



OBPS STEERING GROUP MONTHLY VIRTUAL MEETING

WEDNESDAY, 08 JANUARY 2020 - MINUTES

2020 (2 nd Wed of each month)	Location of members	Skype Local Time Boreal Winter (Nov to Mar)
Jan 08	Canberra (Australia)	07:00 (next day Thu for Australia only)
Feb 12	Cape Town (S. Africa)	22:00 Wed
Mar 11	Central European Time (FR; BE;DE;NO)	21.00 Wed
Apr 08	Dublin	20.00 Wed
May 13	Eastern Standard Time	15.00 Wed
Jun 10	Moscow (Russia)	23:00 Wed
Jul 08	Pacific Standard Time	12.00 Wed
Aug 12	Venezuela	16.00 Wed
Sep 09		
Oct 14		
Nov 11		
Dec 09		

Chair: Johannes Karstensen

SUPPORTING DOCUMENTS LINK: https://drive.google.com/open?id=1Py2q_vJgbx9PXwiKYJ_CmV1_yZ0QZNub

1. Participants : KI/EH/JH/AL/MB/PS/ALL/FMK/FP/JP/CD/JK/AL/RP/NR
2. Work Package Reports

2020_08 JANUARY	Topics discussed
WP1_ PROJECT MANAGEMENT Pauline, Emma, Peter, Johannes and Jay	Meeting logistics <ul style="list-style-type: none"> ● co-Chairs will rotate chairing the monthly virtual meetings ● Agenda ordered by WP, most topics should fit within this structure although sure to be need for crosswalks. AOB at the end for 'rogue' topics ● SG meeting organized and agenda drafted by Project Manager with call for contributions to be added by SG ● Supporting Document sub folder in each virtual meeting folder will contain any discussion documents for that months meeting ● Minutes will be created by the Project Manager and stored in the meeting folder. It is likely the agenda will transform into the minutes once discussion notes are added. ● Actions recorded are those that need to be completed within the following month (we have a work plan for actions expected over a long period). FP suggested another new list of these Actions ● Project Management software - work plan tracking (NR/RP) ACTION: <ul style="list-style-type: none"> ● Include work plan within the virtual meeting agenda or as a supporting document ● FP to provide an example form for listing/tracking actions agreed at virtualmeetings separately from the Work Plan; ● RP to recommend tracking software
	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> FYI - OBPS Annual Report 2019 Form (reviewed by co-Chairs) submitted to IODE Management Group sent 20191223 </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> FYI - SG Summary Report final ACTION: <ul style="list-style-type: none"> ● Submit by 15 Jan (PS) </div> <div style="border: 1px solid black; padding: 5px;"> FYI - OBPS Implementation Plan final ACTION: <ul style="list-style-type: none"> ● Submit by 15 Jan (PS) </div>

- Workshop III Proceedings draft

Proceedings formatted and draft expected end of Feb

ACTION:

- Draft to be completed by **15 Feb** because JP has to submit report to IEEE OES sponsors on 19 Feb (PS/FP)

- GDrive folders re-organized under WP **COMPLETED**

- Coordination for project kick-offs (CAPARDUS and JERICO S3) (Jay)

CAPARDUS: Capacity Development in Arctic Standardisation Development

Kick off meeting 3-4 Feb in Copenhagen

JERICO S3 Kick off meeting 17-21 Feb in San Sebastian, Spain. WP on BP and VRE. EGU Meeting (date?) may provide a forum for requirements for the VRE work

- Workshop III follow up email sent 20191220

- Responses received from Nancy Williams, USF, WP4; David Murphy, Sea Bird WP7; Lingling Yuan NCOSM WP7; Sophie Seeyave POGO WP7 ; Christina McGraw, SCOR, WP7

- How to accommodate them within the OBPS structure with allocation to specific WP

- OBPS Associates/Advocates or establish an OBPS science team (Johannes and Emma)

JK - We need a group name for members of OBPS community who want to be engaged with OBPS

JK - call everyone the Science Team (including the SG)

KI - **OBPS Network** or OBPS Members - do not create a 'buzz term' for the group.

FP - likes network - IEEE example and a lot more generic.

JK - have a directory of individuals which would include their expertise (utilise OceanExpert for the new grouping?)

EH - previously talked about domain experts being advocates within their communities (maps to WP6) . What roles would this new grouping take on? Who would be eligible to be members of the Network

FMK - people that are active in best practice activities, authors, creators, depositors?

MB - they must contribute something to the OBPS activities. Value chain a broad envelope.

JP - where is the position in the WP structure for the depositors of BP (it could be WP2 or WP6))

JK - all creators of BP would not be part of the network

CM - will need more people for holistic OBPS activity

FP -for roles - create a list of OBPS needs - beta testers of system, BP testers; requirement review etc; BP vs standards in a specific area

		<p>EH - OBPS would reach out when we have certain needs and call for volunteers from membership of Network (pool of expertise) We should document the needs so that the individuals in network can be allocated a specific role AGREED - group name should be OBPS Network PS - Workshop Individuals who have asked to engage with OBPS - now have a group name but how do we take this forward? ACTION:</p> <ul style="list-style-type: none"> ● One page document describing the structure and working of the network (JK will draft and circulate) ● on website put description of network and way to apply (JK/PS/RP) ● Create a list of OBPS needs (FP/EH?) <hr/> <p>- Workshop IV and SG-OBPS-2 date and location (Jay and Pauline) Sponsors - NSF interested in BP convergence and OBPS will respond to call to fund a workshop. Proposal to go in end of Feb/March - 2-3 months NSF to decide. Likely date for workshop and SG-OBPS-2 co-located - week beginning 30 Nov. FMK informed - RCN meeting 06 Dec in San Francisco Location likely to be east coast USA (Washington DC possible) FMK suggested St Petersburg EH - Queried whether EuroSea or JERICO S3 have a meeting need to co-locate and join the discussion re convergence. Pick up needs from EuroSea and develop it as a theme for the BP Workshop? JP - need to map meetings to the scheduling of funds ACTION:</p> <ul style="list-style-type: none"> ● JP and FMK to submit a workshop proposal to NSF in the timeframe. ● Workshop agenda to be created before proposal submitted - JP, JK and SG volunteers to discuss ● Request for Volunteers will be sent out by the end of this week (JP).
		<p>- Communication and Outreach activity - nothing to report</p>
		<p>-Does the SG want to revisit (because of time zones) the timing of the Skype monthly virtual meeting ACTION:</p> <ul style="list-style-type: none"> ● PS to ask for SG comments on change of meeting times COMPLETED
<p>WP2_ OPERATIONS Pauline and Arno</p>		<p>06 Dec 2019: 9 tasks completed from IT Task List</p>

		<p>- OBPS IT support now formalized to 50 days a year allocation (Arno)</p> <p>ACTION:</p> <ul style="list-style-type: none"> • Prioritize the Jun 2019 IT task list and estimate the time needed for the about 40 items (some substantial) to be finished and what to do about new tasks arising eg. the Forum. The first four tasks to be done. Redirect work has already started <ol style="list-style-type: none"> 1. Re-Direct OBPS URLs. Use the existing www.obpsystem.org as the landing page and change the URL to oceanbestpractice.org. The landing page will have links to the UI to search for BP (search.oceanbestpractices.org) and to submit a BP to DSpace (repository.oceanbestpractices.org) and the forum (forum.oceanbestpractices.org). All previous URL will point to oceanbestpractices.org (website) Arno working on this now 2. DSpace upgrade to 6.3; this should address restoration of stats and version control. 3. Community forum (MyBB software) is not working 4. Implement regular weekly (chron) reindexing of .ORG to pick up DOI, edits etc (E84 has provided the script?)
		- Communication and Outreach activity - nothing to report
WP3_ ADVANCED TECHNOLOGY Pier Luigi and Adam		- Communication and Outreach activity - nothing to report
WP4_ PUBLICATIONS, REVIEW AND ENDORSEMENT PROCESSES Johannes and Juliet		<p>- Communication and Outreach activity - nothing to report</p> <p>- IAPSO Proposal (Juliet)</p> <p>JH reported that she had been informed by IAPSO that a decision on the OBPS submitted proposal has been made</p> <p>ACTION:</p> <ul style="list-style-type: none"> • Juliet will contact IAPSO for result and circulate to SG

<p>WP5_COMMUNICATION AND OUTREACH Francoise and Rachel</p>	<p>-UN Decade of Ocean Science OBPS activities (BP support for Regional meetings in Canada, Mediterranean area, and India) (Jay) Representatives/friends of OBPS are all at the Decade meeting in Halifax (PLB attending); India Decade Meeting next, Jay will make a presentation (remotely?) Decade Mediterranean meeting - Joachim Tintore/ Nadia P working to have BP part of discussion. EH attending Decade Arctic Meeting - need to finish the dialogue Decade Africa meeting end of Jan - Juliet attending KI - The UN Decade planning meeting is next week at IOC Paris, where an implementation plan will be agreed. PP also there. KI will monitor where BP sits in the plan and does not expect BP to be neglected. Not an open meeting AGU Ocean Science Meeting : EH, FMK, MB JP, FP are attending ACTION:</p> <ul style="list-style-type: none"> ● Rachel requested to be informed of any meeting not included in the OBPS website events
	<p>- Communication and Outreach log (Francoise) (SD folder) Each month WP to complete the C & O questionnaire of what has occurred and what is going to happen in the next 3 months ACTION:</p> <ul style="list-style-type: none"> ● Circulate the Communication Log questionnaire each Month with the agenda (PS)
	<p>- Call for Twitter posts and Newsletter highlights for Feb (need to keep short and punchy) (Rachel) Looking for content. Need to find a more regular way of posting Twitter ACTION:</p> <ul style="list-style-type: none"> ● Advertise training courses in the OBPS Newsletter - CD to send RP details ● SG so supply Newsletter content please
	<p>- Draft logo (SD folder); vote etc (Rachel) Result - 50% no change - Option E but change the colour match AL - a good logo lets keep it that way - all agreed AGREED ACTION:</p> <ul style="list-style-type: none"> ● change the colour match on Option E (RP)
	<p>- PPT template (SD folder) (Rachel) (Detail to be discussed outside the meeting) RP emphasized this is ONLY a style template, not about content</p>

		<p>Comment that Images do not represent the full value chain</p> <p>ACTION:</p> <ul style="list-style-type: none"> • Small Working Group within SG to come up with final recommendations - email Rachel if you want to work on the WG • Recommended to have a library of images that can be used on the ppt template. Build a new image folder under WP5 include only copyright free images. (RP)
		<p>- Generic poster (Rachel)</p> <p>Work in progress</p> <p>JK - do we have a banner/poster rollup that comes with its own stand</p> <p>RP - stand etc can be cumbersome and expensive to transport</p>
		<p>- Participation in VLIZ Marine Science Day (18 March) >> deadline 12 January & 16 Feb</p> <p>http://www.vliz.be/vmsd/abstracts2020 (SD folder) (Claudia)</p> <p>Format of the meeting is changing it will no longer be project based .</p> <p>The listed audience is interesting but need to know more before we take on the work of submitting anything</p> <p>ACTION:</p> <ul style="list-style-type: none"> • CD expects to receive more info tomorrow and will circulate
		<p>European Metrology Network for Climate and Ocean Observation workshop in London a series of four webinars, (Mark)</p> <p>https://www.eventbrite.co.uk/e/international-workshop-on-metrology-needs-for-climate-and-ocean-observation-tickets-68438205515</p> <p>Easy to participate with webinars Mark and Jay signed up</p> <p>Mark considering arranging a skype call in front of the webinar series</p>
		<p>- Ocean Obs RCN Meeting February 16, 2020 in San Diego, CA (Jay) (SD folder)</p> <p>5 breakout sessions with possibly one on BP.</p> <p>JP needs help in organizing the Sunday workshop BP session - EH and MB will help</p> <p>Anya Waite might be advocate</p>
	<p>WP6_USER COMMUNITIES Mark and Frank</p>	<p>- Communication and Outreach activity - nothing to report</p>

		Comms log sheet created, three contacts logged so far, including Emma.Woolliams@npl.co.uk / European Metrology Network for climate and ocean observation. MB ad FMK started work
WP7_TRAINING AND CAPACITY DEVELOPMENT Ana and Claudia		<p>-Discuss reply to pending workshop response emails - (discussion under WP1 Associates etc)</p> <p>- Decide on course(s)/module(s) to be developed /uploaded online and who are the contact leaders; CD recommended looking for an already available course (low hanging fruit)</p> <p>KI suggested Blue Carbon Initiative as a good basis for a course</p> <p>KI suggested Ocean Literacy course in collaboration with IOC OL.</p> <p>CD proposed an Ocean Acidification course with colleagues KI and KSchoo - where would the course be hosted (a Spanish version has been presented at INVEMAR)</p> <p>ACTION:</p> <ul style="list-style-type: none"> • KI and KS will follow up with CD. They will definitely organize this OA course with OTGA in 2020 • KI and KS to be contact leaders for this OA course • CD to send out call to SG for course proposals - CD send link to the OA course online(it is in Spanish - can it be translated into English?)

Meeting closed at 16.45 EST

Meeting duration: 1.45 hours
