

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

IHB File No. S3/2643

21 April 2017

SCUFN Letter No. 01/2017

To: SCUFN Members and Observers, Host Nation (Ms Roberta Ivaldi), Proposers, SCUFN Undersea Feature Names Project Team (UFNPT) Members

Subject: 30th Meeting of SCUFN, 2-6 October 2017, Genoa, Italy

Dear colleagues,

1 The 30th meeting of the GEBCO Sub-Committee on Undersea Feature Names (SCUFN-30) will be hosted by the *Istituto Idrografico della Marina* (IIM) in Genoa, Italy. All documents pertaining to SCUFN-30, including logistical information, are made available on the IHO website www.iho.int > Committees&WGs > SCUFN > SCUFN30 > Documents as soon as they are received by the Secretary. This letter proposes a provisional agenda for the meeting and provides additional information for registration.

2 The preliminary and provisional agenda for SCUFN-30 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 **no later than 30 June 2017**. A final draft agenda will then be prepared and made available on the IHO website.

3 In accordance with SCUFN rules of procedures (Art. 2.8), undersea feature name proposals to be considered at the 30th meeting of SCUFN should be submitted to the Secretary **as soon as possible**, and when in electronic format¹ **no later than 1 September**, when in paper format **no later than 1 August 2017**. 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 **no later than 1 September 2017**. 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 encouraged to review all proposals before the meeting (www.scufnreview.org).

5 The [Report of SCUFN-29](#) is available on the IHO website as well as the List of Actions from the SCUFN-29 meeting and its Status (Doc. SCUFN30-03.1A). 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.

6 Following the establishment of the SCUFN Undersea Feature Names Project Team (UFNPT - [IHO CL 30/2017](#) refers), it is planned to arrange a kick-off meeting of this UFNPT during the week as indicated in Annex A. UFNPT Members are therefore 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.

7 This letter constitutes a formal invitation for all SCUFN members, UFNPT and observers to attend SCUFN-30. Participants are invited to complete their registration form which is available on the IHO website www.iho.int > Committees&WGs > SCUFN > SCUFN30 > [Documents](#), **by 30 June 2017**. Due to the expected participation of UFNPT Members, delegations are invited to limit the number of observers² (Art. 2.6 of the SCUFN RoP refers).

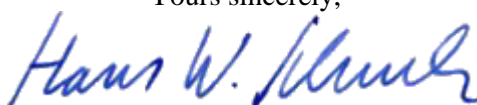
8 In summary, the timetable with deadlines for a smooth preparation of the SCUFN-29 meeting is as follows:

Participant Registration	30 June 2017
Agenda: Comments / Proposals	30 June 2017
Feature Name Proposals (paper)	1 August 2017
Feature Name Proposals (digital)	1 September 2017
Discussion Papers	1 September 2017
Progress SCUFN-29 List of Actions	As soon as possible, no later than 1 September 2017

9 Initial proposals for hosting subsequent meetings to be held in 2018 (SCUFN-31) and 2019 (SCUFN-32) are welcome at any time (yves.guillam@iho.int) and preferably not later than at SCUFN-30.

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

Yours sincerely,



Prof. Dr. Hans Werner SCHENKE
Chair of SCUFN

¹ Including shp files for the geometry of the features (polygons, summit, etc.).

² One or two people maximum as observers per delegation look acceptable.

Annex:

A. Provisional agenda for SCUFN-30

30th SCUFN MEETING
Genoa, Italy, 2-6 October 2017

PROVISIONAL AGENDA

- Notes: 1) Meeting to start at **0900** at the IIM on **Monday 2 October** and to close at **1200** on **Friday 6 October** 2017.
2) Kick-off meeting of the UFNPT planned on **Wednesday 4 October afternoon**, together with SCUFN Members. Side-working-sessions of the UFNPT possible from Monday 2 to Wednesday 4 October morning, and from Thursday 5 to Friday 6 October.
3) Names of prospective presenters of papers are given in parenthesis.

1. Opening and Administrative Arrangements

- Doc:* SCUFN30-01A *List of Documents (Secretary)*
SCUFN30-01B *List of Participants (Secretary)*
SCUFN30-01C *SCUFN Membership and Observers List (Secretary)*
SCUFN30-01D *Terms of Reference and Rules of Procedure – Proposal for Amendment*

2. Introduction by SCUFN Chair - Approval of Agenda

- 2.1 SCUFN Chair Report (GEBCO Guidance, IOC, ...)
Doc: SCUFN30-02.1A *SCUFN Chair Report (Chair)*
2.2 Approval of Agenda
Doc: SCUFN30-02.2A *Agenda and Time Table (Secretary)*

3. Matters remaining from Previous Meetings

- 3.1 Review of Actions from SCUFN-30 and transfer to the relevant agenda items
Doc: SCUFN30-03.1A *List of Actions from SCUFN-30 and Status (Secretary)*

4. Proposals Submitted during Intersessional Period

- 4.1 From USA, Schmidt Ocean Institute, Mr Leighton Rolley
Doc: SCUFN30-04.1A *Proposals (xx) from Mr Leighton Rolley*
4.2 From USA, University of New Hampshire
Doc: SCUFN30-04.2A *Proposal (1) from UNH, Center for Coastal and Ocean Mapping*
4.3 From xxx
Doc: SCUFN30-04.3A *Proposals (xx) from xxx*
4.4 From xxx
Doc: SCUFN30-04.4A *Proposals (xx) from xxx*
4.5 From xxx
Doc: SCUFN30-04.4A *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: SCUFN30-05.1A *Reports of ACUF Activities (J. Nerantzis / T. Palmer)*
5.2 Undersea Names Committee of the New Zealand Geographic Board (NZGB)
Doc: SCUFN30-05.2A *Report of the NZGB Undersea Names Committee (V. Stagpoole)*
5.3 UN Group of Experts on Geographical Names (UNGEGN)
Doc: SCUFN30-05.3A *Report from the UNGEGN 30 Session (tbd)*
5.4 Marine Regions
Doc: SCUFN30-05.4A *Activities of Marine Regions of interest to SCUFN (S. Claus)*

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

Doc: SCUFN30-06A *Initial review of a draft new Edition of Publication B-6 and insertion of a fast-track procedure (Secretary)*

7. Gazetteer of Undersea Feature Names

7.1 Maintenance of the on-line interface to GEBCO Gazetteer database

Doc: SCUFN30-07.1A *Summary of issues related to the on-line GEBCO Gazetteer (Secretary)*
SCUFN30-07.1B *Report by NOAA/NCEI on maintenance issues (tbc)*

7.2 Maintenance of the GEBCO Gazetteer database (including PENDING names)

Doc: SCUFN30-07.2A *Report of the work made during the inter-sessional period (Secretary)*

7.3 Interoperability and Prototyping

Doc: SCUFN30-07.3A *Status of website interface for submission and review of proposals and report on Action SCUFN29/150 (H-C Han)*

8. Undersea Feature Names Project Team (UFNPT)

8.1 UFNPT Report and Road-map

Doc: SCUFN30-08.1A *Initial Report of the Undersea Feature Names Project Team – Tasks, Work Items (R. Orok)*

9. Any Other Business – Brief overview of the activities of the Schmidt Ocean Institute

9.1 Overview of the activities of the SOI (to be confirmed)

Doc: SCUFN30-09.1A *Presentation (L Rolley)*

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 SCUFN30

Doc: SCUFN30-10.1A *Draft SCUFN Programme of Work 2018-19 to be submitted to GEBCO Guiding Committee (Secretary)*

11. Dates and Venues for the Next Meetings

12. Conclusion
