

# EMODnet Secretariat Remit

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## High level aim:

The EMODnet Secretariat has been commissioned (MARE/2012/15) to provide high-level coordination and technical skills to support (i) the monitoring of EMODnet projects; (ii) the dissemination of their results, and (iii) the analysis of user feedback and statistics. The EMODnet Secretariat will also oversee the development of the EMODnet central portal as a common gateway to provide access to all seven thematic portals and as a vehicle for additional data services. The overarching aim is to develop a more effective, efficient and fit for purpose EMODnet.

To achieve its mandate, execute its tasks and deliver high quality products, the Secretariat will need input and full support of the various EMODnet lots and activities. The EMODnet Secretariat reports to MODEG and the Commission and will maintain an open exchange of information with all partners involved, including posting of two-monthly progress reports on the Maritime Forum.

## Main tasks of the Secretariat:

### **1) Organise the EMODnet Central Portal Steering Committee:**

The EMODnet Secretariat will set up, convene and chair a Steering Committee that will serve as a platform to:

- (i) exchange information about progress achieved and the challenges encountered by the various EMODnet initiatives, in particular the EMODnet thematic portals;
- (ii) guide the development of the EMODnet entry portal;
- (iii) discuss and provide high-level decisions related to operational matters;
- (iv) streamline the interactions between the EMODnet Secretariat and portal teams;
- (v) discuss initiatives to improve the coherence of the EMODnet projects.

The Steering Committee will consist of representatives from the seven Thematic Assembly Groups and observers from additional relevant EMODnet activities such as the Sea Basin Checkpoints.

### **2) Support the Marine Observation and Data Expert Group (MODEG)**

The Secretariat will support DG MARE in the preparation of the agendas for the MODEG meetings. The Secretariat will prepare written summaries of MODEG meetings and publish them on the EU's Maritime Forum.

### **3) Monitor EMODnet Portals and overall progress**

The Secretariat is tasked with testing the EMODnet thematic portals and central entry portal. The work will include:

- (i) standardising and synchronising the delivery of two-monthly reports from the thematic portals and checking the portals' progress based on these reports;
- (ii) testing the portals to identify weaknesses, user-friendliness, coverage of parameters, signing-In procedures, speed of delivery, data quality;
- (iii) developing (with advice from MODEG) and implementing the use of indicators to measure progress in each portal (some of which will be part of the two-monthly reporting requirements)
- (iv) preparing regular (every two months) short reports to be published on the EU's maritime forum summarising progress in EMODnet

#### **4) Improve visibility and disseminate EMODnet results**

With input from the MODEG and in collaboration with the EMODnet projects, the Secretariat will strengthen the visibility and dissemination of EMODnet outputs based on an high level Communication Plan/Strategy. Key outputs will include among others the development of:

- (i) a demonstration of EMODnet: to be presented at various meetings and also posted online;
- (ii) two videos on EMODnet;
- (iii) an EMODnet leaflet and brochure;
- (iv) an annual summary report on EMODnet progress;
- (v) a report summarising and comparing findings from the two sea-basin checkpoints.

#### **5) Collect feedback from EMODnet users**

With assistance from the various EMODnet lots, the Secretariat will monitor feedback from EMODnet users, ensure that any questions or issues are addressed by the thematic assembly groups and include summaries of feedback received in the two-monthly and annual reports.

### **Who is the Secretariat?**

The EMODnet Secretariat is hosted by the Flemish Government at the InnovOcean site in Oostende, (Belgium) and administered by Seascope Consultants UK ([www.seascopeconsultants.co.uk](http://www.seascopeconsultants.co.uk)). The Seascope project team provides professional and efficient management to monitor and improve EMODnet portals, and support service to the EMODnet Steering Committee and community.

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