

**INTERNATIONAL
HYDROGRAPHIC
ORGANIZATION**



**INTERGOVERNMENTAL
OCEANOGRAPHIC
COMMISSION (of UNESCO)**



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SCUFN Letter No. 01/2023

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

Copy: IOC Secretariat, GEBCO Guiding Committee Chair/Secretary, Australian Hydrographic Office, Geoscience Australia MIM-GA (Ms Kim Picard)

Subject: 36th Meeting of SCUFN (SCUFN36), Monday 6 November – Friday 10 November 2023 – Wollongong, Australia.

References: A. [SCUFN35 Summary Report.](#)
B. [SCUFN Rules of Procedure.](#)

Dear colleagues,

1. As agreed at the last SCUFN meeting (Reference A, Part 2, paragraph 12), SCUFN36 will be held as a face-to-face event in Wollongong, Australia, from Monday 6 to Friday 10 November 2023, thanks to the generous offer of the Australian Hydrographic Office (AHO).

¹ Acting since December 2022.

All SCUFN Members are invited to be present². In accordance with Reference B (Art. 2.6 and 2.7), Proposers and Observers³ are more than welcome.

2. Following the usual practice that proved efficient (See Reference A, Decision SCUFN35.2/234), the general and provisional planning for SCUFN36 is as follows.

Date	Time (UTC+11)	Action	Comments / Lead
6 Nov	09:00 – 10:00	Meeting room setting, layout, and IT testing	IHO Secretariat, Host
6 Nov	10:00 – 12:00	Chair's preparation meeting	Acting Chair/Secretary
6 Nov	12:30 – 13:30	SCUFN Members Lunch	SCUFN Members only
6 Nov	13:30 – 16:30	SCUFN36	Closed session – SCUFN Members only
6 Nov	13:30 – 16:30	Side ⁴ Technical Meeting on SCUFN Web services and Interoperability, GEBCO Gazetteer, SCUFN Archive	NOAA, KHOA, Marine Regions
6 Nov	18:00 – 20:00 (tbc)	Informal gathering, ice-breaker	All participants
7 Nov	09:00 – 12:30	SCUFN36 – Opening ceremony & address – Objectives – Adoption of agenda and timetable	Open session – Corporate matters
7 Nov	14:00 – 17:00	SCUFN36	Open session – Naming proposals
8 Nov	09:00 – 17:00	SCUFN36	Open session - Naming proposals
9 Nov	09:00 – 12:30	SCUFN36	Open session - Naming proposals
9 Nov	14:00 – 17:00	SCUFN36	Open session – Corporate matters (cont.), Reports from UFN PT, Liaison with other bodies (MIM-GA), and reports from side ad hoc meetings (SCUFN webservices, GEBCO Gazetteer).
10 Nov	08:30 – 10:30	SCUFN36	Open session – Review of decisions and actions. Election of Chair and Vice-Chair.
10 Nov	11:00 – 12:30	SCUFN36	Closed session – SCUFN Members only.
10 Nov	12:30 – 13:30	Farewell Lunch	SCUFN Members only + participants by reservation

² Quorum = 7.

³ No more than two persons per Member State, organization, plus interpreter if needed.

⁴ Availability of a side meeting room now kindly confirmed by AHO (5 people max.)

Agenda

3. The draft provisional standard agenda & timetable for SCUFN36 is under preparation in accordance with the provisions given at SCUFN35, the general programme in the table above, and the naming proposals already received. It will be made available on the SCUFN36 webpage by the end of September at the latest.
4. In order to support some agenda items⁵ (those dealing with definitions of generic terms - Cookbook, B-6 – in particular), representatives from Geoscience Australia⁶ and the Chair of the UFN Project Team are kindly invited to participate in this meeting.
5. Proposals to include new agenda items should reach the Secretariat as soon as possible and **no later than 5 September 2023**.
6. Elections will be conducted at the end of SCUFN36 for the positions of Chair and Vice-Chair (See Reference A, Decision SCUFN35.2/233 and Reference B, ROP 2.2 and 2.3). SCUFN Members are invited to nominate candidates or self-nominate candidacy for the positions of Chair and Vice-Chair at their earliest convenience. Nominations for one or both positions are expected by the Secretary **no later than 5 September 2023**.

Proposals

7. In accordance with Reference B (ROP 2.8), please be reminded that “*Proposals which are to be considered at SCUFN meetings must be submitted two months before meetings...*”. This applies in particular to naming proposals submitted by national naming boards, hydrographic offices, research institutes, etc.
8. Other documents intended for consideration and decision making at the meeting, e.g., letters to the sub-committee, white papers or reports, change proposals for strategy or generic definitions, support paper of cookbook, undersea feature names Project Team report, maintenance of web services, interoperability, maintenance of the GEBCO Gazetteer, should reach the Secretary as early as possible, and **no later than 5 September 2023** as well. It is highly recommended to use the standard format (summary, background information, analysis, conclusion, recommendations, justification/impact, actions to be taken/considered by SCUFN) and/or to provide associated PowerPoint® presentations in the same format.
9. Other documents, provided for information only, should be provided **no later than 5 October 2023**.
10. For budget planning, official offers from SCUFN Members’ supporting organization, IOC and IHO Member States, or Observers for hosting SCUFN-37 in 2024 (and SCUFN-38 in 2025 if possible) are welcome **no later than 5 September 2023** (See options announced in Reference A, Decision SCUFN35.2/235). Please provide the Secretariat with possible dates and venues at the same time.

Participation - Registration

11. This letter constitutes a formal invitation to all SCUFN members, UFNPT, and observers/proposers to participate in SCUFN36. The Conference room capacity is limited to about 40 participants only. This means that participants should register as early as possible. Priority for in-person participation will be for SCUFN Members. Other participants will be registered on a *first come first registered basis*. All participants are invited to register using the

⁵ Cookbook, future improved definitions in B-6 for instance.

⁶ Representing the Geomorphology Working Group MIM-GA.

[IHO online registration system](#). Registration for SCUFN36 has already opened and is requested **no later than 5 September 2023**.

Logistic Information

12. A first version of the Logistic Information brief kindly prepared by the AHO has been uploaded on the SCUFN36 webpage. Updates will be published as soon as they are received. Please monitor the SCUFN36 webpage in general, and this document in particular, periodically.

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

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Y. Ohara', is centered on the page. The signature is fluid and cursive, with a long horizontal stroke at the bottom.

Dr Yasuhiko OHARA
Chair of SCUFN (Acting)