

**GENERAL BATHYMETRIC CHART OF THE OCEANS (GEBCO)
EDUCATION AND OUTREACH WORKING GROUP
TERMS OF REFERENCE AND RULES OF PROCEDURE**

Preamble

At the meeting of the GEBCO Guiding Committee (GGC) in 2013, it was agreed that a new Working Group was required to coordinate, encourage, and provide an interface with regional and global education and outreach activities to build the necessary political and public awareness of GEBCO products and services. In particular, the Working Group should identify education and outreach needs required to support the GEBCO Ocean mapping community, and develop strategies to address those needs. It should also create and maintain a wide range of resources to meet its training and outreach objectives.

In 2014 a roadmap for this education and outreach working group was developed, and in 2015 web subpages were constructed based on the roadmap. Authority for the establishment of such a Working Group is included in the GGC Terms of Reference, paragraph 9, which states that “As required, establish subordinate bodies (sub-committees and working groups) to fulfill the Committee Work Programme and approve the Terms of Reference and Rules of Procedure of those bodies, reviewing annually the continuing need for each subordinate body.”

1. Terms of Reference

- 1.1 The Working Group reports to the Joint IOC-IHO GEBCO Guiding Committee (GGC) as its designated authority for all education and outreach issues relevant to the goals of GEBCO as set out in the Guiding Committee Terms of Reference and Rules of Procedure.
- 1.2 The purpose of the Education and Outreach Working Group is to assist GEBCO Guiding Committee (GGC) on GEBCO projects in fulfilling its responsibilities to engage, educate, and communicate with diverse stakeholders by:
 - 1.2.1 Identifying and advising on opportunities for stakeholder and public engagement.
 - 1.2.2 Advising on effective communications strategies for cohesive and strategic outreach to the GEBCO’s stakeholders and public.
 - 1.2.3 Educating, communicating, and providing outreach program on issues related to GEBCO projects.
 - 1.2.4 Developing customized outreach activities of interest to the diverse range of GEBCO stakeholders.

- 1.2.5 Planning and implementation for those activities
- 1.2.6 Establishing, supporting, and/or disbanding project teams, as needed, to carry out specific tasks or product developments that advance the GEBCO Project.
- 1.2.7 Working closely with other GEBCO Sub-Committees on matters of common interest.

2. Rules of Procedure

2.1 Membership of the Working Group is covered by the following rules:

2.1.1 The Working Group shall normally consist of a Chair and Vice-Chair elected by the members and endorsed by the Joint IOC/IHO GEBCO Guiding Committee (GGC), and a number of additional members. Members should be encouraged to participate according to their individual expertise and their ability to complement the overall education and outreach activities of the Working Group as a whole.

2.1.2 The Chair and the Vice-Chair are elected for a three-year period. The Chair will normally be succeeded by the Vice-Chair. The Chair and Vice-Chair may be re-elected for additional terms if desired by the Working Group members and available.

2.1.3 Members of the Working Group are experts acting exclusively for the benefit of the Joint IHO-IOC GEBCO Project.

2.2 The Chair or, in his/her absence, the Vice-Chair shall conduct the business of the Working Group. Meetings will usually be held every year, ideally before the GGC meeting. In the intervening period, the Working Group shall conduct its business by correspondence (preferably electronic mail).

2.3 Individuals who can provide a relevant and constructive contribution to the work of the Working Group may attend meetings as Scientific Advisors with observer status, at the invitation of the Chair or Vice-Chair.

2.4 Entities and organizations that can provide a relevant and constructive contribution to the work of the Working Group may be represented at meetings as Expert Contributors with observer status.

2.5 Members are expected to attend every meeting of the Working Group.

- 2.6 Observers from IHO and/or IOC Member States may attend meetings. Due to logistic constraints, attendance shall normally be limited to one observer per Member State.
- 2.7 The quorum to hold a meeting shall be not less than 50% of the Working Group Members. The Working Group shall strive to make decisions by consensus. If consensus cannot be reached, decisions shall be taken by simple majority vote. Only members present may cast a vote. The Chair shall have the casting vote if there is a tie.
- 2.8 Recommendations of the Working Group shall be submitted to the GGC for consideration and decision.
- 2.9 The Chair shall submit an annual report to the Chair of the GGC.