

GEBCO Sub-Committee on Undersea Feature Names (SCUFN)**Revised Terms of Reference**

(jointly prepared by IHB and IOC Secretariat – March 2004)

1. Objectives:

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 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:

- (i) Select undersea feature names on the basis of:
 - a) undersea feature 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, with valid supporting evidence.
 - d) Names submitted to the Sub-Committee by the Chairpersons or Chief Editors of IBC projects, in relation to the work on these projects.

Such names will be reviewed before they are inputted into the Gazetteer.

- (ii) Define when appropriate the extent of named features;
- (iii) 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;
- (iv) encourage the establishment of national boards of geographical names and undersea features, and when such a board does not exist for a given coastal state, co-operate in the naming of seafloor features related to those national waters;
- (v) prepare and maintain an international and worldwide gazetteer of undersea feature names;
- (vi) encourage the use of undersea feature names included in the Gazetteer, on any maps, charts, scientific publications, and documents by promulgating them widely;

- (vii) prepare and maintain internationally agreed guidelines for the standardization of undersea feature names and encourage their use;
- (viii) review and address the need for revised or additional terms and definitions for submarine topographic features.
- (ix) maintain close liaison with the UN Group of Experts on Geographical Names, the focal point of which shall be invited to attend meetings of the Sub Committee, and international or national authorities concerned with the naming of undersea features.

2. Rules of Procedure

- 2.1 Membership of the Sub-Committee on Undersea Feature Names is covered by the following guidelines:
- (1) The Sub Committee will consist of 10 members, 5 members will be appointed by IHO and 5 by IOC.
 - (2) Members of the Sub Committee are experts acting in their personal capacity and shall not represent their governments¹.
- 2.2 The Chairperson and Vice-Chairperson will be elected by the Sub Committee and endorsed by the Joint IOC-IHO GEBCO Guiding Committee (GGC). They should come from different Parent Organizations.
- 2.3 The Chairperson is elected for a four-year period and will normally be succeeded by the Vice-Chairperson. The Chairperson may be re-elected for one additional four-year period.
- 2.4 The Chairperson, or in his/her absence the Vice-Chairperson, will conduct the business of the Sub Committee. Meetings will usually be held every 2 years, ideally before the GGC meeting. In the intervening period the Sub Committee will conduct its business by correspondence (usually electronic).
- 2.5 The Sub Committee should strive to decide by consensus. If a vote is necessary, the quorum required is 6 delegates, the majority required for acceptance is to be a simple majority.
- 2.6 The Chairperson is to submit an annual report to the GGC.
- 2.7 The Chairperson is to provide a costed business plan for approval at the biennial meeting of the GGC.

¹ So far as IOC is concerned, the SCUFN Sub Committee is classed as a Joint Group of Experts under the IOC guidelines for subsidiary bodies.