

**INTERNATIONAL  
HYDROGRAPHIC  
ORGANIZATION**

**INTERGOVERNMENTAL  
OCEANOGRAPHIC  
COMMISSION (of UNESCO)**



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IHO File No. S3/2643

8 August 2022

**SCUFN Letter No. 02/2022**

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

**Subject:** 35<sup>th</sup> Meeting of SCUFN – Part 2 (SCUFN35.2), Monday 28 November – Friday 2 December 2022.

**References:** A. Decision [SCUFN35.1/265](#).  
B. [SCUFN Rules of Procedure](#).

Dear colleagues,

1. As agreed in March (Reference A), SCUFN35 Part 2 (SCUFN35.2) will be held as a face-to-face event at the IHO Secretariat, Monaco, from 28 November to 2 December 2022. A VTC link will be offered to SCUFN Members only who cannot make it in-person for good reasons. In accordance with Reference B (Art. 2.6 and 2.7), Observers<sup>1</sup> are welcome. It is also strongly recommended that in-coming SCUFN Members, recently selected by the IOC and the IHO, consider to participate in-person.

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<sup>1</sup> No more than two persons per Member State, organization.

2. The main objectives of this meeting are to progress with some pending corporate actions and to absorb the accumulated backlog in the examination of pending or deferred naming proposals.

3. In accordance with Reference A, the general and provisional planning for SCUFN35.2 is as follows.

Date	Time (UTC+1)	Action	Comments / Lead
28 Nov	09:00 – 10:00	Meeting room setting, layout and IT testing	IHO Secretariat
28 Nov	10:00 – 12:00	Chair's preparation meeting	Chair/Vice-Chair/Secretary
28 Nov	13:30 – 16:30	SCUFN35.2	Closed session – SCUFN Members only
28 Nov	13:30 – 16:30	Side <sup>2</sup> Technical Meeting in the Chartroom on SCUFN Web services and Interoperability, GEBCO Gazetteer, SCUFN Archive	NOAA, KHOA, Marine Regions, IHO Secretariat Reps (tbc).
29 Nov	09:00 – 12:00	SCUFN35.2 – Opening - Review of all technical/structural pending actions, the outcome of which are necessary to consolidate and support decision making process to be used in the following sessions	Open session – Lunch break
29 Nov	14:00 – 17:00	SCUFN35.2	Open session
30 Nov	09:00 – 17:00	SCUFN35.2	Open session
1 Dec	09:00 – 12:00	SCUFN35.2	Open session
1 Dec	14:00 – 17:00	SCUFN35.2	Open session – Corporate matters and reports from side ad hoc meetings.
2 Dec	09:00 – 12:00	SCUFN35.2	Open session – Review of decisions and actions. SCUFN Members only
2 Dec	14:00 – 17:00	SCUFN35.2	Closed session (if necessary only) – SCUFN Members only

4. The VTC link to be used by SCUFN Members unable to participate physically will be provided directly to those SCUFN Members, as appropriate.

### Agenda

5. The draft provisional standard agenda & timetable for SCUFN35.2 is under preparation in accordance with the provisions given at SCUFN35.1 and the general programme in the table above. It will be made available on the SCUFN35 webpage by the end of September at the latest.

<sup>2</sup> Side meeting room to be confirmed by IOC (8 persons max.)

6. Priority will be given at SCUFN35.2 to pending and deferred naming proposals since SCUFN33. As agreed (Decision SCUFN35.1/267 refers), all new naming proposals<sup>3</sup> received at the Secretariat since the end of SCUFN35.1 have been and will be acknowledged and postponed for being considered at SCUFN-36 in 2023. They will be uploaded on SCUFN Operational Web Services soon after SCUFN35.2 in order to facilitate inter-sessional reviews.

### Proposals other than naming proposals

7. Other documents intended for consideration 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 webservices, interoperability, maintenance of the GEBCO Gazetteer, should reach the Secretary as early as possible, and **no later than 28 October 2022**. 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® presentation in the same format.

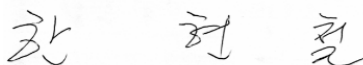
8. For budget planning, official offers from SCUFN Members' supporting organization, IOC and IHO Member States or Observers for hosting SCUFN-36 in 2023 (and SCUFN-37 in 2024 if possible) are welcome **no later than 30 September 2022** (See Decision SCUFN35.1/266). Please provide the Secretariat with possible dates and venue at the same time.

### Participation - Registration

9. This letter constitutes a formal invitation to all SCUFN members, UFNPT and observers/proposers to participate in SCUFN35.2. Due to the pandemic, it is likely that health precautions will be in force in Monaco in November 2022. Participants will probably be invited to get tested (compulsory self-antigenic test) before entering the Conference room in the IHO Secretariat. With precautionary measures, the Conference room capacity is limited to about 30 participants only. This means that in-person 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 (in-person, VTC) are invited to register using the [IHO online registration system](#). Registration for SCUFN35.2 is already opened and is requested **no later than 30 September 2022** for face-to-face participation, and **no later than 28 October 2022** for SCUFN Members who are obliged to select the VTC option.

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

Yours sincerely,



Dr Hyun-Chul HAN  
Chair of SCUFN

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<sup>3</sup> Proposals from Indonesia and Australia at the date of this letter.