto:dcoord@iho.int)) et au secrétaire du CBSC ([adcc@iho.int](mailto:adcc@iho.int)) dès que possible.

3. **Projets d'ordres du jour et de calendriers pour les CBSC18 et IRCC12.** Les projets d'ordres du jour et de calendriers des CBSC18 et IRCC12 sont fournis en **Annexes A et B** respectivement. Les documents associés, lorsque connus, sont listés. Il est demandé aux Etats membres de bien vouloir examiner les projets d'ordres du jour et de calendriers des réunions et de faire parvenir tout éventuel commentaire ou proposition d'items des ordres du jour nouveaux ou amendés aux secrétaires de l'IRCC et du CBSC avant le **15 avril 2020**. Si nécessaire, les projets d'ordres du jour et de calendriers révisés des CBSC18 et IRCC12 seront préparés et mis en ligne sur le site web de l'OHI.

4. **Soumission de documents pour l'IRCC12.** Les documents destinés à l'examen de l'IRCC12 devraient être soumis au secrétaire de l'IRCC ([dcoord@iho.int](mailto:dcoord@iho.int) et copie à [adcc@iho.int](mailto:adcc@iho.int)) conformément aux instructions relatives à la soumission de rapports et de propositions pour examen par l'IRCC et ses entités subordonnées disponible à la page web IRCC susmentionnée (sous l'onglet Documents de base) comme suit :

Documents	Date limite de soumission
<b>Documents de fond – nouveaux items</b> Propositions de nouveaux items de travail et toute soumission nécessitant un examen et une décision de l'IRCC	Au plus tard le <b>20 avril 2020</b> (sept semaines avant le début de la réunion)
<b>Commentaires et contributions ultérieurs</b> Documents ultérieurs (qui ne devraient pas excéder 4 pages) commentant les soumissions ou propositions soumises comme indiqué ci-dessus	Au plus tard le <b>18 mai 2020</b> (trois semaines avant le début de la réunion)
<b>Rapports des organes des CHR et de l'IRCC</b>	
<b>Documents d'information</b>	

5. **Soumission de documents pour le CBSC18.** Les documents destinés à l'examen du CBSC18 devraient être soumis au secrétariat du CBSC (adcc@iho.int, et copie à cba@iho.int) conformément aux instructions relatives à la soumission de rapports et de propositions pour examen par l'IRCC et ses entités subordonnées, comme suit :

Documents	Date limite de soumission
<b>Demandes de soutien au CBSC</b> Les soumissions devront être établies conformément aux procédures CB ( <a href="http://www.iho.int">www.iho.int</a> → Renforcement des capacités → Procédures)	Au plus tard le <b>1<sup>er</sup> avril 2020</b>
<b>Documents de fond – nouveaux items</b> Propositions de nouveaux items de travail et toute soumission nécessitant un examen et une décision du CBSC	Au plus tard le <b>15 avril 2020</b> (sept semaines avant le début de la réunion)
<b>Commentaires et contributions ultérieurs</b> Documents ultérieurs (qui ne devraient pas excéder 4 pages) commentant les soumissions ou propositions soumises comme indiqué ci-dessus	Au plus tard le <b>13 mai 2020</b> (trois semaines avant le début de la réunion)
<b>Documents d'information</b>	

6. Les documents reçus après la date limite seront traités en tant que documents d'information uniquement. Tous les documents relatifs aux réunions seront publiés sur le site web de l'OHI dans leurs sections respectives, dès qu'ils seront disponibles. Les Etats membres sont invités à consulter régulièrement le site Internet de l'OHI.

7. **Membres.** Les listes des membres de l'IRCC et du CBSC sont tenues à jour sur le site web de l'OHI dans les pages web respectives sous la rubrique Documents de base. Les deux réunions sont ouvertes à l'ensemble des Etats membres et aux organisations accréditées en tant qu'observateurs qui souhaitent y participer, conformément aux mandats de l'IRCC et du CBSC.

8. **Election des présidents et vice-présidents.** La CBSC18 et l'IRCC12 seront respectivement la première réunion du CBSC et la première réunion de l'IRCC après la deuxième session de l'Assemblée de l'OHI. Par conséquent, conformément aux règles de procédure pertinentes et comme indiqué dans le projet d'ordre du jour de chaque réunion, une élection pour les postes de président et de vice-président de chaque organe aura lieu immédiatement avant la clôture de chaque réunion. Les Etats membres sont donc invités à proposer des candidats ayant le profil requis pour les postes de président et de vice-président du CBSC et de l'IRCC et à en informer le Secrétariat (dcoord@iho.int, copie à adcc@iho.int) dans les meilleurs délais et **au plus tard le 20**

**mai 2020.** Les candidatures resteront ouvertes jusqu'au premier jour de chaque réunion. Afin de faciliter le processus électoral, le Secrétariat de l'OHI a le plaisir d'informer les Etats membres que M. Evert Flier (Norvège) qui est actuellement le vice-président du CBSC et M. Thomas Dehling (Allemagne) qui est actuellement le vice-président de l'IRCC ont déjà fait part de leur disponibilité en tant que candidats aux postes de président du CBSC et de l'IRCC respectivement.

**9. Logistique.** Des informations d'ordre général, les coordonnées de la personne à contacter pour toute assistance en matière de logistique, de visas et d'hébergement sont fournies à l'Annexe C à la présente lettre. Les démarches pour les réservations d'hôtel et les demandes de visa incombent à chaque participant. Des informations complémentaires concernant les questions administratives et logistiques, seront fournies sur le site web de l'OHI, le cas échéant.

**10. Inscription.** Il est demandé aux membres du CBSC et de l'IRCC, ainsi qu'aux observateurs, qui souhaitent assister à une réunion ou aux deux, de s'inscrire dans le système d'enregistrement en ligne de l'OHI à l'adresse suivante <https://iho.int/en/online-registration> de préférence **pas plus tard que le 15 avril 2020**. Cela facilitera la planification logistique générale et la préparation des réunions. Le lien vers les listes respectives des participants sera disponible sur leurs pages web.

**11.** Conformément aux dispositions indiquées lors de la réunion IRCC11, les réunions CBSC19 et IRCC13 devraient se tenir au Secrétariat de l'OHI à Monaco en juin 2021, conjointement avec la journée phare de la célébration du centenaire de l'OHI (le 21 juin 2021). Il est prévu que les réunions CBSC20 et IRCC14 se tiendront en Équateur ou au Japon en 2022 (à confirmer). Toutes les propositions visant à accueillir les réunions suivantes en 2023 (CBSC21 et IRCC15) les bienvenues à tout moment et de préférence à l'IRCC12.

**12.** Le 2<sup>ème</sup> Forum du renforcement des capacités et des parties prenantes de l'IBSC, qui devait se tenir en 2020, est reprogrammé pour être organisé en juin 2021 à Monaco, en conjonction avec les réunions CBSC19 et IRCC13 et avec la célébration du centenaire de l'OHI. Les dates et lieux exacts seront annoncés ultérieurement.

Veillez agréer, Madame la Directrice, Monsieur le Directeur, l'assurance de ma haute considération.

Pour le Comité de direction,



Mustafa IPTES  
Directeur

**Annexes (en anglais uniquement) :**

Annexe A – Projet d'ordre du jour et de calendrier pour le CBSC18

Annexe B – Projet d'ordre du jour et de calendrier pour l'IRCC12

Annexe C – Informations sur la logistique pour le CBSC18 et l'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>	Chair/Host  All  Chair/Host
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> <i>Docs: CBSC18-05.1A NSHC Report</i></p>	

	<p>CBSC18-05.1B MBSHC Report  CBSC18-05.1C BSHC Report  CBSC18-05.1D USCHC Report  CBSC18-05.1E EAHC Report  CBSC18-05.1F EAtHC Report  CBSC18-05.1G SEPRHC Report  CBSC18-05.1H SWPHC Report  CBSC18-05.1I MACHC Report  CBSC18-05.1J SAIHC Report  CBSC18-05.1K NIOHC Report  CBSC18-05.1L RSAHC Report  CBSC18-05.1M SWAtHC Report</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> 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><b>8.4 Performance Indicators and Statistics</b>  <i>Doc: CBSC18-08.4 Performance Indicators (Chair)</i></p> The revised IHO Strategic Plan will be considered and the procedures for the Performance Indicators established. <p><b>8.5 National Hydrographic (Coordinating) Committee (NHC/NHCC)</b>  <i>Doc: CBSC18-08.5 Legislation model for NHC/NHCC (Secretary)</i></p> Discussion on the importance of the establishment of the National Hydrographic (Coordinating) Committee (NHC/NHCC).	<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> Updates of the 3-year Work Plans of the RHCs.	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></p> Assessment of and feedback to the 2020 CBWP. CBSC will review and update the 2020 CBWP. <p><b>9.2 Finance Report</b>  <i>Doc: CBSC18-09.2 Finance Report (Secretary)</i></p> Secretary to introduce the finance report for the approval of the CBSC.	<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></p> CBSC will review, update and approve the 2021 CB Management Plan.	Chair/

	<p><b>9.4 Adoption of the 2020 CBWP</b>  <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.</p>	Secretary  Chair/ Secretary
12h30	<b>Lunch break</b>	Host
14h00	<p><b>10. Report from the CBSC to the IRCC12 Meeting</b>            Preparation and review of the CBSC Chair report to the IRCC12 Meeting.</p>	Chair
14h30	<p><b>11. Any other business</b>            CBSC discuss any other business.</p>	Chair
15h00	<p><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</p>	Chair
15h30	<b>Coffee break</b>	Host
16h00	<p><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.</p>	Chair
16h45	<p><b>14. Election of Chair and Vice-Chair</b>  <i>Doc: CBSC18-14A Election of Chair and Vice-Chair (IHO Sec.)</i></p>	Chair
17h00	<p><b>15. Closure</b>            Chair ends the meeting.</p>	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></p> <p>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></p> <p>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></p> <p>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></p> <p>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></p> <p>Highlights from the activity reports are delivered by the Chair and the Secretariat.</p>	Chair / Secretariat
11h30	<p><b>6. Regional Hydrographic Commissions (RHCs)</b> <b>6.1 RHC Reports</b> <i>Docs: IRCC12-06.1A Nordic HC (NHC Chair)</i></p>	



	<p><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	<b>6.1 RHC Reports (continued)</b> Continuation of item 6.1	RHC Chairs
15h30	<b>Coffee Break</b>	Host
16h00	<b>6.1 RHC Reports (continued)</b> Continuation of item 6.1	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>	Chairs of

	Continuation of item 7.	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' activities. Participants are invited to comment and contribute.	Chair / Secretariat
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	<p><b>13. Next IRCC Meetings (Venue and Date)</b></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 IRCC15. The current status is:  IRCC13: 22-24 June 2021 – Monaco  IRCC14: May / June 2022 – Ecuador or Japan-TBD  IRCC15: May / June 2023 – TBD</p>	Chair
12h15	<p><b>14. Any other business</b></p> <p>Participants are invited to present other business items (if any).</p>	All
12h30	<b>Lunch</b>	Host
14h00	<p><b>15. IRCC Administration (Draft Report from the IRCC to the C-4)</b></p> <p>Review the highlights of the draft IRCC report and proposals (if any) to the 4<sup>th</sup> Council Meeting.</p>	Chair / Secretariat / All
14h30	<p><b>16. Review of the Actions and Decisions</b></p> <p><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></p> <p>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.</p>	Chair / Secretariat / All
15h30	<p><b>17. IRCC Work Programme Management</b></p> <p><i>Docs: IRCC12-17A IHO Work Programme for 2021-2023 (Secretariat)</i>  <i>IRCC12-17B Draft IRCC Work Programme (Secretariat)</i></p> <p>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.</p>	Chair / Secretariat / All
16h00	<p><b>18. Election of Chair and Vice-Chair</b></p> <p><i>Doc: IRCC12-18A Election of Chair and Vice-Chair (IHO Sec.)</i></p>	Chair
16h15	<p><b>19. Closure</b></p> <p>Chair ends the meeting.</p>	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 Długi 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 Główny) 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

Hotel Reservation Form			
<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>		
Accommodation			
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.

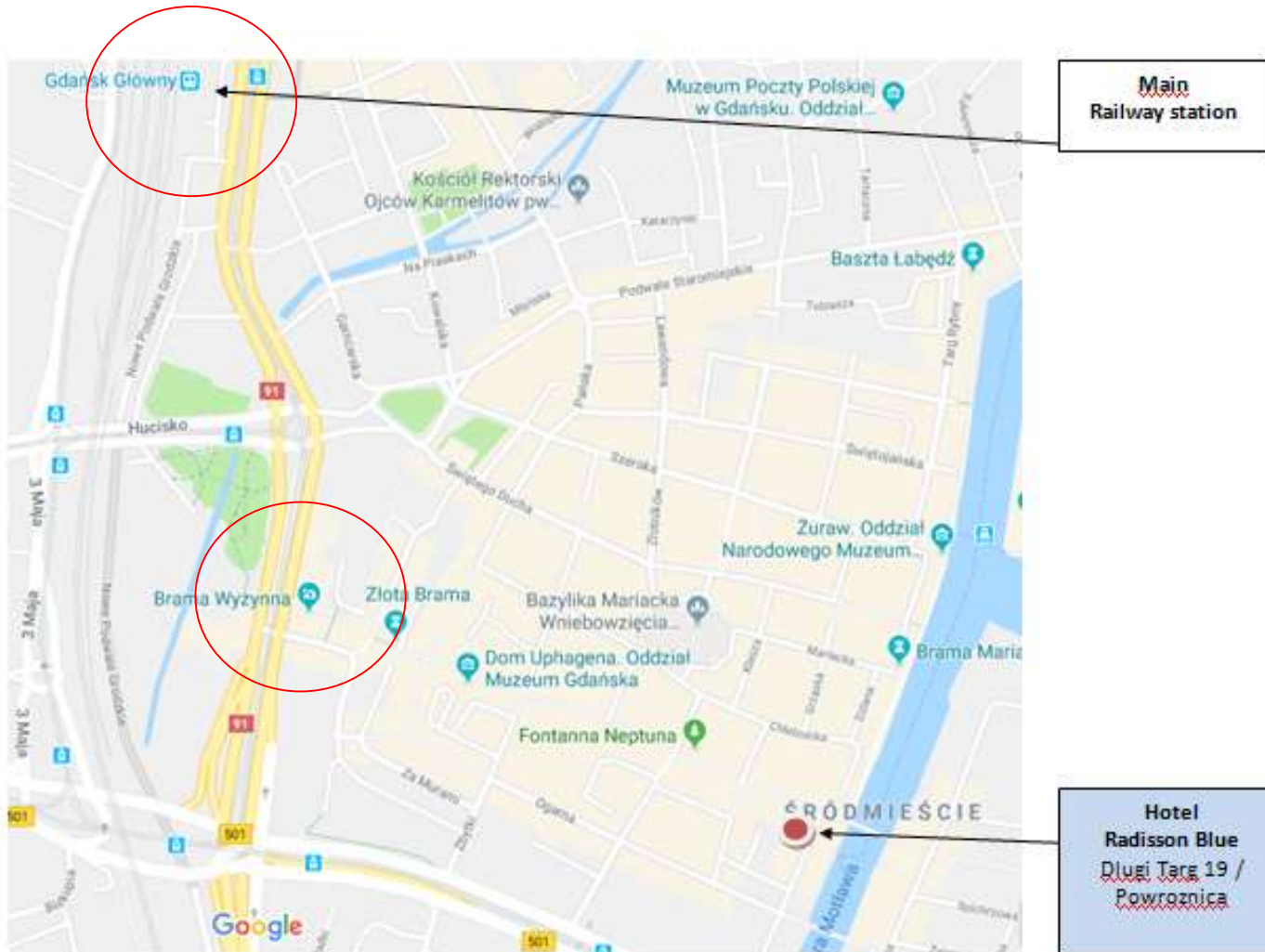


Conference IHO IRCC  
Gdansk 07-11 June 2020

<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>			

- 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->



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