

Undersea Feature Names Project Team (UFNPT)
Terms of Reference and Rules of Procedure

References:

1. 29th meeting of SCUFN, Boulder, Colorado, USA, September 2016, endorsed by HSSC-8.
2. IHO CL 30/2017 dated 3 April – Composition of the GEBCO SCUFN UFNPT

1. Objective

- a) Consider Doc. SCUFN28-06B “Development of an S-100 Product Specification for Undersea Feature Names and Registering SCUFN terms in the IHO GI Registry”
- b) Establish procedures for the management and registration of undersea feature names approved by SCUFN and the management of proposals made to SCUFN
- c) Provide recommendations to SCUFN on the management of undersea feature names and the use of registers to record the proposals made to SCUFN and the names approved by the Sub-committee.

2. Authority

The Project Team for Undersea Feature Names (SCUFN PT) reports to the IHO-IOC GEBCO Sub-Committee on Undersea Feature Names, SCUFN. The Terms of Reference and Rules of Procedure of SCUFN apply.

3. Composition and Chair

- a) The Undersea Feature Names Project Team (SCUFN PT) shall comprise representatives of IHO Member States (MS), IHO-IOC GEBCO Subject Matter Experts, Expert Contributors (EC) and observers from accredited NGIOs. The IHO Secretariat may also be represented. A membership list shall be maintained and posted on the IHO website.
- b) EC membership is open to entities and organizations that can provide relevant and constructive contribution to the work of the SCUFN PT. ECs shall seek approval of their membership from the Chair of the SCUFN PT.
- c) EC membership may be withdrawn, in the event that a majority of SCUFN PT members agree that an EC’s continued participation is either irrelevant or not constructive to the work of the SCUFN PT.
- d) The Chair of the SCUFN PT is designated by the parent body.
- e) If a Secretary is required, he/she should normally be drawn from a member of the SCUFN PT.

4. Procedures

- a) The SCUFN PT should work primarily by written correspondence and teleconferences.
- b) Decisions should be made by consensus. Dissenting opinions, if any, should be reflected in the SCUFN PT report.
- c) The SCUFN PT should liaise with other IHO bodies, international organizations, end users and industry to ensure the relevance and currency of its work.
- d) The SCUFN PT should report in accordance with its Work Plan.