

Agenda Item 9: Reports from Working Groups

Document 9.2: New Coastal WG Terms of Reference

Table of Contents

1. Background, Rationale, and Link with EuroGOOS Strategic Priorities	3
2. Target Audience and Expected Impact.....	3
3. Aim and Objectives.....	3
4. Composition and Operation	4
4.1 Chair’s nomination process, mandate, responsibilities	4
4.2 Members nomination and selection process, mandates, responsibilities.....	5
5. Mode of Operation.....	5
6. Deliverables	6
7. Indicative Timetable (Gantt chart)	6

1. Background, Rationale, and Link with EuroGOOS Strategic Priorities

The major interface between humans and the ocean occurs in the coastal seas. Major marine industries thrive in this area while European citizens make daily use of the coastal ocean for tourism, leisure and recreation. Operational oceanography assists both industry and the general public to make decisions about their use and access the coastal ocean. Our community has developed a wide range of products and services for such use cases.

The value chain for marine information comprises observations made at sea, satellite data and ocean forecasts and analysis providing specific products and services for end-users. The Copernicus programme of the EC supports the gathering of satellite data and a core service for marine users (CMEMS) primarily based on ocean forecasts and analysis. The EC emphasises that gathering in-situ data is the responsibility of EU member states. Challenges exist at member state level to sustain ocean observations and there are gaps in data availability for many reasons.

EuroGOOS previously instituted a Coastal Modelling Working Group (COSMO) that focused on specific issues related to coastal modelling. The aim of this working group is to examine the entire value chain from coastal observations, satellite data, ocean forecasts and analysis to products and services for coastal users with a view to examining sustainability of the system, fitness for purpose of the existing system and future steps that the EuroGOOS community can take to secure and improve all elements of the coastal value chain.

The aims and objectives of this working group are designed to support four specific areas of the EuroGOOS Strategic Agenda 2020 and the short-term priority areas, namely sustained observations, data matters, product development and communication (see section 3).

2. Target Audience and Expected Impact

- Target Audience: EuroGOOS Members, CMEMS, EMODnet, ...
- Key Messages: sustainability of obs network, new data sets, updated data availability maps, present and future products, potential new EuroGOOS members
- Impact:

3. Aim and Objectives

1: Sustained observations:

- a) Establish the extent to which coastal observations made by ROOS and by platform (TTs) have a sustainable funding horizon.
- b) Identify requirements and gaps for developing coastal oceanographic services as part of EOOS.
- c) Assess whether OSCAR tool (WMO) would be fit for purpose in detailed requirements for coastal ocean observations.
- d) Recommend key coastal data/service providers that could become part of the EuroGOOS community.

2: Data:

- a) Identify data sets that are required for coastal applications but that are not widely available and develop strategies to unlock required data sets.
- b) Verify data availability maps produced by AtlantOS, EEA and Mercator projects to ensure they are up to date and accurate.

3: Products:

- a) Develop an inventory of coastal oceanographic products covering European coastal seas.
- b) Assess the fitness of the current product portfolio and suggest future products that could be co-developed for users.

4: Communication:

- a) Web interface to display oceanographic products for Europe's coastal seas.
- b) Identify communication priorities for coastal operational oceanography to include targets and tools to reach the identified target audiences.

Tangible outputs of the working group:

- **Workshop** on sustainability of existing coastal ocean observing systems and associated report(s)
- Coastal oceanographic service(s) requirements **report**
- Targeted **list** for future members of EuroGOOS
- **Inventory** of target new data sets required for coastal services
- Updated **data availability maps** for European coastal seas.
- **Inventory** of coastal oceanographic products from EuroGOOS members
- **Report** on future oceanographic products for coastal applications
- Design and deploy **web interface** for oceanographic products
- **Communication plan** for coastal oceanographic value chain.

4. Composition and Operation

The working group is composed of a chair, with potentially a vice-chair, and members. Chair is supported by a dedicated officer at the EuroGOOS office.

4.1 Chair's nomination process, mandate, responsibilities

Chair must be a representative of a EuroGOOS member organization¹. A chair can be supported by a vice-chair. In this case, the mandate and role and responsibilities are the same as for the chair. Vice-chair takes on the role of chair if the chair is unable to act. The chair is nominated by the EuroGOOS Executive Directors Board and approved by the EuroGOOS General Assembly. The chair's mandate is for three years, renewable once, upon re-election for a two-year term.

Chair is responsible for:

- Oversight of the working group;
- Alignment of the working group's work with its terms of reference and with the EuroGOOS strategy;

¹ <http://eurogoos.eu/about-eurogoos/members>

- Developing the working group yearly implementation plan in line with the above;
- Reporting to the EuroGOOS General Assembly and EuroGOOS Executive Directors Board (including both at physical meetings and in writing);
- Regularly reviewing the membership of the working group (e.g. once a year);
- Regularly liaise with the EuroGOOS office to follow up on the working group's alignment with the other EuroGOOS activities (at least monthly);
- Represent the working group at external meetings.

4.2 Members nomination and selection process, mandates, responsibilities

Members are selected based on a call for nominations to the EuroGOOS members. If there is not enough expertise within the EuroGOOS member organizations, working group members can be selected through an external call for expression of interest.

Members are selected based from the pool of nominations by the chair and the EuroGOOS office, keeping in mind the spread and representativeness in expertise, geographical representation and the gender balance on the group.

Members do not have an established mandate unless the activity is terminated. However, membership is reviewed by the chair and the EuroGOOS office on a regular basis and can be terminated if the member does not fulfil the below responsibilities.

Members' responsibilities are to:

- Participate in the working group activities;
- Deliver outputs as required, orally or in writing, in a timely manner;
- Represent the activity at external meetings, upon agreement with the chair and the EuroGOOS office;
- Attend working group meetings;
- Follow-up on the developments related to the working group's activity, to ensure the working group's work is timely and topical.

5. Mode of Operation

The terms of reference for the working group are developed by the EuroGOOS office in liaison with the chair, and submitted first to the EuroGOOS Directors Board and then to the EuroGOOS General Assembly for approval.

Once approved at the EuroGOOS General Assembly, the working group chair and the EuroGOOS office launch a call for member nominations (see item 3.2).

When the membership of the working group is established, the working group is regarded as operational. In most cases, a physical kick-off meeting will be organized to agree the terms of reference with all the members and develop the first annual implementation plan. EuroGOOS office oversees the communication related to the working group activities. To this end, the working group implementation plan should be cognisant of the EuroGOOS communication strategy.

The group operates based on its terms of reference and annual implementation plans. Its activities are reviewed at the EuroGOOS Executive Directors Board meetings (three times a year) and the EuroGOOS General Assembly (annually).

6. Deliverables

The working group may have a role as a forum, providing a platform for exchange of expertise and generation of strategic advice in the area of the working group's consideration. It can also be of a more operational nature, organizing regular meetings, establishing interfaces with communities outside of those of the working group, delivering strategic publications and reports. A list of envisaged deliverables is prepared at the working group kick-off meeting and is updated as the activity develops.

7. Indicative Timetable (Gantt chart)

The below template is indicative. It will be prepared based on the above guidelines and the implementation plan.

	M/Yr							
Terms of Reference								
Selection of Chair / co-Chair								
Approval by Exec. Board								
Approval by General Assembly								
Call for member nominations								
Kick-off meeting								
Activity 1								
Activity 2								
Activity 3								
Activity 4								
...								
...								