

LIST OF ACTIONS – Updated 20 December 2018

Agenda Item		Subject	Status/Date	Comments	Action
Continuous					
-		NF Programme Management Report	On going	Inform IHO and IOC secretariats as soon as the date for accepting UNH applications is known	Manager NF-UNH Programme
-		Participation at IHO RHC meetings	On going	Published and maintain list of RHC meetings on the GEBCO website	Secretary/BODC
-		Participation at IHO RHC meetings	On going	Attendees representing GEBCO at meetings to provide short report for publication on GEBCO website	All/BODC
-		Participation at IOC Regional meetings	On going	IOC to provide and maintain list of regional IOC meetings for consideration of GEBCO representation	IOC/BODC
-		TSCOM-SCRUM membership	On going	Invited new participants to join the gebco_folk email contact list to maintain their engagement and keep them informed of GEBCO activities	Chairs TSCOM-SCRUM/Symposium conveners
-		IHO RHC and IOC Regional meetings	On going	Inform Chair SCRUM of ability to represent GEBCO at RHC meetings to update list	All/Chair SCRUM
-		IHO RHC and IOC Regional meetings	On going	Provide suitable material for inclusion in generic GEBCO presentation	IOC
-		GEBCO engagement	On going	Identify organizations and conferences at which GEBCO should be represented; provide brief comments on attendance to the BODC to keep the community informed of the awareness actions/activities being undertaken	All/BODC
GGC35					
1	2.6	SCUFN Report	IRCC11	Include proposed revisions to B-6 in GEBCO report to IRCC11	Chair GGC
2	2.9	Outreach WG Report	7 Dec	Lead development of SCOPE ToRs	Chair OWG

3	2.9	Outreach WG Report	7 Dec	Sub-Committees to review ToRs and propose harmonized revisions	Chairs TSCOM/SCRUM/SCUFN/SCOPE
4	2.9	Outreach WG Report	28 Dec	Circulate revised ToRs to GGC for approval	Secretary
5	2.9	Outreach WG Report	28 Feb	Investigate and develop GEBCO communications strategy	Chair OWG/DM
6	2.9	Outreach WG Report	31 May	Investigate contract support to develop communications strategy	Chair SCRUM
7	3	NF Programmes Report	28 Dec	Send Thank You letter to NF to express thanks for their on-going support to the GEBCO Project	Chair GGC
8	4.1	Attendance at IHO and IOC regional meetings	On going	Add details of IOC Regional meetings to list of RHC meeting on GEBCO website	Secretary/GDA Manager
9	4.1	Attendance at IHO and IOC regional meetings	31 Jan	Develop standard generic GEBCO presentation for use at regional meetings	Chair SCRUM/GDA Manager
10	4.1	Attendance at IHO and IOC regional meetings	GGC36	Coordinate GEBCO representation at IOC and IHO regional meetings	Chair SCRUM
11	5.2	GGC ToRs	IRCC11/ IOC A30	Proposed draft revisions of GGC ToRs for approval	Chair GGC
12	5.3	IHO Resolutions	28 Dec	Provide track change versions for Seabed 2030 Project Team input	Secretary/Director Seabed 2030
13	7.1	Work Plans and Budgets	23 Nov Complete	Provide Word versions of Work Plans and Budgets to Chairs TSCOM/SCRUM/SCUFN/OutreachWG for revision, reflecting discussions and decisions of GGC35	Secretary
14	7.1	Work Plans and Budgets	14 Dec Complete	Provide revised Work Plans and Budgets and spread sheet for inclusion in final GGC35 meeting report	Chairs TSCOM/SCRUM/ SCUFN/OutreachWG
15	9.1	GGC Membership	28 Dec Complete	Take necessary actions to IHO appointee vacancy	IHO
16	10.1	GGC36	28 Dec	Investigate opportunity to host meeting in USA	Vice-Chair GGC
17	10.1	GGC36	5 Apr	Circulate an initial letter of invitation and post on the website.	Host/Secretary

18	10.1	GGC37	26 Apr	Investigate hosting and advise Sec of proposed dates for circulation to GGC	TS/IOC/Secretary
19	11.1	AOB	28 Dec Complete	Take appropriate actions to remove registration requirement to download the GEBCO grid	Vice-Chair
20	11.2	AOB	GGC36	Generate initial 'lessons learnt' document for use by future meeting host organizations	KP
21	11.3	AOB	GGC36	Investigate inclusion of a subscription capability in the website for individuals to receive information about GEBCO activities and events	BODC
22	13	Action List	GGC36	Keep IHO and the Chair and vice-Chair informed of progress with allocated actions	All
23	13	GGC35 Draft Report	23 Nov Complete	Draft to be circulated for comment	Secretary
24	13	GGC35 Draft Report	7 Dec Complete	All to provide comments on draft report	All
25	13	GGC35 Final Report	14 Dec Complete	Publish final report	Secretary
26	13	Report to IRCC11/IOC Assembly30	5 Apr/3 May	Draft report for review and amendment.	Chair/vice-Chair/Sec