



IHO File No. S3/7198

CIRCULAR LETTER 30/2017
03 April 2017

**COMPOSITION OF THE GEBCO SCUFN
UNDERSEA FEATURE NAMES PROJECT TEAM (UFNPT)**

References:

- A. IHO CL 07/2017 dated 24 January - *Establishment of the GEBCO SCUFN Undersea Feature Names Project Team (UFNPT)*
- B. Report of the 29th meeting of the GEBCO Sub-Committee on Undersea Feature Names.

Dear Hydrographer,

1. The Circular Letter at Reference A invited nominations from the Member States to participate in the GEBCO (General Bathymetric Chart of the Oceans) SCUFN (Sub-Committee on Undersea Feature Names) Project Team on Undersea Feature Names (UFNPT) and, if applicable, nominate candidates as an office bearer.
2. The Secretariat of the IHO thanks the six Member States that responded to Reference A by submitting nominations: Argentina, Australia, Ecuador, Italy, Portugal and the Republic of Korea. Chile also confirmed its intention to contribute to the work of the UFNPT through its participation as IHO representative in SCUFN activities. Italy indicated that an additional member may be designated in the future. Italy supported the earlier offer made by Canada to chair the UFNPT. In accordance with the recommendations made at the 29th meeting of SCUFN, the members of the SCUFN Generic Term Sub-Group will also support the work of the UFNPT as expert contributors (See Reference B, paragraph 6.3). The resultant composition of the UFNPT is provided in Annex A.
3. Taking into account that no other nomination was received for the roles of Chair and Vice-Chair, the IHO Secretariat thanks Canada for its offer (See Reference A) and proposes that Ms Rowena OROK (Canada) is appointed as Chair of the UFNPT. The identification and election of a Vice-Chair remains outstanding.
4. As indicated in Reference A, the UFNPT will work primarily by correspondence. However, it is proposed that a kick-off meeting of the UFNPT be arranged during the 30th meeting of SCUFN to be held in Genoa, Italy, from 2 to 6 October 2017, in order for the Chair to initiate the work of the UFNPT in liaison with the SCUFN.
5. The Terms of Reference and Rules of Procedures for the UFNPT are provided at Annex B for ease of reference. The point of contact in the IHO Secretariat is Assistant Director Yves Guillam (adcs@iho.int), as Secretary of the SCUFN.

On behalf of the Secretary-General
Yours sincerely,

Mustafa IPTES
Director

Annexes:

- A. Composition of the GEBCO SCUFN Undersea Feature Names Project Team (UFNPT)
- B. Terms of Reference and Rules of Procedures of the GEBCO SCUFN Undersea Feature Names Project Team (UFNPT) (*in English only*)

Copy (*by e-mail*): SCUFN Chair and Members
All UFNPT Members

Composition of the GEBCO SCUFN Undersea Feature Names Project Team (UFNPT)

Country	Name	E-mail	Organization
Argentina	Rocio del Valle BORJAS	borjas@hidro.gov.ar	SHN
Australia	Ian HALLS	ian.halls@defence.gov.au	AHS
Canada	Rowena OROK (Chair)	Rowena.Orok@dfo-mpo.gc.ca	CHS
Ecuador	Jorge ALAVERA Alvarado	jalavera@inocar.mil.ec	INOCAR
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SCUFN Member, IHO Rep.	Felipe BARRIOS	fbarrios@shoa.cl	SHOA

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

Reference: 29th meeting of SCUFN, Boulder, Colorado, USA, September 2016, endorsed by HSSC-8

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 NGOs. 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.