Paper for Consideration by SCUFN

Report of the work made during the inter-sessional period

Training on the GEBCO Gazetteer of IHO Secretariat's personnel

Submitted by:	IHO Secretariat (as SCUFN Secretary)
Executive Summary:	This document reports on the training of IHO Secretariat's personnel on the use of the Gazetteer for database maintenance.
Related Documents:	*None*
Related Projects:	*None*

Introduction / Background

1. Following the three SCUFN34 meetings, held via video-teleconference (VTC) in 2021, and the SCUFN35.1 meeting in March 2022, considering the limited resources available within its Sub-Committee, the Secretariat of the GEBCO Sub Committee on Undersea Feature Names (SCUFN) decided to contract several tasks in order to improve the content of the IHO-IOC online GEBCO Gazetteer of Undersea Feature Names (the Gazetteer) and support SCUFN activities managed by the IHO Secretariat. The following tasks were contracted to the former SCUFN Secretary.

Tasks	Objectives	Outcome reported in
1	*Update the Gazetteer from all undersea feature naming decisions and actions taken at SCUFN-35.1, ensuring quality control and standardization of the documentation provided as part of the relevant proposals. Prepare a draft report as a submission document to SCUFN-35.2. Deadline: **31 August 2022**.*	Doc. SCUFN35.2-07.2B
2	*Monitor the list of pending names. Prepare a draft report as a submission document to SCUFN-35.2. Deadline: **31 August 2022**.*	Doc. SCUFN35.2-07.2D
3	*Monitor the relationships with NCEI and KHOA to maintain and/or improve the Gazetteer, as necessary and/or appropriate. Prepare a draft status report as a submission document to SCUFN-35.2. Deadline: **31 August 2022**.*	Doc. SCUFN35.2-07.1A
4	*Launch, monitor and provide advice on the development by KHOA of the prototype UFN database and SCUFN Operations Web services (OWS), as well as the integration of the SCUFN OWS and the existing GEBCO Gazetteer. This will include testing the integrated system in operational mode for a couple of undersea feature names. Prepare a draft status report as a submission document to SCUFN-35.2. Deadline: **30 September 2022**.*	Doc. SCUFN35.2-07.3A
5	*Preload in the Gazetteer tentatively through the SCUFN OWS all undersea feature names from the proposals to be submitted to SCUFN-35.1 and SCUFN-35.2, in advance of the meetings. In doing so, quality control and standardization of the documentation provided will be ensured. All preloaded*	Doc. SCUFN35.2-04A

	names to be put in Edit mode. Prepare a draft status report as a submission document to SCUFN-35.2. Deadline: **30 September 2022**.	
6	*As a complement to Task 4, monitor the development of the SCUFN OWS Repository and the transfer of the IHO SCUFN Digital Archive, the interface to move proposals (in restricted access mode before SCUFN meetings) to the Repository after SCUFN meetings (open access and links to GEBCO Gazetteer). Deadline:* **30 September 2022**.	Doc. SCUFN35.2-???
7	*Train IHO Secretariat's personnel on the use of the Gazetteer for database maintenance: general presentation, uploading information from new name proposals, uploading geometries in SHP format, entering geometries provided as series of Lat-Long (use of WKT converter), standardizing the presentation of texts, changing the status of names, managing the administration pages, etc. Deadline:* **March 2022**.	Doc. SCUFN35.2-07.2F

2. The objective of this submission paper is to report on Task 7.

Analysis/Discussion

3. Over the past years, the treatment of actions and decisions resulting from SCUFN meetings has been contracted out to the former SCUFN Secretary. This will not last for ever. In order to improve the IHO Secretariat's capacity to deal with such issues, a training of IHO Secretariat's personnel on the use of the Gazetteer for database maintenance, took place on 2nd and 4th March 2022 at the IHO Secretariat's premises in Monaco. Two officers from the IHO Secretariat were involved in this training.

4. The programme of the training sessions is at Annex A.

5. At the end of the training activity, the two officers were able to perform all functionalities necessary to ensure the maintenance of the Gazetteer, as described in Annex A, as Editor or Administrator.

6. In the light of the training sessions, a number of improvements to the Gazetteer application were identified. They are summarized in Annex B. All improvements have been implemented in the new version 4.3.7 of the Gazetteer that was deployed in August 2022.

Recommendation

7. *None*

Justificat**ion and Impacts**

8. Thanks to the training of two officers, the IHO Secretariat has acquired the capability to ensure the maintenance of the Gazetteer, as a following up to SCUFN meeting decisions.

Action required of SCUFN

9. SCUFN is invited to:
    a. note this report

Training GEBCO Gazetteer 02 & 04 March 2022 - Programme

1. General presentation
    a. Specific Term
    b. Generic Term – B-6
    c. Proposer
    d. Discoverer
    e. Associated Meeting
    f. Origin of Name
    g. Additional Information
    h. Physical characteristics: Min Depth, Max Depth, Total Relief, Dimensions
    i. Geometries: Point, Line, Polygon, Multi Points/Lines/Polygons

2. Status of names
    a. EDIT
    b. PENDING
    c. READY
    d. APPROVED
    e. DELETED

3. Uploading information from new name proposals

4. Uploading geometries in SHP format

5. Entering geometries provided as series of Lat-Long (use of WKT converter)

6. Standardizing the presentation of texts

7. Managing the administration pages
    a. Privileged Users: Editors or Administrators
    b. Meetings
    c. Contacts
    d. Generic Terms

8. Exporting UFN data

GEBCO Gazetteer : anomalies detected or improvements suggested

1. EDITOR mode. If an APPROVED name has its status changed to PENDING, then the Associated Meeting(s) are removed from the still APPROVED name. They should remain unchanged.

2. EDITOR mode, EDIT status. At present, the options proposed are Edit, Hold, Submit and Delete. It is suggested that the option Delete be replaced with Remove, in order to distinguish from the option Delete of an APPROVED name which actually result in a DELETED name.

3. EDITOR mode, EDIT or PENDING or READY or APPROVED status. Similarly, it is suggested to replace the option Edit with Modify in order to distinguish from the EDIT status.

4. EDITOR mode. Sometimes, an image is provided as part of a name proposal to illustrate the "Reason for Choice of Name" (to populate the field 'Origin of Name' in the Gazetteer database). It is suggested to implement the possibility of including such images via a link from the appropriate word(s) in the text of 'Origin of Name' to a web site, for example Wikipedia. This concept could be extended to a text, for example a biography, if it is available online.

5. EDITOR mode (but the Editor is NOT the First Editor / Owner). Selecting a PENDING name, then clicking on Edit should immediately result in the display of the following error message in red colour: "Only the first editor / owner of a feature, or an administrator may edit it" and no further action should be allowed. At present, it is possible to Edit the name but not to Save the results. Nothing happens. However, the option Cancel can be selected, leading to an EDIT status. Then clicking on Edit, Hold or Submit results in the error message, in red colour: "Only the current editor of a feature or an administrator may edit it."

6. CLEANING. The following records should be removed from the DELETED list: Test (twice), testing Guyots (twice), iban2, kenyalang2, rafflesia2, Raja Jarom2, Rentap2, Santubong2.