

# Meeting of the EMODnet Entry Portal Steering Committee

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Meeting with Coordinators of the thematic lots/portals and Sea Basin Checkpoints.

**Location:** JPI Oceans Office, Rue du Trône 130, 1050 Brussels, Belgium

**Date:** 16 and 17 December 2013

Meeting Chair: Phil Weaver

## Draft Agenda

### Day 1 - 16 December 2013

#### Start 14:00

- Welcome and introduction to the Steering Committee – DG MARE
- Introductions and adoption of the Meeting Agenda – Meeting Chair
- The EMODnet Secretariat team, its mandate and workplan – Secretariat
- The Steering Committee Terms of Reference (ToR) – Secretariat
- Updates from the thematic assembly groups – EMODnet thematic coordinators  
*Short interventions (maximum 10 minutes) on background/remit/partners/goals/problems/planning of each of the portals with a particular focus on relevant updates and/or improvements that are planned in phase II (in terms of visual presentations, functionality, information/content/links, or change their urls etc.)*

#### Coffee Break 15:30-16:00

- Information about the Sea Basin Checkpoints - EMODnet regional coordinators/representatives  
*Short interventions (maximum 10 minutes) on background/remit/partners/goals/problems/planning of each of the checkpoints*
- Indicators to monitor progress and reporting template - Secretariat
- EMODnet activities and partners – internal communication and exchange of information - Secretariat
- EMODnet outreach and external communication - Secretariat

#### End of Meeting: 17:30

## Day 2 - 16 December 2013

### Start 09:00

- Harmonisation of portals (presentation, basic information and components, domain names, ...) - Secretariat
- Recap and updates from the entry portal since last meeting & EMODnet temporary landing page - VLIZ
- Entry portal requirements - what should the portal be able to do? - VLIZ
  - o *Provide access to products, data, metadata...*
  - o *Visualise all products*
  - o *Provide access to underlying datasystems*
  - o *Link integrate data from different portals*
  - o *EMODnet webservice*
- Use cases / actions for workplan 2014 - VLIZ
- Governance EMODnet central portal – Secretariat
- Establishment technical and user working group Recap Entry Portal workplan 2014 - Secretariat

### Coffee Break 10:45-11:15

- Use of Social media (linkedin, twitter, facebook, ...) by assembly groups and entry portal – all
- EMODnet Secretariat Inauguration - Secretariat
- Recap meeting actions & AOB
- Dates for next meeting

### End of Meeting 13:00