Intergovernmental Oceanographic Commission
Reports of Meetings of Experts and Equivalent Bodies

IOC Steering Group for the Ocean Best Practices System, Second Annual Meeting (SG-OBPS-2)

19, 21 & 22 October 2020
12.00 – 14.00 UTC
 [ONLINE]

UNESCO 2020

Suggested bibliographic citation::

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1.   OPENING OF THE MEETING

The meeting was chaired by the Steering Group for the Ocean Best Practices System (SG-OBPS) Co-Chairs Jay Pearlman and Johannes Karstensen. Jay Pearlman opened the meeting and welcomed all participants (ANNEX I). The meeting was held over three days: Monday 19 October; Wednesday 21 October and Thursday 22 October 2020 for two hours each day. Despite the Steering Group members being located across the globe they agreed to hold the sessions at the same time each day 12.00-14.00 UTC. Because of the online format and constraint on time (hours rather than days), Jay Pearlman highlighted the meeting objectives were to cover critical issues, strategy and work plan and budget, and specifically, to agree on decisions, actions and finalise policy documents for the future working of OBPS.

1.1   ADOPTION OF THE AGENDA AND TIMETABLE

The Steering Group adopted the agenda and timetable. All Work Package (WP) Reports and supporting documents had been made available online before the meeting and were linked through the agenda. Subjects on the agenda had been contributed by Steering Group members. A copy of the annotated agenda is included as ANNEX II.

2.   WORK PACKAGES

Work Packages members were thanked for providing their reports beforehand which are available **HERE**. The OBPS is managed by a **Steering Group** (SG-OBPS) through a structure of work packages. The SG-OBPS meets annually back-to-back with the annual OBPS Community Workshop, though during Covid-19 both were separate online meetings. In addition, the SG-OBPS holds monthly online meetings during the intersessional. Whilst WPs have their own work plans reflecting their needed contributions to the OBPS objectives, there are substantial interactions between WPs in a coordinated management process. The annual and monthly meetings of the SG-OBPS provide the opportunity for WPs to call for decisions and policy ratifications.

2.1. WP1: PROJECT MANAGEMENT

Chairs: **Pauline Simpson,** *Johannes Karstensen, Jay Pearlman*

This Work Package oversees the management of the project including system administration, reporting and progress of the IOC OBPS project under the responsibility of the OBPS Project Manager. It includes the Resource Mobilization and Sustainability task. The IODE/GOOS funding covers the operational budget of the IOC OBPS. To introduce new technology developments and resource enhancements, it is necessary to obtain additional funding from external sources outside of the IOC. The Resource Mobilization and Sustainability task oversees obtaining the external funding. Through this process it can be ensured that added value is brought to the OBPS whilst maintaining OBPS core objectives. Present external projects in which IODE/OBPS is a named partner: EuroSea and JERICO S3. OBPS also works with the H2020 CAPARDUS project and the NSF Ocean Observing Research Coordination Network.   A new Project with some OBPS involvement is TechOceanS.

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DECISIONS:

a. **Steering Group Composition - suggestion to include one or more representative(s) from the ECOP Community**

- Understanding that significantly increasing the number of members within SG-OBPS could become unwieldy for decision making and also for overhead reasons, but acknowledging the significant and continuing contributions made by Cora Horstman and Jordan van Stavel throughout the last year and most recently to the OBPS Workshop IV organization, particularly in the area of Early Career Ocean Professionals (ECOP) for WG co-Leads etc
- and following SG agreement, that SG composition should also be guided by demographic, diversity, gender and candidates from developing countries.
  It was agreed to invite Cora Horstman and Jordan Van Stavel to become members of the SG-OBPS.
  ACTION: Co-Chairs to invite Cora Horstman and Jordan Van Stavel to become members of the SG-OBPS. DONE 19 Oct 2020, (Jay Pearlman)

Further, members requested that a policy document for future SG membership selection should be created including the requirement to make an open call to a community when a 'vacancy' occurs or where there is a specific community interest to be included in SG. Members recommended that the process should first be to seek the required expertise and consider gender and geo balance when selecting a person for the position.
Johannes Karstensen proposed and it was seconded that candidates should be required to respond to such questions as 'why they want to be part of SG'; 'what they will bring to SG and changes they would suggest'; and specifically they should be asked to develop a description of their work in SG before they are invited to join the SG.
ACTION: Convene a TT to draft SG Membership Selection/Nomination Policy Document to include the above recommendations and principles and provide to SG for review by Dec 2020 (JK)

Discussion continued on a structure to engage individuals in OBPS activities outside the Steering Group membership.

b. **Develop a formal structure to engage contributions from the community in furthering OBPS activities .** Proposal document
With the increasing interest in ocean best practices, the ocean community is asking more of the SG than in previous years. This includes, for example drawing from the recent workshop Evolving and Sustaining OBPS Workshop IV: 18; 21-25 & 30 Sep 2020, convergence and endorsement, supporting interoperability, capacity development and an accessible and easy to use repository. The ability to support such community interests is now moving beyond the capacities of the volunteer Steering Group (21 persons). Thus, we need to have a structure that can engage members of the ocean community and which fosters recognizable outcomes in defined periods of time, without significantly enlarging the SG.
A proposal was presented to create a formal structure within OBPS for individuals to contribute to the objectives and needs of the OBPS. These individuals would not be members of the   OBPS Steering Group. Contribution to OBPS activities can be through two routes, either contributing to WP needs as an individual contributor in a periodic or sustained capacity or contributing to the OBPS as part of a newly implemented OBPS Task Team (OBPS TT).

There was discussion on the terms of reference for an OBPS TT.   It was agreed that OBPS TTs should have clearly defined (1) terms of reference, (2) outputs and (3) schedules.   Peter Pissierssens and Sergey Belov confirmed that because individual contributions to IOC Programmes from Member States were on a voluntary basis, there

was no precedent in IODE for this formalised structural element. It was highlighted that the proposal document should include an implementation process and possibly the requirement for a Letter from the Organization for the Individual Contributions to confirm that their organisation is aware of the time commitment and has given permission, if the individuals are planning to work during work hours on this; also consider an OceanExpert link to recognize the work. The proposal to implement OBPS Task Teams when needed was agreed; the Proposal to implement a process to invite individuals for either sustained or periodic contributions was agreed.

ACTION: The proposal document will be edited to include the details required for an implementation process for both Task Teams and Individual Volunteers for specific tasks and circulated to the SG for review by end of Oct 2020 Finalize Nov 202 (JP/JK/PS)

c. **Procedure for Proposing and Documenting OBPS Participation in externally funded Projects**

In the original structure of the proposal to IOC for the OBPS project, it was envisioned that the OBPS operations would be funded by the IOC through co-shared budgets from IODE and GOOS. Technical developments to support improved capabilities for the OBPS would be supported by science and/or technology projects funded under government or other sources. On this basis, the OBPS welcomes cooperation between the OBPS and such projects, provided there is mutual benefit to the OBPS and the relevant project. IOC sponsors - IODE and GOOS Secretariats have stated that: *OBPS will not undertake to implement any external project proposed changes to its functions or architecture unless they fit with the overall objectives and policies of OBPS and they are agreed by SG-OBPS and they are funded by the proposed external project or justify the use of internal funds.* Peter Pissierssens and Emma Heslop confirmed that consideration such as reporting modalities and level of funding to compensate for that workload was one of the main criteria for IODE and GOOS when evaluating an external project's proposal to include the OBPS.

To ensure that IOC receives early notification of any external projects that may be considering IOC as a partner, a notification procedure process was proposed. Following discussion during the meeting and reflecting such discussion, the co-Chairs and Project Manager edited the document which is now titled [IOC as a partner in new Projects relevant to the OBPS](#)

This requires that: All new project proposals which include IOC as project partner should be reviewed by the SG-OBPS. For IOC participation in a project as a partner, the IODE and GOOS Secretariats will need the project information provided on the form (ANNEX III) as a basis for its decision to participate. *The IOC should be informed of all opportunities where IOC may be considered as a partner as early as possible in project proposal discussions.*

ACTION: SG to review the retitled [IOC as a partner in new Projects relevant to the OBPS](#) by end of Nov 2020 (SG)

ACTION: Convert to Google Sheets, the 'OBPS External Projects' matrix at https://docs.google.com/document/d/1Jt8l5Y1QNyQs2RP23-4RcEPSDRQBYPV2avLZpLpsk1E/edit?usp=sharing by mid Nov 2020 (PS)**DONE)** now https://docs.google.com/spreadsheets/d/1S85jktLMg0_AM4XHaCv-vMUYEwQ6-e005CbOB6FdGao/edit?usp=sharing

2.2. WP2: OPERATIONS (REPOSITORY)

Chairs: **Pauline Simpson,** *Arno Lambert*

This WP is responsible for the efficient day-to-day management, administration and development of the Repository. The repository must have a comprehensive collection of methods/best practices and the WP will provide the content support to promote and increase the BP content. The day to day technical support for the Search User Interface and Repository will be the responsibility of the Project Technical Manager who will be the prime liaison with any technology contractor/s. Liaising with WP 3, this work package also covers the introduction of new user-facing and back-end supporting functionality based on the Search User Interface as well as technology enhancements to the underlying Repository system funded through the Resource Mobilization task deliverable in WP1.

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DECISIONS:

a. **Foreign language BP (with no English Title and/or Abstract) in OBPS - define new policy.**
   At SG-OBPS-1 (2019) a policy was agreed that only English language documents would be accepted into OBPS. New projects are now questioning this policy particularly where indigenous languages are involved. The SG agreed that foreign language documents could be deposited into OBPS but they must have a English title and quality English abstract published as part of the document. It was noted that the OBPS vocabularies are not multilingual and we should prioritise adding terminologies like GEMET, AGROVOC, etc which have interpretations in the UN languages. It has been found that OBPS search functions support multiple characters in international encodings, but our semantic tagging will not work. It was agreed:
   to accept non-English texts if they have within the document an English title, English abstract and English key words can be input to the metadata. It was recommended that OBPS should accept languages beyond the UN Languages. A suggestion to introduce vetting to make sure the foreign language content is reasonable is a significant undertaking. OBPS accepts deposits only from registered individuals with bona fide provenance.
   ACTION: **Foreign language BP in OBPS**. Policy document to be drafted and convene TT to review. end of Nov 2020 (PS)

b. **Annual maintenance / Repository and Enhanced Discovery Service (EDS)**
   A programme of annual maintenance has not been routinely provided for both the DSpace Repository or the AWS Search Interface (EDS). The IODE IT Support provides emergency maintenance but is unable to allocate time to consider software upgrades or the introduction of enhancements to the system. Additional funding has been provided by IODE and GOOS this year to upgrade and enhance both systems but this was possible only because of the unusual situation created by Covid-19. A fundamental decision needs to be made on a strategy for annual maintenance for the system alongside a programme of scheduled enhancements in response to SG and community recommendations.
   ACTION: Annual Maintenance of Repository and EDS. Convene a TT to draft and explore costed options for an annual maintenance strategy for the Repository and EDS end Dec 2020 (PS/PLB/CM/AL)

2.3. WP3: ADVANCED TECHNOLOGY

<u>Chairs</u>: **Pier Luigi Buttigieg,** *Adam Leadbetter*
Technology developments will be identified by this WP, informed by community inputs including recommendations, surveys, and OceanObs19 etc. These technology developments will rely on additional external funding being obtained (WP1). Working with external Technology Contractors, new technology developments will build on the present service and introduce automated processes to enhance the best practice creator and user experience. This work package will also involve creating or obtaining complete technical documentation of the advanced technology introduced to the system.

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DECISIONS:

a. **Re-title this WP to Advanced Technologies and Interoperability**
   Interoperability is a major goal across the ocean data and information communities for the Ocean Decade and the name of this WP needs to reflect the goal.
   ACTION: Change the title of this WP to Advanced Technologies and Interoperability
   Ratify at SG 11 Nov 2020

b. **Pursuing EU Digital Twin call**
   The likelihood of OBPS involvement in the TechOceanS project was highlighted if the development dovetailed with OBPS requirements. This continued the discussion raised in WP1 with comments on whether there was interest in providing a proposal involving OBPS for the Digital Twin call. It was followed by an outline of the work already undertaken in the CAPARDUS, EUROSEA AND JERICO S3 projects
   ACTION: Request deposit of JERICO-S3 documentation relating to the interface between JERICO e-infrastructure and OBPS into the OBPS Github repository immediately (PS) DONE
   ACTION: Consider submitting the IOC as a partner in new Projects relevant to the OBPS proposal form to SG for approval for OBPS involvement in the EU Digital Twin Project proposal (and onward transmission to IODE and GOOS Secretariats) PLB

2.4. WP4: PUBLICATIONS, REVIEW AND ENDORSEMENT PROCESSES

<u>Chairs</u>: **Johannes Karstensen**, *Juliet Hermes*
Key quality attributes to Best Practices documentation is universality and community acceptance. Only through wide-spread and qualified discussion of draft BP documentation can adaptation and ultimately adoption through user communities succeed. Broadly speaking three areas of activities are identified: One is the IOC-OBPS peer review publication initiative which is centred around the *Frontiers in Marine Science "Best Practices in Ocean Observing"* Research Topic. The second is around the creation of specific community "endorsements" of Best Practices. The final area is supporting and guiding initiatives that aim on synthesizing fragmented SOP and manuals into community agreed Best Practices documentation. The WP recommends the creation of a Working Group at OBPS Workshop V 2021, dedicated to standardised modelling exercises in order to cultivate modelling best practices.

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DECISIONS:

a. **Frontiers Best Practices RT addition of editor from the modelling community**
   The editorial team would like to invite modelling articles to the Frontiers Best Practices RT which would require the addition of an associate editor from the modelling community. Albert Fischer recommended that the GOOS Expert Team on Operational Ocean Forecast Systems might be a good target to identify a candidate - they are working on a Guide for such operational ocean forecast systems, and have been exposed to the OPBS and Frontiers publishing opportunity. If they can be convinced, others may follow. It was queried whether the GOOS Expert Team on Operational Ocean Forecasting now includes biodiversity/biology; ecological forecasting should be covered by the additional editor.
   ACTION: Contact the GOOS Expert Team on Operational Ocean Forecast System for recommendation of an associate editor to cover the topic of ocean modelling, for the Frontiers RT**.** by Nov 2020 (JK)

b. **How to search for endorsed BP on the OBPS Search Interface.**
   The upgrades and improvements to the Search User Interface will provide new functions and parameters for users to search for endorsed BP in a number of ways. It was requested that a Task Team be convened to provide community search use cases and ideas.
   ACTION: Convene a TT to discuss ideas on how to search for endorsed practices on EDS. by Dec 2020 (PS/JH/FP/JK/RP/JvS/EH/FMK)

2.5. WP5: COMMUNICATION AND OUTREACH

Chairs: **Francoise Pearlman**, *Rachel Przeslawski*
This Work Package is key to the success of the IOC OBPS which needs Community commitment to sustain it. It ensures visibility of the system through arranging representation at community engagement activities and recording all activities. In carrying out the WP communication and outreach functions, the WP leads should have extensive support from the whole SG and supportive advocacy from community contributors. Activities will include the production and dissemination of promotional material of the OBPS to the community via the website, social media, conferences journal articles and maintaining a permanent record and copy of all outputs. The editor/associate editor of the monthly community newsletter *Good, Better, Best* will be a member of this work package team.

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DECISIONS:

a. **Insufficient person power for the OBPS communication and outreach activities**
   was cited in the WP5 Report as an issue.. This issue has been raised within SG and a recommended solution is to have additional personnel support as part of the work package team. This could be done through the member roles of Task Teams or sustained activity, approved in WP1 above (see WP1*: Develop a formal structure to engage contributions from the community in furthering OBPS activities*)
   ACTION: All members to identify under their WP, activities with which they would like help. Spreadsheet available until 06 Nov 2020. Progress at SG 11 Nov 2020

b. **Suggestion for less frequent newsletters**

This suggestion results from a similar issue as in a. above. Before changing the frequency of the monthly newsletter, it was recommended to try the solution contained in WP1: *Develop a formal structure to engage contributions from the community in furthering OBPS activities*, where a volunteer individual could be invited for example to be an assistant editor for the newsletter.

c. **SG Internal Communication Channels**

This topic was raised in early 2020 because of the number of OBPS emails that did not necessarily need all SG circulation. It was agreed that email is still the main medium for important SG communications to all SG members.

As an alternative communication/discussion medium, an OBPS Slack workspace and channels were set up in Jul 2020 and it is now agreed that SG email overload has greatly reduced. It is not a case of either/or, but to agree what type of SG communications should use email and what should use Slack.   It was acknowledged that Slack is not a preference for some.

ACTION: Simple guidelines to be created to identify when email and when Slack should be used for SG communication, to be reviewed by SG and included in the OBPS Communication and Outreach Strategy   30 Nov 2020 (WP5)

2.6. WP6: USER COMMUNITIES

Chairs: **Mark Bushnell**, *Frank Muller-Karger*

This Work Package will build and develop the interfaces between the IOC OBPS and global Ocean Communities, using resources provided by other WP (especially WP5). By agreement, WP6 members will take responsibility to represent specific domain interests and to co-opt domain experts as OBPS advocates. A Community Forum will support this activity, and a community interaction log will be maintained.

With the start of the UN Decade for Ocean Sciences for Sustainable Development in 2021, this WP will take the lead in placing OBPS within the Ocean Decade Programme and embedding best practice principles within Ocean Decade actions.

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DECISIONS:

Mark Bushnell requested that when new community interest contacts are instigated that WP6 be informed and details added to the Interaction log maintained at https://docs.google.com/spreadsheets/d/1yRRJi26QWE3qmPYlXrAA5brPTYXTq3jE/edit#gid=1838359499

The Ocean Decade and OBPS next steps was highlighted throughout WP discussions and strategic planning. It was agreed:

ACTION: To convene a TT to draft a white paper on 'OBPS and the Decade' . Make a call for external members if needed. First Week Nov for review at Nov SG Meeting (FMK/JP/JK/EH)

2.7. WP7: CAPACITY DEVELOPMENT AND TRAINING

Chairs: **Ana Lara Lopez**, *Claudia Delgado*
This Work Package will focus on addressing OBP training needs and will explore synergies with any organizations developing and/or delivering training within this scope. The WP will thus build a portfolio of modules/courses available for the relevant audiences. The IOC/IODE OceanTeacher Global Academy (OTGA) Project will be a preferred facilitator to deliver OBPS related training, thus capitalizing on the infrastructure developed by OTGA, including the use of the OceanTeacher e-Learning Platform (OT e-LP) as well as its network of Regional Training Centres and Specialised Training Centres, as needed. Special consideration will be given to the quality of the training delivered, following international standards and ultimately aiming at certification for the centres. The use of new tools and technologies will be explored (e.g. visual immersion techniques, three-dimensional computer-aided-design (CAD), opportunities to use hands-on sensor "models" created by 3D printing, using simulators for 'hands-on' training, etc.)

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DECISIONS:

a. **Decision on whether to keep the training survey continuously open**
   Claudia Delgado and Ana Lara-Lopez highlighted that they had received 63 responses to their OBPS CD survey, and the information gathered on existing courses was valuable but they felt it had only scratched the surface on what courses were globally available. It was agreed the survey should remain open until a new deadline of 01 Dec 2020
   ACTION: WP7 to leave the survey open until 01 December 2020 (see below for additional comments) immediately (ALL/CD)

   An option to replace Survey Monkey with AirTable software was discussed and although AirTable included some enhanced functionality particularly making results visible on the web, it would also be a budget item ($240 per/year). Peter Pissierssens confirmed that Survey Monkey could make results dynamically available on the web.
   ACTION: Likely decision to keep using Survey Monkey but ultimately CD/ALL decision.

   Discussion on identifying more recipients to receive the survey, it was offered that GOOS could send out to OGC and BioEco networks and WP7 to think about POGO. Peter Pissierssens suggested the WP7 survey is duplicating effort and to think about whether the global IOC GE-CD (Group of Experts on Capacity Development) should take this on as part of their work plan and then pass on results to OBPS. He recommended WP7 to work with GE-CD.
   ACTION: WP7 to decide next steps and whether to send an email asking PP, Alan Evans and Ariel Troisi concerning working together with GE-CD toward collecting an inventory of existing courses. Tell GE-CD what is needed and they will say how they can support immediately (ALL/CD)

b. **Request to make Survey Results visible on the OBPS Website**
   No details on what is exactly required on the website were provided, but the WP5 Web Team and Arno Lambert will work with WP7 to load this information.
   ACTION: Provide details of exact website requirements to WP5 by end of Nov 2020 (ALL/CD)

   There is also a need for the CD & training webpage on the OBPS website to be

updated

ACTION: WP7 to provide the updated content to WP5 which can then be loaded to the website page by end of Nov 2020 (ALL/CD)

c. **Identify 1 or 2 OBPS training topics for which 'packaged' training modules can be created in 2021**

OBPS has submitted to the OTGA proposed courses database an OBPS centric course (short course of hours rather than days) : example content could include - About OBPS, BP culture, creating BP, BP4BP and templates, submission and discovery in OBPS and use cases; Pier Luigi Buttigieg suggested a focused module (around 90 minutes, 3 x 30 minutes teaching time) on use of the templates and the "why" behind them (improved machine interactions) would be useful (i.e. relevant to multiple WPs)

It was highlighted that courses on training on using a particular sensor/instrument should be organized by GOOS, HAB, IODE etc but OBPS should then ensure that those courses refer to OBPS documentation.

ACTION: SG to decide if the content and resources required for an OBPS centric course in 2021 can be delivered and when by Dec 2020, (PS to initiate)

d. **Identify OBPS relevant topics from the proposed OTGA pool of courses for 2021, discuss if any extra BP elements could be highlighted and how we can facilitate their inclusion.**

Example: courses such as: Ocean Acidification.

ACTION: CD to send spreadsheet of OTGA proposed 59 courses for 2021 to PS. OBPS will highlight those proposed courses that could have a BP session included. DONE

ACTION: OBPS to explore course co-design with: EuroSea on Marine Litter; Explore BGC sensors (IOCCP)   by Dec 2020, (JP to initiate)

Before the start of the Wednesday meeting the co-chair proposed:

For all decisions for voting, a formal motion should be written . After discussion is complete or we have timed out, the moderator reads the final motion and we should then have a vote. In this virtual world, we should enter our vote in the chat. The moderator then clearly states the results of the vote immediately after the vote. This is introducing Robert's Rules of Order

ACTION: Virtual meetings Rules of Procedure be followed and a Parliamentarian role requested from within SG**.** immediately (PS)

3. RECOMMENDATIONS FOR OBPS FROM EXTERNAL MEETINGS

A spreadsheet of recommendations from OBPS Workshops I - IV; OceanObs and survey July 2019 was presented by Jay Pearlman. The recommendations were categorized into type of recommendation and tagged with the appropriate WP. Over the 4 years many recommendations had been addressed or about to be addressed in the new upgrade contract 2020 and by new pilots discussed at Workshop IV eg. Decision Trees.

ACTION: Review the Recommendations sheet Req Analysis and indicate priority.

https://docs.google.com/spreadsheets/d/1-7LY0JBRXZvpIJJ0539Zp2YL5O7qcjy4/edit#gid=714803224. End of Nov 2020, (WP Chairs)

4. STRATEGIC PLANNING

The outcome of this agenda item will be an OBPS strategic plan issued during January 2021. Until now the OBPS has been working to one year work plans, but with the necessity to submit a new project proposal at the end of 2021 to GOOS (IODE have a category of

Persistent Projects) and the prospect of Ocean Decade involvement, it is important to produce a strategic plan both near-term and long-term (addressing the 2030 timeline of the Ocean Decade).

Coupled with the recommendations spreadsheet this exercise allows us to refine high level objectives and to ensure that the OBPS role maps to both IODE and GOOS strategies. It is important to have strategic direction outside the core vision but realistically understanding that external funded enhancement should maintain OBPS objectives.

It was agreed that the Ocean Decade is now sensitized to OBPS. It was queried whether SG should consider a revision of the OBPS Vision and Mission to better reflect the Ocean Decade and be more outward looking. It was commented that not all OBPS activities should be orientated toward the Ocean Decade.

The discussion continued on Thursday with 3 draft High Level Objectives (HLO) being presented but all agreed through a Chat vote that HLO - Goals - Targets needed to be more fully discussed and agreed and that a Task Team should work on this the following week and present the outcome to the full SG.

ACTION: A Strategic Plan HLO meeting to be convened in the week 26-30 Oct PS to invite all SG to join the meeting. DONE and meeting held 28 Oct with the following table outcome. Further review and comments of Targets and End States have been requested from all SG by 06 Nov 2020

Strategic Goal	Sustain an evolving system which fosters collaboration, consensus building, and innovation by providing coordinated and global access to best practices and standards across ocean sciences and applications.				
Targets	1. Realise transparency and advanced interoperability across ocean communities by converging methods into context-sensitive best practices	2. Become the primary, trusted system through which the ocean community persistently archives and converges their methods, standards, guides, and other methodological content into context-sensitive best practices	3. By supporting improved and coordinated best practices, expand and enhance capacity development across IOC Member States and all global ocean communities in general. **Alternate:** **5. Support capacity development actions and capacity development groups to advance best practices and interoperabilit**y	4. Support the ocean community in addressing the challenges defined in the UN Decade of Ocean Science for Sustainable Development Implementation Plan by enabling the wide adoption of context-sensitive best practices related to ocean research, operations and applications.	5. Facilitate the creation of a federated network of complementary best practice systems established across UN IGOs, non-UN IGOs, NGOs, regional and global programmes and projects as well as private sector
End states	1.1 Achieve a culture of BP creation and adoption	2.1 OBPS repository as an agile system responding to the community needs	3.1 Advanced online platform for course and related content sharing available for OBPS training	4.1 OBPS practices are ubiquitous in the Ocean Decade Programmes and Projects	5.1 Agreed upon methods, protocols and guidelines for the establishment of best practice systems interoperable with the OBPS

	1.2 Have readily available protocols for creation, convergence and endorsement of best practices	2.2. The OBPS is a trusted, certified and sustained community resource	3.2 Set of courses available on development, consensus building and submission of OBPS	4.2 OBPS adopted and trusted as the Ocean Decade repository for best practices	5.2 Broad acceptance by UN IGOs as an initial process validation
	1.3 Achieve interoperability across all dimensions of the value chain through propagation of BP and standards *-Needs definitions*	2.3 OBPS has BP that are tailored to limited resource environments	3.3 OBPS courses embedded in related university and CPD curricula		5.3 Broad acceptance across earth sciences and applications
		2.4 Broad community participation in the development and operations of OBPS	3.4 Each BP in the OBPS is linked to a capacity development effort		
		2.5 Traditional knowledge and community practices are in OBPS			

5. 2021-2022-2023 FINAL WORK PLAN AND 5-YEAR STRATEGY WITH ANY BUDGET AND FINANCE REQUIREMENTS

Because the work for drafting the Strategic Plan is ongoing it was agreed the creation of a final Work Plan to 2023 should be postponed, but with a target date of end of November 2020 following strategic plan completion. The 2020 Work Plan progress is documented in ANNEX IV.

6. MEETING SUMMARY AND FOLLOW UP

Jay Pearlman acknowledged the many significant decisions and actions agreed during the meeting. He reviewed each action documented in this report and reminded the SG that volunteers are requested for the Task Teams.

7. CLOSE OF THE MEETING

The Co-Chairs thanked all members for their contributions to a productive meeting and closed the meeting at 14.07 UTC

ANNEX I

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ANNEX II

ANNOTATED AGENDA

IOC OCEAN BEST PRACTICES SYSTEM STEERING GROUP
Second Annual Meeting (SG-OBPS-2)
19, 21 and 22 OCT 2020   [ONLINE] UTC 12.00
JOIN: https://www.gotomeet.me/IODE/sg-obps-2   - pw OBPS

MONDAY 19 OCT 2020 : UTC: 12.00 (2 hours 5 mins) (Europe: 14.00; Australia: 23.00; Seattle: 05.00; USA(E): 08.00)	Upload Documents HERE please by 15/16 Oct 2020
1. Opening and Admin of Meeting 05 mins 1.1. Approval of Agenda	
2. Work Package Reports (I-IV): Issues Focus 60 mins - including any re-definition of objectives or major lines of action or foci. Address 2020 Work Plan deliverables, issues; submit decisions to be made by SG (with impact and options), forward look ideas to include in new work plan, strategic plan; etc (15 mins x 4)	Each WP to prepare a report (no more than 5 pages) to be made available by 15/16 Oct 2020. 3-5 slides optional Template available HERE

WP1: DECISIONS REQUIRED- project management
1.   Steering Group - suggestion to include an ECOP Member
   a.   Nominations:
2.   Develop a formal structure to engage contributions from the
   community in furthering OBPS activities;
3.   IOC as a partner in new Projects relevant to OBPS
4. SG Communications Policy - transferred to WP5
5. Timezone change Nov - monthly virtual meetings
	WP1 Report
	
	*** Spreadsheet to add WP activities that you would
	like help with from volunteers
	
	How to accommodate all timezones

WP2: DECISIONS REQUIRED - operations
   1.   Foreign language BP (with no English Title and/or Abstract) in
      OBPS - define policy
   2.   Annual maintenance / Repository and EDS
      a.   DSpace External maintenance
      b.   EDS External maintenance
      c.   Budget - DSpace (core); EDS (project funds)
      d.   response times for feailures - see SLA
	WP2 Report
	WP2: Dspace maintenance_Managed Hosting and SLA
	WP2: E84 email ballpark annual maintenance

WP3: DECISIONS REQUIRED - advanced technology (and
Interoperability)
   1.   Change the title of WP
   2.   Third-party resource advice: input process and timing
   3.   Process for technology implementation from community
      recommendations, prioritization to final operational product.
	WP3 Report

WP4 DECISIONS REQUIRED - Publications, convergence and
endorsement
   1.   Create a WG (at OBPS WS V) dedicated to standardised
      modelling exercises in order to cultivate the model best
      practices - to be referred to the WS Organizing Committee
 	
   2.   Expand the endorsement process
 	
   3.   The need for improved web services - established in a close
      dialogue of our user communities - including an "OBPS
      convergence tool server", improved commenting functions on
      documents, keywords wishlist, document flagging, better
      analytics etc.- to be referred to WP2 and WP3
	WP4 Report

1

BREAK **15 mins**		
3. Work Package Reports (V-VII): cont. **45 mins** - **(15 mins x 3)**		

WP5: DECISIONS REQUIRED - communication and outreach
   1.   C&O: Staffing is not sufficient to address all of the requirements for communication and outreach actions in the C&O strategy. OBPS is a service organization supporting a broad range of communities across the value chain (see 11 working group topics in the recent workshop). How can this be addressed in the near term and long term ?
 	
   2.   Suggestion for less frequent newsletters (CD & RP)
 	
   3.   SG Internal Communication Channels – this topic was raised in early 2020 because of the number of OBPS emails that did not necessarily need all SG circulation. Email is still the main medium for important SG communications to all SG members. OBPS Slack work space and channels were set up Jul 2020 and it is now agreed that email overload has greatly reduced. Decision is requested on what communication elements generally use email and what is in Slack according to individual preferences and team needs, acknowledging that not all SG are Slack members. This will become part of the communication plan maintained by WP5.
	[WP5 Report](#)
	
	[Communication and Outreach Strategy](#)

WP6: DECISIONS REQUIRED - user communities incl
   1.   Decade participation - Community Partnership
       Decision on the process to engage Programmes endorsed by the Decade - **to be discussed under Strategic Planning**
	[WP6 Report](#)
	
	Decade breakout organized during this meeting?? TT?

WP7: DECISIONS REQUIRED - Capacity development & training
   1.   Decision to keep the training survey continuously open or not (and why should we do it or not);
       If affirmative to 1 above, decision on moving the training survey to AirTable and subsequently close the one on SurveyMonkey;
   2.   Possibility of making survey results visible on the OBPS website, including how (and who will do it);
   3.   Identify 1 or 2 (training) topics for which 'packaged' training modules can be created in 2021, along with identifying resources and potential content providers
       A. About OBPS and BP culture, creating BP BP4BP, submission and discovery and use case etc
       B. on using a particular sensor/instrument -?
       PP - these courses should be organized by GOOS, HAB, IODE etc BUT we should then make sure that those courses refer to OBPS documentation.
   4.   Identify OBPS relevant topics from the proposed OTGA pool of courses for 2021, discuss if any extra BP elements could be highlighted and how we can facilitate their inclusion.
	[WP7 Report](#)

WEDNESDAY 21 OCT 2020: UTC: 12:00 (2 hours) **(Europe: 14.00; Australia: 23.00; Seattle: 05.00; USA(E): 08.00)**	
2+ Completion of WP Report/Decisions (WP2; 3?; 4) **15 mins**	
3. Recommendations for OBPS and Input from External Meetings, Workshops (incl 2020) and User Communities, survey etc **30 mins**	[Spreadsheet of Recommendations to be provided](#) (JP) a. List of recommendations addressed. b. List of outstanding recommendations still to be addressed - for prioritization and response and inclusion in work plan/strategic plan

BREAK **5 mins**	
5. Strategic Planning **65 mins** - includes Agenda Item 4 recommendations and Decade forward look; identify the needs coming from various communities and what we want to provide and reflect in near-term and long-term work plans - (where will we be in 4-5 years and what will it cost - resources, budget, objectives expected outputs. - Strategic plan is due Jan 2021.	Each WP please add suggestions to Strategic Plan spreadsheet (brainstorm)
5. DECISION REQUIRED: 1. Framework (10 years) for key objectives synchronized with the Decade 2. Tactical 3 year Strategy 3. Initial draft completed in time for recommendation to IODE XXVI and GOOS.	Define a Strategy Framework - one page paper - prior to this discussion. Start of Strategic Plan :
THURSDAY 22 OCT 2020 UTC 12.00 (2 hours) **(Europe: 14.00; Australia: 23.00; Seattle: 05.00; USA(E): 08.00)**	
WP3: DECISIONS REQUIRED - advanced technology (and Interoperability) **10 mins** 4. Change the title of WP 5. Third-party resource advice: input process and timing 6. Process for technology implementation from community recommendations, prioritization to final operational product.	**WP3 Report**
6. Five year and beyond (2030) strategy **with work plan (incl. 2021-2022-2023) and implications for budget and financial requirements** **95 mins (with 5 min break)**	**Strategy Framework Planning** **SG-OBPS-2 Actions** Draft Work Plan 2021-2022-2023 5-10 year strategy framework Identify additional resources required
7. Meeting summary and follow up **15 mins**	
Close	

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ANNEX III

WORK PLAN 2021-2022-2023

TO BE COMPLETED FOLLOWING STRATEGIC PLANNING EXERCISE

WP	TASKS:	Due Date and Persons responsible	Progress **COMPLETED** **ONGOING** **IN PROGRESS** (see comments column)	Comments on progress	Deliverable (D1.X) Milestone (M1.X)

ANNEX III

IOC as a partner in new Projects relevant to OBPS

(version 19 Oct 2020)

In the original structure of the proposal to IOC for the OBPS project, it was envisioned that the OBPS operations would be funded by the IOC through co-shared budgets from IODE and GOOS. Technical developments to support improved capabilities for the OBPS would be supported by projects funded under government and other sources. On this basis, OBPS welcomes cooperation between OBPS and such projects provided there is mutual benefit to OBPS and the relevant project. This could take the form of non-financial contributions from external projects.

All new project proposals which offer significant resources for OBPS upgrades and include *IOC as project partner* should be reviewed by the OBPS Steering Group. For IOC participation in a project as a partner, the IODE and GOOS Secretariats will need the information in the following form as a basis for its decision to participate. ***The IOC should be informed of all opportunities where IOC may be considered as a partner as early as possible in project proposal discussions.***

OBPS - External Project Proposal Submission Form where IOC would be a partner

All information on this form should be considered proprietary to the proposal identified below and shall not be released beyond the SG-OBPS without explicit permission of the proposer.

This form is to be completed for all new project proposals where IOC is to be a partner and/or where OBPS is identified as a resource.

1. *Title of project/activity and acronym*

| |
| |

Overview description

| |
| |

2. *Funding Agency*

| |
| |

3. *Name and contact details of Coordinator of the external Project*

| |
| |

4 . *Scope (include what level of participation (partner etc); what is required of OBPS, deliverables (timeline), training etc)*

| |
| |

5. *Explain how the project/activity meets objectives and/or strategy of OBPS*

21

6. *Expected duration*

Estimated Start date:
Estimated End Date:

7. *Total Project Budget*

8. *Budget identified for IOC as a partner   (breakdown into activity)*

9. *Resources expected from OBPS*

Submitted by: *Date*

DECISION of SG: *Date:*

SG comments:

ANNEX IV

WORK PLAN 2020 PROGRESS

	TASKS: WP1 - Project Management Pauline Simpson Johannes Karstensen Jay Pearlman Emma Heslop Peter Pissierssens	Due Date and Persons responsible	Progress COMPLETED ONGOING IN PROGRESS (see comments column)	Comments on progress	Deliverable (D1.X) Milestone (M1.X)
1.	Project Implementation Plan agreed by SG	Jan 2020 PS	COMPLETED		M1.1
2.	SG-OBPS-1 Meeting Summary Report agreed and submitted	Jan 2020 PS	COMPLETED		D.1.1
3.	Progress Report to IODE Management Group	Dec 2019 PS	COMPLETED		D1.2
4.	Progress Report to GOOS Steering Committee	Apr 2020 PS	COMPLETED		D1.3
5.	Maintain OBPS webpage on IODE and GOOS websites (with WP5)	Apr 2020 PS	IODE & GOOS COMPLETED	New content for GOOS to be provided 2021	
6.	Provide Resource mobilization and sustainability (core funding, external resources, partnerships) proposal form	Dec 2020 JP/PS		To be discussed at SG-OBPS-2: https://docs.google.com/document/d/1iiijK25LXfNMVguPawy3hZ2I_Zv6RJz6WK9oOv3CgyQ/edit?usp=sharing	
7.	Create a matrix of External Projects descriptions	Aug 2020 PS	Draft available for review and update with new	https://docs.google.com/document/d/1Jt8I5Y1QNyOs2RP23-4RcEPSDRQBYPV2avLZpLpsk1E/edit?usp=sharing	D1.4
8.	Deliver OBP Workshop 2020 NSF FUNDED	Dec 2020 JP/JK/PS/PP	COMPLETED [ONLINE]	**18, 21-25, 30 Sep held online**	D1.5
9	Create a High level roadmap including alignment with international initiatives	Dec 2020 JP			
10	Visualize WP relationships	Dec 2020 JVS/CH			
	SG-OBPS-1 ACTIONS				
a.	Schedule/organize the 2020 SG-OBPS-2 taking into account	Jun 2020 PS	COMPLETED Virtual		

	dates of the Decade Workshops and OBP Workshop) (Action: Pauline Simpson) BUDGET		**Weeks 19, 21 & 22 Oct**		
b.	It was suggested to issue a formal invitation letter to all members of the SG and and a Certificate of Participation at the end of the intersessional. (Action: Pauline Simpson to discuss with Secretariat/s)	Jun 2020 PS/PP	**COMPLETED - IODE DO NOT ISSUE**		
c,	Take forward BP in the Decade	Ongoing EH/PP/JP/FMK	**ONGOING**	WP6	
d,	Consider scheduling back-to-back workshops in 2020, one for data and the other for best practices. To be discussed further with Peter Pissierssens and Taco de Bruin.	Dec 2019 JP/PP/SB/TdeB	**COMPLETED** Decision not to hold a 'Decade Data Workshop' until 2021 likely Nov 2021		
	TASKS: WP2 – Operations Pauline Simpson Arno Lambert Mark Bushnell Nick Roden	**Due Date**	**Progress** **COMPLETED ONGOING IN PROGRESS** (see comments column)	**Comments on progress**	**Deliverable (D2.X) Milestone (M2.X)**
1.	Increase BP content to 1500	Dec 2020 PS		1140 @ 01 Oct	D2.1
2.	Update user guides, FAQ etc.	Aug 2020 PS		Waiting for upgrades	
3.	Maintain help desk service	Ongoing PS	**ONGOING**		
4.	Improved user access to content via metadata in repository	Dec 2020 PS/AL/PLB			
5.	Develop version control capability	Dec 2020 PS/AL		Part of the DSPace 6.3 upgrade RFP	D2.2
6.	Maintain UI web site, search engine and repository	Ongoing PS/AL	**ONGOING**		
7.	Create new templates for elements of value chain and assessment methods for review by User Communities	Dec 2020 PLB/PS	BP4BP		

8.	Community Review/Survey on User experience with interface for presentation at OBP workshop? (with WP5)	Sep 2020 PS/FP	**NOT DONE**		
9.	Obtain repository certification	Dec 2020 PS/GR	**POSTPONED TO 2021**		D2.3
10.	Establish and report on operational metrics	Dec 2020 PS	**ONGOING**		D2.4
	SG-OBPS-1 ACTIONS				
a.	Use the existing www.obpsystem.org as the landing page and change the URL to oceanbestpractice.org. The landing page will have links to search for BP (search.oceanbestpractices.org) and to submit a BP (repository.oceanbestpractices.org) and the forum (forum.oceanbestpractices.org). All previous URL will point to oceanbestpractices.org (website)	Jan 2020 AL/PS	**COMPLETED**		
b.	Add to the OBPS UI landing page a description of "What is an ontology?" and to ensure ontologies are correct and provide an ontology request feedback link from the UI.	Aug 2020 PLB/AL/PS		Included in EDS enhancements Oct - Dec 2020I	
	TASKS: WP3 – Advanced Technology Pier L Buttigieg Adam Leadbetter Arno Lambert Cristian Munoz Jay Pearlman Pauline Simpson	**Due Date**	**Progress** **COMPLETED ONGOING IN PROGRESS** (see comments column)	**Comments on progress**	**Deliverable (D3.X) Milestone (M3.X)**
1.	Execute all software tasks as identified in: DSpace (repository): https://docs.google.com/document/d/1yLTnj7OYujyTttDCp2Y6YF0CO9onuO-MQGqRhRY8D9M/edit?usp=sharing EDS (search): https://docs.google.com/spreadsheets/d/1-JX1iVNLoB0QCkGONyS7NiBlCdjcP6oxpeqzsgeGqhs/edit?usp=sharing	asap	**COMPLETED**	**Upgrade contract Oct 2020**	

2	Identification, Review, Uptake and upload of new ontologies	Ongoing PLB/AL	ONGOING	Additional BODC Vocabularies identified as candidates, as well as polar gazetteers (through CAPARDUS). Implementation of user-driven upload of new terminologies a key need to scale this.	D3.1
3.	Linked data/methods - and further develop a transparent linkage between data articles and best practices documents	Dec 2020 PLB/AL	CONCEPT PHASE	THis will be linked to the ODIS-Arch work (WP2) in the Ocean InfoHub project - ideally, this will be more than just data articles, and actually link to data/information quanta themselves via, e.g., PROV records	
4	schema.org compatibility	Dec 2020 AdamL		Now overlaps with ODIS-Arch (see WP3 point 3. above) - considerations on porting to DCAT via schema.org to be explored	
5.	Interoperability with other documents repositories	Dec 2020 PLB/AL	<mark>REFACTOR</mark>	The overhead of doing this is prohibitive, and - beyond simple embedding - this won't scale with the resources we have. Recommend refocusing this on the document component of ODIS/Ocean InfoHub - we can show leadership there and boost interoperability *en passant*	
6.	Increased <mark>harvesting?</mark> <mark>NEED TO REDEFINE</mark>	Dec 2020	<mark>REFACTOR</mark>	Boosting harvesting doesn't seem particularly wise (may flood system	

			with low quality methods) and may be off topic for this WP - metrics isn't "advanced" technology.	
7.	Delivery for individual funded external projects	Dec 2020 JP/PS/PLB	**ONGOING**	ONGOING - EuroSea; JERICO S3; CAPARDUS TechOceanS	
	SG-OBPS-1 ACTIONS				
a.	Produce a five-page document on 'Best Practice on How to create a Best Practices' document.	Feb 2020 PLB/CH/PS/JP/AW	**COMPLETED IOC M&G 84**		D3.2
	TASKS: WP4 – Publications, Review and Endorsement Processes Johannes Karstensen Juliet Hermes Pier L Buttigieg Emma Heslop Jay Pearlman	**Due Date**	**Progress** **COMPLETED ONGOING IN PROGRESS** (see comments column)	**Comments on progress**	**Deliverable (D4.X) Milestone (M4.X)**
1.	Editorial support to *Frontiers* Research Topic "Best Practices in Ocean Observing"	Ongoing JK/PLB/JH/JP	**ONGOING**	32 Articles handled since Nov. 2017; 21 accepted; 4 Rejected, Rest in review/processing	D4.1
2.	Endorsement process defined and implementation proposed (e.g. GOOS endorsement)	Jun 2020 EH/JH/PS/JVS	**COMPLETED**	GOOS endorsement approved by the GOOS SC (details here.Waiting for Endorsement fields to be added to DSpace Oct-Mar 2021	D4.2
3.	Facilitate community review and synthesis processes for Best Practices documents (with WP3)	Dec 2020 JH/JK	Workshopped as part of OBPS IV	RFP JUl 2020	D4.3
4	Liaise with journals to request them to require authors to link their papers to documented methods.	<mark>Mar 2020</mark> JK			
	SG-OBPS-1 ACTIONS				
a.	Additional associate editor for ocean modelling/operational modelling to be invited (e.g.	<mark>Mar 2020</mark> JK	This is proving to be quite difficult and no	Create a working group (at OBPS V) dedicated to	D4.4

	CMEMS person) ActionL WP4. Johannes Karstensen		guarantee that just having a person in place will encourage more activities	standardised modelling exercises in order to cultivate the model best practices	
	TASKS: WP5 – Communication and Outreach (C&O) Francoise Pearlman, Rachel Przeslawski, Steering Group	**Due Date**	**Progress** **COMPLETED** **ONGOING** **IN PROGRESS** (see comments column)	**Comments on progress**	**Deliverable (D5.X)** **Milestone (M5.X)**
1.	Document a Communication Strategy	Mar 2020 FP	COMPLETED		D5.1
2.	Maintain the OBPS monthly newsletter	Ongoing RP	ONGOING		
3.	Develop standard communications material and templates	Apr 2020 RP/FP	In Progress	StilL need standard OBPS content slide set	M5.1
4.	Maintain currency of website content	Ongoing SG	ONGOING	OBPS website review/update May 2020 - @Jul 2020 half the pages reviewed and updated. Suggestion to recruit individual volunteer	
5.	Maintain archive of communication and outputs in online shared storage	Ongoing FP/RP	ONGOING		D.5.2
6.	Scope a method to track and promote success stories	Dec 2020 FP/RP	COMPLETED	This is currently being managed via the newsletter	
7.	Track events and presentations	Ongoing FP/RP			D5.3
8.	Organize an Evaluation/Survey of OBPS UI (with WP2).	Dec 2020 PS/FP		This will wait until software upgrades are completed (Mar 2021)	
	SG-OBPS-1 ACTIONS				
a.	Review the OBP logo , the user centric BP flow diagram, presentation template, and produce generic promotional poster and flyer .	Jan – Mar 2020 RP/FP	COMPLETED Logo, User Centric diagram and ppt template	Poster and flyer outstanding;	D5.4

b.	Notify the WP of all output: presentations, conference papers/abstracts, journal articles, videos etc.; (Action: Steering Group Francoise Pearlman, Rachel Przeslawski,)	Ongoing SG			
c.	A spreadsheet of all outputs to be maintained in the shared storage	Mar 2020 FP/RP/PS	RP/FP	Spreadsheet available in GDocs https://docs.google.com/spreadsheets/d/16H_uGr6fK5Ku_aDH7a0tx0kbbRjtkTxmZHDaLl88-Zg/edit?usp=sharing	D5.5
d.	Consider obtaining advice on C & O from the IOC Communications Group	Mar 2020 AL/PS		AL in discussion with IOC May 2020	
e.	Each WP to produce one slide as contribution to template presentation.	Mar 2020 WP leads/FP			
f	Add an ocean observing section in the Wikipedia general best practices page https://en.wikipedia.org/wiki/Best_practice and to continue pursuing submission of a Wikipedia page on OBPS (second submission pending)	Jan-Mar 2020 AL/FP/PS		Submissions have been made but refused on the basis they are advertising.	D5.6
h.	The style, (e.g. colour palette) of the website landing page, forum, and search portal should be made consistent with the current UI so that users are presented with a seamless experience.	Apr 2020 AL/RP	COMPLETED	Address in software upgrade Oct-Mar 2021	
i.	OBPS Survey 2019 results to be reported in a peer reviewed paper (Jay Pearlman)	Oct 2020	NOT DONE		D5.7
	TASKS: WP6 – User Communities Mark Bushnell Frank Muller-Karger Juliet Hermes Kirsten Isensee Rachel Przeslawski	**Due Date**	**Progress** **COMPLETED ONGOING IN PROGRESS** (see comments column)	**Comments on progress**	**Deliverable (D6.X) Milestone (M6.X)**
1.	Motivate domain communities to endorse and publish Best Practices documents	Ongoing MB/FMK			

2.	Build the Community Forum by adding new communities	Ongoing MB			
3.	Provide presentations to various discipline focused communities	Ongoing FMK/JP			
4.	Support the creation and adoption of best practices in various communities	Ongoing MB/FMK			
5.	Identify subject matter experts to liaise with communities	Ongoing FMK/MB			
6.	Metrics: Communication with at least one community per month, record and report such efforts in an engagement log and summary for Annual Report	Dec 2020 MB		https://docs.google.com/spreadsheets/d/11Ojab-o3Pv0zoXuer3Tao2rb3EM1V-INOqtl-IdSNuk/edit?usp=sharing	D6.1
	SG-OBPS-1 ACTIONS				
a.	Progress the Workshop II recommendation *3) gathering feedback on socialization strategies for target areas (e.g. SDGs)* by a pilot study using Ocean Acidification (Action: Katherina Schoo, Kirsten Isensee +?)	Dec 2020 MB/KI/KS		Potential TBD by Isensee & others in near future Dec 2019	
	TASKS: WP7 – Training and Capacity development Ana Lara Lopez Claudia Delgado Juliet Hermes Cristian Munoz Greg Reed	**Due Date**	**Progress** **COMPLETED** **ONGOING** **IN PROGRESS** (see comments column)	**Comments on progress**	**Deliverable (D7.X) Milestone (M7.X)**
1.	Map existing OBP related different capacity development types to OBPS, with recommendation of what mode capacity development is more suitable for a given best practice.	Aug 2020 AnaLL	COMPLETED		
2.	Identify training needs / training gap analysis / training priorities (initially identify low hanging fruit and build from that)		ONGOING		
3.	Develop templates for training course creation	Mar2020 CD	COMPLETED		D7.1
4.	Identify and engage with experts and content providers	Ongoing EVERYONE	ONGOING		

5.	Develop a pilot training module on OBPS	Dec 2020			D7.2
6.	Deliver training modules (online, self-paced, face-to-face) - including through the use of the OT eLP	Pending on the creation /availability of courses		Facilitated by the OTGA	
7.	Track usage of training courses	Ongoing CD		Once a OBPS 'tagged' course is available on the OT eLP users tracking can start	