

# 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

## Meeting Documents

Meeting Agenda	Meeting Document
<b>Day 1 - 16 December 2013</b> <b>Start 14:00</b>	
<ul style="list-style-type: none"><li>- Welcome and introduction to the Steering Committee – DG MARE</li><li>- Introductions and adoption of the Meeting Agenda – Meeting Chair</li></ul>	Doc 1. Meeting Attendance → for information Doc 2. Meeting Agenda → for approval Doc 3. Documents list → for information
<ul style="list-style-type: none"><li>- The EMODnet Secretariat team, its mandate and workplan – Secretariat</li></ul>	Doc 4. Secretariat remit → for information
<ul style="list-style-type: none"><li>- The Steering Committee Terms of Reference (ToR) – Secretariat</li></ul>	Doc 5. Steering Committee draft ToR → for discussion and approval
<ul style="list-style-type: none"><li>- Updates from the thematic assembly groups <i>Short interventions (<u>maximum 10 minutes</u>) on background/remit/partners/goals/problems/ planning of each of the portals</i></li></ul>	

<p><b>Coffee Break 15:30-16:00</b></p>	
<ul style="list-style-type: none"> <li>- Information about the Sea Basin Checkpoints <i>Short interventions (<u>maximum 10 minutes</u>) on background/remit/partners/goals/problems/planning of each of the checkpoints</i></li> </ul>	
<ul style="list-style-type: none"> <li>- Indicators to monitor progress and reporting template - Secretariat</li> </ul>	<p>Doc 6. EMODnet indicators and reporting template → for discussion and implementation</p>
<ul style="list-style-type: none"> <li>- EMODnet activities and partners: internal communication and exchange of information - Secretariat</li> </ul>	
<ul style="list-style-type: none"> <li>- EMODnet outreach and external communication - Secretariat</li> </ul>	<p>Doc 7. EMODnet Leaflet outline → To be tabled at the Meeting for information and feedback</p> <p>Doc 8. EMODnet Videos overview → for information and feedback</p> <p>Doc 9. EMODnet communication strategy → for information and feedback</p> <p>Doc 10. Proposal for an EMODnet maritime day information session and event → for discussion and approval</p>
<p><b>End of Meeting: 17:30</b></p>	

<p><b>Day 2 - 16 December 2013</b></p> <p><b>Start 09:00</b></p>	
<ul style="list-style-type: none"> <li>- Harmonisation of portals (presentation, basic information and components, domain names, ...) - Secretariat</li> <li>- Recap and updates from the entry portal since last meeting &amp; EMODnet temporary landing page - VLIZ</li> <li>- Entry portal requirements - what should the portal be able to do? - VLIZ <ul style="list-style-type: none"> <li>o <i>Provide access to products, data, metadata...</i></li> <li>o <i>Visualise all products</i></li> <li>o <i>Provide access to underlying datasystems</i></li> <li>o <i>Link integrate data from different portals</i></li> <li>o <i>EMODnet webservice</i></li> </ul> </li> <li>- Use cases / actions for workplan 2014 - VLIZ</li> <li>- Governance EMODnet central portal - Secretariat</li> <li>- Establishment technical and user working group Recap Entry Portal workplan 2014 - Secretariat</li> </ul>	<p>Doc 11. Proposals to improve harmonisation of EMODnet portals → for discussion and implementation</p> <p>Doc 12. Design document of the Central EMODnet Portal (VLIZ document 2012-2013) → for information</p> <p>Doc 13. Discussion document on common use cases as a roadmap for developing the Central EMODnet Portal → for discussion and implementation</p>
<p><b>Coffee Break 10:45-11:15</b></p>	
<ul style="list-style-type: none"> <li>- Use of Social media (linkedin, twitter, facebook, ...) by assembly groups and entry portal - All</li> <li>- EMODnet Secretariat Inauguration - Secretariat</li> <li>- Recap meeting actions &amp; AOB</li> <li>- Dates for next meeting</li> </ul>	<p>Doc 14. Draft Programme for the inauguration of the EMODnet Secretariat Office → for information</p>
<p><b>End of Meeting 13:00</b></p>	