



IOC Ocean Best Practices System

a sustained system for promoting and supporting ocean best practices across the
ocean value chain

Objectives and Governance Structure

Version 2

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1 OBPS Objectives

The objectives of the OBPS are to:

- 1.1 Increase efficiency, reproducibility and interoperability of methods and information across the ocean value chain¹ by providing the community with a unified, sustained and readily accessible knowledge base of interdisciplinary best practices.
- 1.2 Provide coordinated and sustained global access to best practices to foster innovation and excellence by developing a system and engaging communities in producing, adopting, reviewing and sustaining best practice documents including multiple media.

¹ The value chain consists of all actions that produce decisionable information for end users and includes observations, data collection and management, modelling and analyses, end user applications, policy support and impact assessments. End users are any users of ocean and related data and information.

2 Operational Components

This structure and governance description builds upon and updates earlier foundational documents: [IOC Decision 7.2.1](#); [OBPS Project Plan 2020](#); and [Decision-Making Procedures, May 2021](#); [IOC OBPS Objectives, Structure and Governance v1 dated 7 January 2022](#); and Document IOC/IODE-XXVII/3.3.3 - Draft November 2022 (Rules of Procedure of IODE Projects - provided by P. Pissierssens to OBPS and IODE co-chairs as input for the Terms of Reference update); as well as inputs from the ocean research, data and applications community through workshops and other venues.

2.1 OBPS Steering Group (SG-OBPS)

The Project is managed by a Steering Group ([MEMBERSHIP](#)).

The SG-OBPS is responsible for strategic planning and strategy level decisions. It will produce and maintain a Strategy and an Implementation Plan for OBPS. Both the Strategy and its Implementation Plan will be submitted for approval to the International Oceanographic Data and Information Exchange (IODE) Committee and Global Ocean Observing System (GOOS) Steering Committee.

2.1.1 Terms of Reference:

- 2.1.1.1 Propose the vision, strategy, implementation plan and timetable for the Ocean Best Practices System Project
- 2.1.1.2 Advise on technical aspects such as user interface and back office [to the project technical task team]
- 2.1.1.3 Report to the IOC and other partners on the progress of the Ocean Best Practices System Project
- 2.1.1.4 Provide guidance to the project manager and project technical manager
- 2.1.1.5 Identify funding sources to further develop the OBPS.

2.1.2 Membership

2.1.2.1 Steering Group-OBPS Composition

The Steering Group will be composed, *inter alia*, of:

- Representatives of IOC Programmes
- Project Manager/Repository Manager
- Project Technical Manager

- Invited experts from across the ocean value chain
- Representatives from the IODE and GOOS Secretariats

2.1.2.2 SG-OBPS Member Commitment

Member commitment derives from an investment of time and leadership to work on the implementation of OBPS towards its vision and mission through the fulfilment of the Strategy and the Implementation Plan; attend quarterly SG-OBPS formal “regular” meetings (online or in-person)², monthly informal meetings and the global annual Stakeholder Community Forum (Workshop);

2.1.2.3 New SG-OBPS Members

The SG-OBPS may invite new SG members when additional expertise is required, or to address needs from SG-OBPS resignations, by distributing a call through its newsletter and other channels. Membership selection will be skill-based, but also take into account both geographic, gender, and other diversity criteria for balance and representation. New membership will be formally approved at a quarterly regular meeting and membership in the SG-OBPS will become effective on the first day of the quarter following election.

2.1.2.4 Remuneration for Participation

SG-OBPS participation is voluntary and does not include a remuneration except for travel funding support (if available) for in person (regular) meetings of the SG-OBPS.

2.1.2.5 SG-OBPS Terms of Office

SG-OBPS members serve for a renewable two-year term but this does not require re-election. Based upon their expression of interest to remain in the SG-OBPS and their level of activity, members will be invited to renew.

2.1.3 SG-OBPS Decision Making Criteria

For SG-OBPS decisions, the minimum quorum for reaching a decision is when a majority (>50%) of the voting SG members are present. With a quorum, the preferred method for decision making will be through

² Regular meetings will be held in March, June, September and December. This may be adjusted if necessary by the SG-OBPS.

consensus³ of those present. If consensus cannot be reached, the decision will be made by a vote amongst those voting members present (assuming there is a quorum).

2.2 OBPS Co-Chairs and Co-Chair-Elects – Terms of Reference and Election

The SG-OBPS will have two Co-Chairs and two Co-Chair-Elects. Co-Chair-Elects are intended to become Co-Chairs upon termination of Co-Chair terms. In order to ensure continuity of leadership, the SG-OBPS will, when seeking and electing Co-Chairs, also seek and elect Co-Chair-Elects from the membership. The terms of reference for each position and the election procedures are given in this section below.

2.2.1 Co-Chair Terms of Reference

The OBPS will have two Co-Chairs with the following terms of reference:

- 2.2.1.1 Promote and represent the OBPS in all facets of its development and operations.
- 2.2.1.2 Represent the Project and its Steering Group at external meetings and other events.
- 2.2.1.3 Work in close collaboration with the Project Manager, the IODE and GOOS Secretariats and other SG-OBPS members.
- 2.2.1.4 Act as the first points of contact for collaborative dialogue with organizations and projects, supported by the Project Manager
- 2.2.1.5 Develop and work with the SG-OBPS and ocean stakeholders in identifying and pursuing funding for OBPS
- 2.2.1.6 Call and chair meetings of the SG-OBPS
- 2.2.1.7 Approve and monitor the OBPS work plan and the associated budgets based on inputs from the SG-OBPS and the Project Manager
- 2.2.1.8 Have a term of office of two years, non-renewable.

³ Consensus is achieved when there are no objections to the proposed solution, even though it may not be the most preferred solution by some (Gray 1989). Approval by voting is when more than 50% of those voting on a motion accept the motion under consideration.

2.2.2 Co-Chair-Elect Terms of Reference

The OBPS will have two Co-Chair-Elects with the following terms of reference:

- 2.2.2.1 Support the Co-Chairs in their duties as defined in section 2.2.1.
- 2.2.2.2 Provide leadership for one or more priority OBPS initiatives
- 2.2.2.3 Prepare to serve as Co-Chair upon completion of the current Co-Chair(s) term.
- 2.2.2.4 A term of office of a Co-Chair-Elect will be two years; an additional term of office as a Co-Chair is anticipated.

2.2.3 Election of Co-Chairs

Co-Chairs and Co-Chair-Elects serve a two-year term each. Co-Chair-Elects are in line to succeed the Co-Chairs at the end of the Co-Chair term (or as needed based on a vacancy of a Co-Chair position) based on election and appointment by the SG-OBPS.

The OBPS will use the following process to fill a Co-Chair position upon a vacancy in such a position. Vacancy may occur upon completion of the current Co-Chair Terms or as a result of the resignation or unavailability of a current Co-Chair.

Steps in election and appointment of one or both Co-Chairs:

- 2.2.3.1 The Co-Chair-Elect(s) will be the preferred candidate(s) for Co-Chair positions.
- 2.2.3.2 The Co-Chairs-Elect(s) will confirm to the SG-OBPS that they are willing and able to become Co-Chairs
- 2.2.3.3 Election of Co-Chair(s) will occur at a regular meeting of the SG-OBPS. Effective date of the new Co-Chair position will be on the first day of the quarter following the election.

2.2.4 Election of Co-Chair-Elects

If there is a vacancy in the Co-Chair-Elect positions, the SG-OBPS will elect Co-Chair-Elect(s) through the following process:

- 2.2.4.1 Call for candidates from among the members of the SG-OBPS
- 2.2.4.2 If there are no SG-OBPS members volunteering for Co-Chair-Elect positions, then candidates from outside the SG-OBPS will be sought and reviewed by the SG-OBPS. Identified candidates will be invited by the current Co-Chairs
- 2.2.4.3 Election of one or both Co-Chair-Elects will be done at a regular meeting of the SG-OBPS
- 2.2.4.4 If elected from outside of the SG-OBPS, the Co-Chair-Elect will become a member of the SG-OBPS.
- 2.2.4.5 Effective date of the new Co-Chair-Elect(s) position will be on the first day of the quarter following the election.

2.3 Project Manager⁴ Terms of Reference

- 2.3.1 Coordinate the implementation of and communication across the OBPS project by all partners (all work packages), based upon the adopted work plan, in close consultation with the Project Co-Chair(s), members of the SG-OBPS, work package leads and Secretariat.
- 2.3.1 Prepare annual and other reports as required by the sponsors, the governing bodies of the project's parent programme(s) or IOC governing bodies.
- 2.3.2 Plan and implement outreach communication activities of the OBPS (web site, brochures, social media,...) working closely with the Outreach and Communication Work Package leads and other members of the SG-OBPS.
- 2.3.3 Manage and supervise administrative implementation of the OBPS.
- 2.3.4 Assist with resource mobilization for the OBPS.

⁴ IOC Projects without external funding may seek a volunteer Project Manager. Larger funded projects may recruit Project Managers as UNESCO/IOC Consultants or as Project Appointments