



EuroGOOS
European Global Ocean
Observing System

EUROGOOS INTERNAL RULES

New review adopted by the General Assembly on 28 May 2021

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

Additionally, the Association cooperates through a MoU with Black Sea GOOS which acts as a ROOS in the Black Sea.

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. There should not be more than one member from the same country and when possible, besides regional, also expertise and gender diversity should be considered.

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.

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;
- Provide 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 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).

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)

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-Radars 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	
CI004	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			