

Terms of Reference

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1. Background, Rationale, and Link with EuroGOOS strategic priorities

Ocean observing Fixed Platforms are deployed in all the European seas to carry out a large variety of measurements. Fixed platforms are a major contributor to European ocean observing that deliver data to the major European data aggregators, e.g., CMEMS, EMODnet and SeaDataNet.

The Fixed Platforms Task Team is expected to be one of the key communities of practice within EuroGOOS and its member institutes dealing with issues relating to planning, deployment, maintenance, and sustainability of fixed platforms in European open and coastal seas. As all EuroGOOS Task Teams, this activity is an important building block towards an integrated end-to-end European Ocean Observing System, EOOS.

2. Aim and Objectives

The Task Team aims to:

- Develop Europe's Fixed Platform network and assist in the standardization of operations by sharing best practices, also in keeping with other relevant programmes at global level (such as OOI, ONC, IMOS, DONET).
- Contribute to the development of the European Ocean Observing System (EOOS).
- Ensure the integration of Fixed Platforms in open and coastal ocean.
- Provide European input to the OceanSites community and other relevant initiatives.
- Enhance the number of biogeochemical measurements in European seas.
- Ensure data availability via the EuroGOOS ROOS data portals and hence to CMEMS and EMODnet.
- Deliver recommendations on data structure, format, and dissemination (interoperability of datasets) and quality control procedures.
- Foster the co-operation with Research Vessel operators in terms of existing networks, projects, and other relevant coordination initiatives with large and well-equipped facilities (e.g., ERVO, OFEG and EurofleetsPlus project).
- Establish a link with DBCP (Data Buoy Cooperation Panel) and E-SURFMAR in order to coordinate activities and best practices.
- Link with EuroGOOS ROOSes, Working Groups and Task Teams and relevant ongoing programmes/projects (e.g., CMEMS INSTAC, EMODnet, JERICO-RI, etc.) and Research Infrastructures (such as EMSO ERIC) to avoid duplication of efforts.

3. Composition and Operation

The Task Team is composed of a Chair, co-Chair, and members. The Chair is supported by a dedicated officer at the EuroGOOS Office.

3.1 Chair's nomination process, mandate, responsibilities

Chair must be a representative of a EuroGOOS member organization¹. A Chair can be supported by a co-Chair. In this case, the mandate and role and responsibilities are the same as for the Chair. The Chair is nominated by the EuroGOOS General Assembly or the EuroGOOS Executive Directors Board, or a broader EuroGOOS community. The Chair is approved by the EuroGOOS Executive Directors Board. The Chair's mandate is for three years, renewable once, upon re-election for another two-year term. A co-Chair will be elected at the kick-off meeting. Call for nominations for co-Chair will be sent out together with the call of nominations for Task Team membership.

Chair and co-Chair are responsible for:

- Oversight of the Task Team;
- Alignment of the work with the Terms of Reference (ToR) and with the EuroGOOS Strategy;
- Developing the Task Team yearly implementation plan in line with the above;
- Reporting to the EuroGOOS General Assembly and EuroGOOS Executive Directors Board (including both at physical/virtual meetings and in writing);
- Regularly reviewing the membership of the Task Team (e.g., once a year);
- Regularly liaising with the EuroGOOS Office to follow up on the Task Team's alignment with the other EuroGOOS activities (at least monthly);
- Represent the Task Team at external meetings as agreed by Task Team and in liaison with the EuroGOOS Office.

3.2 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, Task Team members can be selected through an external call for expression of interest.

Members are selected 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 Task Team activities;

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

- 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 Task Team meetings;
- Follow-up on the developments related to the Task Team's activity, to ensure the Task Team's work is timely and topical.

4. Mode of Operation

The Terms of Reference for the Task Team are developed by the EuroGOOS Office in liaison with the Chair and submitted to the EuroGOOS Executive Directors Board for approval.

Once approved, the Task Team Chair and the EuroGOOS Office launch a call for member nominations (see item 3.2).

When the membership of the Task Team is established, the Task Team is regarded as operational. In most cases, a physical or remotely 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 Task Team activities.

The Task Team operates based on its Terms of Reference and annual implementation plans. Its activities are reviewed at the EuroGOOS Executive Directors Board meetings (four times a year) and the EuroGOOS General Assembly (annually).

5. Deliverables

The Task Team may have a role as a forum, providing a platform for exchange of expertise and generation of advice in the area of the Task Team's purpose. It can also be of a more operational nature, organizing regular meetings, establishing interfaces with communities outside of those of the Task Team, delivering publications and reports. A list of envisaged deliverables is prepared at the Task Team kick-off meeting and is updated as the activity develops (and included as an Annex to the Terms of Reference).

6. Target Audience and Expected Impact

At the kick-off meeting, the members and the Chair agree on the target audience for the Task Team's outputs and the main communication messages. The EuroGOOS Office helps to align the plans with the other EuroGOOS strategic activities. The Task Team also establishes an expected/desired impact of its activities on the target audience.

7. Indicative Timetable (Gantt chart)

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

| | 09/2020 | 10/2020 | 11/2020 | 12/2020 | 01/2021 | 02/2021 | 03/2021 | 04/2021 |
|-----------------------------|---------|---------|---------|---------|---------|---------|---------|---------|
| Terms of Reference | | | | | | | | |
| Selection of chair | | | | | | | | |
| Approval by Exec. Board | | | | | | | | |
| Call for member nominations | | | | | | X | | |
| Kick-off meeting* | | | | | | | X | |
| Activity 1** | | | | | | | | |
| Activity 2** | | | | | | | | |
| Activity 3** | | | | | | | | |
| Activity 4** | | | | | | | | |
| ... | | | | | | | | |
| ... | | | | | | | | |
| | | | | | | | | |

* Co-Chair will be elected at the kick-off meeting

** To be identified during the kick-off meeting