

Paper for Consideration by SCUFN

Report of the work made during the inter-sessional period

IHO SCUFN Digital Archives on the KHOA Operations Web Services (OWS)

Submitted by:	IHO Secretariat (as SCUFN Secretary)
Executive Summary:	This document reports on the assessment of the SCUFN Digital Archives component which is being developed by KHOA as part of the SCUFN Operations Web Services (OWS).
Related Documents:	None
Related Projects:	KHOA SCUFN Operations Web Services (OWS)

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	<i>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.</i>	Doc. SCUFN35.2-07.2B
2	<i>Monitor the list of pending names. Prepare a draft report as a submission document to SCUFN-35.2. Deadline: 31 August 2022.</i>	Doc. SCUFN35.2-07.2D Doc. SCUFN35.2-07.2E
3	<i>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.</i>	Doc. SCUFN35.2-07.1A
4	<i>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.</i>	Doc. SCUFN35.2-07.3A
5	<i>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</i>	Doc. SCUFN35.2-04A

	<i>meetings. In doing so, quality control and standardization of the documentation provided will be ensured. All preloaded names to be put in Edit mode. Prepare a draft status report as a submission document to SCUFN-35.2. Deadline: 30 September 2022.</i>	
6	<i>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.</i>	Doc. SCUFN35.2-???
7	<i>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.</i>	Doc. SCUFN35.2-07.2F

2. The objective of this submission paper is to report on Task 6.

Analysis/Discussion

3. In 2019, the IHO decided to change the presentation of the IHO Website. This resulted in providing details on SCUFN meetings, including proposals, meeting documents and reports, from the year 2020 only. However, an IHO legacy Website would temporary been kept until a lasting solution be found, in order to avoid losing all digital SCUFN documents prior to 2020. KHOA kindly accepted to develop a SCUFN Digital Archives component as part of the SCUFN Operations Web Services (OWS).

4. As reported in, and quoted from Doc. SCUFN35.1-07.2A, KHOA's plan was to develop the following functionalities:

- User function
 - Archive list inquiry according to the number of meetings by year
 - Search function by using meta information
 - Provide Document viewer / Download function
 - Provides shortcut function for important documents such as Report, Decision and Action, Basic Documents
- Administrator function
 - Provide function of archive management
 - Registration and modify the Document number and meta information
 - Upload/modify/delete/download file
 - Register/modify/delete attachments such as hyperlinks and photos other than document files

5. A review of the User functionalities in the current version of the SCUFN OWS Digital Archives component, revealed significant progress in this development and very good adequacy of the functions performed with the above plan and, more generally, with the user's expectations. However, some comments / suggested improvements have been noted and are provided at [Annex A](#). See in particular item 1.f aiming at a comprehensive collection of UFN proposals.

Recommendation

6. It is recommended that SCUFN members and KHOA consider the comments in Annex A, with a view to improving the SCUFN Digital Archives on the KHOA OWS.

Justification and Impacts

7. The setting up of an archive section on the KHOA SCUFN OWS will allow safeguarding all SCUFN meeting documents, including UFN proposals, which should no longer be available from the IHO Web Site in future.

Action required of SCUFN

8. SCUFN is invited to:
- a. note this report
 - b. consider the recommendation made in section 6.

Annex A to SCUFN35.2-09.1A

KHOA Operational Web Services (OWS) - SCUFN Digital Archives Comments / Suggested Improvements

1. Meeting Lists

- a. Column 'Round' - To read 'SCUFN-35.1' and 'SCUFN-35.2'
- b. Column 'Type' – For SCUFN-33, to read 'VTC'
- c. Column 'Period' – For SCUFN-34 VTC01, to read 'Jan 7' only. For SCUFN-34 VTC02, to read 'Jun 7' only. For SCGN-2, to read 'Feb 4' only. For SCGN-3, to read 'Apr 21' only. For SCGN-5, to read 'Oct 3' only. For SCGN-5, to read 'Apr 13' only.
- d. Column 'Place' – For SCUFN-35.2, to read 'Monaco'. For SCUFN-35.1, to read 'Paris, France'.
- e. Column 'Documents' – For 'Report', 'Decisions and Actions', and 'Bulletin Report', to keep PDF files only. No need for Word or Excel files. For the page titles, to read, for SCUFN-30 as an example, '2017 OCTOBER 3-6 (GENOA, ITALY)'. Note: For SCUFN-34 VTC01, to read as title '2021 JANUARY 7 (VTC EVENT' and for SCUFN-34 VTC03, to read '2021 NOVEMBER 16-17 (VTC EVENT)'.
- f. Column 'Proposals' – At present, proposal repository starts from SCUFN-18 in 2005, as reflected on the IHO legacy website. It would be useful to have a complete collection of UFN proposals, starting from the beginning of SCGN. This could be achieved by scanning all paper proposals contained in IHO archives.

2. Final Reports

- a. No need for the Excel files (indexes of names) for SCUFN-30 and SCUFN-31.

3. Decisions and Actions

- a. To keep PDF files only. No need for Word files.
- b. The latest version of the List of Decisions and Actions should be used, as in the list of documents for the next SCUFN meeting. For example, Doc. SCUFN34-03.1A should be used as List of Decisions and Actions for SCUFN-33.

4. Basic Documents

- a. To read 'List of Allowed Geometries'
- b. The Membership List is outdated. The latest list should be that on the IHO website (https://iho.int/uploads/user/Inter-Regional%20Coordination/GEBSCO/SCUFN/MISC/SCUFN_Members.pdf).