**Eighth Meeting,** 1-3 May 2019[goosocean.org/goos-sc-8](http://goosocean.org/goos-sc-8)

# [Document title]

*Agenda item: [0. Title]*

*[date submitted]  
Prepared by: [authors]*

# Introduction/background

Please adapt this report template as it suits the contents you wish to bring to the attention of the Steering Committee.

Please keep the report itself to no more than a few pages, with references to other documents or websites for more detail; or the creation of Appendices for information not available elsewhere.

# Decision / recommendation / action proposed

Please end the document with a proposal(s) for a decision, a recommendation, or an action by the Steering Committee or other GOOS structure or partner.