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**G E B C O**



INTERNATIONAL HYDROGRAPHIC  
ORGANIZATION  
ORGANISATION HYDROGRAPHIQUE  
INTERNATIONALE  
MONACO

**SUB-COMMITTEE  
ON  
UNDERSEA FEATURE NAMES  
(SCUFN)**

INTERGOVERNMENTAL OCEANOGRAPHIC  
COMMISSION  
COMMISSION OCEANOGRAPHIQUE  
INTERGOUVERNEMENTALE  
PARIS

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IHO File No. S3/2643

17 September 2020

**SCUFN Letter No. 01/2020**

**To:** SCUFN Members and Observers, Proposers, SCUFN Undersea Feature Names Project Team (UFNPT) Chair

**Subject:** 33<sup>rd</sup> Meeting of SCUFN, Monday 9 – Tuesday 10 November 2020, Video Tele Conference (VTC) Event.

**References:** Emails from SCUFN Secretary on behalf of the SCUFN Chair, dated 12 May, 30 July and 7 September 2020 – *SCUFN business continuity and SCUFN-33*.

Dear colleagues,

1. As discussed and reported in references, it has been agreed that the evolution of the Covid-19 pandemic prevents SCUFN from having a face-to-face meeting this year in St Petersburg, Russian Federation as initially planned. As a consequence, SCUFN-33 will be held this year as a remote event, through video teleconference (VTC). This

special meeting requires specific arrangements that are given in this SCUFN Circular Letter.

2. SCUFN-33 will therefore be held as follows:

- a. From Monday 9 November to Tuesday 10 November, one single session of 3 hours, on both days, by VTC only.
- b. The link to be used will be: <https://global.gotomeeting.com/join/912159205>. Registered participants will be informed in case of a change.
- c. The time slots table for the meeting on 9 and 10 November is given below

City <sup>1</sup>	Time Zone (in November 2020)	Meeting Time (local time)
Wellington (NZ)	UTC+13	19:00-22:00
Hobart (AU)	UTC+11	17:00-20:00
Seoul (KR)	UTC+9	15:00-18:00
Tokyo (JP)	UTC+9	15:00-18:00
Tianjin (CN)	UTC+8	14:00-17:00
Kuala Lumpur (MY)	UTC+8	14:00-17:00
Mombasa (KE)	UTC+3	09:00-12:00
Saint-Petersburg (RU)	UTC+3	09:00-12:00
Genoa (IT)	UTC+1	07:00-10:00
Brest (FR)	UTC+1	07:00-10:00
Monaco (MC)	UTC+1	07:00-10:00
Springfield (US)	UTC-5	01:00-04:00
Mexico (MX)	UTC-6	00:00-03:00

- d. The time slots table for testing the VTC connectivity is given below

Region	Testing Date&Time (UTC)
Asia-Oceania	Tuesday 27 October, 06:00-07:00
Europe-Middle-East-Africa	Tuesday 27 October, 07:00-08:00
Americas	Tuesday 27 October, 13:00-14:00

Other test sessions can be arranged “à la carte”, on request.

## Agenda

3. The draft agenda for SCUFN-33 has been prepared in accordance with the provisions given in references, as agreed by SCUFN Members by email. It is provided in Annex A. Associated documents have tentatively been listed.

4. It is unlikely that it will be possible to address more than these items. It is also reminded that the objectives of the meeting are to make decisions by consensus, mainly on corporate matters including business continuity and on five sets of naming proposals as listed in Annex A. If this turns out to be out of reach by VTC at SCUFN-33, then decisions will be postponed to SCUFN-34. However, complementary actions can be decided on such topics, either to get complementary information or data and therefore with the aim to progress with some issues prior to SCUFN-34 and make this meeting even more efficient than before.

## Proposals

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<sup>1</sup> SCUFN Members' and SCUFN Secretary Location.

5. The 5 sets of naming proposals<sup>2</sup> that will be reviewed at SCUFN-33 were received by the SCUFN Secretariat in 2019 (after our SCUFN-32 meeting deadline) or early this year. In other words, they were submitted in accordance with SCUFN rules of procedure (Art. 2.8). Other documents intended for consideration at the meeting, e.g. letters to the sub-committee, white papers or reports, support paper of cookbook, should reach the Secretary as early as possible, and **not later than 30 October 2020**. It is highly recommended to use the standard format (summary, background information, analysis, conclusion, recommendations, justification/impact, action to be taken/considered by SCUFN).

6. As agreed in references, all other naming proposals received since the decision was made to shorten SCUFN-33 have been recorded in chronological order of their reception for being reviewed for SCUFN-34. This also applies to the proposals to come from now, **until 1 September 2021**. This also applies to former proposals that were postponed from SCUFN-32 for further considerations for various reasons (sensitive cases, technically complex, etc.). This also applies to Action SCUFN32/192. Tests to support this action will be made using the 5 proposers' submission to be reviewed in November this year. Tests are already in progress.

### **Progress on the List of Actions from previous meetings**

7. The Report of SCUFN-32 is available on the IHO website as well as the Status on the List of Decisions and Actions from the SCUFN-32 meeting. 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**

8. 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 SCUFN-33 as Observers. Although it is a VTC event, it is reminded that delegations are invited to limit the number of observers<sup>3</sup> (Art. 2.6 of the SCUFN RoP refers). In addition, and following a kind request from a Guardian writer, Ms Laura Trethewey has been invited to attend as Observer as well. A short questions&answers session is planned after the end of the meeting for this reason.

9. This letter constitutes a formal invitation to all SCUFN members, UFNPT and observers to participate in SCUFN-33. Participants are invited to register on-line through the [IHO online registration system](#) (create a user account if it does not exist yet, record your own ID and password, and then register in the SCUFN-33 event). Registration is requested **no later than 30 October 2020**.

### **Future SCUFN Meetings**

10. Thanks to the new generous offer from the Russian Federation to host SCUFN-34 in November 2021 (as planned for SCUFN-33), initial proposals for hosting subsequent meetings to be held in 2022 (SCUFN-35) and 2023 (SCUFN-36) are welcome at any time ([yves.quillam@iho.int](mailto:yves.quillam@iho.int)) and preferably not later than at SCUFN-33.

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

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<sup>2</sup> 5 proposers (Australian Antarctic Division - Newcastle University for Five Deeps, UK - Russian Gliere Memorial Museum - Bremen University, Germany, AWI, Germany).

<sup>3</sup> One or two people maximum as observers per delegation looks acceptable.

Yours sincerely,



Dr Hyun-Chul HAN  
Chair of SCUFN

**Annex:**

- A. Provisional agenda for SCUFN-33

**33<sup>rd</sup> SCUFN MEETING**  
**Visio-TeleConference Meeting (VTC), 9-10 November 2020**

**DRAFT AGENDA and TIMETABLE**  
*(version 17 September 2020)*

<b>Tuesday 27 October</b>	<b>VTC Testing Sessions (UTC)</b>		
	<a href="https://global.gotomeeting.com/join/912159205">https://global.gotomeeting.com/join/912159205</a>		
	<i>Testing sessions will be used to share the VTC meeting etiquette (all microphones muted, invitation to speak by Chair, short statements, corresponding written statements sent to Secretary if appropriate, limited use of chat, etc.)</i>		
06:00-07:00	Asia-Oceania		
07:00-08:00	Europe-Middle-East-Africa		
08:00-09:00	Americas		
<b>Monday 9 November</b>	<b>SCUFN-33 VTC DAY 1</b>		
	<b>City<sup>4</sup></b>	<b>Time Zone</b> (in November 2020)	<b>Meeting Time (local time)</b>
	Wellington (NZ)	UTC+13	19:00-22:00
	Hobart (AU)	UTC+11	17:00-20:00
	Seoul (KR)	UTC+9	15:00-18:00
	Tokyo (JP)	UTC+9	15:00-18:00
	Tianjin (CN)	UTC+8	14:00-17:00
	Kuala Lumpur (MY)	UTC+8	14:00-17:00
	Mombasa (KE)	UTC+3	09:00-12:00
	Saint-Petersburg (RU)	UTC+3	09:00-12:00
	Genoa (IT)	UTC+1	07:00-10:00
	Brest (FR)	UTC+1	07:00-10:00
	Monaco (MC)	UTC+1	07:00-10:00
	Springfield (US)	UTC-5	01:00-04:00
	Mexico (MX)	UTC-6	00:00-03:00
<b>0700 (UTC+1)</b>	<b>Opening –Welcome address</b>		
	SCUFN Chair and IHO Director Luigi SINAPI		
<b>0710 (UTC+1)</b> <b>Skipped</b>	<b>1. Opening and Administrative Arrangements</b>		
	<i>Doc: SCUFN33-01A List of Documents (Sec.) SCUFN33-01B List of Participants (Sec.)</i>		

<sup>4</sup> SCUFN Members' and SCUFN Secretary's Locations.

0710 (UTC+1)	<p><b>1. Opening and Administrative Arrangements (cont.)</b></p> <p><i>SCUFN33-01C SCUFN Membership and Observers List – Short introduction of new SCUFN Members (Marie-Françoise Lalancette and Mike Coffin)</i></p>
0720 (UTC+1)	<p><b>2. Introduction by SCUFN Chair - Approval of Agenda – SCUFN TORs (cont.)</b></p> <p><b>2.1 SCUFN Chair Report (GEBCO Guidance, IOC, etc.)</b>  <i>Doc: SCUFN33-02.1A SCUFN Chair Report (Chair)</i></p> <p><b>2.2 Approval of Agenda</b>  <i>Doc: SCUFN33-02.2A Agenda and Time Table (Sec.)</i></p>
Skipped	<p><b>2.3 SCUFN TORs and Proposed Amendments if any</b>  <i>Doc: SCUFN33-01D Terms of Reference and Rules of Procedure (Chair/Sec) and Proposed Amendments if any</i></p>
Skipped	<p><b>3. Matters remaining from Previous Meetings</b></p> <p><b>3.1 Review of Actions from SCUFN-32 and transfer to the relevant agenda items (if appropriate)</b>  <i>Doc: SCUFN33-03.1A List of Actions from SCUFN-32 and Status (Sec.)</i>  <i>Members are invited to take note of the progress on the implementation of Decisions and Actions</i></p>
0730 (UTC+1)	<p><b>3. Matters remaining from Previous Meetings</b></p> <p><b>3.2 Decision making process in SCUFN – Repository of typical cases</b>  <i>Doc: SCUFN33-03.2A Follow-up on Action SCUFN32/04 (Roberta/Kevin/Han)</i>  <i>SCUFN33-03.2B Draft version of "Cookbook for Generic Terms of undersea feature names", version June 2020 (Kevin)</i></p>

0750 (UTC+1)	<p><b>4. Proposals Submitted during Intersessional Period</b></p> <p><b>4.1 From Australia, Australian Antarctic Division</b>  <i>Doc: SCUFN33-04.1A Proposals (6) from Australia, Australian Antarctic Division (M. Coffin)</i></p> <p><b>4.2 From UK, Newcastle University</b>  <i>Doc: SCUFN33-04.2A Proposal (12) from UK, Newcastle University (Chair)</i></p> <p><b>4.3 From Russian Federation, Gliere Memorial Museum</b>  <i>Doc: SCUFN33-04.3A Proposal (1) from Russian Federation, Gliere Memorial Museum (Proposer/Chair)</i></p> <p><b>4.4 From Germany, University of Bremen</b>  <i>Doc: SCUFN33-04.4A Proposal (1) from Germany, University of Bremen (Proposer/Chair)</i></p> <p><b>4.5 From Germany, AWI</b>  <i>Doc: SCUFN33-04.5A Proposals (15) from Germany, AWI (Chair)</i></p> <p>SCUFN Members are invited to make their pre-review on <a href="http://scufn.ops-webservices.org">scufn.ops-webservices.org</a> prior to the meeting: to save time, all “green” flags will not be commented.</p>
1000	END OF SESSION DAY 1

<p><b>Tuesday 10 November</b></p>	<p align="center"><b>SCUFN-33 VTC DAY 2</b></p>
<p align="center"><b>Skipped</b></p>	<p><b>5. Liaison with Other Geographical Naming Bodies</b></p> <p><b>5.1 Advisory Committee on Undersea Features (ACUF) of the US Board on Geographical Names</b>  <i>Doc: SCUFN33-05.1A Report of ACUF Activities (Trent)</i></p> <p><b>5.2 Undersea Names Committee of the New Zealand Geographic Board (NZGB)</b>  <i>Doc: SCUFN33-05.2A Report of the NZGB Undersea Names Committee (K. Mackay)</i></p> <p><b>5.3 Activities of Marine Regions of interest to SCUFN</b>  <i>Doc: SCUFN33-05.3A Activities of Marine Regions of interest to SCUFN (Britt Lonneville)</i></p> <p><b>5.4 United Nations Group of Experts on Geographical Names (UN GEGN)</b>  <i>Doc: SCUFN33-05.4A Report from UNGEGN (Trent)</i>  <i>SCUFN33-05.4B List of Naming Authorities (Sec)</i></p> <p>Reports can be provided prior to SCUFN-33 but they will not be presented, unless there is a proposed decision/action.</p>
<p><b>0700 (UTC+1)</b></p>	<p><b>7. Gazetteer of Undersea Feature Names</b></p> <p><b>7.1 Maintenance of the on-line interface to GEBCO Gazetteer database</b>  <i>Doc: SCUFN33-07.1A Summary of issues related to the on-line GEBCO Gazetteer (Sec.)</i>  <i>SCUFN33-07.1B Report by NOAA/NCEI on maintenance issues (Jennifer Jencks/Chris Slater, tbc)</i></p>
<p align="center"><b>Skipped</b></p>	<p><b>7. Gazetteer of Undersea Feature Names</b></p> <p><b>7.2 Maintenance of the GEBCO Gazetteer database (including PENDING names)</b>  <i>Doc: SCUFN33-07.2A Follow-up Action SCUFN32/050/121 - Proposals by SCUFN Members (10 features/year/Member) to upgrade the quality of the geometry of existing major undersea features (All)</i>  <i>SCUFN33-07.2B Report of the work made during the inter-sessional period (Secretary)</i></p> <p>Reports will be provided prior to SCUFN-33 but they will not be presented.</p>
<p><b>0715 (UTC+1)</b></p>	<p><b>7. Gazetteer of Undersea Feature Names</b></p> <p><b>7.3 Interoperability and Prototyping</b>  <i>Doc: SCUFN33-07.3A Development of the integration of SCUFN Operational Services (operated by KHOA) and the GEBCO Gazetteer (operated by NOAA) (ROK Rep.)</i></p>



Skipped	<p><b>6. Standardization of Undersea Feature Names: IHO-IOC Publication B-6</b></p> <p><i>Doc: SCUFN33-06.1A Report and Proposals from the Generic Term Sub Group on definitions (Sub group)</i></p>
0745	<p><b>6. Standardization of Undersea Feature Names: IHO-IOC Publication B-6</b></p> <p><i>SCUFN33-06.1B Report and Proposals from the Generic Term Sub Group on a general strategy and possible guidelines defining the optimal horizontal resolution between UFN - Follow-up SCUFN32/184 - (Yas Ohara/ Sub group)</i></p>
0815 (UTC+1)	<p><b>8. Undersea Feature Names Project Team (UFNPT)</b></p> <p><b>8.1 UFNPT Report and Road-map</b></p> <p><i>Doc: SCUFN33-08.1A Report on the Undersea Feature Names Project Team (UFN PT Chair, tbc)</i></p>
0845 (UTC+1)	<p><b>4. Proposals Submitted during Intersessional Period (cont.)</b></p> <p><b>4.1 From Australia, Australian Antarctic Division</b>  <i>Doc: SCUFN33-04.1A Proposals (6) from Australia, Australian Antarctic Division (M. Coffin)</i></p> <p><b>4.2 From UK, Newcastle University</b>  <i>Doc: SCUFN33-04.2A Proposal (12) from UK, Newcastle University (Chair)</i></p> <p><b>4.3 From Russian Federation, Gliere Memorial Museum</b>  <i>Doc: SCUFN33-04.3A Proposal (1) from Russian Federation, Gliere Memorial Museum (Proposer/Chair)</i></p> <p><b>4.4 From Germany, University of Bremen</b>  <i>Doc: SCUFN33-04.4A Proposal (1) from Germany, University of Bremen (Proposer/Chair)</i></p> <p><b>4.5 From Germany, AWI</b>  <i>Doc: SCUFN33-04.5A Proposals (15) from Germany, AWI (Chair)</i></p> <p>SCUFN Members are invited to make their pre-review on <a href="http://scufn.ops-webservices.org">scufn.ops-webservices.org</a> prior to the meeting: to save time, all “green” flags will not be commented.</p>
0930 (UTC+1)	<p><b>9. Any Other Business</b></p> <p><b>9.1 ...</b></p> <p><i>Doc: SCUFN33-09.1A ...</i></p>

<p><b>0935 (UTC+1)</b></p> <p><b>Skipped</b></p>	<p><b>10. SCUFN Programme of Work – Review of the draft List of Decisions and Actions</b></p> <p><b>10.1 SCUFN Programme of Work and Draft List of Decisions and Actions from SCUFN32</b></p> <p><i>Doc: SCUFN33-10.1A Draft SCUFN Programme of Work 2021-22 to be submitted to GEBCO Guiding Committee (Sec.)</i></p> <p><b>10.2 Update on the Seabed 2030 Project</b></p> <p><i>SCUFN33-10.2A Update on the Seabed 2030 Project – Action SCUFN31/212 (Kevin Mackay)</i></p>
<p><b>0945 (UTC+1)</b></p>	<p><b>11. Dates and Venues for the Next Meetings – Business continuity – SCUFN-34 countdown</b></p>
<p><b>0955 (UTC+1)</b></p>	<p><b>12. Conclusion</b></p>
<p><b>1000 (UTC+1)</b></p>	<p><b>END OF SESSION DAY 2 – END OF SCUFN-33</b></p>
<p><b>1000 – 1020 (UTC+1)</b></p>	<p>Questions &amp; Answers Session lead by Ms Laura Trethewey, Guardian writer: Chair, Secretary and all other SCUFN Members willing to participate.</p>