

**27th SCUFN MEETING
IHB, Monaco, 16-20 June 2014**

WEBSITES FOR SUBMISSION AND REVIEW OF PROPOSALS

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For the convenience of submitting undersea feature name proposal(s), a submission website (<http://www.scufnsubmission.org>) has been set up. Also, to effectively manage the submitted proposal(s) and save the reviewing time of SCUFN members during the meeting, a review website (<http://www.scufnreview.org>) has been set up.

1. Submission of proposals website

There are two ways to submit the proposal(s). If your proposal(s) has a form of file such as 'DOC' or 'PDF', then select 'FILE UPLOAD'. However, if you want to directly enter the undersea feature information to the given format, select 'ENTER PROPOSAL FORM'.

In case of 'FILE UPLOAD', you can just follow menus and click the 'SUBMIT' when your proposal file(s) are shown in Number 4 window. One important thing is that the proposed name should be the same as your file name without the extension. For instance, your file name is 'scufn canyon.pdf', the proposed file name should be 'scufn canyon.' Also, when you write the proposed name, the system will automatically check the duplicated name. However, this function does not work properly until the system links to SCUFN DB.

If you choose 'ENTER PROPOSAL FORM', you can see a popup window showing the proposal form, which is the same format shown in B-6. You can just write the information of the proposed undersea features.

After your proposal(s) is submitted, you can find your submitted proposal when you click 'Search - Search for Proposals.' If you want to add more figures related to support your proposal(s), find your submitted proposal(s) in the search menu, and click the icon beside your proposed name. Then, you can see 'edit window', and select your supporting materials and click 'ATTACH'.

2. Review of proposals website

To enter this website, you have to get an account from the super user, which is IHO. There are two grades to access this website; chairman and member.

When you enter this website, you can view the proposal(s) based on 'year', 'country', and 'status.' When you click one of menus, you can see submitted proposals, and click the icon beside proposal that you want to review.

When you click the icon, you can see the 'proposal window' showing the file information. If the proposal has been submitted as a file, you can click 'download' in the row of 'FILES.' In this case, you can download the submitted proposal in your local directory, and review the proposal and write your comments in the 'COMMENTS' box, and submit.

In case of submit proposal(s) using a given format in the submission website, you can see 'view' in the row of 'FIELDS' instead of 'download'. If you click 'view', then you can see the

proposal in the pop-up windows. After reviewing the proposal, then write your comments. However, if you access this website as a member, you cannot access the 'Final DECISION' menu, which is designed to access only for chairman. Therefore, after reviewing all member's comments and discussion during the meeting, chairman can select 'ACCEPT', 'PENDING', 'REJECT', and 'WAITING'¹, and decide the final name for the submitted proposal, and click 'confirm', then all information including member's comments and chairman's decision will be stored in the 'REVIEW Database'. Therefore, when you want to look at the previous proposals, check 'year', 'country', or 'status' in the main window, and you can see the submitted proposals' historical background.

¹ 'WAITING' means that proposals are not reviewed or are postponed by members because of lack of time or other matters although the proposals are submitted within the given SCUFN session.