

First session of the IODE Steering Group for PacMAN SG-PacMAN-I (PacMAN Advisory Board)

Online
14 September 2021

Annotated Agenda

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1. Executive Summary

[To be added]

2. Welcome and adoption of agenda

Mr Ward Appeltans, overall coordinator of the PacMAN project opened the meeting and introduced the meeting goals and agenda. He informed the board that all the information and documents of this meeting are available on IOC's OceanExpert database via the following link: <https://oceanexpert.org/event/3265>. He then invited one person per organization to briefly present themselves and their team members. A group picture was taken.

Dr Ann-Katrien Leskrauwaet, representative of the Government of Flanders welcomed everyone and provided an introduction to the Flanders/UNESCO fund-in-trust to support UNESCO's activities in the field of science, and why the PacMAN project was selected for funding. She thanked the government of Fiji for their support, and the University of the South Pacific and all the experts and stakeholders involved in PacMAN for their contribution to a successful implementation of PacMAN.

[name TBC], the representative of the Government of Fiji welcomed everyone and provided a brief overview of the government's plans and efforts to address marine invasive species management in Fiji.

The PacMAN advisory board adopted the agenda with/without modification.

3. PacMAN work plan

Mr Joape Ginigini (local PacMAN project manager) provided an overview of the PacMAN work plan and the status of the implementation (table, green = on track; orange = delayed and grey = not yet started).

		year 1 (Sept 2020 - Aug 2021)		year 2 (Sept 2021 - Aug 2022)		year 3 (Sept 2022 - Aug 2023)	
Activity	subactivity	S1	S2	S3	S4	S5	S6
Coordination and advisory board meetings							
	1st advisory board meeting	orange					
	2nd advisory board meeting			green			
	3rd advisory board meeting					grey	

Stakeholder forum, communication and outreach							
	Website, flyer, video						
	mailing list						
Evaluation							
Development of monitoring plan							
	review technology						
	review sampling and sampling processing protocols						
	select species						
	data management plan						
	data policy						
	design sampling campaigns						
	costing overview						
Scientific training							
	capacity assessment						
	development of training content						
	training course for scientists						
	training course for stakeholders						
Field and lab work							
	test phase						
	operational phase						
Development of infrastructure, bioinformatics pipeline and reference database							
	Development of a bioinformatics pipeline to calculate amplicon sequence variants (ASVs) from raw reads generated by next-generation sequencing (NGS) platforms, and package these together with standardized metadata into Darwin Core Archives.						
	Development of sequence reference databases and/or enhancement of existing reference databases and alignment with the World Register						

	of Marine Species (WoRMS).						
Development of decision support tool							
	Development and evaluation of habitat suitability models based on OBIS occurrences of potentially invasive species.						
	Development of risk assessment algorithms to inform policy of species that are likely to establish themselves and become invasive in a particular location.						
	Development of a dashboard application and alerting system to display and disseminate information produced by the risk assessment component.						

4. PacMAN monitoring plan

The PacMAN monitoring plan is the output of one year of work and consultations with scientists and local stakeholders. It presents the sampling and data processing activities for the next two years of the project. Dr Saara Suominen, PacMAN scientific officer, provided a summary of the plan. The draft monitoring plan was shared with the members of the board and introduction videos were made on the topics listed below, in order to provide enough time to review and provide input. The introduction videos can be viewed via the following YouTube links:

- Introduction of the objectives: <https://youtu.be/9aTdTynjM00>
- Target species: <https://youtu.be/Ppcvqr-3F5Q>
- Sampling design/protocols: <https://youtu.be/opVnw5X7pfo>
- Data management plan: <https://youtu.be/lt3vJbrBUC8>

The PacMAN advisory board welcomed the PacMAN monitoring plan and fully endorsed the execution of the activities.

5. PacMAN advisory board Terms of Reference, membership and Chair

Because this is the first meeting of the full PacMAN advisory board, the Terms of Reference, membership and chair of the board have been discussed and approved.

Mr Appeltans reminded the group that being an IODE project, the advisory board is officially called the IODE Steering Group for PacMAN (SG-PacMAN).

The SG-PacMAN proposed the following Terms of Reference:

1. The SG-PacMAN will act as the project advisory body, i.e.
 - a. Provide advice to the PacMAN work plan, the monitoring plan as well as the decision-support tool and,
 - b. Help raise awareness of the outcomes and support the uptake of the PacMAN services at local and regional level.

The membership of the SG-PacMAN is composed of:

- 1) SG-PacMAN chair
- 2) Project coordinator
- 3) Local project manager
- 4) Systems engineer
- 5) Scientific experts
- 6) Representatives of major stakeholders/users from national, regional and international organizations and
- 7) Representatives of the donor.

We received the following nomination(s) for chair of the PacMAN advisory board: [name].

The SG-PacMAN adopted the terms of reference and membership and welcomed the appointment of [name] as the chair.

6. Recommendations

The PacMAN advisory board proposed the following recommendations and action items for consideration by the project team:

[add list]

7. Date and place of next session

The next PacMAN advisory board meeting will take place on [date] and will be held [face-to-face or online].

8. Any other business

9. Closing of the session

The first session of the IODE Steering Group for PacMAN (PacMAN advisory board) concluded on 14 September 2021 at [time].

Annex 1: Agenda and Time Table

Fiji Standard Time (GMT +12)

7:00 PM - 7:40 PM	Welcome and adoption of agenda
7:40 PM - 7:50 PM	PacMAN work plan
7:50 PM - 8:20 PM	PacMAN monitoring plan
8:20 PM - 8:35 PM	PacMAN advisory board Terms of Reference, membership and Chair
8:35 PM - 8:50 PM	Recommendations
8:50 PM - 8:55 PM	Date and place of next session
8:55 PM - 9:00 PM	Any other business
9:00 PM	Closing of the session

Annex 2: List of participants

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