**Extract from** [**OBPS Project Plan 2020-21**](https://docs.google.com/document/d/1lyFXkPDCEte7nyH4RpJS4Nh6q3rWPkMWIziBHOdVeKw/edit?usp=sharing)

**4. GOVERNANCE**

The IOC Ocean Best Practices System is managed by a Steering Group that will report to the IODE and GOOS governing bodies (IODE Committee and GOOS Steering Committee respectively).

## **4.1 Steering Group**

The IOC Steering Group for the Ocean Best Practices System has the following **Terms of Reference** approved by the IOC Assembly, June/July 2019:

1. Propose the vision, strategy, work plan and timetable for the Ocean Best Practices System Project;
2. Advise on technical aspects such as user interface, back office, etc. to the project technical task team;
3. Report to the IOC and to other partners on the progress of the Ocean Best Practices System Project;
4. Provide guidance to the project manager and project technical manager;
5. Identify funding sources to further develop the OBPS.

**Membership of Steering Group**

The IOC Steering Group for the Ocean Best Practices System shall have the following membership:

1. Representatives from IOC Programmes and (JCOMM)\*\*;
2. Project Manager/Chief Editor;
3. Project Technical Manager;
4. Invited Experts from the ocean observing community;
5. Representatives of the IODE and GOOS Secretariats.

\*\* No longer exists

The core Steering Group is identified as Representatives of the IODE and GOOS Secretariats, Project Manager and Project Technical Manager, Co-Chairs and Work Package Leads and co-Leads.

A Chair or Co-Chairs is/are expected to Chair sessions of the Steering Group and provide guidance to the Project Manager, Project Technical Manager and Work Package leads in implementing the work plan adopted by the Steering Group (SG). This may include, 1) assisting with the organization of relevant meetings such as workshops; 2) contributing to SG online discussions; 3) drafting of documents; 4) other activities in support of OBPS.

The Chair or Co-Chairs will be elected by the Steering Group and will serve for one inter-sessional period. The Chair or Co-Chairs can be re-elected for a continuous second term with the approval of the Steering Group.

**Project Manager (PM)**

The Project Manager will manage the day-to-day workings of the IOC OBPS Project consistent with the guidance provided by the Steering Group and as agreed in the annually reviewed Implementation Plan.

**Project Technical Manager (TM)**

Infrastructure and IT support for the IOC Ocean Best Practices System will be provided and managed by the Project Technical Manager at the UNESCO/IOC Project Office for IODE, Oostende, Belgium, under the guidance of the Steering Group and as agreed in the annually reviewed Implementation Plan.

The main tasks of the Project Manager and the Project Technical Manager are listed in ANNEX 1.

**Steering Group Working Practices**

**Meetings**:

***Annual*** Meetings of the Steering Group will be held either at IODE Project Office, Oostende or a *v*enue to be determined. It will be planned to coincide with the annual BP Workshop if that is organized, or another OBPS relevant meeting.

***Monthly*** virtual meetings will be held via Skype or similar medium. Work Packages may require additional virtual meetings depending on tasks. Minutes of all meetings will be available to the Steering Group in the shared online storage. Monthly Steering Group meetings (maximum duration of 1 hour) will be held on the 2nd Wednesday of each month (see table below). As a minimum the agenda for virtual meetings will be short progress reports by each WP lead/co-lead. The issue of SG spread of time zones will be kept under review by the SG. It was highlighted that the following times in the calendar will change when daylight savings changes across hemispheres, prior to boreal summer and austral winter.

|  | **2020 (2nd Wed of each month)** |  | **Location** | **Local Time Boreal Winter** **(Nov to Mar)** |
| --- | --- | --- | --- | --- |
|  | Jan 08  |  | Canberra (Australia) | 07:00 (next day Thu) |
|  | 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 |  |  |  |
|  | Sep 09 |  |  |  |
|  | Oct 14 |  |  |  |
|  | Nov 11 |  |  |  |
|  | Dec 09 |  |  |  |

**Decision Making**:

Decisions of the Steering Group will occur throughout the project, as a result of (i) monthly virtual meetings; (ii) emails; (iii) discussion at annual Steering Group meetings.

**Document Management**:

All documents, including administrative, journal or conference papers, abstracts, presentations, reports etc will be stored on an online shared drive. A structure will be setup under WP designations. Previous BPWG Google Drive folders will be included in this structure for retrospective reference.

**Reporting:** Formal reports will be created under WP1 for IODE Committee and GOOS Steering Committee based on the WP reports to the Steering Group. The Steering Group will decide on what metrics are needed for reporting purposes under eachWP. Each WP lead will maintain these metrics in an online shared drive and provide them and a short report when required for annual or progress reporting.