



Agenda

Chair: Henning Wehde

- 1. 10.00 - 10.05** **Welcome and adoption of agenda** Henning Wehde
- 2. 10.05 - 10.20** **Member contribution principles** Henning Wehde
- 3. 10.20 - 10:30** **Voting on Member contribution principle option 2** (Voting Poll 1)
- 4. 10.30 - 10:40** **Approve 2024 Member contribution** (Voting Poll 2)
- 5. 10.40 - 11.00** **Amendments in Internal Rules** Moderated by Henning Wehde
- 6. 11.00 - 11.30** **AOB**
- 7. 11.30** **End of the meeting**

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**EuroGOOS Extraordinary
General Assembly
22 August 2022**
Virtual meeting

Agenda Item 2: Member contributions principles

Document 2: Background document on the proposals for the change of EuroGOOS Member contributions

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BACKGROUND

At the EuroGOOS General Assembly meeting on 28 May 2021, a discussion was introduced regarding the 2024 Member contributions. The current method builds on a GDP and GDP per capita calculation. With document F4.5 (2021 General Assembly), the EuroGOOS Executive Directors Board and Office proposed a change of the Member contribution according to the countries' GDP outcomes changes as the calculation of the current membership fees is based on the GDP values from 2013. At the following discussions, the adequacy of the GDP-based calculation was raised, and the conception of an equal fee to reflect equal rights was introduced.

A committee was established to develop a document (Doc. F6.4, EuroGOOS Annual General Assembly meeting on 24-25 May 2022) with three member contribution options (current approach with updated GDP information, GDP PPS approach, flat rate) and their rationale and to deliver it at the 2022 EuroGOOS Annual General Assembly.

As the unanimous consensus on a calculation principle was not achieved at the Annual General Assembly Meeting in May 2022, the voting will be repeated at the Extraordinary General Assembly, scheduled on 22 August 2022. In the present background document only the most voted option 2 with the updated calculations, to also reflect the year 2021, is presented. According to the fee classes proposed by the Member contribution committee, the income from member contributions would have decreased by 14 k€. To avoid the reduction of the current (approved until 2023) member contribution EuroGOOS Executive Directors Board has introduced the adjustment of Membership contribution in option 2 by 4% in all fee classes.

CALCULATION PRINCIPLES BASED ON GDP PER CAPITA (Option 2)

A calculation is proposed **based on GDP per capita in Purchasing Power Standards** (PPS, a consolidated Eurostat index, <https://ec.europa.eu/eurostat/databrowser/view/tec00114/>), which takes into account only GDP per capita (and not total GDP). The volume index of **GDP per capita in PPS** is expressed in relation to the European Union average set to equal 100. If the index of a country is higher than 100, this country's level of GDP per head is higher than the EU average and vice versa.

Countries (44 members from 18 countries) are classified into five membership fee classes (Tables 1 and 2), and the membership fee is adjusted by 4% approximately keeping the range of current EuroGOOS member revenue (378 500 €), as detailed in Table 3. The proposed definition of the five membership fee classes allows a subdivision of countries in 2 classes below the EU average (100) and two above it, plus one around the average.

Table 1. Membership fee classes based on GDP per capita in PPS (proposed by the Member contribution committee to the 2022 General Assembly) and the corresponding member fee in each class (adjusted by the EuroGOOS Executive Directors Board decision on 23 June 2022).

Class	Member fee (€)
62-74	3 640
75-88	5 200
89-106	8 840
107-128	10 400
>=128	12 480

Table 2. The volume index of GDP per capita in Purchasing Power Standards in 2013-2021 and average values for countries in 2019-2021 (accessed on 3 June 2022).

TIME/ COUNTRY	2013	2014	2015	2016	2017	2018	2019	2020	2021	2019 - 2021
Greece	72	72	70	68	67	66	66	62	65	64
Croatia	61	60	61	62	64	65	66	64	70	67
Poland	67	68	69	69	70	71	73	76	77	75
Portugal	77	77	78	78	77	78	79	76	74	76
Estonia	76	78	76	77	79	81	82	84	87	84
Spain	90	90	91	92	93	91	91	84	84	86
Slovenia	83	83	83	84	86	87	88	89	90	89
Italy	101	98	97	99	98	97	96	94	95	95
France	110	108	107	106	104	104	106	104	104	105
UK*	111	111	111	109	107	106	105	104	104	104

Finland	115	113	111	111	111	111	109	114	114	112
Belgium	121	121	121	120	118	118	118	119	122	120
Sweden	128	127	128	124	122	120	119	124	125	123
Germany	125	127	124	125	124	124	121	123	120	121
Netherlands	137	133	131	129	129	130	128	132	132	131
Denmark	130	129	128	128	130	129	128	135	134	132
Norway**	186	178	158	145	150	156	145	140	140	142
Ireland	133	138	181	176	182	190	190	209	221	207

*UK 2021 data are not available, the same value as in 2020 was used.

**Norway 2021 data are not available, the same value as in 2020 was used.

Table 3. The change in member fee and a total income estimated considering the fee classes based on GDP per capita in PPS.

Country	Current fee	New fee	Members per country	Total
Croatia	3 500	3 640	2	7 280
Greece	5 000	3 640	1	3 640
Poland	5 000	5 200	3	15 600
Estonia	3 500	5 200	1	5 200
Portugal	5 000	5 200	2	10 400
Spain	10 000	5 200	5	26 000
Slovenia	3 500	8 840	2	17 680
Italy	10 000	8 840	6	53 040
France	12 000	8 840	3	26 520
UK	12 000	8 840	3	26 520
Finland	8 500	10 500	1	10 400
Belgium	8 500	10 500	2	20 800
Sweden	8 500	10 500	1	10 400
Germany	12 000	10 500	2	20 800
Netherlands	8 500	12 480	3	37 440
Denmark	8 500	12 480	2	24 960
Ireland	8 500	12 480	1	12 480
Norway	10 000	12 480	4	49 920

Country	Current fee	New fee	Members per country	Total
TOTAL			44	379 080
Increase+/ Decrease-				+580

A transition period of three years will be implemented (Table 4).

Table 4. Member fees during the 3-year transition period.

Country	current/2023	2024	2025	2026
Croatia	3 500	3 550	3 600	3 640
Greece	5 000	4 550	4 200	3 640
Estonia	3 500	4 000	4 500	5 200
Poland	5 000	5 050	5 100	5 200
Portugal	5 000	5 050	5 100	5 200
Slovenia	3 500	5 300	7 100	8 840
Italy	10 000	9 600	9 200	8 840
Spain	10 000	8 400	6 800	5 200
France	12 000	11 000	10 000	8 840
UK	12 000	11 000	10 000	8 840
Finland	8 500	9 100	9 700	10 400
Belgium	8 500	9 100	9 700	10 400
Sweden	8 500	9 100	9 700	10 400
Germany	12 000	11 500	11 000	10 400
Denmark	8 500	9 800	11 100	12 480
Ireland	8 500	9 800	11 100	12 480
Netherlands	8 500	9 800	11 100	12 480
Norway	10 000	10 800	11 600	12 480
TOTAL INCOME	378 500	378 500	378 500	379 080
Increase+/ decrease-	0	0	0	+580

Agenda Item 3: Voting on Member contribution principles

Document 3: Member contribution based on GDP per capita in PPS

The EuroGOOS Office prepared this document for voting on Member contribution based on GDP per capita in PPS (Background document 2).

EuroGOOS Member delegates are asked to approve the following:

Table 1. Membership fee classes based on GDP per capita in PPS and the corresponding member fee in each class.

Class	Member fee (€)
62-74	3 640
75-88	5 200
89-106	8 840
107-128	10 400
>=128	12 480

Table 2. Member fees during the 3-year transition period.

Country	current/2023	2024	2025	2026
Croatia	3 500	3 550	3 600	3 640
Greece	5 000	4 550	4 200	3 640
Estonia	3 500	4 000	4 500	5 200
Poland	5 000	5 050	5 100	5 200
Portugal	5 000	5 050	5 100	5 200
Slovenia	3 500	5 300	7 100	8 840
Italy	10 000	9 600	9 200	8 840
Spain	10 000	8 400	6 800	5 200
France	12 000	11 000	10 000	8 840
UK	12 000	11 000	10 000	8 840
Finland	8 500	9 100	9 700	10 400
Belgium	8 500	9 100	9 700	10 400
Sweden	8 500	9 100	9 700	10 400
Germany	12 000	11 500	11 000	10 400
Denmark	8 500	9 800	11 100	12 480
Ireland	8 500	9 800	11 100	12 480
Netherlands	8 500	9 800	11 100	12 480
Norway	10 000	10 800	11 600	12 480
TOTAL INCOME	378 500	378 500	378 500	379 080
Increase+/ decrease-	0	0	0	+580



**EuroGOOS Extraordinary
General Assembly
22 August 2022**
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Agenda Item 4: Approve 2024 Member contribution

Document 4: Member contributions for 2024

MEMBERSHIP CONTRIBUTIONS 2024

N°	Country	Member Organization	Category	Member fees for 2024
1.	Norway	IMR	5	10 800
2.	Norway	NERSC	5	10 800
3.	Norway	NIVA	5	10 800
4.	Norway	Met Norway	5	10 800
5.	Netherlands	Deltares	5	9 800
6.	Netherlands	KNMI	5	9 800
7.	Netherlands	Rijkswaterstaat	5	9 800
8.	Ireland	MI	5	9 800
9.	Denmark	DMI	5	9 800
10.	Denmark	FCOO	5	9 800
11.	Germany	BSH	4	11 500
12.	Germany	Hereon	4	11 500
13.	Belgium	MDK	4	9 100
14.	Belgium	RBINS	4	9 100
15.	Finland	FMI	4	9 100
16.	Sweden	SMHI	4	9 100
17.	France	IFREMER	3	11 000
18.	France	Mercator Ocean Int.	3	11 000
19.	France	SHOM	3	11 000
20.	UK	Met Office	3	11 000
21.	UK	NOC	3	11 000
22.	UK	Cefas	3	11 000
23.	Italy	CNR	3	9 600
24.	Italy	ENEA	3	9 600
25.	Italy	INGV	3	9 600
26.	Italy	OGS	3	9 600
27.	Italy	CMCC	3	9 600
28.	Italy	ISPRA	3	9 600
29.	Slovenia	NIB	3	5 300
30.	Slovenia	ARSO	3	5 300
31.	Spain	IEO	2	8 400
32.	Spain	Puertos del Estado	2	8 400
33.	Spain	SOCIB	2	8 400
34.	Spain	AZTI	2	8 400
35.	Spain	PLOCAN	2	8 400
36.	Poland	IMGW	2	5 050
37.	Poland	IO-PAN	2	5 050
38.	Poland	GMU-MI	2	5 050
39.	Portugal	IH	2	5 050
40.	Portugal	IPMA	2	5 050
41.	Estonia	MSI	2	4 000
42.	Greece	HCMR	1	4 550
43.	Croatia	DHMZ	1	3 550
44.	Croatia	IZOR	1	3 550

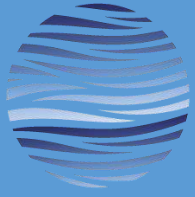
Agenda Item 5: Amendment of EuroGOOS Internal Rules

Meeting Document 5: EuroGOOS AISBL - Internal Rules - Amendment 22 August 2022

The EuroGOOS Executive Directors Board and Office prepared this document to propose amendments to the EuroGOOS Internal Rules. Version with track changes is included for approval.

Changes to be approved at the Extraordinary General Assembly Meeting

1. Chapter 2.5. states that non-EuroGOOS members could participate at the General Assembly Meetings and in the meetings of subsidiary bodies as observers. Currently, the representatives of non-Members are acting as full members (also chairing subsidiary bodies). The proposal is to change the order of words in this paragraph. Also, chapter 9 states that non-Member can participate in these established groups (subsidiary bodies) providing this is of benefit for the Members. Addition of word for clarity in this sentence.
2. Attachment 1: Addition of OLWG to the WG list



EuroGOOS

European Global Ocean
Observing System

EUROGOOS INTERNAL RULES

New review adopted by the General Assembly on ~~25-16 May~~ August 2022

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Status of the Internal Rules

The Internal Rules are supplementary and subordinate to the Articles of Association of the EuroGOOS AISBL, an international Non-Profit Association registered under Belgian law on 18 February 2013. In the case of any contradiction between the Internal Rules and the Articles of Association, the latter shall prevail.

1. Purpose

To achieve the purposes of the Association (Art. 2 of the Articles of Association) EuroGOOS AISBL will base its activities on a strategic programme and a work plan which will be updated annually.

2. Membership

2.1. Admission guidelines and criteria

Agencies, institutes, companies and other organizations working in the field of operational marine services or related marine research, from any country bordering the European seas, may apply to become a member of EuroGOOS AISBL.

An organization may be admitted as member, if it supports the aims and objectives of EuroGOOS AISBL. The application shall be submitted in writing, describing the tasks and activities, indicating the status of the institution and its relations with other marine institutions in its home country. The head of the applying institution, or a representative of the head, will be invited to attend the next Annual General Assembly Meeting to present the institution before the Assembly takes a decision.

2.2. Rights of Members

The Members enjoy the rights given by the Articles of Association from the moment they are approved by the General Assembly. These rights also include the following:

- Eligibility to the Executive Directors Board and all subsidiary bodies;
- Propose experts for Association working groups and task teams, and new topics of activities;
- Reception of copies of the Articles of Association and the Internal Rules;
- Participate in meetings (including General Assembly Meetings), workshops, conferences, and other events organized by the Association;
- Receive information and consultation on an on-going basis about the activities of the Association;
- Receive information about European and global developments in the areas of the Association's purpose;
- Benefit from the information service provided by the Association, whether in print or electronically;
- Contribute to the Association position papers or other documents;
- Use Association position papers and other documents (e.g. standards or best practices) to contribute to national and institutional policies and decisions, or for seeking grants and other funding opportunities;
- Contribute to the Association community responses to policy consultations;

- Achieve a pan-European position on the development of ocean observing services and underlying research and development;
- Representation by the Office and Executive Directors Board at the events and exhibitions of relevance, at regional, pan-European or international levels;
- Promotion of Members' announcements via the Association communication (website, newsletter, social media, etc.).

Each Member has one vote; it is expressly understood, however, that Members from the same country shall use their best efforts to adopt a common position.

2.3. Obligations of Members

Each Member shall appoint one Delegate who is authorized to act on behalf of the institution. The Delegate shall ensure that information concerning the activities of the Association is circulated throughout the Member institution, as appropriate.

Members contribute to working groups and other subsidiary bodies through appointed experts from their organization. The experts undertake to make an active contribution to the activities of the bodies, in particular by ensuring attendance in all appropriate meetings and producing written contributions as required.

Members contribute an annual membership fee; the rate determined by the General Assembly is enclosed with the Internal Rules.

2.4. Resignation of a Member

A Member may decide to leave the Association. Notification shall be made in writing to the Chair at least six months prior to 31 December of the relevant year. The Member's departure shall take effect as of 1 January of the following year. A Member remains liable for its commitments made prior to the notification of its decision to leave, unless agreed differently by the remaining Members.

2.5. Participation of non-Members

Institutions of relevance to the purpose of the Association may be invited to the General Assembly Meeting as observers (no voting rights) or the meetings of subsidiary bodies ~~as observers (no voting rights)~~.

3. ROOSs

Regional Operational Oceanographic Systems (ROOSs) are regional components of the Association. ROOSs are essential for the coordination and development of operational collaboration and joint service production in the European regions. The objectives, activities, and governance of the ROOSs are agreed in Memorandums of Understanding (MoU) signed between the Members of the Association in this region and non-Members. Links at the pan-European level are made through the Association. The Association and the ROOSs closely communicate to maximize opportunities for Members and increase awareness of the regional needs and opportunities related to the purpose of the Association. The Association involves ROOSs in relevant regional-scale activities and collaborations.

Each ROOS has Chair and Co-Chair. Chairs report annually to the EuroGOOS General Assembly, participate in dedicated meetings with EuroGOOS Executive Directors Board, channel the EuroGOOS position regionally, amend the procedures as agreed at the EuroGOOS General Assembly Meetings.

The Chair and Co-Chair must ensure that the ROOS operates on equal opportunities policy in all aspects, based upon gender equality and equal opportunities for all. When participating in calls for proposals the collective interest of the EuroGOOS and ROOS must be ensured and all information is shared within the network.

When initiatives with other institutions, e.g. EEA, EMSA and ICES, are taken, the Association has to provide transparent information to the ROOSs. If the Association takes over any tasks through external agreements and needs the help of ROOSs to fulfil the tasks, an agreement with the ROOSs is required, including economic support for ROOS activities.

ROOSs will cooperate and exchange experience especially with neighbouring ROOSs. The present Association ROOSs are:

- The Arctic Regional Ocean Observing System, Arctic ROOS;
- The Baltic Operational Oceanographic System, BOOS;
- The Ireland-Biscay-Iberia Regional Operational Oceanographic System, IBI-ROOS;
- The Mediterranean Operational Network for the Global Ocean Observing, MONGOOS, which also acts as a GOOS Regional Alliance in the Mediterranean Sea; and
- The North West Shelf Operational Oceanographic System, NOOS.

Additionally, the Association cooperates through a MoU with Black Sea GOOS.

4. General Assembly

4.1. Representation

Each Member is represented in the General Assembly by nominating its Delegate who is authorized to take decisions on behalf of the institution.

4.2. Preparation of a General Assembly Meeting

A preliminary notice of the General Assembly Meeting, giving the proposed dates, venue, and type (personal, virtual or hybrid) and including the provisional agenda, shall be sent by the Secretary General to the Members at least two months in advance. Notice of an Extraordinary General Assembly Meeting should be sent to the Members immediately after the decision of the Executive Directors Board (Art. 8 para 11 of the Articles of Association). For an Adjourned General Assembly Meeting the notice shall be sent out not later than two weeks after the General Assembly Meeting, that initiated the Adjourned General Assembly Meeting.

The Annual General Assembly Meeting shall cover (when relevant) the following items:

- Reports by:
 - Chair,
 - Secretary General,
 - Subsidiary bodies,
 - ROOSs;
- Information about the outcome of relevant EC-projects;
- Membership issues;
- Approval of new activities and subsidiary groups;
- Approval of the work plan;
- Financial matters and approval of the annual accounts;
- Elections of the Executive Directors Board;

- Next General Assembly;
- Any other Business.

In the notice, the Secretary General shall indicate whether any vacancies are to be filled on the Executive Directors Board and which members of the Executive Directors Board wish their names to go forward for re-election and shall invite further nominations.

Members may request to insert any additional items in the agenda. Such request must reach the Office at least four weeks before the General Assembly Meeting. The Secretary General shall inform all Members of the additional items by sending an updated agenda at least three weeks before the General Assembly Meeting by any means of communication.

Documentation and information relating to the items on the agenda shall be circulated amongst Members in advance of the meeting at least two weeks before the meeting to allow Members an opportunity to consider them.

4.3. Meetings

General Assembly Meetings are held in privacy. The Executive Directors Board may decide to invite guests and experts to specific sessions of the meeting. The meeting may revoke this decision at any time.

If the General Assembly does not decide the date and venue or the format (in person, virtual or hybrid) of the next Annual General Assembly Meeting this shall be determined by the Executive Directors Board at least six months in advance of the meeting.

The report of the General Assembly Meetings are produced by the Office, reviewed by the Delegates, and signed by the Chair and the Vice-Chair. The report must include date and time, list of attendees, decisions and actions agreed at the meeting and a summary of the speakers' statements. The actions and decisions of the meeting must be held in a register by the Office. The report shall be at the disposal of the Members on the website of the Association (Members' pages restricted to the public).

5. The Executive Directors Board

5.1. Composition and mandates

The Executive Directors Board should be composed of high-ranking representatives of the Members who are skilled in the management of oceanographic institutions and have a long-standing experience in pan-European and international oceanographic collaboration and coordination. The composition of the Executive Directors Board should take account of an equal regional distribution, and as broad as possible diversity of expertise, as well as gender diversity. As a general rule, there should not be more than one member from the same country to ensure regional diversity. If not all available positions in the Board can be filled following the above rules, one additional candidate for a particular country is allowed to broaden and complement the Board's expertise and capacity.

The Executive Directors are elected by the General Assembly. The call for nomination of candidates for the Executive Directors Board is launched two months before the General Assembly Meeting at which the elections should take place; the applications should be submitted at least two weeks before the elections by the General Assembly.

Before the first three-year term of an Executive Director ends he / she should indicate three months in advance whether he / she stands for re-election. If there are more candidates than vacancies, there shall be a vote by

secret ballot. Members shall vote for the same number of candidates as there are vacancies. The candidates receiving the most votes shall be eligible to fill the vacancies.

A maximum of six years may be served if the member is re-elected after three years. Six years of total combined mandate period on the Executive Directors Board remains as the maximum unless the Board member is elected Chair or Vice-Chair during his / her last year. If elected as Chair or Vice-Chair during his / her last year, the total combined mandate period may be increased but cannot exceed eight years overall. Person, passing the combined mandate period at the Executive Directors Board, may be re-elected after six years.

5.2. Obligations of the Members of the Executive Directors Board

The members of the Executive Directors Board exercise their responsibilities and tasks in a pro-active manner. They participate in the Executive Directors Board's regular meetings.

5.3. Meetings

The Executive Directors Board meets as often as appropriate, normally four times per year. The rules of procedure for General Assembly Meetings are to be applied accordingly. The Chairs of the ROOS and subsidiary bodies are invited to participate in the meetings of the Executive Directors Board without having a vote. The Executive Directors Board may decide to meet virtually.

5.4. Decisions in writing

Written consultation can be used when necessary.

5.5. Tasks

The Executive Directors have the following tasks:

- To represent the Association, in agreement with arrangements made within the Executive Directors Board and the Office;
- To ensure the policies and practices of the Association are in keeping with its purpose;
- To decide about the setting of strategic priorities and the planning of activities of the Association and propose the annual work programme to the Annual General Assembly;
- To support the Office with implementation of the strategic plan and the work programme;
- To follow the work of the Office and to mandate the Secretary General to validly represent and legally bind the Association with regard to matters as decided by the Executive Directors Board (Art. 11 para 2 of the Articles of Association);
- To prepare the General Assembly Meetings together with the Office;
- To propose the membership contributions to the General Assembly;
- To fulfil further duties and assignments delegated to the Executive Directors Board by decision of the General Assembly.

6. The Chair

The Chair and the Vice-Chair are proposed by the Executive Directors Board for election by the General Assembly for a three years term. When the three years term of the Chair and the Vice-Chair ends the Executive Directors Board either proposes them for re-election for another two years or proposes new candidates. If the General Assembly agrees with the proposal the respective persons have to be elected or re-elected as members of the Executive Directors Board.

The Chair chairs the General Assembly Meetings and the meetings of the Executive Directors Board.

The Chair is responsible for the vision and the leadership of the Association. Working closely with the Executive Directors Board and the Secretary General, the Chair represents the Association externally and fosters collaboration with other institutes, agencies and policymakers at European and International level.

Between meetings of the Executive Directors Board the Chair interacts with the Secretary General to ensure the implementations of the decisions of the General Assembly and the Executive Directors Board.

The Vice-Chair has to perform the Chair's duties in his / her absence and those tasks as have been delegated to him / her by the Executive Directors Board.

7. Establishment of subsidiary bodies

The General Assembly or the Executive Directors Board upon authorization by the General Assembly may establish and dissolve subsidiary bodies as seems appropriate and decide about their Terms of Reference (ToR) including the duration, the composition of the body, the nomination of the Chair and the rules of procedure.

The Association operates with two kinds of subsidiary bodies:

- working groups;
- observational task teams.

The working groups and task teams established by the Association will work under the Articles of Association unless decided otherwise.

Existing working groups and task teams are listed in Attachment 1 to these Internal Rules.

Unless otherwise decided by the General Assembly a subsidiary body is open for participation by all Members, including all members of the ROOS, who are interested in the work and willing to contribute to the objectives. Participating Members have to inform the Association about the expert they are nominating. ROOSs will contribute in developing priorities for subsidiary bodies and give support to the bodies by providing expertise.

Each subsidiary body has a Chair (nominated amongst EuroGOOS Member representatives) and may elect one or two Co-Chairs. Chair and Co-Chair(s) are elected by the members of the subsidiary body for a three-year term renewable once upon re-election for another two years (according to the mandate rules of the EuroGOOS Executive Directors Board). Newly elected Chair and Co-Chair(s) are approved by the EuroGOOS Executive Directors Board.

8. The Office

8.1. Staff

The procedure for advertising the post, selecting candidates and appointing the Secretary General is left to the discretion of the Executive Directors Board which submits its proposal for appointment to the General Assembly. The power to appoint or remove other Office staff is delegated from the General Assembly (Art. 11 para 1 of the Articles of Association) to the Secretary General. The Secretary General informs the Executive Directors Board about any appointment or removal. The staff can be seconded by Members upon reimbursement by the Association, contracted or employed directly by the Association.

8.2. Mandate of the Secretary General

The Secretary General validly represents and legally binds the Association with respect to those matters which have been delegated to him / her by the Executive Directors Board in accordance with Article 10, para 11 of the Articles of Association. With the consent of the Chair the Secretary General is authorized to deal with requests by third parties to be informed about the resolutions of the General Assembly.

8.3. *Specific tasks*

Within his / her tasks (Art. 11 para 2 of the Articles of Association) the Secretary General shall:

- Keep Members informed with respect to the activities of the Association;
- Bring to Member's notice any work or problems which might be of their interest;
- Inform Members about the outcome of relevant meetings, conferences and other events, he / she or other Office staff attended on behalf of the Association;
- Support the promotion of the ROOSs strategies for regional science plans and priorities as well as of projects of the ROOSs;
- Organise practical support for meetings of subsidiary bodies and ROOSs;
- Support publishing of reports for the subsidiary bodies and the ROOSs, when required.

Secretary General informs the Executive Directors Board on a regular basis for coming conferences/external meetings and gives an overview of those attended by the Office.

The highest priority specific objectives for the Office for each year will be prepared together with a short report on progress against previous year's objectives for discussion at the first meeting of the year of the Executive Directors Board.

9. Policy matters

The Association operates an equal opportunities policy in all aspects of its operation, based upon gender equality and equal opportunities for all. It takes care to ensure the fairest possible balance between the players represented in its bodies.

The Association supports European marine initiatives with the objective of maximizing the benefit for the Members and the development of operational oceanography in Europe.

The Association may establish co-operation including non-members for realization of its purpose. Such co-operation shall be properly documented in writing and established in the collective interest of the Members of the Association. Participation in established groups is optional for Members of the Association and non-member representatives can participate in these groups providing this is of benefit for the Members.

Before participating in calls for proposals in respect of externally funded projects and signing agreements or contracts with relevant third parties, including external funding of activities, the Office consults the Executive Directors Board to ensure that the Association is acting in their collective interests. A set of principles should be followed by the Office when engaging in external projects:

- the project should be relevant to operational oceanography and the strategic objectives of EuroGOOS AISBL, acting in the collective interest of the EuroGOOS AISBL Members;
- there is no anticipated negative impact on EuroGOOS AISBL or the core activities of the Office, required resources, such as personnel or co-funding (when required), can be made available;
- all efforts should be made to avoid any potential competition with EuroGOOS Members (to the extent that such information is available);
- when appropriate, the regional cooperation and the involvement of ROOSs and Members is promoted.

10. Financial Regulations

10.1. Budget

The financial administration shall be effected in accordance with the annual budget approved by the General Assembly. The budget shall reflect the estimated income and costs and shall be calculated on the basis of the Euro. The Secretary General is accountable for the budget and shall ensure that expenses and commitments are in conformity with the budget provisions. Any expenditure or commitment over the agreed annual budget, or for a period beyond the annual budget must be approved by the Executive Directors Board.

As a safeguard against unexpected developments, the Association shall also have at its disposal a reserve fund, the amount of which shall be determined by the General Assembly.

The Association's income includes membership contributions, external funding from international or EU bodies, institutions or associations and specific gifts or money, property or other assets (Art. 12 of the Articles of Association) as well as income from secondary commercial and profitable activities (Art. 2 para 4 of the Articles of Association). Provided that the Association has carried out sufficient due diligence to ensure that the acceptance of funding or gifts will not cause embarrassment or reputationally impact the Members. Furthermore, the Association shall keep a register of any gifts and make this register available to members for inspection upon request.

Members shall bear their own costs for attending meetings and participation in the activities of the Association.

10.2. Contributions

The General Assembly, as advised by the Executive Directors Board, fixes the contribution rate, at the latest twelve months before the date at which the new rate shall come into effect. If a change of contribution is required at a shorter notice to Members, this has to be agreed by an Extraordinary General Assembly called for the purpose.

The current contribution rates of the Members coincide with those levied by EuroGOOS and are enlisted in the Attachment 2.

The General Assembly Meeting on May 2014 voted for a new scheme for the calculation of contributions which is based on a balanced Grand National Product (GNP) scheme. It is additionally suggesting a per organization approach, than by country. The new scheme took effect as of 1 January 2016. Details and updated contributions are enlisted in the Attachment 2.

Members shall be prepared to contribute additionally to the costs of running the Association by contributions in kind to activities such as hosting meetings, organizing workshops, ad hoc study groups or pilot projects, rendering consultancy services to national and multilateral bodies, employing consultants, financing publications, providing for their own costs of communications.

Contributions shall be paid within the deadlines set by the Executive Directors Board.

Bank fees related to any payment shall be borne by the sender.

Any payment made by a Member on whatever ground may, without prior notice, be allocated by the Executive Directors Board to the earliest outstanding debt incurred by this Member.

If a Member fails to pay the contribution despite a formal request, the Executive Directors Board may decide that the Association will cease to provide services to that Member until the contribution is paid in full.

Attachment 1 Working Groups and Task Teams

Working Groups:

- Biological Observation Working Group (BIOWG)
- Coastal Working Group (Coastal WG)
- Data Management, Exchange and Quality Working Group (DATA-MEQ)
- Science Advisory Working Group (SAWG)
- Technology Plan Working Group (TPWG)
- Ocean Literacy Working Group (OLWG)

Task Teams:

- Animal-Borne Instruments (ABI) Task Team
- Argo floats (Euro-Argo) Task Team
- Ferrybox Task Team
- Fixed Platforms Task Team
- Gliders Task Team
- HF-Radar Task Team
- Tide Gauges Task Team

Attachment 2. Member fees

The Member of the Association contributions scheme is based on a ranking of countries according to a mixed GDP & GDP-per-capita index. The GDP values are from 2013. It is proposed that the ranking is revisited every five years. Five groups of countries are identified.

Name	Country	Contribution	Class
French Research Institute for Exploitation of the Sea, Ifremer	France	12 000	5
Mercator Ocean international, MOi	France	12 000	5
French Naval Hydrographic and Oceanographic Service (SHOM)	France	12 000	5
Centre for Environment, Fisheries and Aquaculture, Cefas	UK	12 000	5
Natural Environment Research Council, NERC/NOC	UK	12 000	5
Met Office	UK	12 000	5
Helmholtz-Zentrum Hereon (Hereon)	Germany	12 000	5
Federal Maritime and Hydrographic Agency, BSH	Germany	12 000	5
Spanish Institute of Oceanography, IEO	Spain	10 000	4
Puertos del Estado, Spain	Spain	10 000	4
Balearic Islands Coastal Ocean Observing and Forecasting System, SOCIB	Spain	10 000	4
Oceanic Platform of the Canary Islands, PLOCAN	Spain	10 000	4
AZTI	Spain	10 000	4
Euro-Mediterranean Centre on Climate Change, CMCC	Italy	10 000	4
National Institute of Geophysics and Volcanology, INGV	Italy	10 000	4
National Research Council of Italy, CNR	Italy	10 000	4
Italian National Institute for Environmental Protection and Research, ISPRA	Italy	10 000	4
National Institute of Oceanography and Experimental Geophysics, OGS	Italy	10 000	4
Italian National Agency for new technologies, energy and sustainable economic development, ENEA	Italy	10 000	4
Institute of Marine Research, IMR	Norway	10 000	4
Nansen Environmental and Remote Sensing Center, NERSC	Norway	10 000	4
Norwegian Meteorological Institute, MET Norway	Norway	10 000	4
Norwegian Institute for Water Research, NIVA	Norway	10 000	4

Institute for Delta Technology, Deltares	Netherlands	8 500	3
Royal Netherlands Meteorological Institute, KNMI	Netherlands	8 500	3
Rijkswaterstaat	Netherlands	8 500	3
Agency for Maritime and Coastal Services, MDK	Belgium	8 500	3
Royal Belgian Institute of Natural Sciences, RBINS, OD Nature	Belgium	8 500	3
Finnish Meteorological Institute, FMI	Finland	8 500	3
Swedish Meteorological & Hydrological Institute, SMHI	Sweden	8 500	3
Danish Meteorological Institute, DMI	Denmark	8 500	3
Defence Centre for Operational Oceanography, FCOO	Denmark	8 500	3
Irish Marine Institute, MI	Ireland	8 500	3
Institute of Meteorology and Water Management, IMGW PIB	Poland	5 000	2
Institute of Oceanology, Polish Academy of Sciences, IO-PAN	Poland	5 000	2
Gdynia Maritime University, Maritime Institute (IM-UMG)	Poland	5 000	2
Hydrographic Institute, HI	Portugal	5 000	2
Portuguese Institute for the Ocean and Atmosphere, IPMA	Portugal	5 000	2
Hellenic Centre for Marine Research, HCMR	Greece	5 000	2
Tallinn University of Technology, Marine Systems Institute, MSI	Estonia	3 500	1
National Institute of Biology, NIB	Slovenia	3 500	1
Slovenian Environment Agency	Slovenia	3 500	1
Croatian Meteorological and Hydrological Service, DHMZ	Croatia	3 500	1
Croatian Institute of Oceanography and Fisheries, IZOR	Croatia	3 500	1

Attachment 3. Change log

Document: EuroGOOS Internal Rules Date: 24/07/2013

Change No.	Change Type	Description of Change	Requestor	Date Submitted	Date Approved	Status	Comments
CL001	Clarifications	<p>a. para 3.1. Admission guidelines and criteria.</p> <p>b. para 8. Establishment of subsidiary bodies (Attachment 1).</p> <p>c. Minor yet important addition in the para 11.2. Contributions (in para 3).</p>	Annual Meeting J. Johannessen	21-23 May 2014	05 March 2015	Approved EG15.22	Member fees with a new scheme for the calculation of contributions were moved in the Attachment 2. Document EG15.24
CL002	Design, clarification, update	<p>a. Document was designed to be used as stand-alone document.</p> <p>b. Chair/Vice-Chair election clarification added.</p> <p>c. Annual Meeting id changed to General Meeting.</p> <p>d. New membership contributions updated in Attachment 2 according to the new calculation method.</p> <p>e. Two Task Teams</p>	E. Buch	15 February 2016	27 May 2016	Approved	

		added.					
CL003	Update	a. para 6.1 update in EDB mandate period	Executive Directors Board	29 January 2019	9 May 2019	Approved	
CL004	Additions, corrections, updates	a. Addition of Change Log table (Attachment 3) b. Change in terminology – General Assembly c. Update of all chapters. d. Update of Attachment 1	I. Lips	12 May 2021	28 May 2021	Approved	Changes proposed for the ROOS chapter, were postponed.
CL005	Additions, corrections	a. Corrections in Ch. 3 – ROOS names. b. Corrections in chapters 3 (Black Sea GOOS is not acting as EuroGOOS ROOS, rewording and addition to the EDB composition and mandates, and 8.3 SG organizes not provides meeting support. c. Addition to ensure associations good reputation.	I. Lips	06 May 2022	25 May 2022	Approved	

CL006	Rewording, addition of word	a. Rewording in Ch. 2.5 and addition of a word in Ch 9 b. Addition of OLWG to the Attachment 1	I. Lips	29 June 2022			
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