



INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION
(of UNESCO)

Fifty-fifth Session of the Executive Council
UNESCO, Paris, 14–17 June 2022

Item 3.1 of the Provisional Agenda

**GEBCO DEVELOPMENTS:
NEW SUB-COMMITTEE ON EDUCATION AND TRAINING (SCET) AND LAUNCH OF GEBCO
GOVERNANCE REVIEW**

Summary

This document conveys the terms of reference and rules of procedure of a new Subcommittee on Education and Training (SCET) approved by the IHO-IOC GEBCO Guiding Committee at its 38th meeting in April 2022. At the same meeting, the GGC launched a GEBCO governance review through the establishment of a GEBCO Governance Review Project Team (GGRPT) tasked to prepare a report for the consideration of IHO and IOC governing bodies in 2023. This document is part of the report of the Executive Secretary to the Executive Council.

Proposed decision: The Executive Council is invited to take note of the terms of reference of the above bodies and consider the related action in the draft decision Dec. EC-55/3.1 contained in the provisional Action Paper (IOC/EC-55/AP).

New Sub-Committee on Education and Training (SCET)

1. The GEBCO Guiding Committee at its 38th meeting approved the Terms of Reference of a new Sub-Committee on Education and Training (SCET) to develop and coordinate the education and training strategy of the GEBCO Programme. This new Sub-committee aims to raise awareness amongst academic institutions of gaps in education and training that may impact the progress and development of ocean mapping and, in particular, the objectives of the GEBCO Programme.

General Bathymetric Chart of the Oceans (GEBCO) Sub-Committee on Education and Training (SCET) Terms of Reference and Rules of Procedure

Preamble

The Sub-Committee on Education and Training (SCET) was established in 2022 to develop and coordinate the education and training strategy of the GEBCO Programme. In addition, SCET aims to raise awareness amongst academic institutions of gaps in education and training that may impact on the progress and development of ocean mapping and in particular, the objectives of the GEBCO Programme. SCET cooperates with the TSCOM (Technical Sub-Committee on Ocean Mapping), which aims at serving and advising technical aspects in building and use of GEBCO products, SCRUM (Sub-Committee on Regional Undersea Mapping), which aims at coordinating regional mapping initiatives, SCUFN (Sub-Committee on Undersea Feature Names), which aims at serving as a designated authority for all matters concerning undersea feature names, and SCOPE (Sub-Committee on Communications, Outreach, and Public Engagement), which aims to raise awareness of the GEBCO Programme.

1. Terms of Reference

- 1.1 The Sub-Committee reports to the Joint IOC-IHO GEBCO Guiding Committee (GGC) as its designated authority for all education and training matters relevant to the goals of GEBCO as set out in the GGC Terms of Reference and Rules of Procedure.
- 1.2 The Sub-Committee shall:
 - 1.2.1 Regularly survey academic institutions, and their associated alumni programmes, providing Ocean Mapping programmes to identify any topics which will impact on the goals of GEBCO and the development of the next generation of ocean mappers.
 - 1.2.2 Foster and maintain collaboration and engagement, including identifying placement opportunities, with the various academic institutions providing ocean mapping programmes.
 - 1.2.3 Identify gaps in existing education and training programmes that, if addressed, would contribute to fulfilling the goals of the GEBCO programme. Where appropriate and/or requested, provide advice to the relevant institutions.
 - 1.2.4 Identify requirements for further education and training, and engage with relevant institutions and organizations (academic and commercial) for opportunities for the provision of suitable courses and workshops.
 - 1.2.5 Establish, support, and/or disband working groups or project teams, as needed, to carry out specific tasks or product development that advance the GEBCO Programme.
 - 1.2.6 Work closely with other GEBCO Sub-Committees and subordinate bodies of the IHO and IOC on matters of common interest.

2. Rules of Procedure

- 2.1 Membership of the Sub-Committee is covered by the following rules:
 - 2.1.1 Members of the Sub-Committee are experts in their own right acting exclusively for the benefit of the Joint IHO-IOC GEBCO Programme.*

- 2.1.2 Sub-committee normally shall include the representatives of Sub-Committees and GEBCO Projects who are appointed by TSCOM, SCUFN, SCRUM, SCOPE and Seabed 2030 Project.
- 2.1.3 Members are expected to participate actively in the committee's work. This can include, but is not limited to, attendance at in-person or virtual meetings, active and substantive email correspondence, or meaningful contribution to a GEBCO activity. After a nonparticipation period of a member exceeding 2 years, the member's status is changed to a non-voting inactive member, and the Chair may approach them about withdrawing his/her membership.
- 2.2 The Chair and Vice-Chair shall be elected by active Sub-Committee members. Their nominations are subject to endorsement by the GGC.
- 2.3 The Chair and the Vice-Chair are elected for a three-year period. The Chair and Vice-Chair may be re-elected for additional terms for a maximum of three consecutive terms if desired by the subcommittee members and subject to their availability. The Chair or, in his/her absence, the Vice Chair shall conduct the business of the Sub-Committee.
- 2.4 Meetings will usually be held every year, ideally before the GGC meeting. In the intervening period the Sub-Committee shall conduct its business via all appropriate media.
- 2.5 Individuals, entities and organizations that can provide a relevant and constructive contribution to the work of the Sub-Committee may be represented at meetings as Expert Contributors with observer status, at the discretion of the Chair or Vice-Chair.
- 2.6 Members are expected to attend all meetings.
- 2.7 Observers from IHO and/or IOC Member States may attend meetings.
- 2.8 The quorum to hold a meeting shall be not less than 50% of the listed active Sub-Committee Members. The Sub-Committee shall strive to make decisions by consensus. If consensus cannot be reached, decisions shall be taken by simple majority vote. Only listed active members present may cast a vote. The Chair shall have the casting vote if there is a tie.
- 2.9 Recommendations and advice of the Sub-Committee shall be provided directly to the appropriate subordinate bodies of GEBCO.
- 2.10 Resolutions of the Sub-Committee shall be submitted to the GGC for consideration and decision.
- 2.11 The Chair shall submit an annual report to the GGC

Launch of GEBCO Governance review

Summary

2. Recognising the need to periodically review the governance of organizational frameworks and acknowledging recent important new developments with the two parent organizations (e.g. for IOC and IHO new strategic frameworks, the Ocean Decade, the Nippon Foundation/GEBCO Seabed Project), the GGC approved the proposal to launch a governance review of GEBCO. The Terms of Reference and Rules of Procedures for the GEBCO Governance developed by the Review Project Team with IOC and IHO Secretariat representatives and some of GEBCO members from the GGC are presented below. The outcome of the Governance review will be reported to the 32nd IOC Assembly as well as IHO Assembly in 2023.

GEBCO Governance Review Project Team (GGRPT) Terms of Reference and Rules of Procedure

Preamble

In December 2021, an informal meeting between the International Hydrographic Organisation (IHO), the Intergovernmental Oceanographic Commission (IOC) and GEBCO Chair/Vice Chair was held to discuss areas of mutual interest and implications of emerging initiatives. It was noted that the ocean science and seabed mapping landscape is undergoing significant change, and that the work of GEBCO (including that of the Nippon Foundation GEBCO Seabed 20230 Project) has never been so relevant or visible. Noting that GEBCO would need to evolve with this changing environment in order to remain relevant, and that its organisational structure has grown in recent years, it was deemed prudent that a review of the programmes governance should be undertaken.

A proposal for such a Governance Review, together with the intended scope, methodology and timeline was produced by the GEGCO Guiding Committee (GGC) Secretary and subsequently approved by GGC38. These Terms of Reference and Rules of Procedure provide the framework through which the dedicated Project Team will conduct this review.

1. Terms of Reference

- 1.1 Conduct a comprehensive review of the governance of the GEBCO Programme, including:
 - 1.1.1 The organizational and governance instruments and practices associated with GEBCO, its Guiding Committee and its Sub-committees;
 - 1.1.2 The organizational and governance arrangements between GEBCO and external bodies that it routinely interacts with;
 - 1.1.3 The organizational and governance arrangements for projects and any work items that GEBCO is involved in.
- 1.2 The aim is to ensure that the GEBCO programme has the appropriate governance in place to effectively and efficiently deliver its annual work plan (and those (or equivalent) of its subordinate bodies and activities), guided by the strategic objectives of its parent organisations (the IHO and IOC) and the GEBCO Strategic Plan.*2
- 1.3 Given that the GEBCO Strategic Plan has not yet entered into force, the following assumptions should be considered:
 - 1.3.1 GEBCO is a Programme and will be an enduring endeavour;
 - 1.3.2 GEBCO will remain a joint Programme of the IHO and IOC;
 - 1.3.3 GEBCO relies on its parent organisations to hold funds;
 - 1.3.4 GEBCO needs to be able to fundraise, spend and allocate funds to its bodies, projects, collaborative activities and contracted services;
 - 1.3.5 The funds held on GEBCO's behalf will/could increase significantly;
 - 1.3.6 GEBCO as a Programme will have subordinate committees, working groups, projects and other work packages
- 1.4 In conducting the review, the following considerations must be observed:
 - 1.4.1 The organisational frameworks and operating rules of the IHO and IOC must be adhered to in both conducting the review, and in making recommendations for future action;
 - 1.4.2 Whilst strict compliance is not required, ISO 21500:2021 and its associated standards should be used as the benchmark for programme governance best practice, especially where GEBCO functions or activities exist outside the area of expertise of the parent organisations;

- 1.4.3 Notwithstanding 1.4.1 and 1.4.2, any recommendations should be proportionate, and mindful of international, multi-sectoral and sometimes voluntary nature of those contributing to the GEBCO Programme;
- 1.4.4 The work undertaken to develop a GEBCO Code of Conduct and GEBCO Potential Approaches to Fundraising Strategy should be considered by the review in order to avoid duplication of effort and where appropriate, incorporate and insights or recommendations into the final report;
- 1.5 The review should include the following elements as a minimum:
 - 1.5.1 GEBCO stakeholder mapping and engagement with a formal report summarizing key findings;
 - 1.5.2 Mapping of GEBCO organizational and functional structure, detailing the nature of any relationships, reporting lines, obligations or liabilities;
 - 1.5.3 Review of the legal structure and framework with a statement on the current and recommended future status (if change is deemed necessary);
 - 1.5.4 Review of financial arrangements with a statement on the current and recommended future status (if change is deemed necessary);
 - 1.5.5 A gap analysis of the current governance instruments (e.g. MoUs, ToRs etc.);
 - 1.5.6 A summary report of initial findings;
 - 1.5.7 A final report summarising the work undertaken, findings and recommendations.
- 1.6 The report of initial findings should be submitted to the GGC, not less than two weeks before GGC39, currently scheduled.
- 1.7 The final report of work undertaken, findings and recommendations should be completed in time to meet the deadlines associated with reporting to IHO and IOC Assemblies in 2023.
- 1.8 In undertaking the tasks described in 1.5, 1.6 and 1.7, it may not be possible to complete all elements by the stated deadlines. In this case, the GGRPT may use its discretion to recommend that further work is required on a particular task, and provide a summary of what has been achieved to date.
- 1.9 These Terms of Reference can be amended in accordance with paragraph 1.9 of the GEBCO Guiding Committee Terms of Reference.

2. Rules of Procedure

- 2.1 The Project Team is composed of a subset of members of the GGC, supported by an Expert Advisory Panel (EAP).
- 2.2 The GGRPT will appoint a secretary to administer meetings and provide a written record of formal proceedings, decisions and actions.
- 2.3 The Chair and Vice-Chair will be representatives of the IHO and IOC. As decided at GGC38, IHO secretariat will serve as the Chair, and IOC secretariat the Vice-Chair. If the Chair is unable to carry out the duties of the office, the Vice-Chair shall act as the Chair with the same powers and duties.
- 2.4 The Project Team is empowered to identify suitably qualified members of the EAP, and to engage them as required in order to provide assurance to the GGC (and the bodies to which the GGC is accountable) that the work that undertaken is of sufficient quality, is impartial and is objective in its recommendations.
- 2.5 The Project Team should normally work by correspondence, but if decided by the Project Team, meetings can be scheduled in conjunction with any IHO meetings. The Chair or any

member of the Working Group, with the agreement of the simple majority of all members of the Working Group, can call extraordinary meetings. In case of meetings, all intending participants shall inform the Chair and Secretary ideally at least two weeks in advance of their intention to attend meetings of the Project Team.

- 2.6 Decisions shall generally be made by consensus. If votes are required on issues or to endorse proposals presented to the Project Team, decisions shall be taken by a simple majority of Project Team Members present and voting. When dealing with matters by correspondence, a simple majority of all responding Project Team Members shall be required.
- 2.7 The working language of the Working Group shall be English.
- 2.8 Findings and recommendations of the Project Team shall be submitted to the GGC endorsement in line with timescales indicated at 1.6 and 1.7.
- 2.9 The Working Group will be disbanded once the GGC considers the Review complete.
- 2.10 These Rules of Procedure can be amended in accordance with paragraph 1.9 of the GEBCO Guiding Committee Terms of Reference.