

SUB-COMMITTEE ON UNDERSEA FEATURE NAMES (SCUFN)

TERMS OF REFERENCE AND RULES OF PROCEDURE

1. Terms of Reference

- 1.1 The Sub-Committee on Undersea Feature Names reports to the Joint IOC-IHO GEBCO Guiding Committee (GGC) as its designated authority for all matters concerning undersea feature names.
- 1.2 It is the function of the Sub-Committee to select those names of undersea features in the world ocean appropriate for use on GEBCO graphical and digital products, on the IHO small-scale International chart series, and on the regional IBC series.
- 1.3 The Sub-Committee shall:
 - 1.3.1 Select undersea feature names from:
 - a) names provided by national and international organizations concerned with nomenclature;
 - b) names submitted to the Sub-Committee by individuals, agencies and organizations involved in marine research, hydrography, etc.;
 - c) names appearing in scientific journals or on appropriate charts and maps;
 - d) names submitted to the Sub-Committee by the Chairpersons or Chief Editors of IBC projects, in relation to the work on these projects.

All selected names shall adhere to the principles contained in IHO-IOC Publication B-6 "Standardization of Undersea Feature Names" and be supported by valid evidence. Such names shall be reviewed before they are added to the Gazetteer.
 - 1.3.2 Define, where appropriate, the extent of named features.
 - 1.3.3 Provide advice to individuals and appropriate authorities on the selection of undersea feature names in international waters and, on request, in waters under national jurisdiction.
 - 1.3.4 Encourage the establishment of national boards on undersea feature names where such boards do not exist.
 - 1.3.5 Prepare and maintain an international and worldwide IHO-IOC GEBCO Gazetteer of Undersea Feature Names.
 - 1.3.6 Encourage the use of undersea feature names included in the IHO-IOC GEBCO Gazetteer, on any maps, charts, scientific publications and documents by promulgating these names widely.
 - 1.3.7 Prepare and maintain internationally agreed guidelines for the standardization of undersea feature names and encourage their use.
 - 1.3.8 Review and address the need for revised or additional terms and definitions for submarine topographic features.
 - 1.3.9 Maintain close liaison with the UN Group of Experts on Geographical Names, the focal point of which shall be invitations to attend meetings of the Sub-Committee, and with international or national authorities concerned with the naming of undersea features.

- 1.3.10 Provide, where feasible, historical information regarding the origin of pre-existing published names and historical variant names. This research will include discovery ship and/or organization, information regarding the individual or vessel being commemorated or geographic feature with which the name is associated, origin of variant names if required and source material regarding naming information.

2. Rules of Procedure

- 2.1 Membership of the Sub-Committee on Undersea Feature Names is covered by the following rules:
- 2.1.1 The Sub-Committee shall normally consist of 12 members, preferably 6 members being appointed by IHO and 6 by IOC acting in close consultation.
- 2.1.2 Appointed Members of the Sub-Committee represent their parent organization as experts¹ and no substitution shall be allowed.
- 2.1.3 Members of the Sub-Committee shall be appointed for a five-year period, renewable for one additional five-year term by the corresponding parent organization if so recommended by the Sub-Committee through the GGC. The Sub-Committee Chairperson shall inform the relevant parent organization of any foreseeable vacancy in a timely manner.
- 2.2 The Chairperson and Vice-Chairperson shall be elected by the Sub-Committee subject to endorsement by the GGC. They should normally come from different Parent Organizations.
- 2.3 The Chairperson and the Vice-Chairperson are elected for a five-year period but not exceeding their current membership of the Sub-Committee. The Chairperson will normally be succeeded by the Vice-Chairperson. The Chairperson and Vice-Chairperson may be re-elected by the Sub-Committee for one additional five-year period. Should the Chairperson step down before the end of his/her term, the Vice-Chairperson shall take over as Chair till the end of the current term.
- 2.4 The Chairperson, or in his/her absence the Vice-Chairperson, shall conduct the business of the Sub-Committee. Meetings will usually be held every year, ideally before the GGC meeting. In the intervening period the Sub-Committee shall conduct its business by correspondence (preferably electronic mail).
- 2.5 Members are expected to attend every meeting of the Sub-Committee. Sub-Committee Members who are absent from meetings over two consecutive years will normally be considered to have resigned and new nominations shall be sought from the relevant parent organization.
- 2.6 Representatives of non-governmental entities / organizations, or individuals that can provide a relevant and constructive contribution to the work of the Sub-Committee may attend meetings with observer status. In the event that a large number of observers seek to attend a meeting, the Chairperson may restrict attendance by inviting them to act through one or more collective representatives.
- 2.7 Observers from IHO and/or IOC Member States may attend meetings. Attendance shall normally be limited to one observer per Member State.
- 2.8 Proposals which are to be considered at SCUFN meetings must be submitted 30 days before meetings if in electronic form, or 60 days if in analogue form.
- 2.9 The quorum necessary to hold a meeting shall be 7 Sub-Committee members. The Sub-Committee should strive to decide by consensus. If a vote is necessary the majority required for acceptance is a simple majority of the total number of members. Only members present

¹ So far as IOC is concerned, the Sub-Committee on Undersea Feature Names is classed as a Joint Group of Experts under the IOC guidelines for subsidiary bodies.

may cast a vote. The Chairperson shall have a casting vote in the case of a tie. This option will be used exceptionally if no consensus can be reached and a decision has to be made.

- 2.10 The Sub-Committee will not consider undersea feature name proposals that are politically sensitive.
 - 2.11 Recommendations of the Sub-Committee shall be submitted to the GGC for consideration and decision.
 - 2.12 The Chairperson is to submit an annual report to the Chairperson of the GGC.
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