

Meeting Document 2.

EMODnet Ad Hoc Technical Working Group - Terms of Reference (ToR)

Draft v1 January 2014 – for information

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1 Background and Rationale

The primary aim of EMODnet is to unlock marine data and make it accessible for a wide range of users including private bodies, public authorities and researchers.

There are seven thematic web-portals covering data resources from bathymetry, geology, physics, chemistry, biology, physical habitats and human activities. In addition, an 'EMODnet Entry Portal' is being established to provide an entry point delivering access to data, metadata and data products held by EMODnet thematic sites and demonstrating the value of a common platform to access and combine data from various thematic portals through use case studies.

EMODnet project activities are reviewed and advised on by the EMODnet Steering Committee (operational matters), the Marine Observation and Data Expert Group MODEG (strategic and technical advice), EC DG MARE (overall oversight) and the EMODnet Secretariat (operational implementation).

The Technical Working Group subject of this Terms of Reference is an ad hoc working group under the EMODnet Steering Committee to address technical matters which will operate in close liaison with the other advisory bodies to ensure EMODnet meets the needs of its different users.

2 Ad hoc Technical working group objectives

The EMODnet ad hoc technical working group objectives are to:

- Guide the technical development of the EMODnet Entry Portal (use case studies, additional functionalities, visualisation, software implementation, common standards, etc.);
- Discuss and provide recommendations related to relevant technical matters to the Steering Committee (Entry Portal and thematic portals);

3 Ad hoc Technical working group composition

The ad hoc technical working group is composed of

- (i) Technical managers or representatives of each of the thematic portals;
- (ii) Members of the EMODnet Secretariat;

The Entry Portal Development team provided by Flanders Marine Institute (VLIZ) will be responsible for the organization and running of the meetings. The Secretariat will collate and manage the technical contact list together with VLIZ. Based on the need, additional internal and external experts may be contacted or invited to address specific issues.

4 Role and responsibilities

VLIZ will convene and chair the ad hoc technical working group meetings. To this end, VLIZ shall draw up an agenda based on the technical group work plan to be circulated well in advance of the meeting. The agenda shall be adopted by the group at the start of the meeting. VLIZ will circulate any meeting documents in advance of the meetings and provide meeting minutes within one month after the meeting. VLIZ will report on the agreed actions and report to the Steering Committee accordingly.

5 Deliverables / Expected Impact

The main output of the technical working group is to provide recommendations, and where necessary implement:

- Technical solutions for the implementation of current and future EMODnet Entry Portal use case studies;
- Actions to improve the coherence of the user experience for the various EMODnet thematic lots (e.g. Single Sign On procedure)
- Solutions to identified technical issues related to the entry portal and thematic portals (e.g. common standards).

6 Indicative timetable

The Ad Hoc Technical Group is established for an initial duration of three-years (2014-2016) which can be extended by the Steering Committee for another three year period depending on the need.

The technical working group will mostly operate remotely using email, skype and other virtual meeting tools and will meet physically on an ad hoc basis depending on the need (potentially back to back with SC meetings). A work plan will be developed with a list of priority issues/actions and indicative timing to be presented, discussed and approved by the Steering Committee at their meetings.

Annex 1. List of members of the Ad Hoc Technical Working Group

List from May 2014

Thematic lot	Technical contact	Organization
Physics	Antonio Novellino	ETT solutions
Seabed habitats	Natalie Askew	JNCC
Seabed habitats	Helen Ellwood	JNCC
Seabed habitats	Eleonora manca	JNCC
Chemistry	Alexander Barth	
Biology	Simon Claus	VLIZ
Biology	Fransisco Souza Dias	VLIZ
Human Activities	Wil Adnams	Lovell Johns
Bathymetry	Dick Schaap	Maris
Geology	Jonathan Lowndes	BGS
Mediterranean checkpoint	Fredrique Blanc	Ifremer
North Sea checkpoint	Keiran Miljard (TBC)	Seazone