



## ORGANIZACION HIDROGRAFICA INTERNACIONAL

### ESTA CARTA CIRCULAR REQUIERE SU VOTO

Dossier del BHI N° S3 / 2620

**CARTA CIRCULAR N° 49/2015**  
**09 de Julio del 2015**

### COMITÉ DIRECTOR GEBCO

#### TERMINOS DE REFERENCIA Y REGLAS DE PROCEDIMIENTO REVISADOS

##### Referencias:

- A. CC. de la OHI N° 24/2008 del 5 de Marzo - *GEBCO - Nuevos Términos de Referencia y Reglas de Procedimiento*;
- B. CC. de la OHI N° 59/2008 del 9 de Julio - *Aprobación final de los nuevos Términos de Referencia y Reglas de Procedimiento del Comité Director GEBCO y sus Subcomités*;
- C. *IOC-XXVIII / 3 Prov. Pt.2 Rev.* del 26 de Junio del 2015 - *Informe resumido provisional de la 28ª Asamblea de la COI, 2ª Parte* (Decisión 6.2);
- D. Carta de la COI *IOC/VR/15.167/OM/ic* del 9 de Julio del 2015.

Estimado(a) Director(a),

1. La Carta Batimétrica General de los Océanos (GEBCO) es un Proyecto conjunto de la Organización Hidrográfica Internacional (OHI) y la Comisión Oceanográfica Intergubernamental (COI) de la UNESCO. El Proyecto GEBCO está dirigido por el Comité Director conjunto GEBCO OHI-COI (GGC).
2. La versión actual de los Términos de Referencia y de las Reglas de Procedimiento (TdRs - RdPs) del GGC fue aprobada por última vez por los Estados Miembros de la OHI y el Consejo Ejecutivo de la COI en el 2008 (Cartas Circulares de las Referencias A y B). Desde entonces, las actividades en las que ha intervenido el Proyecto GEBCO han evolucionado para reflejar un mayor interés en la cartografía del fondo marino por parte de las organizaciones, los gobiernos y las instituciones académicas nacionales e internacionales. Las discusiones entre las Secretarías de la OHI y de la COI durante el 2013 indicaron también que sería oportuna una revisión de los Términos de Referencia - las Reglas de Procedimiento del GGC, ya que se reconoció que era necesario mejorar la supervisión del Proyecto GEBCO.
3. Se prepararon las revisiones propuestas para reforzar la gobernanza y aumentar la participación de la OHI y de la COI, en calidad de copropietarios del Proyecto GEBCO y del GGC, y también para uniformizar las disposiciones administrativas del GGC y de sus órganos subordinados con las de otros organismos similares que operan bajo los auspicios de la OHI y la COI. Se identificó la necesidad de confirmar la situación de las Secretarías de la OHI y de la COI en relación con el GGC y con sus órganos subordinados y de aclarar el estatuto de observador *ex-officio de facto* de ambas Secretarías, la de la OHI y la de la COI, en el GGC y en los órganos subordinados.
4. El Comité Director de GEBCO inició el proceso de revisión en su 30ª reunión (GGC30), celebrada en Venecia, Italia, en Octubre del 2013. Los Términos de Referencia - las Reglas de Procedimiento revisados propuestos, que habían sido convenidos previamente por el GGC por correspondencia, fueron aprobados por el Comité de Coordinación Inter-Regional (IRCC) en su 6ª reunión celebrada en París, en Mayo del 2014. Posteriormente, se hicieron algunas pequeñas enmiendas editoriales como resultado de una consideración y revisión adicionales, con ocasión de la 31ª reunión del GGC (GGC31), celebrada en Mónaco en Junio del 2014. La propuesta de Términos de Referencia - Reglas de Procedimiento revisados fue entonces sugerida al Consejo Ejecutivo de

la COI en su 47ª reunión (París, 1 a 4 de Julio del 2014). El Consejo Ejecutivo de la COI examinó la propuesta pero no se llegó a un consenso sobre la propuesta de revisión durante el tiempo limitado disponible. Se convino que los Estados Miembros de la COI revisarían la propuesta de revisión durante el período entre sesiones y que el resultado sería reexaminado por la Asamblea de la COI en su 28ª sesión (París, 18-25 de Junio del 2015).

5. Teniendo en cuenta las posibles dificultades en la elaboración de un texto que pueda ser convenido por ambas organizaciones matrices, la Secretaría de la OHI cooperó estrechamente con la Secretaría de la COI y participó directamente en el proceso de aprobación de la COI con el fin de minimizar el número de iteraciones necesarias. Las Secretarías de la OHI y de la COI llevaron a cabo un examen conjunto detallado de las enmiendas propuestas y de los comentarios recibidos de los Estados Miembros de la COI para preparar una propuesta revisada consolidada para su consideración por la 28ª sesión de la Asamblea de la COI. La Secretaría de la OHI participó activamente en la 28ª sesión de la Asamblea de la COI, en nombre de los Estados Miembros de la OHI.

6. La 28ª sesión de la Asamblea de la COI adoptó la versión revisada de los Términos de Referencia y de las Reglas de Procedimiento del GGC en su sesión plenaria del 22 de Junio del 2015, por consenso (Referencias C y D). Los Términos de Referencia y de las Reglas de Procedimiento revisados deben ser aprobados aún por los Estados Miembros de la OHI para que puedan entrar en vigor. Se espera poder llevarlo a cabo antes de la próxima reunión del Comité Director de GEBCO (GGC32), cuya celebración está prevista en Kuala Lumpur, Malasia, en Octubre del 2015.

7. Los Términos de Referencia y las Reglas de Procedimiento revisados finales del Comité Director de GEBCO adoptados por la Asamblea de la COI se adjuntan en los Anexos A y B, una versión con el seguimiento de las modificaciones y una versión limpia respectivamente.

8. Se ruega a los Estados Miembros que tomen en cuenta la continua participación del BHI y del IRCC en el proceso hasta ahora y que examinen y consideren la adopción de los Términos de Referencia - las Reglas de Procedimiento revisados del GGC, y que indiquen su posición al respecto, devolviendo la Papeleta de Voto que se adjunta en el Anexo C, **lo más tardar el 10 de Septiembre del 2015.**

En nombre del Comité Directivo

Atentamente,



Mustafa IPTES

Director

Anexos:

- A. Términos de Referencia - Reglas de Procedimiento revisados de la versión con 'seguimiento de cambios' del GGC (*en Inglés únicamente*);
- B. Términos de Referencia - Reglas de Procedimiento revisados de la versión limpia del GGC (*en Inglés únicamente*);
- C. Papeleta de Voto - Adopción de los Términos de Referencia - Reglas de Procedimiento revisados del GGC.



## GENERAL BATHYMETRIC CHARTS OF THE OCEAN (GEBCO) PROJECT (GEBCO)

### TERMS OF REFERENCE AND RULES OF PROCEDURE For JOINT IHO-IOC GEBCO GUIDING COMMITTEE

#### PREAMBLE

GEBCO was proposed in 1899 and became a reality in April 1903 when HSH Prince Albert I of Monaco offered to organize and finance the production of a new chart series designated: "The General Bathymetric Chart of the Oceans" (GEBCO), under the Prince's Scientific Cabinet. In 1922 the responsibility for GEBCO was passed to the Director of the Oceanographic Museum of Monaco and in 1929 was transferred to the International Hydrographic Bureau (today the IHO). Since 1973, GEBCO has been a joint Project of the International Hydrographic Organization (IHO) and the Intergovernmental Oceanographic Commission (IOC) of UNESCO.

The goals of the IHO-IOC GEBCO Project are to:

- 1) Develop and constantly improve the ~~authoritative description-portrayal~~ of global ocean depths;
- 2) Act as the designated international authority for undersea feature names;
- 3) Advance the development and application of sea floor mapping technology;
- 4) Encourage and facilitate ~~scientific ocean mapping~~ cooperation leading to the exchange and preservation of bathymetric data and associated metadata;
- 5) Foster collaboration among individuals and organizations with established and developing expertise so as to assist local and regional mapping efforts to attain a global standard of quality;
- 6) Identify oceanic areas that are insufficiently ~~surveyed-mapped~~ and recommend to ~~surveying and/or appropriate~~ ocean-going organizations and institutions that such areas are ~~mapped~~ surveyed;
- 7) Promote education and training in ocean mapping ~~through high level courses in Ocean Bathymetry acknowledged by the IHO and IOC~~;
- 8) Bring together ~~the ocean mappers community~~ and users of bathymetry thereby leading to products that are more widely used ~~in science and education~~.

As approved by IHO CL24/200815 ~~06-March-2008-2015~~ and IOC ~~Executive Council Assembly 28-XLI~~ June 200815

GEBCO is an IHO and IOC Project that is open to all those interested in mapping the ocean floor. It relies largely on the voluntary efforts of an international collaborating community of scientists and hydrographers with the support of the IHO and the IOC.

GEBCO is led by the Joint IHO-IOC GEBCO Guiding Committee.

## Terms of Reference

The GEBCO Guiding Committee shall:

1. Guide the IHO-IOC GEBCO Project, under the general governance of IHO and IOC while recognising and following IHO and IOC policies, ~~where they are concordant.~~
2. Prepare and disseminate maps, grids, data files and other appropriate depictions of the ocean floor.
3. Identify the needs of the various user communities of the bathymetry of the world's oceans; study the ways and means whereby these needs can be met ~~and, where appropriate, implement actions or propose to IOC and IHO actions, within their purview, which meet these needs.~~
4. Identify the necessary resources, both human and financial, for its undertakings and make appropriate recommendations to its parent organizationsa.
45. Stimulate the flow of data relevant to the GEBCO Project by actively identifying sources of new data and encouraging and promoting the release of data to appropriate data banks, with the objective of ensuring that maximum available data are provided to the IHO Data Centre for Digital Bathymetry (DCDB).
56. Supervise the development, maintenance and routine updating of GEBCO products. Activities are to include but are not restricted to:
  - (1) Study and set out procedures for new compilations of bathymetry.
  - (2) Develop standards and methodologies for the production of bathymetric maps and grids and recommend their adoption to the IHO and IOC and to the seafloor mapping community.
  - (3) Supervise the development, production and updating of a worldwide grid of digital bathymetric data.
  - (4) Supervise the preparation and maintenance, in association with national and international bodies, of an authoritative IHO/IOC GEBCO Gazetteer of Undersea Feature Names ~~(Gazetteer of Geographical Names of Undersea Features).~~
  - (5) Study and implement the best distribution mechanism for the effective use of GEBCO products by all users.
67. Investigate and develop logistical and financial arrangements necessary for the furtherance of the GEBCO Project, recognising and taking into account the relevant IHO and IOC policies, and seeking —with— the assistance of the Secretariats of the IHO~~HB~~ and IOC as appropriate~~Secretariats.~~

As approved by IHO CL24/2008~~15~~ 06-March-2008-2015 and IOC ~~Executive Council~~Assembly 28-XLI June 2008~~15~~

78. Integrate into its products the geographical names of undersea features that appear in the IHO/IOC GEBCO Gazetteer of Undersea Feature Names.
- ~~89. Direct and monitor the work of the GEBCO Sub Committees and Working Groups; propose to IHO and IOC the creation or termination of Sub Committees, and create, maintain and terminate Working Groups as deemed necessary. As required, establish subordinate bodies (sub-committees and working groups) to fulfil the Committee Work Programme and approve the Terms of reference and Rules of Procedure of those bodies, reviewing annually the continuing need for each subordinate body. The GEBCO Guiding Committee will report annually, and intersessionally if necessary, to the IHO and IOC for endorsement on the status of subordinate bodies and encompass their comments before stabling, reviewing, modifying, and/or terminating subordinate bodies; actions which must be included as GGC agenda items to allow sufficient prior consideration by the IHO and IOC secretariats and member states.~~
- ~~9. Cooperate, through the Consultative Group on Ocean Mapping (CGOM), with regional International Bathymetric Chart (IBC) projects on the specifications and preparation of regional bathymetric charts, to ensure their compatibility with, and eventual inclusion in, GEBCO products.~~
10. Direct and monitor the work of its subordinate bodies.
11. Engage with regional mapping projects to encourage their compatibility with, and eventual inclusion in, GEBCO products.
1012. Build capacity by encouraging and enabling the training and scientific education of new generations of ocean mapping operational experts (~~bathymetrists~~) worldwide.
1413. Pursue, in dialogue with the IHO and IOC, policies that facilitate the suitability of GEBCO products not only for scientific users but also, where appropriate, for educational and socio-economic purposes in the broadest sense.
1214. Take all practical opportunities to advocate the scientific and societal benefits of mapping the seafloor.
1315. ~~The GEBCO Guiding Committee shall report~~Report annually to the IHO and to the IOC, through their respective governing bodies and -annually and should also propose activities to be considered in the IHO's and IOC's work programmes, identifying and requesting, where necessary, the required funding support.
16. Prepare an annual GEBCO Work Plan and budget and propose it to each meeting of the IHO and IOC, through their respective governing bodies. The Guiding Committee should consider and submit to the IHO and IOC governing bodies proposals for new work items under the GEBCO Work Plan, taking into account the financial, administrative and wider stakeholder consequences.
17. Monitor the execution of the GEBCO Work Plan and receive reports from its subordinate bodies, including an evaluation of performance and progress achieved against agreed objectives.

## Rules of Procedure

### 1. Membership:

As approved by IHO CL24/200815 06 March 2008 2015 and IOC ~~Executive Council~~Assembly 28-XLI June 200815

- 1.1 The Committee shall consist of five members appointed by IHO, five members appointed by the IOC. ~~The Secretariats of the IHO and IOC, in close and, ex officio, the Chairpersons of the Sub-Committees and the Director of the IHO Data Centre for Digital Bathymetry (DCDB). In close consultation with the Committee Chair, will seek, IHO and IOC will ensure to strive that all appointed Members that all the appointed members~~ are, as far as possible, from different regions ~~so as to achieve taking care of~~ a balanced ~~and diverse geographical~~ representation.
- 1.2 Appointed ~~Committee~~ Members shall serve for a term of five years, renewable by a majority recommendation of the Committee for one additional five-year term and with the approval of the corresponding parent organization. The ~~Committee~~ Chairperson shall inform the relevant parent organization of any foreseeable vacancy in a timely manner.
- 1.3 ~~Appointed members of the Guiding Committee represent their parent organization as experts<sup>1</sup> and no substitution shall be allowed. The Chairs of GEBCO Sub-Committees established under Article 9 of the Terms of Reference and the Director of their IHO Data Centre for Digital Bathymetry (DCDB) shall also be voting Members of the Committee. If a Member of the Committee mentioned under paragraphs 1.1 and 1.2 above is also the Chair of a subordinate body, that Member shall have only one vote on the Committee.~~
- 1.4 ~~Representatives of the Secretariats of the IHO and IOC shall be permanent Observers in the Committee. The Secretariats of the IHO and IOC will also be recognised as permanent Observers in all subordinate bodies established by the Committee.~~
- 1.4-5 ~~Additionally, the~~The Committee may invite other suitably qualified individuals to take part in ~~their meeting, without voting rights.~~ specific meetings as Expert Contributors.
- 1.6 ~~Members of the Guiding Committee serve as experts<sup>2</sup> in their personal capacity rather than as representatives of their organization and/or country.~~
- 1.5-7 ~~Members are expected to attend every meeting of the Committee. Appointed Members who are absent from meetings overfor two consecutive yearsmeetings will normally be considered to have resigned and new nominations shall be sought. No substitution shall be allowed at meetings.~~
- 1.8 ~~Business shall may be conducted between meetings by appropriate communication systems, correspondence between meetings. E mail communication will be the normal method. The Committee's Minutes and other relevant documents shall be posted on the GEBCO web site linked to the IHO and IOC web sites.~~
- 1.9 ~~All documents related to meetings and decisions of the Committee and Sub-Committees and other relevant documents will be posted on the GEBCO web site linked to the IHO and IOC web sites.~~

## 2. Office Bearers

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<sup>1</sup> ~~So far as IOC is concerned, the Guiding Committee is classed as a Joint Group of Experts under the IOC guidelines for subsidiary bodies.~~

<sup>2</sup> ~~So far as the IOC is concerned the Guiding Committee is classed as a Joint Group of Experts under IOC guidelines for subsidiary bodies.~~

2.1 The Chair~~person~~ and Vice-Chair~~person~~ shall be elected by the Committee from ~~among the voting members of the Committee and normally should be from different parent organizations.~~ Members of the Committee and normally should be from different parent organizations. The Chair~~person~~ and Vice-Chair~~person~~ are each elected for up to a five-year term, but not exceeding their current membership of the Committee. They can be re-elected for one additional five-year term by the Committee. The Chair~~person, or in his/her absence, the Vice-Chairperson,~~ shall conduct the business of the Committee. If the Chair is unable to carry out the duties of the office, the Vice-Chair shall assume the Chair with the same powers and duties.

2.2 The Committee shall appoint a Secretary for a five-year term which can be renewed by the Committee. If resources permit and at the Committee's request, a secretary may be provided by either the Secretariat of the IHO or the IOC. The function of the secretary shall be defined by the Guiding Committee.

### 3. Meetings

3.1 ~~The IHO and IOC Secretariats representatives, as well as r~~Representatives ~~from Member States of IHO and IOC,~~ may participate as observers in Committee meetings, ~~without voting rights.~~

4.3.2. Meetings shall be held at least every two years. The venue and date of the meeting will normally be decided at the previous meeting, in order to facilitate participants' travel arrangements.

3.35. The quorum to hold a meeting shall be two more than half of the voting Members of the Committee.~~7 Committee Members.~~

3.4 An extraordinary meeting can be called by the Chair~~person~~ or any Committee Member, with the agreement of the simple majority of all voting members of the Committee.

3.5 The working language of the Committee shall be English.

3.6. The Committee shall strive to make decisions by consensus. If consensus cannot be reached, decisions shall be taken by simple majority vote of the Members entitled to vote. The Chair~~person~~ shall have the casting vote if there is a tie.

~~7. The Committee shall appoint a Secretary for a five-year term which can be renewed by the Committee. At the Committee's request secretarial support would be considered to be provided by IHB/IOC Secretariat. The Secretary shall be responsible for ensuring that the necessary GEBCO Project coordination is made in accordance with the decisions of the Committee, and that meeting arrangements, invitations, documentation and agenda are prepared. The Secretary shall act as Rapporteur and prepare the draft Summary Report of the meeting which shall be distributed to the Members of the Committee, preferably within one month of the meeting. Member's comments should be returned within one month of distribution of the draft report. The final Summary Report shall be forwarded to the IHO and IOC. The Secretary shall act as secretary between meetings.~~

### 4. Amendment and Revision

4.18. These Terms of Reference and Rules of Procedure shall ~~ould~~ be endorsed and approved by the IHO and IOC according to their current procedures. The Committee may propose to IHO and IOC changes to these Terms of Reference and Rules of Procedure with the approval of two

thirds of the Committee. Any change shall enter in force after being endorsed and approved by both IHO and IOC.

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As approved by IHO CL~~24/2008~~15 ~~06 March 2008~~ 2015 and IOC ~~Executive Council~~ Assembly 28-XLI June 200815



## GENERAL BATHYMETRIC CHARTS OF THE OCEAN (GEBCO) PROJECT

### TERMS OF REFERENCE AND RULES OF PROCEDURE For JOINT IHO-IOC GEBCO GUIDING COMMITTEE

#### PREAMBLE

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- 2) Act as the designated international authority for undersea feature names;
- 3) Advance the development and application of sea floor mapping technology;
- 4) Encourage and facilitate ocean mapping cooperation leading to the exchange and preservation of bathymetric data and associated metadata;
- 5) Foster collaboration among individuals and organizations with established and developing expertise so as to assist local and regional mapping efforts to attain a global standard of quality;
- 6) Identify oceanic areas that are insufficiently mapped and recommend to appropriate ocean-going organizations and institutions that such areas are surveyed;
- 7) Promote education and training in ocean mapping through high level courses in Ocean Bathymetry acknowledged by the IHO and IOC;
- 8) Bring together the ocean community and users of bathymetry thereby leading to products that are more widely used.

GEBCO is an IHO and IOC Project that is open to all those interested in mapping the ocean floor. It relies largely on the voluntary efforts of an international collaborating community of scientists and hydrographers with the support of the IHO and the IOC.

GEBCO is led by the Joint IHO-IOC GEBCO Guiding Committee.

#### Terms of Reference

The GEBCO Guiding Committee shall:

1. Guide the IHO-IOC GEBCO Project, under the general governance of IHO and IOC while recognising and following IHO and IOC policies.

As adopted by IOC Assembly-28 on 22 June 2015

2. Prepare and disseminate maps, grids, data files and other appropriate depictions of the ocean floor.
3. Identify the needs of the various user communities of the bathymetry of the world's oceans; study the ways and means whereby these needs can be met.
4. Identify the necessary resources, both human and financial, for its undertakings and make appropriate recommendations to its parent organizations.
5. Stimulate the flow of data relevant to the GEBCO Project by actively identifying sources of new data and encouraging and promoting the release of data to appropriate data banks, with the objective of ensuring that maximum available data are provided to the IHO Data Centre for Digital Bathymetry (DCDB).
6. Supervise the development, maintenance and routine updating of GEBCO products. Activities are to include but are not restricted to:
  - (1) Study and set out procedures for new compilations of bathymetry.
  - (2) Develop standards and methodologies for the production of bathymetric maps and grids and recommend their adoption to the IHO and IOC and to the seafloor mapping community.
  - (3) Supervise the development, production and updating of a worldwide grid of digital bathymetric data.
  - (4) Supervise the preparation and maintenance, in association with national and international bodies, of an authoritative IHO/IOC GEBCO Gazetteer of Undersea Feature Names.
  - (5) Study and implement the best distribution mechanism for the effective use of GEBCO products by all users.
7. Investigate and develop logistical and financial arrangements necessary for the furtherance of the GEBCO Project, recognising and taking into account the relevant IHO and IOC policies, and seeking the assistance of the Secretariats of the IHO and IOC as appropriate.
8. Integrate into its products the geographical names of undersea features that appear in the IHO/IOC GEBCO Gazetteer of Undersea Feature Names.
9. As required, establish subordinate bodies (sub-committees and working groups) to fulfil the Committee Work Programme and approve the Terms of reference and Rules of Procedure of those bodies, reviewing annually the continuing need for each subordinate body. The GEBCO Guiding Committee will report annually, and intersessionally if necessary, to the IHO and IOC for endorsement on the status of subordinate bodies and encompass their comments before stabling, reviewing, modifying, and/or terminating subordinate bodies; actions which must be included as GGC agenda items to allow sufficient prior consideration by the IHO and IOC secretariats and member states.
10. Direct and monitor the work of its subordinate bodies.
11. Engage with regional mapping projects to encourage their compatibility with, and eventual inclusion in, GEBCO products.

12. Build capacity by encouraging and enabling the training and scientific education of new generations of ocean mapping operational experts worldwide.
13. Pursue, in dialogue with the IHO and IOC, policies that facilitate the suitability of GEBCO products not only for scientific users but also, where appropriate, for educational and socio-economic purposes in the broadest sense.
14. Take all practical opportunities to advocate the scientific and societal benefits of mapping the seafloor.
15. Report annually to the IHO and to the IOC, through their respective governing bodies and should also propose activities to be considered in the IHO's and IOC's work programmes, identifying and requesting, where necessary, the required funding support.
16. Prepare an annual GEBCO Work Plan and budget and propose it to each meeting of the IHO and IOC, through their respective governing bodies. The Guiding Committee should consider and submit to the IHO and IOC governing bodies proposals for new work items under the GEBCO Work Plan, taking into account the financial, administrative and wider stakeholder consequences.
17. Monitor the execution of the GEBCO Work Plan and receive reports from its subordinate bodies, including an evaluation of performance and progress achieved against agreed objectives.

## **Rules of Procedure**

### **1. Membership**

- 1.1 The Committee shall consist of five members appointed by IHO, five members appointed by the IOC. The Secretariats of the IHO and IOC, in close consultation with the Committee Chair, will seek to strive that all appointed Members are, as far as possible, from different regions so as to achieve a balanced and diverse representation.
- 1.2 Appointed Members shall serve for a term of five years, renewable by a majority recommendation of the Committee for one additional five-year term and with the approval of the corresponding parent organization. The Chair shall inform the relevant parent organization of any foreseeable vacancy in a timely manner.
- 1.3 The Chairs of GEBCO Sub-Committees established under Article 9 of the Terms of Reference and the Director of their IHO Data Centre for Digital Bathymetry (DCDB) shall also be voting Members of the Committee. If a Member of the Committee mentioned under paragraphs 1.1 and 1.2 above is also the Chair of a subordinate body, that Member shall have only one vote on the Committee.
- 1.4 Representatives of the Secretariats of the IHO and IOC shall be permanent Observers in the Committee. The Secretariats of the IHO and IOC will also be recognised as permanent Observers in all subordinate bodies established by the Committee.
- 1.5 The Committee may invite other suitably qualified individuals to take part in specific meetings as Expert Contributors.

- 1.6 Members of the Guiding Committee serve as experts<sup>1</sup> in their personal capacity rather than as representatives of their organization and/or country.
- 1.7 Members are expected to attend every meeting of the Committee. Members who are absent for two consecutive meetings will normally be considered to have resigned and new nominations shall be sought. No substitution shall be allowed at meetings.
- 1.8 Business may be conducted between meetings by appropriate communication systems.
- 1.9 All documents related to meetings and decisions of the Committee and Sub-Committees and other relevant documents will be posted on the GEBCO web site linked to the IHO and IOC web sites.

## **2. Office Bearers**

- 2.1 The Chair and Vice-Chair shall be elected by the Committee from the voting Members of the Committee and normally should be from different parent organizations. The Chair and Vice-Chair are each elected for up to a five-year term, but not exceeding their current membership of the Committee. They can be re-elected for one additional five-year term by the Committee. The Chair shall conduct the business of the Committee. If the Chair is unable to carry out the duties of the office, the Vice-Chair shall assume the Chair with the same powers and duties.
- 2.2 The Committee shall appoint a Secretary for a five-year term which can be renewed by the Committee. If resources permit and at the Committee's request, a secretary may be provided by either the Secretariat of the IHO or the IOC. The function of the secretary shall be defined by the Guiding Committee.

## **3. Meetings**

- 3.1 Representatives from Member States of IHO and IOC may participate as observers in Committee meetings.
- 3.2 Meetings shall be held at least every two years. The venue and date of the meeting will normally be decided at the previous meeting, in order to facilitate participants' travel arrangements.
- 3.3 The quorum to hold a meeting shall be two more than half of the voting Members of the Committee.
- 3.4 An extraordinary meeting can be called by the Chair or any Committee Member, with the agreement of the simple majority of all voting members of the Committee.
- 3.5 The working language of the Committee shall be English.
- 3.6 The Committee shall strive to make decisions by consensus. If consensus cannot be reached, decisions shall be taken by simple majority vote of the Members entitled to vote. The Chair shall have the casting vote if there is a tie.

## **4. Amendment and Revision**

- 4.1 These Terms of Reference and Rules of Procedure shall be endorsed and approved by the IHO and IOC according to their current procedures. The Committee may propose to IHO and

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<sup>1</sup> So far as the IOC is concerned the Guiding Committee is classed as a Joint Group of Experts under IOC guidelines for subsidiary bodies.

IOC changes to these Terms of Reference and Rules of Procedure with the approval of two thirds of the Committee. Any change shall enter in force after being endorsed and approved by both IHO and IOC.

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**PAPELETA DE VOTO**  
**(A devolver al BHI lo más tardar el 10 de Septiembre del 2015**  
**E-mail: info@iho.int - Fax: 377 93 10 81 40)**

Fecha:

Estado  
Miembro:

Contacto:

Correo electrónico:

*ADOPCIÓN DE LOS Términos de Referencia Y LAS Reglas de Procedimiento REVISADOS del GGC*

1. ¿Aprueba la adopción de *los Términos de Referencia y las Reglas de Procedimiento del GGC* revisados? |

SI

NO

2. Comentarios (de requerirse)