Summary

As required by the Terms of Reference and Rules of Procedure of the Joint International Hydrographic Office (IHO)-Intergovernmental Oceanographic Commission (IOC) General Bathymetric Chart of the Oceans (GEBCO) Guiding Committee, which was adopted by the Executive Council at its 41st Session (Paris, 24 June–1 July 2008), the Guiding Committee is proposing the revision of its Terms of Reference and Rules of Procedure. The revision shall enter in force after being endorsed by both IOC and IHO.

In a letter dated 16 June 2014, the Permanent Secretary of GEBCO informed the IOC Secretariat of additional corrections to the initial text made by IHO during their approval process and explained the spirit of the latest amendments. This revised version of the document includes all amendments.

Purpose of the document: The Executive Council is invited to consider the endorsement of the revised Terms of Reference and Rules of Procedure for Joint IHO–IOC GEBCO Guiding Committee.

Financial and administrative implications: There are no financial and administrative implications.

The proposed decision(s) is referenced EC-XLVII/Dec.3.1(II) in the Action Paper (document IOC/EC-XLVII/2 Prov.)
The comparison of the proposed revision with the current Terms of Reference and Rules of Procedure (TOR-ROP) of the GEBCO Guiding Committee

Please note that the revised parts in the texts are indicated in the column of the proposed revision of the TOR-ROP.

<table>
<thead>
<tr>
<th>The current TOR-ROP</th>
<th>Proposed revision of the TOR-ROP</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENERAL BATHYMETRIC CHART OF THE OCEAN PROJECT (GEBCO)</strong></td>
<td><strong>GENERAL BATHYMETRIC CHART OF THE OCEAN PROJECT (GEBCO)</strong></td>
</tr>
<tr>
<td><strong>JOINT IHO–IOC GEBCO GUIDING COMMITTEE</strong></td>
<td><strong>JOINT IHO–IOC GEBCO GUIDING COMMITTEE</strong></td>
</tr>
<tr>
<td><strong>TERMS OF REFERENCE AND RULES OF PROCEDURE</strong></td>
<td><strong>TERMS OF REFERENCE AND RULES OF PROCEDURE</strong></td>
</tr>
<tr>
<td><strong>PREAMBLE</strong></td>
<td><strong>PREAMBLE</strong></td>
</tr>
<tr>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>The goals of the IHO-IOC GEBCO Project are to:</td>
<td>The goals of the IHO-IOC GEBCO Project are to:</td>
</tr>
<tr>
<td>1) Develop and constantly improve the authoritative description portrayal of global ocean depths;</td>
<td>1) Develop and constantly improve the authoritative description portrayal of global ocean depths;</td>
</tr>
<tr>
<td>2) Act as the designated international authority for undersea feature names;</td>
<td>2) Act as the designated international authority for undersea feature names;</td>
</tr>
<tr>
<td>3) Advance the development and application of sea floor mapping technology;</td>
<td>3) Advance the development and application of sea floor mapping technology;</td>
</tr>
<tr>
<td>4) Encourage and facilitate scientific cooperation leading to the exchange and preservation of bathymetric data and associated metadata;</td>
<td>4) Encourage and facilitate scientific cooperation leading to the exchange and preservation of bathymetric data and associated metadata;</td>
</tr>
<tr>
<td>5) Foster collaboration among individuals and organizations with established and developing expertise so as to assist local</td>
<td>5) Foster collaboration among individuals and organizations with established and developing expertise so as to assist local</td>
</tr>
</tbody>
</table>
and regional mapping efforts to attain a
global standard of quality;
6) Identify oceanic areas that are insufficiently
surveyed and recommend to surveying
and/or ocean-going organizations and
institutions that such areas are mapped;
7) Promote education and training in ocean
mapping;
8) Bring together ocean mappers and users of
bathymetry thereby leading to products that
are more widely used in science and
education.

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 GEBCO Project, under the
general governance of IHO and IOC while
recognizing 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. Stimulate the flow of data relevant to the
GEBCO Project by actively identifying
and regional mapping efforts to attain a
global standard of quality;
6) Identify oceanic areas that are insufficiently
surveyed and recommend to surveying
and/or ocean-going organizations and
institutions that such areas are mapped;
7) Promote education and training in ocean
mapping [such as through the Nippon
Foundation-GEBCO Postgraduate
Certificate Course in Ocean
Bathymetry].
8) Bring together the ocean mappers mapping
community and users of bathymetry
thereby leading to products that are more
widely used in science and education.

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 recognizing and following the relevant
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 necessary resources, both
human and financial, for its undertakings
and make appropriate recommendations to
its parent organisations.
4. Identify the needs of the various user
communities of for 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 take
actions.
5. Stimulate the flow of data relevant to the
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).

5. 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.

6. Investigate and develop logistical and financial arrangements necessary for the furtherance of the GEBCO Project with the assistance of the IHB and IOC Secretariats.

7. Integrate into its products the geographical names of undersea features that appear in the IHO/IOC GEBCO Gazetteer of Undersea Feature Names.

8. Direct and monitor the work of the GEBCO Sub-Committees and Working Groups;
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. 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.

11. Build capacity by encouraging and enabling the training and scientific education of new generations of ocean mapping operational experts (bathymetrists) worldwide.

12. 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.

13. The GEBCO Guiding Committee shall report to the IHO and IOC annually and should also propose activities to be considered in the IHO’s and IOC’s work programs, identifying and requesting, where necessary, the required funding support.

14. The GEBCO Guiding Committee shall report annually to the IHO, through the Inter Regional Coordination Committee (IRCC), and to the IOC, through their respective governing bodies. The Guiding Committee should consider and submit to IHO and IOC the creation or termination of Sub-Committees, and create, maintain and terminate Working Groups as deemed necessary. The GEBCO Guiding Committee shall report annually to the IHO and IOC, through their respective governing bodies, the activities proposed in the GEBCO Work Plan and the required funding support.

15. Prepare an annual GEBCO Work Plan and budget and propose it to each meeting of the IHO IRCC and the IOC, through their respective governing bodies.
Rules of Procedure

1. Membership:
1.1 The Committee shall consist of five members appointed by IHO, five members appointed by the IOC and, ex-officio, the Chairpersons of the Sub-Committees and the Director of the IHO Data Centre for Digital Bathymetry (DCDB). In close consultation, IHO and IOC will ensure that all the appointed members are, as far as possible, from different regions taking care of a balanced 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 The Chairs of GEBCO Sub-Committees established under Article 9 of the Terms of Reference and the Director of the IHO Data Centre for Digital Bathymetry (DCDB), shall also be Members of the Committee. Where one of these Members of the Committee mentioned under paragraphs 1.1 and 1.2 above is also the Chair of a subordinate body, they shall have only one vote on the Committee.

1.4 In addition, the Committee may have one Expert Contributing Observer as a non-voting Member who is a graduate alumni of a GEBCO ocean mapping course, such as 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.

16. 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.
1.3 Appointed members of the Guiding Committee represent their parent organization as experts and no substitution shall be allowed.

1.4 Additionally, the Committee may invite other suitably qualified individuals to take part in their meeting, without voting rights. (please refer to section 1.3)

1.5 Members are expected to attend every meeting of the Committee. Appointed Members who are absent from meetings over two consecutive years will normally be considered to have resigned and new nominations shall be sought.

1.6 Business shall be conducted by 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. (please refer to section 1.6)

2. The Chairperson and Vice-Chairperson shall be elected by the Committee from among the members appointed by the IHO.
and IOC, and normally should be from different parent organizations. The Chairperson and Vice-Chairperson are each elected for 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 Chairperson, or in his/her absence, the Vice-Chairperson, shall conduct the business of the Committee.

(Please refer to section 7)

2. **Office Bearers**

2.1 The Chairperson Chair and Vice-Chairperson Vice-Chair shall be elected by the Committee from among the members voting Members appointed by the IHO and IOC of the Committee and normally should be from different parent organizations, and normally should be from different parent organizations. The Chairperson Chair and Vice-Chairperson 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 years term by the Committee. The Chairperson Chair, 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 at the Committee’s request, secretarial support a secretary shall may be provided by IHO and IOC either the Secretariat of the IHO or the IOC. The function of the Secretary shall be defined by the Guiding Committee. 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.

3. **Meetings**

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

3. 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.

5. The quorum to hold a meeting shall be 7 shall be posted on the GEBCO web site linked to the IHO and IOC web sites.
Committee Members. An extraordinary meeting can be called by the Chairperson or any Committee Member, with the agreement of the simple majority of all members of the Committee. The working language of the Committee shall be English.

(please refer to section 5)

6. The Committee shall strive to make decisions by consensus. If consensus cannot be reached, decisions shall be taken by simple majority vote. The Chairperson 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 shall be provided by IHO and IOC. 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.

8. The Terms of Reference and Rules of Procedure should be endorsed 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

meetings without voting rights.

3.2 Meetings shall be held at least every two years. The venue and date of the next 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 7 Committee Members two more than half of the Members of the Committee.

3.4 An extraordinary meeting can be called by the Chairperson 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 Chairperson shall have the casting vote if there is a tie.

(please refer to section 2.2)
| 1 So far as IOC is concerned, the Guiding Committee is classed as a Joint Group of Experts under the IOC guidelines for subsidiary bodies. | 1 So far as IOC is concerned, the Guiding Committee is classed as a Joint Group of Experts under the IOC guidelines for subsidiary bodies. |

4. **Amendment and Revision**

4.1 The **These Terms of Reference and Rules of Procedure should shall be endorsed 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 changes shall enter in force after being endorsed by the approval of both IHO and IOC.**
APPENDIX

GENERAL BATHYMETRIC CHART OF THE OCEANS

June 16, 2014

Dr. Osamu Miyaki
Intergovernmental Oceanographic Commission of UNESCO
7 Place Fontenoy
75732 Paris cedex 15, France

Dear Dr. Miyaki

Attached is a revised version of the of IHO-IOC General Bathymetric Chart of Oceans Project Guiding Committee Terms of Reference and Rules of Procedure that I had previously sent you last month.

This finalized version contains editorial changes that have been included by the IHO secretariat after the review and endorsement by the IHO IRCC of the proposed amendment a few weeks ago. These editorial changes remove references to the IHB, which will cease to exist as a term in the near future and an editorial adjustment in the RoPs clause 2.1 changing "act as" to "assume" to bring the text in line with recommendations made by the IRCC to remove ambiguity in the event that the current Chair of an IHO or Inter-Organizational body reporting to IRCC resigns or is otherwise absent for a prolonged period.

In addition, there is an amendment to clause 1.4, not seen by IRCC. This amendment has not been reviewed by the IRCC because its cause has only arisen very recently and after IRCC met. The amended text is intended to avoid a No vote from some IHO Member States that have very recently indicated their concern to the IHO secretariat. Several IHO Member States have expressed concern to the Secretariat of the IHO that the membership of a graduate such as a Nippon Scholar as a full voting member of a body appointed by inter-governmental organizations is inappropriate. Accordingly, the Secretariat of the IHO provided the GGC with alternative wording that the GGC has accepted and considers should now be presented to IHO and IOC for adoption.

It is the view of the secretariat of the IHO that the original intention of clause 1.4 to provide a platform and an obligation for alumni of the GEBCO capacity building programme to actively contribute to the ongoing GEBCO project and at the same time provide a mechanism for long-term succession planning on the Committee through familiarization and participation in the work of the Guiding Committee has not been compromised or substantively changed by the amended
text. Accordingly, the IHO secretariat proposes to submit the amended text attached to this email to IHO Member States immediately and without further reference to IRCC.

Sincerely

David M. Clark
Permanent Secretary, GEBCO

cc: Shin Tani, Chair, GEBCO
    Robert Ward, President, IHO

Attachments:
IHO-IOC GEBCO Terms of Reference and Rules of Procedure, June 15 2014