

**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>1</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) 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>1</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 not 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

<b>Tuesday 10 November</b>	<b>SCUFN-33 VTC DAY 2</b>
<b>Skipped</b>	<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>
<b>0700 (UTC+1)</b>	<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>
<b>Skipped</b>	<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>
<b>0715 (UTC+1)</b>	<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>  <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>