



PRIMAR S-100 CAPACITY BUILDING FUND

Application Procedure

This procedure has been established to facilitate the application of support from the PRIMAR S-100 Capacity Building Fund as agreed by the PAC31. It will be reviewed at the PAC32.

Part 1 of this document outlines the aim, purpose and the criteria for use of the PRIMAR S-100 CB Fund.

Part 2 of this document outlines the application form to be used when applying for support from the PRIMAR S-100 CB Fund.



PART 1

Aim, Purpose and Criteria

Aim and Purpose for the PRIMAR S-100 CB Fund

The following aim and purpose were decided for the PCBF:

- The PRIMAR S-100CB Fund shall contribute to the S-100 technical implementation.
- The PRIMAR S-100 CB Fund shall support IHO member nation's ability to implement S-100, prioritized as follows:
 - o Primarily, the PRIMAR S-100 CB Fund shall give priorities to CB projects related to PRIMAR Members.
 - o Secondly, the PRIMAR S-100 CB Fund shall give priorities to official IHO S-100 CB projects/activities.

Criteria for the use of the PRIMAR S-100 CB Fund

- No purchase of hardware/software shall be conducted from the PRIMAR S-100 CB Fund.
- Activities sponsored by the PRIMAR S-100 CB Fund shall as far as possibly reuse existing PRIMAR services/resources.
- Support from the PRIMAR S-100 CB Fund will be based on decisions made by the PRIMAR S-100 Capacity Building Fund Steering Committee (CBFSC). The CBFSC consists of the following: PAC Chair, PAC Vice Chair, Director PRIMAR, ECC Managing Director. In addition, any member of PRIMAR can appoint delegates to the CBFSC.
- Decision by the CBFSC shall be based on consensus.
- The CBFSC reports annually to PAC.
- Courses, training, activities and needs requested to be sponsored by the PRIMAR S-100 CB Fund shall be forwarded from a PRIMAR member within the region affected, to the PRIMAR Strategic Working Group (PSWG) and the CBFSC, based on the standard PRIMAR CB application form.



PART 2

Application Form

IDENTIFICATION

Project Number: (to be filled by CBFSC)
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Project Name:	
Submitting PRIMAR member:	
Date of Submission:	
Institution executing the project:	
Name of responsible:	
Telephone:	
e-mail:	

GENERAL SPECIFICATIONS

(Detailed information can be added in separate annex)

Background information	
Justification of the project	
Countries / Entities involved	
Explanation of the problem	
General objective	
Specific objectives	
Outputs/Products	
Other deliverables	
Links to IHO S-100 activities (e.g. IHO work program, S-100 road map).	
Achievements and awaited benefits (e.g. PRIMAR member's S-100 capacity building, IHO standards development, S-100 infrastructure and coordination)	
Schedule of activities including expected total timeframe	
Impact of not delivering the project	
Risks to successful delivery, and mitigations	



RESOURCES

Contribution by countries involved, if any	
Contribution from other sources, if any	
Contribution requested from PRIMAR S-100 CB Fund	
Total Cost (USD)	
Breakdown of costs	
a) From PRIMAR CB Fund (item and amount)	
b) From other parties (item and amount), if any	