

**INTERNATIONAL
HYDROGRAPHIC
ORGANIZATION**



**INTERGOVERNMENTAL
OCEANOGRAPHIC
COMMISSION (of UNESCO)**



Chair: Dr. Yasuhiko OHARA (ohara@jodc.go.jp)
Vice-Chair: First Admiral Dr. Najhan MD SAID (najhan@navy.mil.my)
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 (info@iho.int)

IHO File No. S3/2643

12 January 2024

SCUFN Letter No. 01/2024

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

Copy: IOC Secretariat, IHO Secretariat, GEBCO Guiding Committee Chair/Secretary, IAU WGSN.

Subject: 37th Meeting of SCUFN (SCUFN-37), Monday 24 June – Friday 28 June 2024 – Jeju Island, Republic of Korea.

References: A. [Decision SCUFN36/12/01.](#)
B. [Decision SCUFN36/04.0/02.](#)
C. [SCUFN Rules of Procedure.](#)

Dear colleagues,

1. As agreed at the last SCUFN meeting (Reference A), SCUFN-37 will be held as a face-to-face event in Jeju Island, Republic of Korea, from Monday 24 to Friday 28 June 2024, thanks to the generous offer from KIGAM¹ and KHOA². All SCUFN Members are invited to be

¹ Korea Institute of Geoscience and Mineral Resources.

² Korea Hydrographic and Oceanographic Agency.

present³. In accordance with Reference B (Art. 2.6 and 2.7), Proposers and Observers are more than welcome.

2. Following the usual practice that proved efficient (See Reference A), the general and provisional planning for SCUFN-37 is as follows.

| Date | Time (UTC+11) | Action | Comments / Lead |
|-------------|----------------------|--|---|
| 24 June | 09:00 – 10:00 | Meeting room setting, layout, and IT testing | IHO Secretariat, Host |
| 24 June | 10:00 – 12:00 | Chair's preparation meeting | Chair/Vice-Chair/Secretary |
| 24 June | 12:30 – 13:30 | SCUFN Members Lunch | SCUFN Members only |
| 24 June | 13:30 – 16:30 | SCUFN-37 | Closed session – SCUFN Members only |
| 24 June | 13:30 – 16:30 | Side ⁴ Technical Meeting on SCUFN Web services and Interoperability, GEBCO Gazetteer, SCUFN Archive | NOAA, KHOA, Marine Regions |
| 24 June | 18:00 – 20:00 | Informal gathering, ice-breaker (tbc) | All participants |
| 25 June | 09:00 – 12:30 | SCUFN-37 – Opening ceremony & address – Objectives – Adoption of agenda and timetable | Open session – Corporate matters |
| 25 June | 13:30 – 17:00 | SCUFN-37 | Open session – Naming proposals |
| 25 June | 18:30 – 21:00 | Official Dinner (tbc) | All participants |
| 26 June | 09:00 – 17:00 | SCUFN-37 | Open session - Naming proposals |
| 27 June | 09:00 – 12:30 | SCUFN-37 | 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) |
| 27 June | 14:00 – 17:00 | Geological Field Trip – Volcanic Activities (tbc and provided review of naming proposals is complete) | By reservation |
| 27 June | 18:30 – 21:00 | Farewell Dinner (tbc) | All participants |
| 28 June | 08:30 – 10:30 | SCUFN-37 | Open session – SCUFN Naming 2030 - Review of decisions and actions. |

³ Quorum = 7.

⁴ Subject to availability of a side meeting room to be confirmed by host (5 people max.)

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|---------|---------------|----------|---|
| 28 June | 11:00 – 12:30 | SCUFN-37 | Closed session if needed only – SCUFN Members only. |
|---------|---------------|----------|---|

Agenda

3. The draft provisional standard agenda & timetable for SCUFN-37 is under preparation in accordance with the provisions given at SCUFN-36, the general programme in the table above, and the naming proposals already received. It will be made available on the SCUFN-37 webpage by the end of February at the latest.

4. In order to support some agenda items⁵, representatives from the Working Group on Star Names of the International Astronomical Union are kindly invited to participate in this meeting. The presence of the Chair of the UFN Project Team and/or Members of this Project Team are also kindly invited to participate.

5. Proposals to include new agenda items should reach the Secretariat as soon as possible and **no later than 24 April 2024**.

Proposals

6. In accordance with Reference C (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. Deadline is therefore: **24 April 2024**. In application of the SCUFN-36 Decision in Reference B, it is also reminded that the number of proposals to be reviewed by SCUFN Members once a year, is now capped to 250 proposals⁶.

7. 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 24 April 2024** 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.

8. Other documents, provided for information only, should be provided **no later than 24 May 2024**.

9. For budget planning, official offers from SCUFN Members’ supporting organization, IOC and IHO Member States, or Observers for hosting SCUFN-38 in 2025 (and SCUFN-39 in 2026 if possible) are welcome **no later than 24 April 2024** (See options already announced with Decision SCUFN36/12/02). Please provide the Secretariat with possible dates and venues at the same time.

Participation - Registration

10. This letter constitutes a formal invitation to all SCUFN members, UFNPT, and observers/proposers to participate in SCUFN-37. The Conference room capacity is limited to a maximum of 60 participants. 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

⁵ SCUFN Naming 2030.

⁶ Amendments to SCUFN TORs and ROPs in progress at the date this letter issued.

using the [IHO online registration system](#). Registration for SCUFN-37 has already been opened and is requested **no later than 15 March 2024**.

Logistic Information

11. A version-controlled of the Logistic Information brief kindly prepared by the host country has been uploaded on the SCUFN-37 webpage. Updates will be published as soon as they are received. Please monitor the SCUFN-37 webpage in general, and this document in particular, periodically. Please note the deadline for hotel bookings is **15 May 2024**. A reservation form for Maison Glad, Jeju is under preparation and will be published soon.

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 a light gray rectangular background.

Dr Yasuhiko OHARA
Chair of SCUFN