

## Undersea Feature Names Project Team

**Draft Terms of reference and Rules of Procedure****1. Objective**

- a) Consider Doc. SCUFN28-06B “Development of an S-100 Product Specification for Undersea Feature Names and Registering SCUFN terms in the IHO GI Registry”
- b) Establish procedures for the management and registration of undersea feature names approved by SCUFN and the management of proposals made to SCUFN
- c) Provide recommendations to SCUFN on the management of undersea feature names and the use of registers to record the proposals made to SCUFN and the names approved by the Sub-committee.

**2. Authority**

The Project Team for Undersea Feature Names (SCUFN PT) reports to the IHO GEBCO Sub-Committee on Undersea Feature Names, SCUFN. The Terms of Reference and Rules of Procedure of SCUFN apply.

**3. Composition and Chair**

- a) The Undersea Feature Names Project Team (SCUFN PT) shall comprise representatives of IHO Member States (MS), Expert Contributors (EC) and observers from accredited NGOs. The IHO Secretariat may also be represented. A membership list shall be maintained and posted on the IHO website.
- b) EC membership is open to entities and organizations that can provide relevant and constructive contribution to the work of the SCUFN PT. ECs shall seek approval of their membership from the Chair of the SCUFN PT.
- c) EC membership may be withdrawn, in the event that a majority of SCUFN PT members agree that an EC's continued participation is either irrelevant or not constructive to the work of the SCUFN PT.
- d) The Chair of the SCUFN PT is designated by the parent body.
- e) If a Secretary is required, he/she should normally be drawn from a member of the SCUFN PT.

**4. Procedures**

- a) The SCUFN PT should work primarily by written correspondence and teleconferences.
- b) Decisions should be made by consensus. Dissenting opinions, if any, should be reflected in the SCUFN PT report.
- c) The SCUFN PT should liaise with other IHO bodies, international organizations, end users and industry to ensure the relevance and currency of its work.
- d) The SCUFN PT should report in accordance with its Work Plan.

**Project Team Tasks**

A	relate the assignment of names to the feature structure defined in IHO S-100 "The Universal Hydrographic Data Model"
B	define a register structure for a feature name register in alignment with the register structure defined in S-100
C	define a mechanism to record the spatial aspects, the historical information regarding the origin of pre-existing published names, the historical variant names and the attributes of an undersea or other marine feature

**Work items**

Work Item	Title	Priority H-high M-medium L-low	Next milestone	Start Date	End Date	Status P-Planned O-Ongoing C-Completed S-Superseded	Contact Person	Related Pubs / Standard	Remarks
A.1	Develop a model for undersea feature names that allows for the definition of feature names at multiple levels (e.g. Internationally approved, Pending, National, Provincial/State/Local),	H	A.2	2016	2017	P	PT Chair		<ul style="list-style-type: none"> <li>Including minor feature names, in compliance with the feature model defined in IHO S-100 and the ISO general feature model defined in ISO standard 19109.</li> </ul>
A.2	Develop a plan to move from the existing model to the new data model for undersea feature names	H		2016	2017	P	PT Chair		
B.1	Develop a register structure for a feature name register that complies with the registration procedures defined in the ISO standard 19135 Registration Procedures and works with the IHO S-100 defined register	H		2016	2017	P	PT Chair		<ul style="list-style-type: none"> <li>Note that the register defined in S-100 itself complies with the ISO 19135 standard. The register defined in S-100 is a TYPE register in that it registers types of features. The register required for undersea or other marine feature names is an INSTANCE register that records names for particular instances of features.</li> </ul>

C.1	Define appropriate attributes for the SCUFN undersea or other marine feature name register to support the recording of both the spatial aspects and the historical information regarding the origin of pre-existing published names and historical variant names.	H		2016	2017	P	PT Chair		
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**Meetings**

Date	Location	Activity
		PT 1 <sup>st</sup> meeting
		PT 2 <sup>nd</sup> meeting
		PT 3 <sup>rd</sup> meeting

**Chair:**

**Email:**

**Vice Chair:**

**Email:**

**Secretary:**

**Emai**