



IHO File No S3/0104 & CBSC

CIRCULAR LETTER 07/2024

09 February 2024

22nd MEETING OF THE CAPACITY BUILDING SUB-COMMITTEE (CBSC22)

5 - 7 June 2024, Santa Cruz Island - Galapagos, Ecuador

16th MEETING OF THE INTER-REGIONAL COORDINATION COMMITTEE (IRCC16)

10 - 12 June 2024, Santa Cruz Island - Galapagos, Ecuador

References:

- A. List of Decisions and Actions from IRCC15
- B. List of Decisions and Actions from CBSC21
- C. Summary Report of the 7th Meeting of the IHO Council (dated 26 October 2023)

Dear Hydrographer,

1. The 22nd meeting of the Capacity Building Sub-Committee (CBSC22) and the 16th meeting of the Inter-Regional Coordination Committee (IRCC16) are planned to be hosted in Santa Cruz Island - Galapagos, Ecuador (logistic information is available on the respective CBSC22 and IRCC16 webpages) respectively from 5 to 7 June 2024 and from 10 to 12 June 2024, thanks to the kind invitation of the Instituto Oceanográfico y Antártico de la Armada, Ecuador. This event will be an in-person event, however, please note that the feasibility of setting a passive live streaming is under consideration, but is expected to have a limited internet connection.

Registration

2. All delegates intending to participate in CBSC22 and IRCC16 are invited to register through the IHO online registration system (CBSC22 and IRCC16) **no later than 3 May 2024**.

Draft Agenda and Timetable for CBSC22 and IRCC16

3. Draft agendas and timetables for CBSC22 and IRCC16 are provided respectively in **Annex A** and **Annex B** which take into account some topics and issues raised at the 7th meeting of the Council (Reference C) and some pending important actions and decisions from CBSC21 and IRCC15 (References A and B). Member States and Observers are requested to review the draft agendas and programmes and provide any comments or proposals for new or amended subjects to the CBSC and IRCC Secretariat **by 22 April 2024**. If necessary, revised draft agendas and timetables will be prepared and posted on the respective CBSC22 and IRCC16 webpages.

Submission of documents to CBSC22.

4. Documents intended for consideration at CBSC22 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 CBSC and its subordinate bodies" as follows:

Papers	Submission Deadline
Substantive papers new items Proposals for new work items and any submissions requiring consideration and a decision by CBSC	Not later than 15 April 2024 (seven weeks before commencement of the meeting)
Requests of support to CBSC The submissions should follow the CB Procedures (www.iho.int → Capacity Building → Procedures)	Not later than 22 April 2024
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 13 May 2024 (three weeks before commencement of the meeting)
Information documents	

Submission of documents for IRCC16.

5. Documents intended for consideration at IRCC16 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 22 April 2024 (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 20 May 2024 (three weeks before commencement of the meeting)
Reports of the RHCs and IRCC Bodies	
Information documents	

Documents.

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.

Members.

7. The lists of the members of the IRCC and CBSC are maintained on the IHO website in the respective web pages under Basic Committee (and Sub-Committee) 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.

Next meetings venues.

8. According to arrangements outlined at CBSC21 and IRCC15 and following arrangements with the interested Member States, CBSC23 and IRCC17 are planned to be held in Nigeria in June 2025. CBSC24 and IRCC18 meetings are tentatively scheduled in Peru in June 2026 and CBSC25 and IRCC19 meetings are tentatively scheduled in Australia or New Zealand in June 2027. Proposals for hosting the subsequent meetings in 2028 (CBSC26 and IRCC20) are welcome at any time and preferably at IRCC16.

On behalf of the Secretary-General
Yours sincerely,



Luigi SINAPI
Director

Distribution:

IHO Member States
Chairs and Vice-Chairs of CBSC and IRCC, Chair of IRCC

Annexes (*in English only*):

- A. CBSC22 Draft Agenda and Timetable
- B. IRCC16 Draft Agenda and Timetable

**22nd MEETING OF THE IHO CAPACITY BUILDING SUB-COMMITTEE
IHO-CBSC22
Santa Cruz Island - Galapagos, Ecuador
5-7 June 2024**

DRAFT AGENDA AND TIMETABLE V1

Note: Presenters of papers in parentheses ()

Time UTC-6	DAY ONE OF CBSC22 Wednesday 5 June	Action
09h30	Registration	All
10h15	<p>1. a. Opening Remarks Opening of the meeting and welcome by the host country, the CBSC Chair and the IHO Director</p> <hr/> <p style="text-align: center;">GROUP PHOTO</p> <hr/> <p>1. b. Introductions Participants will be invited to introduce themselves.</p> <p>c. Administrative Arrangements <i>Docs: CBSC22-01A List of Documents (Chair)</i> <i>CBSC22-01B List of Participants (Chair)</i> <i>CBSC22-01C CBSC Membership (Chair)</i> <i>CBSC22-01D ToR and RoP (Chair)</i> <i>CBSC22-01E ToR for the CB Coordinators (Chair)</i></p> <p>Logistic guidance and information. Documents are presented and updated as necessary.</p>	<p>Chair/Host/ IHO</p> <p>All</p> <p>Chair/Host</p>
10h50	<p>2. Approval of Agenda <i>Doc: CBSC22-02 Agenda and Timetable (Chair)</i></p> <p>Participants are invited to comment the agenda and timetable in case updates are necessary.</p>	Chair
11h00	Coffee break	Host
11h30	<p>3. Matters arising from Minutes of CBSC21 and CBSC22 Intersessional (CBSC22 Int) Meetings <i>Docs: CBSC22-03A Minutes of CBSC21 (Chair)</i> <i>CBSC22-03B Minutes of CBSC22Int (Chair)</i> <i>CBSC22-03C Status of Action List from CBSC21 (Secretary)</i> <i>CBSC22-03D Status of Action List from CBSC22 Int (Secretary)</i></p> <p>Approval of the CBSC21 and CBSC22Int Minutes. List of Actions from CBSC21 and CBSC22Int are reviewed and updated.</p>	Chair / Secretary
12h00	<p>4. Reports by the Chair and the IHO Secretariat <i>Docs: CBSC22-04A Report by the Chair (Chair)</i> <i>CBSC22-04B Report by the IHO Secretariat (IHO Secretariat)</i></p> <p>Highlights from the Chair and the Secretariat on ongoing issues and the future of the IHO Capacity Building Programme.</p>	Chair/ IHO Secretariat

12h30	Lunch break	Host
14h00	<p>5. Regional Assessment of CB Activities</p> <p>5.1 Reports of the Regional Hydrographic Commissions (RHC)</p> <p><i>Docs: CBSC22-05.1A NSHC Report</i> <i>CBSC22-05.1B MBSHC Report</i> <i>CBSC22-05.1C BSHC Report</i> <i>CBSC22-05.1D USCHC Report</i> <i>CBSC22-05.1E EAHC Report</i> <i>CBSC22-05.1F EAtHC Report</i> <i>CBSC22-05.1G SEPRHC Report</i> <i>CBSC22-05.1H SWPHC Report</i> <i>CBSC22-05.1I MACHC Report</i> <i>CBSC22-05.1J SAIHC Report</i> <i>CBSC22-05.1K NIOHC Report</i> <i>CBSC22-05.1L RSAHC Report</i> <i>CBSC22-05.1M 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.
16h00	Coffee break	Host
16h30	<p>6. Regional or other projects for CB</p> <p><i>Docs: TBA</i></p> <p>Reports and presentations on ongoing/new developments in regional or other projects (Maximum 20 minutes each).</p>	All TBA
17h30	END OF DAY ONE	Chair
Time UTC-6	DAY TWO OF CBSC22 Thursday 6 June	Action
09h30	<p>Outcomes of the IRCC 15 and 7th meeting of the Council</p> <p>7.1 Outcomes of the IRCC 15</p> <p><i>Docs: CBSC22-07A Decisions and Actions from IRCC15 (Secretary)</i></p> <p>7.2 Outcomes of the 7th meeting of the Council</p> <p><i>Docs: CBSC22-07B Decisions and Actions from C-7 (Secretary)</i></p> <p>The outcomes of IRCC15 and C-7 will be considered.</p>	Chair/ Secretary
10h30	<p>8. Operational issues of the CBSC</p> <p>8.1 IHO E-Learning Center</p> <p><i>Docs: CBSC22-08.2 CB E-learning Steering Committee (SC Chair)</i></p> <p>Meeting will receive a briefing from the E-learning Steering Committee</p>	SC Chair
11h00	Coffee break	Host
11h30	<p>8. Operational issues of the CBSC (Continued)</p> <p>8.2 Framework for IHO Gender Balance</p> <p><i>Docs: CBSC22-07B Decisions and Actions from C-7 - Decision 24</i></p> <p>Meeting will discuss the way forward to prepare the IHO Resolution to be proposed to IRCC.</p>	Chair/All

	<p>8.3 IHO Empowering Women in Hydrography (EWH) Project <i>Doc: CBSC22-08.3 Empowering Women in Hydrography (EWH) Project update (Secretary)</i> Meeting will receive briefing from the CBSC Secretary on the status of the IHO EWH Project.</p>	Secretary
12h30	Lunch break	Host
14h00	<p>8. Operational issues of the CBSC (Continued) 8.4 Update on Sponsored Courses in Hydrography and Nautical Cartography <i>Doc: CBSC22-08.4 Sponsored Courses (Secretary)</i> Secretary will update the meeting on the CBWP Sponsored Courses in Hydrography and Nautical Cartography.</p> <p>8.5 CBSC Statistics <i>Doc: CBSC22-08.5 Statistics (Secretary)</i> Secretary will update the meeting on the CBSC Statistics.</p> <p>8.6 CB Procedures Participants are invited to consider improvements to the IHO CB Procedures.</p>	Secretary Secretary Chair/ All
14h45	<p>8. Operational issues of the CBSC 8.6 Review of the 3-year RHC Work Plans 2024-2026 <i>Docs: CBSC22-08.6A MBSHC 3-year Work Plan</i> <i>CBSC22-08.6B EAHC 3-year Work Plan</i> <i>CBSC22-08.6C EAHC 3-year Work Plan</i> <i>CBSC22-08.6D SEPRHC 3-year Work Plan</i> <i>CBSC22-08.6E SWPHC 3-year Work Plan</i> <i>CBSC22-08.6F MACHC 3-year Work Plan</i> <i>CBSC22-08.6G SAIHC 3-year Work Plan</i> <i>CBSC22-08.6H NIOHC 3-year Work Plan</i> <i>CBSC22-08.6I RSAHC 3-year Work Plan</i> <i>CBSC22-08.6J SWAtHC 3-year Work Plan</i> Updates of the 3-year Work Plans of the RHCs.</p>	All
15h30	Coffee break	Host
16h00	<p>8. Operational issues of the CBSC (Continued) 8.6 Review of the 3-year RHC Work Plans 2024-2026 Continuation on the updates of the 3-year Work Plans of the RHCs.</p>	All
17h00	END OF DAY TWO	Chair

Time UTC-6	DAY THREE OF CBSC22 Friday 7 June	Action
09h30	<p>9. CB Management</p> <p>9.1 Update on the 2024 CBWP <i>Doc: CBSC22-09.1 Updated 2024 CBWP (Secretary)</i> RHCs will provide additional feedback on the 2024 CBWP revised and approved in the CBSC21.</p> <p>9.2 Finance Report <i>Doc: CBSC22-09.2 Finance Report (Secretary)</i> Secretary will introduce the finance report for the approval of the CBSC.</p> <p>9.3 Management Plan <i>Doc: CBSC22-09.3 Draft 2025 CB Management Plan (Secretary)</i> CBSC will review, update and approve the 2025 CB Management Plan.</p>	<p>Chair/ Secretary/ RHC's</p> <p>Secretary</p> <p>Chair/ Secretary</p>
11h00	Coffee break	Host
11h30	<p>9. CB Management (continued)</p> <p>9.4 Adoption of the 2025 CBWP <i>Doc: CBSC22-09.4 Adopted 2025 CBWP (Secretary)</i> CBSC to adopt the 2025 CBWP. <i>Doc. CBSC22-09.4</i> will be drafted during the meeting following the approval of the 2025 CB Management Plan.</p>	Chair/ Secretary
12h30	Lunch break	Host
14h00	<p>10. CBSC Report to IRCC16 Meeting Preparation and review of the CBSC Chair report to IRCC16 Meeting.</p>	Chair
14h30	<p>11. Any other business</p> <p>CBSC will discuss any other business.</p>	Secretary
15h00	<p>12. Next CBSC Meetings (venue and date) Confirmation of the dates and venue for CBSC23, CBSC24 and offers to host CBSC25. Current status is: CBSC23: May / June 2025 – Nigeria CBSC24: May / June 2026 – Peru CBSC25: May / June 2027 – Australia or New Zealand</p>	Chair
15h30	Coffee break	Host
16h00	<p>13. Review of the List of Actions <i>Doc: CBSC22-13 Draft list of actions from CBSC22 (Secretary)</i> CBSC reviews the List of Actions with deadlines and assigned lead. <i>Doc. CBSC22-13</i> will be drafted during the meeting.</p>	Chair/ Secretary
16h45	<p>14. Closure Chair ends the meeting.</p>	Chair
17h00	END OF THE MEETING	Chair

16th MEETING OF THE IHO INTER-REGIONAL COORDINATION COMMITTEE
IHO-IRCC16
Santa Cruz Island - Galapagos, Ecuador
10-12 June 2024

DRAFT AGENDA AND TIMETABLE
Version 1

Note: Presenters of papers in parentheses ()

Time UTC-6	DAY ONE OF IRCC16 Monday 10 June	Action
09h30	Registration	All
10h15	1. a. Opening Remarks Opening of the meeting and welcome. Chair will give the opening remarks and then invite the representative from Ecuador and the IHO Secretariat representative to address the audience.	Chair/Host/ Rep. of IHO Secretariat
	GROUP PHOTO	
	1. b. Introductions Participants will be invited to introduce themselves. c. Administrative Arrangements <i>Docs: IRCC16-01A List of Documents (Secretariat)</i> <i>IRCC16-01B List of Participants (Secretariat)</i> <i>IRCC16-01C List of IRCC Members (Secretariat)</i> Logistic guidance and information. Documents are presented and updated as necessary.	
11h00	Coffee Break	Host
11h30	2. Approval of Agenda <i>Doc: IRCC16-02 Agenda and Timetable (Secretariat)</i> Participants are invited to comment on the agenda and timetable in case updates are necessary. Agenda is adopted.	Chair
11h45	3. IRCC Highlights since IRCC15 3.1 IRCC Chair Report <i>Docs: IRCC16-03A IRCC Chair Report (Chair)</i> IRCC Chair will provide the preliminary Highlights for the IRCC16 Meeting.	Chair Chair / Secretariat
	3.2 Matters arising from Minutes of IRCC15 Meeting <i>Docs: IRCC16-03B Report of IRCC15 to C-7 [Minutes of IRCC15](Secretariat)</i> <i>IRCC16-03C Status of Action List from IRCC15 (Secretariat)</i> <i>IRCC16-03D IRCC WP 2023-2024 (Secretariat)</i> The IRCC15 List of Actions and IRCC WP 2023-2024 are reviewed and updated.	
	3.3 Outcomes of the 7th Meeting of the IHO Council (C-7) <i>Docs: IRCC16-03E List of Decisions and Actions of C-7 (Secretariat)</i> The Meeting will discuss the outcomes of C-7 that impact IRCC.	

12h15	<p>4. Report by the IHO Secretariat <i>Doc: IRCC16-04 IHO Secretariat Report (Secretariat)</i> Highlights from the activity reports are delivered by the Secretariat.</p>	Secretariat
12h30	Lunch Break	Host
14h30	<p>5.1 HSSC Report <i>Docs: IRCC16-05.1 HSSC Report (HSSC Chair)</i> HSSC Chair will update the meeting on the highlights of HSSC16</p> <p>5.2 Report of the Ad hoc Drafting Group for Making IHO Events More Inclusive <i>Docs: IRCC16-05.2 Drafting Group IHO Events More Inclusive Report (Representative of the DG)</i></p> <p>A representative of the Drafting Group will be invited to report on the results of the Survey.</p>	HSSC Chair Drafting Group
15h00	<p>6. Regional Hydrographic Commissions (RHCs) 6.1 RHC Reports, including HCA <i>Docs: IRCC16-06.1A Nordic HC (NHC Chair)</i> <i>IRCC16-06.1B North Sea HC (NSHC Chair)</i> <i>IRCC16-06.1C East Asia HC (EAHC Chair)</i> <i>IRCC16-06.1D US/Canada HC (USCHC Chair)</i> <i>IRCC16-06.1E Mediterranean and Black Seas HC (MBSHC Chair)</i> <i>IRCC16-06.1F Baltic Sea HC (BSHC Chair)</i> <i>IRCC16-06.1G Eastern Atlantic HC (EAtHC Chair)</i> <i>IRCC16-06.1H South-East Pacific Regional HC (SEPRHC Chair)</i> <i>IRCC16-06.1I South-West Pacific HC (SWPRHC Chair)</i> <i>IRCC16-06.1J Meso American - Caribbean Sea HC (MACHC Chair)</i></p> <p><i>IRCC16-06.1K Southern Africa and Islands HC (SAIHC Chair)</i> <i>IRCC16-06.1L North Indian Ocean HC (NIOHC Chair)</i> <i>IRCC16-06.1M ROPME Sea Area HC (RSAHC Chair)</i> <i>IRCC16-06.1N South West Atlantic HC (SWAtHC Chair)</i> <i>IRCC16-06.1O Arctic Regional HC (ARHC Chair)</i> <i>IRCC16-07A Hydrographic Commission on Antarctica (HCA 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 including the status of the implementation of the gender-inclusive language on their TOR and ROP in accordance with Decision A3/9.b (maximum 10 minutes each).</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
16h00	Coffee Break	Host
16h30	<p>6.1 RHC Reports (continued) Continuation of item 6.1</p>	RHC Chairs
17h30	END OF DAY ONE	Chair

Time UTC-6	DAY TWO OF IRCC16 Tuesday 11 June	Action
09h00	<p>7. Reports from IRCC Subordinate Bodies</p> <p><i>Docs: IRCC16-07B World-Wide Navigational Warning Service Sub-Committee (WWNWS-SC Chair)</i></p> <p><i>IRCC16-07C Capacity Building Sub-Committee (CBSC Chair)</i></p> <p><i>IRCC16-07D WEND Working Group (WENDWG Chair)</i></p> <p><i>IRCC16-07E MSDI Working Group (MSDIWG Chair)</i></p> <p><i>IRCC16-07F IHO-EU Network Working Group (IENWG Chair)</i></p> <p><i>IRCC16-07G FIG-IHO-ICA IBSC (IBSC Chair)</i></p> <p><i>IRCC16-07H CSB Working Group (CSBWG Chair)</i></p> <p><i>IRCC16-07I IHO DCDB Report (IHO DCDB Director)</i></p> <p><i>IRCC16-07J IHO-IOC GEBCO Guiding Committee (GGC Chair)</i></p> <p>Chairs of the IRCC bodies will present the main achievements, challenges faced, lessons learned and work programs, including the status of the implementation of the gender-inclusive language on their TOR and ROP in accordance with Decision A3/9.b in the IRCC bodies (maximum 15 minutes each).</p> <p>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
11h00	Coffee Break	Host
11h30	<p>7. Reports from IRCC Bodies (continued)</p> <p>Continuation of item 7.</p>	Chairs of subordinate bodies
12h30	Lunch Break	Host
14h00	<p>7. Reports from IRCC Bodies (continued)</p> <p>Continuation of item 7.</p>	Chairs of subordinate bodies
16h00	Coffee Break	Host
16h30	<p>8. Strategic Issues of the IRCC</p> <p>8.1 IRCC SPI's</p> <p><i>Docs: IRCC16-08.1 IHO Annual Report 2023</i></p> <p>Presentation of the results of the IRCC SPI's in 2023.</p> <p>8.2 Axis of evolution of the Strategic Plan</p> <p><i>Docs: IRCC16-08.2a Decisions and Actions from C-7 - Decision 37</i> <i>IRCC16-08.2b IHO Strategic Plan 2021-26</i></p> <p>Discussion on the axis of evolution of the existing IHO Strategic Plan.</p>	Chair Chair / All
17h30	END OF DAY TWO	Chair

Time UTC-6	DAY THREE OF IRCC16 Wednesday 12 June	Action
09h00	8.3 IRCC PT on Fund Raising <i>IRCC16-08.3 PT on Fund Raising (PT Chair)</i> The meeting will receive a briefing from the PT on Fund Raising.	
09h30	9. Other information papers Relevant information papers from the IRCC Members, Observers and invited Organizations will be provided, if any.	Chair
10h30	10. Any other business Participants are invited to present other business items (if any).	All
11h00	Coffee Break	Host
11h30	11. Draft Report from IRCC to the C-8 Review the highlights of the draft IRCC report and proposals (if any) to the 8 th Council Meeting.	Chair / Secretariat / All
12h30	Lunch	Host
14h00	12. Review of the Actions and Decisions <i>Docs: IRCC16-12 Draft List of Actions Decisions and Recommendations (Secretariat)</i> Review of the actions, decisions and recommendations agreed during the meeting. Document <i>IRCC16-12</i> will be drafted during the meeting.	Chair / Secretariat / All
15h00	13. IRCC Work Programme Management <i>Docs: IRCC16-13A IHO Work Programme for 2024-2026 (Secretariat)</i> <i>IRCC16-13B Draft IRCC Work Programme (Secretariat)</i> Discussion to build the IRCC Work Programme for 2024-2025 considering the impact of the IHO Work Programme for 2024-2026. Document <i>IRCC16-13B</i> will be drafted during the meeting.	Chair / Secretariat / All
15h30	14. Next IRCC Meetings (Venue and Date) Definition of the dates and venue for IRCC17 and confirmation of the dates and venue for IRCC18 and IRCC19. Participants are expected to offer to host IRCC20. Proposed dates and venues are: IRCC17: May / June 2025 – Nigeria IRCC18: May / June 2026 – Peru IRCC19: May / June 2027 – Australia or New Zealand	Chair / Secretariat / All
16h00	15. Closure Chair closes the meeting.	Chair
16h15	END OF THE MEETING	Chair