

**Minutes of the
NOOS Business review 2016**



**18-20 October 2016,
FCOO, Copenhagen, Denmark**

Business Review Meeting 2016

Chair: John Siddorn (Met Office) based on the slides prepared by Henning Wehde (NOOS chair)

Rapporteur: Sébastien Legrand (RBINS/OD Nature)

Present: Eric Buch (EuroGOOS), Stephan Dick (BSH), Bruce Hackett (met.no), Niels Holt (FCOO), Karolyn Hondeghem (MDK), Thomas Hammarklint (SMHI), Sébastien Legrand (RBINS/OD Nature), Jacob Nielsen (DMI), Marc Philippart¹ (RWS), John Siddorn (met office)

Excused: Henning Wehde (IMR)

1. Agenda

The agenda was accepted.

2. Rapporteur

Sébastien Legrand was appointed rapporteur

3. Minutes of previous Meetings and status of actions

The minutes of the NOOS business meeting 2015 were approved and the progress of the actions listed at this meeting was reviewed.

During the review, it has been mentioned that too many actions were actually not actions because their expected results were not specific enough to be measurable or because no clear action owner has been appointed or finally because the expected completion date was missing. In particular it is decided that actions allocated to “ALL” are no more suitable. Instead, it is decided that actions to “ALL” should be allocated to the steering group that will have the mission to chase for the completion of the action by a clear deadline. The steering group members must then organise themselves and maybe prioritize the actions in order to reach an acceptable and realistic workload balance.

The list of actions for 2015 is therefore presented in the hereunder table with the associated colour code:

- In blue: actions as reported in the NOOS business meeting minutes 2015
- In red: updates and comments on the actions and decisions
- In green: a new action decided at the business meeting 2016 as a follow-up of the action listed just above.

The possible status are “open” (=action decided with a clear owner and a planned completion date), “on-going” (= some progress has been made but the final results is not available yet), “close” (= action completed and results is available), “on hold” (= action blocked for a given reason).

¹ Also represents Deltares and KNMI

Description and expected results	Who?	When?	Status?
<i>To circulate minutes of 2015 meeting with agenda for 2016 meeting</i> COMMENT : This should be part of the regular process and is therefore not considered as a specific action for the future	Henning Wehde	By AM 2016	close
<i>Check the consistency and the availability of the national data in NOOS portal</i> COMMENT: This is not a specific action. This should also be part of the regular process. The assembly advices to close the action and to rephrase it.	ALL		close
To write an email asking members to check the consistency and the availability of the national data in NOOS portal and give feedback to BSH	Susanne Tamm	By end December 2016	ongoing
<i>With the support of Susanna Tamm to compile a master list of NOOS data.</i> COMMENT : this master list must be available on NOOS website	Kai Herklotz		close
To compile a master list of the NOOS data and publish it on NOOS website	Kai Herklotz Susanne Tamm	By NOOS annual meeting 2017	open
<i>Make sure that the member reports for 2013 and 2014 are uploaded on the NOOS website</i> COMMENT : This should be part of the regular process	ALL		close
To chase for the missing member reports for 2013, 2014, 2015, 2016 until uploaded on the NOOS website To chase for the documents and presentations given during annual meeting 2015 and 2016 until uploaded on the NOOS website	Co-Chairs	End November 2016	On-going
To add at the agenda of the NOOS annual meeting the item “discussion on the member report formats and usefulness”. The objective is to improve its content and its fit-for-purpose	co-CHAIR	NOOS annual meeting 2017	open
<i>To have their reports compiled and with Henning by end of Nov 2015.</i>	ALL		close
<i>to have future annual reports completed and available before the Annual Meeting.</i>	ALL		close
To remind the need for the member reports when circulating the agenda of the NOOS annual meeting	Co-chair	NOOS annual meeting	open

2017

<p><i>to circulate a brief description of how to upload reports to the new website.</i></p> <p>COMMENT : action done. Document available at http://www.noos.cc/other-documents/ or ask Stephan Dick.</p>	Stephan Dick		close
<p><i>Common possibilities for funding, and good ideas what to spend it on</i></p> <p>COMMENT : action closed because not enough specific. It should be a topic of the NOOS Annual Meetings</p>	ALL		close
<p><i>Check if contacts and members are correct in MME project fact sheet on website.</i></p> <p>COMMENT : the factsheet exists. The contact persons are correct except for met.no (replacing Bruce Hackett by Øyvind Sætra)</p>	Inga Golbeck		close
<p><i>Check the new website for content, dead links etc. and make sure details on your institute is included and correct. Feedback comments to Stephan.</i></p> <p>COMMENT : This should be part of the regular process. The business group acknowledges the effort made by Inge Menzenhauer., BSH</p>	ALL		close
<p><i>To regularly send reminders to NOOS members for asking website content, news, events as well as for checking existing contents and dead links</i></p>	Stephan Dick (as leader of the website project) and steering group	March 2017 September 2017	open
<p><i>To create a meeting area to allow uploading of reports and presentations.</i></p> <p>COMMENT: not done. After discussion, the easiest seems to add the reports and presentation in the webpage of the associated annual meeting or the webpages of associated working groups.</p>	Stephan Dick		close
<p><i>To create a password protected area for posting confidential documents as it exists on the EuroGOOS website</i></p>	Stephan Dick	March 2017	open
<p><i>Upload 2015 meeting presentations to the website, or send to Henning to do so.</i></p> <p>COMMENT: No presentation available on the website.</p> <p>This action should be part of the regular process and is merged with the upload of the member reports (cf. Above)</p>	ALL		close
<p><i>To make ensembles report available once completed.</i></p> <p>COMMENT : Not done. Johan Söderkvist is asked to do it.</p>	Bjarne Büchmann		close

<i>To upload on the NOOS website (section annual report 2015) the presentation and the report of the sensitivity experiment with respect to the perturbation of the initial salinity field in the Kattegat Skagerrak areas</i>	Johan Söderkvist	End November 2016	open
<i>To contact Bergen operators of B-E-B FB to try and rejuvenate it, COMMENT : difficult, tried to revitalise in connection with a norwegian proposal written by NIVA MetNorway and IMR but without success</i>	Henning Wehde	by mid Nov. 2015	close
<i>To contact passive NOOS members to check their interest in NOOS and ask if they want to be on the NOOS mailing list.</i>	Henning Wehde	By annual meeting 2017	On going.
<i>To contact Pierre-Yves Le Traon and IBI co-chairs to discuss NOOS involvement.</i>	Henning Wehde	By annual meeting 2017	On going.
<i>To contact Glenn Nolan to understand the Marine Institute position regarding NOOS . COMMENT: Done. Kieron attended the first 2 days of the annual meeting 2016.</i>	Henning Wehde		close
<i>To advertise the NOOS AM 2016 to potentially interested Danish parties. COMMENT: Done but no new Danish positively answered the invitation.</i>	Niels Holt		close
<i>To check NOOS MoU and rules to ensure that it is possible for NGOs to be members. COMMENT: Yes, NGOs can be associated members.</i>	Henning Wehde		close
<i>To develop a vision to define our role and enlarge NOOS visibility (after Copernicus is more clear). COMMENT : This issue must be addressed in the NOOS strategy document. A possible action is to develop a specific document presenting NOOS to our stakeholder.</i>	Henning Wehde		close
<i>To make Met Office development of EMODNET bathymetry available to all partners. COMMENT: Not done because Rachel left Met Office. Task taken over by John Siddorn</i>	Rachel John Siddorn	End November 2016	On-hold
<i>To present EMECO at the next NOOS meeting. Comment: CEFAS was not able to attend the annual meeting 2016.</i>	Kate Jon Rees (as CEF1AS representat	Annual meeting 2016 2017	On-hold

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NOOS
Steering
Group
Member)

<p>To create a wave inventory of available data and put in on NOOS website.</p>	Caroline Gautier (as leader of the wave project)	May 2017	On-going
<p>If not presently doing so, extend transect output to include 1 hourly timeseries. COMMENT : action not well documented</p>	ALL		close
<p>To invite participating partners to the transport exchange project to extend transect output to include 1 hourly timeseries.</p>	Stephan Dick (as leader of the transport project)	May 2017	open
<p>To email NOOS members to get names of those interested in working on validation working group</p>	Jan Maksymczuk (as leader of the NOOS verification working group)		done
<p>To start discussions on data exchange by circulating the details on how Godae IV-TT exchange data for the class 4 metrics. COMMENT : Great expectations for FCOO, BSH and RBINS to go beyond the Godae classes. However, because several persons left Jan's team, this action has not really been kicked off. John Siddorn promised to allocate time to Jan for this NOOS working group.</p>	Jan Maksymczuk	May 2017	Open

<p>To update wave project to include forecast exchanges and to collaborate with Validation WG to ensure any synergies are taken advantage of.</p> <p>UPDATE : Caroline has sent an invitation to participant to the wave forecast exchange. Until now, positive answers have been received from Deltares, RWS, FCOO and RBINS.</p> <p>COMMENT : this action is not specific enough because several results are expected.</p>	<p>Martin Verlaan Caroline Gautier (as leader of the wave project)</p>		<p>close</p>
<p>To prepare the specification for the wave forecast exchange</p>	<p>Caroline Gautier</p>	<p>May 2017</p>	<p>open</p>
<p>To check how the data made available in the framework of the MME project can be re-used in the framework of the validation working group</p>	<p>Jan Maksymczuk , Inga Goldbeck and the participant of the wave exchange working group</p>	<p>By end November2016</p>	<p>On-going</p>
<p>To check how the data made available in the framework of the wave forecast exchange can be re-used in the framework of the validation working group</p>	<p>Jan Maksymczuk , Caroline Gautier and the participant of the wave exchange working group</p>	<p>By annual meeting 2017</p>	<p>open</p>
<p>Set up a subgroup to develop the advice on how to respond to the JRC request for surge exchange, (Paragr. 5 in business minutes 2015)</p> <p>Comment : No progress. If still relevant, this question should maybe be addressed at the EuroGOOS level. Erik</p>	<p>Martin Verlaan Henning</p>	<p>By may 2017</p>	<p>On-hold</p>

Buch suggests that Henning Wehde arises the topic at the next EuroGOOS board of directors meeting.

Wehde

4. Chair report

NOOS membership

NOOS is currently made of 19 members and 4 associated partners.

12 members and 1 associated member were represented at the Annual Meeting 2016 and only 9 members and no associated members at the business review meeting 2016.

In comparison, 13 members and associated members were represented in 2015, 16 in 2014, 16 in 2013, 12 in 2012, 14 in 2011, 13 in 2010, 18 in 2009.

Chair activity

29.10. Steering Group meeting

18.02 German EmodNet Data Workshop

12.04 Norwegian EU management plan meeting

24.-27.5. Annual meeting EuroGOOS, including Steering Group meeting and EG

Board Member since May 2016 → Aiming for a NOOS Co Chair

15.-16.06 JPI Oceans

13.10. Seatechweek and JPI Oceans

Since May diverse meetings in order to organise the next years EurGOOS conference that will take place 3rd-5th of October 2017 in Bergen

Recommend that we have to ensure a good visibility of NOOS during that conference !

The chair also contributed to DataMeq discussion and to EuroGOOS Scientific Advisory Working Group. This includes the finalization of the publication:

- Developing European operational oceanography for Blue Growth, climate change adaptation and mitigation, and ecosystem-based management. Jun She, Icarus Allen, Erik Buch, Alessandro Crise, Johnny A. Johannessen, Pierre-Yves Le Traon, Urmas Lips, Glenn Nolan, Nadia Pinardi, Jan H. Reißmann, John Siddorn, Emil Stanev, and Henning Wehde Ocean Sci., 12, 953–976, 2016 www.ocean-sci.net/12/953/2016/ doi:10.5194/os-12-953-2016

5. Discussion and decision on new NOOS-services, projects and initiatives

NOOS strategic document

Like most of the other ROOSes, NOOS is at a crossroad of its evolution. Indeed, if many concrete and valuable results have been achieved over the last 15 years, the assembly feels that it is time to define new goals and perspectives in order to prevent NOOS to collapse (e.g. the slow but sure

erosion of the number of active members). To this perspective the assembly tasks the steering group and the project leaders to prepare a new NOOS strategic document presenting

- NOOS vision,
- NOOS missions,
- NOOS strategic goals,
- NOOS operational objectives
- NOOS operational plan

The assembly expects a draft document to be ready by the summer break 2017 so that it can be reviewed and amended by the annual meeting 2017. The final plan must be adopted at the annual meeting 2017 at the latest.

Description and expected results	Who?	When?	Status?
To organise the redaction of the NOOS strategic document by NOOS AM 2017	Co-chairs, with support of Steering group and project and WG leaders	By Steering group meeting of 2017	open

Data policy

Following EuroGOOS ambition to be as free and as open as possible, NOOS would like to be able to deliver in Situ Data (and maybe other data and products) to 3rd party (including private companies) without any registration. However, several questions need to be carefully addressed and their answers should be duly documented in a NOOS data policy document.

For instance:

- NOOS MoU specifies the IP for data distribution within the NOOS group. However, the MoU does not tell a word about the distribution outside of the group. Does such redistribution require the formal agreement of the originating Member?
- What about data coming from non-NOOS member?
- What about the data pumped from the NOOS data portal by CMEMS and/or Emodnet-physics?
- What about the data pumped from CMEMS by the NOOS data portal? Can we deliver CMEMS data without registration?
- Which added value could NOOS data portal deliver with respect to CMEMS or Emodnet-physics? More data? More timely? More variables (e.g. river runoff)?
- Can we add in the metadata a reference to an open license? If so, which license?
- Must NOOS data policy be INSPIRE-compliant?
- ...

Most of these questions have no simple answer. The development of the data policy is therefore an important item to be inserted in the NOOS strategic document. To that respect, the NOOS steering group is tasked to make recommendations for the development and the implementation of the NOOS data policy. Susanne Tamm will support the SG by recommendations for an easy access to observation data via the NOOS portal.

Description and expected results	Who?	When?	Status?
To produce recommendation for the development of the NOOS data policy to be included in the NOOS strategic document	Steering group	By Steering group meeting 2017	open
To explore technical and administrative possibilities for an easy access without registration or password protection to observation data via the NOOS portal.	Susanne Tamm	By Steering group meeting 2017	open

NOOS observation working group

During the annual meeting, the need for a NOOS observation working group focussing on the prospection and definition of user requirements from the NOOS community to access new kind of data has been expressed. For instance, the need for having access to suitable data sets to study the small scale interactions between the atmospheric turbulent boundary layer, waves and the oceanic mixed layer.

The outcome of this working group could then be used at the national level to trigger investment in observation means and technologies.

If there is a general interest of the assembly, no working group leader has been identified and it is decided that the creation of such a working group should be an item of the NOOS strategic document. (task for SG)

In the meanwhile, Stephan Dick will ask Kai Herklotz and Susanne Tamm if they are interested to participate to that group.

Description and expected results	Who?	When?	Status?
To develop the concept of a NOOS observation working group in the NOOS strategic document	steering group	By Steering group meeting 2017	open
To send email for finding a leader and participant to this working group.	steering group	By Steering group meeting 2017	open

6. Decision on progress NOOS-activities

Description and expected results	Who?	When?	Status?
To develop a questionnaire about Matroos and invite NOOS members to participate to it	Marc Philippart	By Annual meeting 2017	open
To send an email asking for information on user requirement and feedback with respect to IN Situ CMEMS data	Susanne Tamm	ASAP, by December 2016	open
To organise a workshop on observations and data gaps at the NOOS annual meeting.	Co-chair and Steering group	By annual meeting 2017	open
To contact French Institutes in order to increase the list stations of the sea level water exchange	Jacob Nielsen	ASAP, by Steering group 2017	Open
To send an email to the participant of the NOOS water level data exchange in order to agree on a new list of stations at which forecast are exchanged. This list should cover the whole NWS including the English Channel and the Irish Sea	Marc Philippart	ASAP, by Steering group 2017	Open
To extend matroos and BMA to the new list of stations	Marc Philippart	By annual meeting 2017	Open
To gather the status and needs for prognostics eHype hydrological data	Bruce Hackett	ASAP, by NOOS Steering Group 2017	Open
To gather feedback on the way eHype data are used by the NOOS community and report them to e-Hype developers	Thomas Hammarklint	ASAP, by NOOS Steering Group 2017	Open
To kick off the work of the NOOS verification working group	John Siddorn	ASAP, by NOOS Steering Group 2017	Open
To check for a new URL for the NOOS website. E.g. http://noos.eurogoos.eu/	Stephan Dick	ASAP, by NOOS Steering Group 2017	Open
The current product displayed here http://www.noos.cc/model-results/currents-fc/ is actually a member product from BSH and should be replaced by information produced by the MME project (maybe the median field and the range)	Stephan Dick (in liaison with Inga Golbeck)	ASAP, by NOOS Steering Group 2017	open
To develop a section in the NOOS strategic document for developing a CTD working group similar to what is done in BOOS http://www.boos.org/index.php?id=25	Thomas Hammarklint and the steering	by NOOS Steering Group 2017	open

7. Collaboration ROOSes/EuroGOOS

Since May 2016, Henning is an executive director of euroGOOS AISBL. Collaboration with EuroGOOS should therefore be easier.

For the first time in 2016, EuroGOOS has organised a meeting with the chairs of the ROOSes and the other EuroGOOS sub bodies. The objectives is reporting past experiences but also fostering collaborations by sharing developments and decisions. The next meeting will be organised back-to-back the next EuroGOOS general assembly meeting 2017.

John Siddorn should contact other ROOSes for interest in the model verification WG.

8. Memberships

As for the last years, the French members were absent. To give us a chance to attract them again, NOOS should systematically extent its activities on the whole European continental North West Shelf including the English Channel and the Irish Sea. This must be a point of concern for the NOOS strategic document.

The assembly deplores the fact that NERSC, Univ. Oldenburg and ACRI are particularly inactive NOOS members. They are not involved in any working groups and projects so that NOOS won't miss their expertise in case of withdrawal. They will be invited to take part to the NOOS activities or ask to present their withdrawal by the next annual meeting. (Stephan Dick will contact Univ. of Oldenburg).

John Siddorn thinks that Jason Holt could be an active NERC delegate to NOOS.

John Siddorn informed us that CEFAS can hardly attend NOOS annual meeting this year but he will check what is possible in terms of waves data...

NIVA has not attended the last 2 annual meeting. Maybe this is due to the fact that NIVA perceives NOOS activities as more model oriented (they are more observation oriented). This is a concern that should be clarified in the NOOS strategy document. Henning is asked to continue inviting them to take part to NOOS activities.

John Siddorn suggests that 'Plymouth Marine Laboratory' might be a nice NOOS member. The assembly agrees with that suggestions and tasks John Siddorn to invite them to present their candidature at the Annual Meeting 2017. This means that PML will present their activities during the annual meeting and the assembly will unanimously decide if they accept or reject their membership during the business review.

Marc Philippart informs us that OPW from Ireland (<http://www.opw.ie/en/>) might be a good candidate for NOOS partners. However, before inviting them, the marine institute should give their formal approbation.

Description and expected results	Who?	When?	Status?
To ask NERSC and ACRI to confirm their NOOS membership or to send a withdrawal letter	Henning Wehde	By Annual meeting 2017	open

To ask Univ. Oldenburg to confirm their NOOS membership or to send a withdrawal letter	Stephan Dick	By Annual meeting 2017	open
To ask Jason Holt if a could be the NERC delegate to NOOS.	John Siddorn	By annual meeting 2017	open
To liaise with Cefas	John Siddorn	ASAP, by Steering group 2017	Open
To invite PML to present their candidature at the next NOOS AM	John Siddorn Or Henning Wehde	By annual meeting 2017	Open
To ask the Marine Institute what they think about OPW.	Co-Chair	By next steering group 2017	Open

9. Elections

Steering group consists of:

- Henning Wehde chair (since 2011);
- Bruce Hackett (2014)
- Sebastien Legrand (2014)
- Stephan Dick (2012)
- Jon Rees (2014)
- John Siddorn (2013).

Stephan Dick's term ends in 2016, he can be reappointed for another term but if possible he would prefer to let the position for a new candidate. Bruce Hackett wants to step down. 2 new positions are therefore open. In addition, because Henning Wehde is also one of the executive directors of EuroGOOS, he would like to have a co-chair for NOOS as established in several other ROOSes.

Nomination: Jacob Nielsen (DMI) and Marc Philippart (RWS) – at the condition that the steering group can meet through webconference.

Election: The assembly appoints Jacob Nielsen (DMI) and Marc Philippart (RWS) as new steering group members and Sébastien Legrand (RBINS) as new co-chair.

The new steering group consists of

- Henning Wehde chair (since 2011);
- Sebastien Legrand co-chair (2014);
- Jacob Nielsen (2016);
- Marc Philippart (2016);
- Jon Rees (2014);
- John Siddorn (2013).

John Siddorn's term ends in 2017. He can be reappointed for another term.

10. Next meetings

10.1 Next NOOS annual meeting

1st option

The next EuroGOOS conference will take place at Bergen, Norway between Tuesday the 3rd and Thursday the 5th (AM only) of October 2017.

Henning Wehde suggests to organise the next annual meeting back to back the EuroGOOS conference between the 5th noon and Friday 6th late PM of October 2017 and to organise the NOOS workshop on "innovative observations, requirements and gaps" as a parallel session of the EuroGOOS conference.

As a member of the organisation committee of the EuroGOOS conference, Henning Wehde is tasked to confirm as soon as possible the feasibility of this option.

The co-chairs are tasked to come with a realistic agenda proposal by end Jan 2017. In particular, it is asked to better manage the oral presentations of the member reports. The assembly agrees that max 4 members announced in advance could present all their activities (in a ~15' talk). Assuming the written member reports will be available at least 2 weeks before the annual meeting, the other members will have ~5 minutes to present a specific development with scientific and/or innovative content. A simple reading of the member reports or an improvised presentation won't be allowed anymore.

Description and expected results	Who?	When?	Status?
To prepare a realistic agenda for annual meeting 2017	Co-Chair	January 2017	open
To confirm the NOOS could be organised on the 5 th and 6 th October 2017 back-to-back EuroGOOS conf. pending the organisation of the NOOS workshop as a parallel session of the EuroGOOS conference	Henning Wehde	ASAP, by the next steering group meeting	open

Post-meeting note by Henning Wehde : "No problem, the annual meeting can be organised in Bergen !"

10.2 Next NOOS steering group meeting

Somewhere around EuroGOOS annual meeting (31/05-2/06 2017) by videoconference as Jacob and Marc cannot easily travel.

10.3 Next NOOS project and WG meetings

None

AOB

- Bruce Hackett reported he didn't receive anymore the emails sent to the NOOS mailing list. Sebastien explains that he should received them via the generic email address noos@met.no. Bruce will investigate.
- Sebastien is asked to send once a year the list of subscribers
- Sebastien encourages the members to more often use the mailing list, e.g. to share developments/publications/news/... with the whole NOOS community.
- Sebastien is asked to change the reply-to option in the mailing list set-up (done).

Minutes of the flash steering group meeting on Thursday 20 October 12h45-13h15

Presents: Sébastien Legrand (Chair), Bruce Hackett, Stephan Dick, John Siddorn, Marc Philippart, Jacob Nielsen

Excused : Hening Wehde

Introduction

On behalf of the NOOS general assembly, John Siddorn acknowledged Bruce Hackett and Stephan Dick for their extremely valuable contribution to NOOS. The steering group will miss Bruce's and Stephan's long experience and expertise.

Organisation of the steering group work

With the establishment of the co-chairs, the organisation of the steering group must be updated. Pending Henning's approbation, it is suggested that

1. As soon as available, the minutes of the NOOS annual meeting are sent to the general assembly and uploaded to the NOOS website. The minutes must at least include the list of decisions and actions agreed during the business meeting.
2. Whenever necessary and with a minimal quarterly frequency, co-chairs must have a phone conference to update each other of the past and future developments, events, meetings, tasks, actions and deadlines. The objective is to share the workload in an efficient way. If useful, a report can be sent to steering group and/or the NOOS members.
3. One month ahead a steering group meeting, co-chairs send an email inviting the NOOS project and WG leaders to give update on the past and future developments, events, meetings, tasks, actions and deadlines associated to their work plan. The objective is to have two "rush period" a year.
4. Whenever necessary and with a minimal half-yearly frequency, the steering group meets to discuss the past and future developments, events, meetings, tasks, actions and deadlines. A special attention is paid on the follow-up of the actions decided during the annual meeting and on the organisation the next annual meeting. A report should be sent to the NOOS members.
5. Two months ahead an annual meeting, the invitation to the annual meeting is sent to the NOOS members. Should be available:
 - the agenda,
 - the list of hotels,
 - the minutes of the previous annual meeting,
 - if available the minutes of the previous steering group meeting,
 - a reminder for the member reports (to be available 2 weeks before the meeting),
 - a reminder to the project leader for their project factsheet (to be available 2 weeks before the meeting).

6. The member reports and project factsheets must be uploaded on NOOS website 2 weeks before the annual meeting. Steering group members must chase for missing reports.
7. Just after the annual meeting, the brief steering group meeting to debrief on the previous annual meeting and to (try to) review the list of decisions and share the workload.
8. The week after the meeting, all the presentation should have been uploaded on the website, on the annual meeting page.

NOOS strategic document

This action is the top priority for the first semester 2017. It is agreed that the co-chairs must draft the documents on basis of regular feedbacks from steering group members and NOOS project leaders. This task should be kicked off by mid January 2017, where the co-chair must send a schedule and template of the strategic vision.

A full draft version should be ready by end of May for discussion at the steering group meeting. The next version will be sent to NOOS members for revision and amendments. We do hope that the final document will be ready for approbation by the annual meeting 2017.

Description and expected results	Who?	When?	Status?
To prepare a structure of the NOOS strategic document and send them to the steering group and project leader for approbation	Co-Chair	Mid-January 2017	open
To agree on the way co-chairs, the steering group and the project leader will draft together the NOOS strategic document	Co-Chair	End-January 2017	open

Appendix list of open actions

Description and expected results	Who?	When?	Status?
To write an email asking members to check the consistency and the availability of the national data in NOOS portal and give feedback to BSH	Susanne Tamm	By end December 2016	ongoing
<i>To compile a master list of the NOOS data and publish it on NOOS website</i>	Kai Herklotz Susanne Tamm	By NOOS annual meeting 2017	open
<i>To chase for the missing member reports for 2013, 2014, 2015, 2016 until uploaded on the NOOS website To chase for the documents and presentations given during annual meeting 2015 and 2016 until uploaded on the NOOS website</i>	Co-Chairs	End November 2016	On-going
<i>To add at the agenda of the NOOS annual meeting the item “discussion on the member report formats and usefulness”. The objective is to improve its content and its fit-for-purpose</i>	co-CHAIR	NOOS annual meeting 2017	open
<i>To remind the need for the member reports when circulating the agenda of the NOOS annual meeting</i>	Co-chair	NOOS annual meeting 2017	open
To regularly send reminders to NOOS members for asking website content, news, events as well as for checking existing contents and dead links	Stephan Dick (as leader of the website project) and steering group	March 2017 September 2017	open
<i>To create a password protected area for posting confidential documents as it exists on the EuroGOOS website</i>	Stephan Dick	March 2017	open
<i>To upload on the NOOS website (section annual report 2015) the presentation and the report of the sensitivity experiment with respect to the perturbation of the initial salinity field in the Kattegat Skagerrak areas</i>	Johan Söderkvist	End November	open

To contact passive NOOS members to check their interest in NOOS and ask if they want to be on the NOOS mailing list.	Henning Wehde	2016 By annual meeting 2017	On going.
To contact Pierre-Yves Le Traon and IBI co-chairs to discuss NOOS involvement.	Henning Wehde	By annual meeting 2017	On going.
To make Met Office development of EMODNET bathymetry available to all partners. COMMENT: Not done because Rachel left Met Office. Task taken over by John Siddorn	Rachel John Siddorn	End November 2016	On-hold
To present EMECO at the next NOOS meeting. Comment: CEFAS was not able to attend the annual meeting 2016.	Kate Jon Rees (as CEF1AS representat ive and NOOS Steering Group Member)	Annual meeting 2016 2017	On-hold
To create a wave inventory of available data and put in on NOOS website.	Caroline Gautier (as leader of the wave project)	May 2017	On-going
To invite participating partners to the transport exchange project to extend transect output to include 1 hourly timeseries.	Stephan Dick (as leader of the transport project)	May 2017	open
To start discussions on data exchange by circulating the details on how Godae IV-TT exchange data for the class 4 metrics. COMMENT : Great expectations for FCOO, BSH and RBINS to go beyond the Godae classes. However, because	Jan Maksymczu k	May 2017	Open

several persons left Jan's team, this action has not really been kicked off. John Siddorn promised to allocate time to Jan for this NOOS working group.

To update wave project to include forecast exchanges and to collaborate with Validation WG to ensure any synergies are taken advantage of.

UPDATE : Caroline has sent an invitation to participant to the wave forecast exchange. Until now, positive answers have been received from Deltares, RWS, FCOO and RBINS.

COMMENT : this action is not specific enough because several results are expected.

Caroline
Gautier (as
leader of
the wave
project) close

To prepare the specification for the wave forecast exchange

Caroline
Gautier May 2017 open

To check how the data made available in the framework of the MME project can be re-used in the framework of the validation working group

Jan
Maksymczuk , Inga
Goldbeck
and the
participant
of the wave
exchange
working
group On-going

By end
November20
16

To check how the data made available in the framework of the wave forecast exchange can be re-used in the framework of the validation working group

Jan
Maksymczuk , Caroline
Gautier and
the
participant
of the wave
exchange
working
group open

By annual
meeting
2017

<p>Set up a subgroup to develop the advice on how to respond to the JRC request for surge exchange, (Paragr. 5 in business minutes 2015)</p> <p>Comment : No progress. If still relevant, this question should maybe be addressed at the EuroGOOS level. Erik Buch suggests that Henning Wehde arises the topic at the next EuroGOOS board of directors meeting.</p>	Henning Wehde	By may 2017	On-hold
<p>To organise the redaction of the NOOS strategic document by NOOS AM 2017</p>	Co-chairs, with support of Steering group and project and WG leaders	By Steering group meeting 2017	open
<p>To produce recommendation for the development of the NOOS data policy to be included ion the NOOS strategic document</p>	Steering group	By Steering group meeting 2017	open
<p>To explore technical and administrative possibilities for an easy access without registration or password protection to observation data via the NOOS portal.</p>	Susanne Tamm	By Steering group meeting 2017	open
<p>To organise the redaction of the NOOS strategic document by NOOS AM 2017</p>	Co-chairs, with support of Steering group and project and WG leaders	By Steering group meeting 2017	open
<p>To develop the concept of a NOOS observation working group in the NOOS strategic document</p>	steering group	By Steering group meeting 2017	open
<p>To send email for finding a leader and participant to this working group.</p>	steering group	By Steering group	open

		meeting 2017	
To develop a questionnaire about Matroos and invite NOOS members to participate to it	Marc Philippart	By Annual meeting 2017	open
To send an email asking for information on user requirement and feedback with respect to IN Situ CMEMS data	Susanne Tamm	ASAP, by December 2016	open
To organise a workshop on observations and data gaps at the NOOS annual meeting.	Co-chair and Steering group	By annual meeting 2017	open
To contact French Institutes in order to increase the list stations of the sea level water exchange	Jacob Nielsen	ASAP, by Steering group 2017	Open
To send an email to the participant of the NOOS water level data exchange in order to agree on a new list of stations at which forecast are exchanged. This list should cover the whole NWS including the English Channel and the Irish Sea	Marc Philippart	ASAP, by Steering group 2017	Open
To extend matroos and BMA to the new list of stations	Marc Philippart	By annual meeting 2017	Open
To gather the status and needs for prognostics eHype hydrological data	Bruce Hackett	ASAP, by NOOS Steering Group 2017	Open
To gather feedback on the way eHype data are used by the NOOS community and report them to e-Hype developers	Thomas Hammarkli nt	ASAP, by NOOS Steering Group 2017	Open
To kick off the work of the NOOS verification working group	John Siddorn	ASAP, by NOOS Steering Group 2017	Open

To check for a new URL for the NOOS website. E.g. http://noos.euogoos.eu/	Stephan Dick	ASAP, by NOOS Steering Group 2017	Open
The current product displayed here http://www.noos.cc/model-results/currents-fc/ is actually a member product from BSH and should be replaced by information produced by the MME project (maybe the median field and the range)	Stephan Dick (in liaison with Inga Golbeck)	ASAP, by NOOS Steering Group 2017	open
To develop a section in the NOOS strategic document for developing a CTD working group similar to what is done in BOOS http://www.boos.org/index.php?id=25	Thomas Hammarkli nt and the steering group	by NOOS Steering Group 2017	open
To ask NERSC and ACRI to confirm their NOOS membership or to send a withdrawal letter	Henning Wehde	By Annual meeting 2017	open
To ask Univ. Oldenburg to confirm their NOOS membership or to send a withdrawal letter	Stephan Dick	By Annual meeting 2017	open
To ask Jason Holt if a could be the NERC delegate to NOOS.	John Siddorn	By annual meeting 2017	open
To liaise with Cefas	John Siddorn	ASAP, by Steering group 2017	Open
To invite PML to present their candidature at the next NOOS AM	John Siddorn Or Henning Wehde	By annual meeting 2017	Open
To ask the Marine Institute what they think about OPW.	Co-Chair	By next steering group 2017	Open

To prepare a realistic agenda for annual meeting 2017	Co-Chair	January 2017	open
To confirm the NOOS could be organised on the 5 th and 6 th October 2017 back-to-back EuroGOOS conf. pending the organisation of the NOOS workshop as a parallel session of the EuroGOOS conference	Henning Wehde	ASAP, by the next steering group meeting	open
Post-meeting note by Henning Wehde :“No problem, the annual meeting can be organised in Bergen !”			
To prepare a structure of the NOOS strategic document and send them to the steering group and project leader for approbation	Co-Chair	Mid-January 2017	open
To agree on the way co-chairs, the steering group and the project leader will draft together the NOOS strategic document	Co-Chair	End-January 2017	open