

G E B C O
GENERAL BATHYMETRIC CHART OF THE OCEANS



INTERNATIONAL HYDROGRAPHIC
ORGANIZATION
ORGANISATION HYDROGRAPHIQUE
INTERNATIONALE
MONACO

G E B C O

SUB-COMMITTEE
ON
UNDERSEA FEATURE NAMES
(SCUFN)



INTERGOVERNMENTAL OCEANOGRAPHIC
COMMISSION
COMMISSION OCEANOGRAPHIQUE
INTERGOUVERNEMENTALE
PARIS

Chair: Dr.-Ing. Hans Werner SCHENKE (Hans-Werner.Schenke@awi.de)
Vice-Chair: Dr. Yasuhiko OHARA (yasuhiko.ohara@gmail.com)
Secretary: Mr. Yves GUILLAM (yves.guillam@iho.int)

Secretariat: International Hydrographic Organization (IHO)
4b quai Antoine 1^{er} BP 445
MC 98011 Monaco Cedex
Principality of Monaco

IHO File No. S3/2643

24 April 2018

SCUFN Letter No. 02/2018

To: SCUFN Members and Observers, Host Nation (Ms Jill Remnant, Dr Vaughan Stagpoole), Proposers, SCUFN Undersea Feature Names Project Team (UFNPT) Chair

Subject: 31st Meeting of SCUFN, Tuesday 23 October – Saturday 27 October 2018, Wellington, New Zealand.

Dear colleagues,

1 Thanks to the kind invitation of New Zealand, the 31st meeting of the GEBCO Sub-Committee on Undersea Feature Names (SCUFN-31) will be jointly hosted by the New Zealand Geographic Board, NIWA and GNS Science, in Wellington, New Zealand. The meeting will be held at the Te Wharewaka Function Centre, 2 Taranaki St, Wellington. All documents pertaining to SCUFN-31, including logistical information and provision programme, are made available on the IHO website www.iho.int > Committees&WGs > SCUFN > SCUFN31 > Documents. On this page, you will also get access to the specific SCUFN-31 webpage¹ that has been set up by the host country. A draft programme is available on this page. This letter proposes a provisional agenda for the meeting and provides additional information for registration.

Agenda

¹ <https://sites.google.com/view/scufn-wellington-2018/home>

2 The preliminary and provisional agenda for SCUFN-31 is provided in Annex A. Associated documents have tentatively been listed. SCUFN members/observers are kindly requested to review this draft and provide any comments / new agenda items to the Secretary (yves.guillam@iho.int), copy to the Chair (hans-werner.schenke@awi.de) and the Vice Chair (yasuhiko.ohara@gmail.com), at their earliest convenience and **not later than 30 June 2018**. A final draft agenda will then be prepared and made available on the IHO website.

Proposals

3 In accordance with SCUFN rules of procedures (Art. 2.8) and following decision made at SCUFN-30 (See SCUFN30 Report, paragraph 6), undersea feature name proposals² to be considered at the 31st meeting of SCUFN should be submitted to the Secretary **as soon as possible**, and **not later than 23 August 2018**³. Other documents intended for consideration at the meeting, e.g., letters to the sub-committee, white papers or reports should reach the Secretary as early as possible, and **not later than 23 September 2018**. It is worth noting that SCUFN members are no longer allowed to submit proposals themselves, according to the new edition 4.1.0 of Publication B-6 *Standardization of Undersea Feature Names* (section 2 ii in page 1-vi refers). However, they can support the preparation of proposals. SCUFN members are invited to review all proposals before the meeting (www.scufnreview.org).

Progress on the List of Actions from previous meetings

4 The Report of SCUFN-30 is available on the IHO website as well as the List of Actions from the SCUFN-30 meeting and its Status (Doc. SCUFN31-03.1A). Those concerned with the actions listed, or who can help to progress them, are urged to do so at their earliest convenience and report to the Secretary.

Participation - Registration

5 Following the establishment of the SCUFN Undersea Feature Names Project Team (UFNPT - [IHO CL 30/2017](#) refers), the UFNPT Chair (or representative) is invited to participate in this meeting. UFNPT Members are also kindly invited to participate in the SCUFN plenary session as Observers so they can meet the SCUFN subject matter experts with whom they will be subsequently in contact for carrying out their activities.

6 This letter constitutes a formal invitation for all SCUFN members, UFNPT and observers to attend SCUFN-31. Participants are invited to complete their registration form which is available on the IHO website www.iho.int > Committees&WGs > SCUFN > SCUFN31 > [Documents](#), **by 31 July 2018** and make their own booking arrangements for accommodation. Due to the expected participation of upcoming SCUFN Members, delegations are invited to limit the number of observers⁴ (Art. 2.6 of the SCUFN RoP refers).

SCUFN Chair and Vice-Chair (See SCUFN ROP, Art. 2.2 to 2.4)

7 As announced at SCUFN-30, there will be an election for the positions for SCUFN Chair and Vice-Chair to take effect at the end of SCUFN-31.

8 To facilitate the process of the elections, and noting the new composition of SCUFN that will be in effect at the end of SCUFN-31⁵, SCUFN members who will become or remain part of this new

² Including shp files for the geometry of the features (polygons, summit, etc.).

³ 60 days prior to the meeting.

⁴ One or two people maximum as observers per delegation looks acceptable.

⁵ See IHO CL 29/2018 dated 18 April 2018 and the IOC Letter to be issued soon.

composition of SCUFN are invited to nominate suitable candidates for the positions of Chair and Vice-Chair at their earliest convenience via email to the SCUFN Secretariat at yves.guillam@iho.int. Nominations will be accepted until the end of the first day of the plenary meeting (**23 October**).

Countdown

9 In summary, the timetable with deadlines for a smooth preparation of the SCUFN-31 meeting is:

Participant Registration	31 July 2018
Agenda: Comments / Proposals	30 June 2018
Feature Name Proposals	23 August 2018
Discussion Papers	23 September 2018
Deadline for nominations for position of Chair/Vice-Chair	Close of business on 23 October 2018
Progress SCUFN-30 List of Actions	As soon as possible, no later than 23 September 2018

Future SCUFN Meetings

10 Initial proposals for hosting subsequent meetings to be held in 2019 (SCUFN-32) and 2020 (SCUFN-33) are welcome at any time (yves.guillam@iho.int) and preferably not later than at SCUFN-31.

I very much look forward to seeing all of you at the meeting.

Yours sincerely,



Prof. Dr. Hans Werner SCHENKE
Chair of SCUFN

Annex:

A. Provisional agenda for SCUFN-31

31st SCUFN MEETING
Te Wharewaka Centre, Wellington, New Zealand, 23-27 October 2018

PROVISIONAL AGENDA

Notes: 1) Meeting to start at **0900** at Te Wharewaka Centre on **Tuesday 23 October** and to close at **1130** on **Saturday 27 October 2018**. Registration from **0830** at the Centre.
2) Names of prospective presenters of papers are given in parenthesis.

1. Opening, Welcome Address and Administrative Arrangements

Doc: SCUFN31-01A List of Documents (Secretary)
SCUFN31-01B List of Participants (Secretary)
SCUFN31-01C SCUFN Membership and Observers List (Secretary) – Introduction of upcoming SCUFN Members
SCUFN31-01D Terms of Reference and Rules of Procedure - Proposal for Amendment to Art. 2.8 of SCUFN ROPs (.doc)

2. Introduction by SCUFN Chair - Approval of Agenda

2.1 SCUFN Chair Report (GEBCO Guidance, IOC, ...)
Doc: SCUFN31-02.1A SCUFN Chair Report (Chair)
2.2 Approval of Agenda
Doc: SCUFN31-02.2A Agenda and Time Table (Secretary/Host)

3. Matters remaining from Previous Meetings

3.1 Review of Actions from SCUFN-30 and transfer to the relevant agenda items
Doc: SCUFN31-03.1A List of Actions from SCUFN-30 and Status (Secretary)
3.2 Letter in Response to the Permanent Delegation of the Republic of the Philippines to UNESCO - Consequences
Doc: SCUFN31-03.2A SCUFN Letter 01/2018 Undersea Feature Names: Haidongqing Seamount, Jinghao Seamount, Tianbao Seamount, Jujiu Seamounts and Cuiqiao Hill (Chair)
Doc: SCUFN31-03.2B Reference Letter: Letter from the Permanent Delegation of the Republic of the Philippines to UNESCO
3.3 Decision making process in SCUFN – Repository of typical cases
Doc: SCUFN31-03.3A List of Actions from SCUFN-30 and Status (Han/Roberta/Chair)

4. Proposals Submitted during Intersessional Period

4.1 From Ascension Island Government
Doc: SCUFN31-04.1A Proposal (1) from Dr Judith Brown
4.2 From USA, University of New Hampshire
Doc: SCUFN31-04.2A Proposal (1) from UNH, Center for Coastal and Ocean Mapping
4.3 From Costa Rica, Comision Nacional de Nomenclatura, Instituto Geografico Nacional
Doc: SCUFN31-04.3A Proposal (1) from Costa Rica, Comision Nacional de Nomenclatura
4.4 From New Zealand, Undersea Names Committee of the New Zealand Geographic Board (NZGB)
Doc: SCUFN31-04.4A Proposals (13 fast-track) from New Zealand, NZGB
4.5 From xxx
Doc: SCUFN31-04.5A Proposals (xx) from xxx
4.6 From xxx
Doc: SCUFN31-04.6A Proposals (xx) from xxx
Etc.
...

5. Liaison with Other Geographical Name Bodies

5.1 Advisory Committee on Undersea Features (ACUF) of the US Board on Geographical Names
Doc: SCUFN31-05.1A Reports of ACUF Activities (T. Palmer)

- 5.2 Undersea Names Committee of the New Zealand Geographic Board (NZGB)
Doc: SCUFN31-05.2A Report of the NZGB Undersea Names Committee (J. Remnant)
- 5.3 Marine Regions
Doc: SCUFN31-05.3A Activities of Marine Regions of interest to SCUFN (S. Claus/P. Oset Garcia)

6. Standardization of Undersea Feature Names: IHO-IOC Publication B-6

- 6.1 Report and Proposals from the Generic Terms Subgroup
Docs: SCUFN31-06.1A Report and Proposals from the Generic Term Sub Group on definitions (Sub group)
SCUFN31-06.1B Report and Proposals from the Generic Term Sub Group on a general strategy and possible guidelines defining the optimal horizontal resolution between UFN (Sub group)
- 6.2 IHO-IOC Publication B-6
Docs: SCUFN31-06.2A Progress report on the preparation of the draft new Edition of Publication B-6 (Secretary)
SCUFN31-06.2B Update of Appendix A of B-6 (Yas Ohara)

7. Gazetteer of Undersea Feature Names

- 7.1 Maintenance of the on-line interface to GEBCO Gazetteer database
Docs: SCUFN31-07.1A Summary of issues related to the on-line GEBCO Gazetteer (Secretary)
SCUFN31-07.1B Report by NOAA/NCEI on maintenance issues (tbc)
- 7.2 Maintenance of the GEBCO Gazetteer database (including PENDING names)
Docs: SCUFN31-07.2A Proposals by SCUFN Members (10 features/year/Member) to upgrade the quality of the geometry of existing major undersea features (All)
SCUFN31-07.2B Report of the work made during the inter-sessional period (Secretary)
- 7.3 Interoperability and Prototyping
Doc: SCUFN31-07.3A Development of a Beta-Gazetteer management plan (H-C Han)

8. Undersea Feature Names Project Team (UFNPT)

- 8.1 UFNPT Report and Road-map
Doc: SCUFN31-08.1A Progress Report of the Undersea Feature Names Project Team – Tasks, Work Items (Chair/Anna Hendi tbc)

9. Any Other Business

- 9.1 xxx
Doc: SCUFN31-09.1A Presentation

10. SCUFN Programme of Work – Review of the draft List of Decisions and Actions

- 10.1 SCUFN Programme of Work and Draft List of Decisions and Actions from SCUFN31
Doc: SCUFN31-10.1A Draft SCUFN Programme of Work 2019-20 to be submitted to GEBCO Guiding Committee (Secretary)

11. Dates and Venues for the Next Meetings

12. Election of Chair and Vice-Chair

13. Conclusion
