

**INTERNATIONAL
HYDROGRAPHIC
ORGANIZATION**

**INTERGOVERNMENTAL
OCEANOGRAPHIC
COMMISSION (of UNESCO)**



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20 December 2021

SCUFN Letter No. 03/2021

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

Subject: 35th Meeting of SCUFN – Part 1 (SCUFN35.1), Monday 14 – Friday 18 March 2022, Hybrid Event.

References: A. Decision [SCUFN34/VTC03/72](#) and SCUF34 Summary Report¹.
B. [IHO Circular Letter 46/2021](#) – *Guidelines for the conduct of business meetings in hybrid format.*

Dear colleagues,

1. As discussed at SCUFN34 and reported in Reference A, there is a need to plan two full SCUFN plenary meetings with physical presence in 2022 in order to make progress on some decision-making procedures and subsequently to absorb the accumulated backlog in the examination of pending or deferred naming proposals. Despite the continuation of the Covid-19 pandemic and thanks to the kind invitation of the IOC of UNESCO, it is intended to

¹ Draft version under review by SCUFN Members at the date of publication of this Letter. SCUFN34 Report is planned to be made available on 5 January 2022.

hold SCUFN35 Part 1 (SCUFN35.1) from 14 to 18 March 2022, in Paris, France. Mr Toshihiko CHIBA (t.chiba@unesco.org) is the designated IOC point of contact for this meeting).

2. SCUFN35 Part 2 (SCUFN35.2) is planned to be held in November 2022. Dates and venue will be confirmed no later than June 2022. Information on SCUFN35.2 will be the object of another SCUFN Letter, when appropriate.

3. Notwithstanding the IOC logistic information that will be made available on the SCUFN35 webpage as soon as it is received, the SCUFN Secretariat draws your attention on the basic IHO Guidelines for the conduct of business meetings in hybrid format (See Reference B). Please note that it is intended to comply with these guidelines and their possible updates, as far as possible.

4. The general and provisional planning for SCUFN35.1 is as follows.

Date	Time (UTC+1)	Action	Comments / Lead
14 March	09:00 – 10:30	Meeting room setting, layout and IT testing	IOC Rep. / Secretary
14 March	10:30 – 12:00	Chair's preparation meeting	Chair/Vice-Chair/Secretary
14 March	14:00 – 17:00	SCUFN35.1	Closed session ² – SCUFN Members only
14 March	14:00 – 17:00	Side ³ Technical Meeting on SCUFN Webservices and Interoperability, SCUFN Archive	NOAA, KHOA, Marine Regions, IHO Secretariat Reps (tbc).
15 March	09:00 – 17:00	SCUFN35.1	Open session – Lunch break (tbd)
16 March	09:00 – 12:00	SCUFN35.1	Open session
16 March	14:00 – 17:00	Side ⁴ Technical Meeting of the SCUFN Generic Term Sub Group and Cookbook	Open session – SCUFN subgroup members
17 March	09:00 – 17:00	SCUFN35.1	Open session – Corporate matters and reports from side meetings at the morning session – Lunch break (tbd)
18 March	09:00 – 12:00	SCUFN35.1	Closed session - SCUFN Members only

5. The link to be used for open sessions for participants using VTC, will be made available on the SCUFN35 webpage. For closed sessions, the link will be provided to SCUFN Members as appropriate.

Agenda

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

² Action SCUFN34/VTC03/05 refers.

³ Side meeting room to be confirmed by IOC (8 persons max.)

⁴ Side meeting room to be confirmed by IOC (8 persons max.)

7. Priority will be given at SCUFN35.1 to pending and deferred naming proposals since SCUFN33. As a consequence, and in addition to some corporate matters SCUFN activities should be limited to:

- a. The new naming proposals that were received prior to SCUFN34 VTC03 but which were not considered at this VTC03 meeting as received after the deadline for submission. As a matter of fact, they are 10 proposals from Pushidrosal, Indonesia only;
- b. The amended or revised naming proposals already considered at previous meetings and VTC sessions and their complementary information provided by proposers, to be submitted **no later than 14 January 2022** to the Secretariat⁵;
- c. The pending and deferred naming proposals, such as those listed in specific reports (See Doc. SCUFN34-03.3A for instance), the Pending Names Status Reports by the Secretariat (See Doc. SCUFN34-07.2D Rev1) and/or in the Lists of Decisions and Actions from SCUFN33 and SCUFN34 (See Doc. SCUFN34-03.1A, B, C and D).

Proposals other than naming proposals

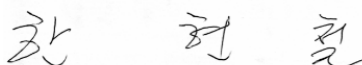
8. Other documents intended for consideration at the meeting, e.g. letters to the sub-committee, white papers or reports, change proposals for strategy or generic definitions, support paper of cookbook, undersea feature names Project Team report, maintenance of webservices, interoperability, maintenance of the GEBCO Gazetteer, should reach the Secretary as early as possible, and **no later than 1 March 2021**. 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.

Participation - Registration

9. This letter constitutes a formal invitation to all SCUFN members, UFNPT and observers/proposers to participate in SCUFN35.1. Due to the current health precautions in force at the IOC, the main meeting room booked for this event is limited to 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 (VTC, face-to-face) are invited to register using the [IHO online registration system](#). Registration for SCUFN35.1 will be opened early January 2022 and is requested **no later than 31 January 2022** for face-to-face participation, **no later than 1 March 2022** for VTC participants.

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

Yours sincerely,



Dr Hyun-Chul HAN
Chair of SCUFN

⁵ Iaw SCUFN ROP 2.8 (2 months before the meeting).