

**Minutes of the
NOOS Business review 2017**



**20-21 November 2017,
Cefas (Defra premises), London, U.K.**

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Business Review Meeting 2017

Chair: Henning Whede (IMR, NOOS co-chair)

Rapporteur: Sébastien Legrand (RBINS, NOOS co-chair)

Present: John Siddorn (met office), Johannes Schulz-Stellenfleth (HGZ), Eva Garnacho (Cefas), Marc Philippart (RWS), Niels Holt (FCOO), Glenn Nolan (EuroGOOS), Caroline Gautier (Deltares), Maialen Irazoqui Apecechea (Deltares), Jacob Nielsen (DMI), Stephan Dick and Kai Herklotz (BSH), Oyvind Saetra (met.no), Wilhelm Petersen (HGZ), John Rees (Cefas), Henning Whede (IMR) and Sébastien Legrand (RBINS/OD Nature).

Excused: Karolyn Hondegem (MDK), Martin Verlaan (Deltares)

1. Agenda

The following agenda was accepted:

1. Welcome & introduction
2. Adoption of Agenda
3. Appointment of rapporteur
4. Minutes of previous Meetings; Status of actions
5. NOOS Chairman report
6. Discussion and decision on NOOS-services, projects and new projects/initiatives
7. Decision on progress NOOS-activities (partners, web-site, services, projects)
8. Collaboration with the other ROOSs and EuroGOOS
9. Review status of signatories to NOOS MoU, identify any candidate additional partners.
10. Elections or reappointments of Steering Group Members.
11. Format, place and date for the NOOS Annual Meeting 2018.
12. Date and venue for next Steering Group & Projects meeting
13. AOB

2. Rapporteur

Sébastien Legrand was appointed rapporteur.

3. Minutes of previous Meetings and status of actions

The minutes of the NOOS business meeting 2016 were approved and the progress of the actions listed at this meeting was reviewed. In red are the decisions taken at the annual meeting 2017.

Action	Description and expected results	Who?	When?	Status?
2016.1	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 would like to get replies from all members to her email of 13 November 2017 on this topic	Susanne Tamm	By end December 2017	On-going
2016.2	To compile a master list of the NOOS data and publish it on NOOS website	Kai Herklotz Susanne Tamm	By NOOS annual meeting 2018	On-going (related to previous action)
2016.3	To chase for the missing member reports for 2017 (and previous years if missing) until uploaded on the NOOS website To chase for the documents and presentations given during annual meeting 2017 (and previous years) until uploaded on the NOOS website	Co-Chairs	End 2017	On-going
2016.4	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	Done, closed
2016.5	To remind the need for the member reports when circulating the agenda of the NOOS annual meeting	Co-chair	NOOS annual meeting 2017	Done, closed
2016.6	To regularly send reminders to NOOS members for asking website content, news, events as well as for checking existing contents and dead links Not formally done, but several members do edit the website	Stephan Dick (as leader of the website project) and steering group	March 2017 September 2017 This should be a permanent action on a quarterly basis	On-going
2016.7	To create a password protected area for posting confidential documents as it exists on the EuroGOOS website	Stephan Dick	March 2017	Done, closed

	<i>The password can be asked to Stephan.</i>			
2016.8	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	Johan Söderkvist	End November 2016	Done, Close
	<i>Johan send the reference to his peer-review article "Internal Variability of a 3D Ocean Model" published in Tellus A: http://dx.doi.org/10.3402/tellusa.v68.30417</i>			
2016.9	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	By Easter 2018	On going.
	<i>Co-chairs must send formal letters to inactive partners</i>			
2016.10	To contact Pierre-Yves Le Traon and IBI co-chairs to discuss NOOS involvement.	Henning Wehde	By Easter 2018	On going.
2016.11	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	Done, Closed
2016.12	To present EMECO CefMAP at the next NOOS meeting. Comment: CEFAS was not able to attend the annual meeting 2016.	Kate Jon Rees (as CEF1AS representative and NOOS Steering Group Member)	Annual meeting 2016 2017	Done, Closed
2016.13	To create a wave inventory of available data and put in on NOOS website.	Caroline Gautier (as leader of the wave project)	May 2018	On-going
2016.14	To invite participating partners to the transport exchange project to extend transect output to include 1 hourly timeseries. <i>RWS is considering to participate to the WG</i>	Stephan Dick (as leader of the transport project)	May 2017	Closed
2016.15	To start discussions on data exchange by circulating the details on how Godae IV-TT exchange data	Jan	May 2017	On-going

	<p>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. Christine is invited to initiate the discussion. All participants are request to answer her email in due time (need 2 way-communication!)</p>	<p>Maksymczuk Christine Pequignet</p>		
2016.16	<p>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.</p>	<p>Caroline Gautier (as leader of the wave project)</p>		close
2016.17	<p>To prepare the specification for the wave forecast exchange The specification have been uploaded on the NOOS website</p>	<p>Caroline Gautier</p>	<p>May 2017</p>	Done, close
2016.18	<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>	Done, close
2016.19	<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 Not done, but the assembly feels this is maybe too early. Action close but will surely pop up again in a few years time.</p>	<p>Jan Maksymczuk , Caroline Gautier and the participant of the wave exchange</p>	<p>By annual meeting 2017</p>	Close

		working group		
2016.20	<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> <p>EuroGOOS contacted several times JRC but never received replied. The assembly expressed some concerns on the fact that JRC seems continuing progressing on this topic without the support of neither the National Marine Forecasting Centres nor CMEMS</p>	Henning Wehde	By may 2017	Close
2016.21	<p>To organise the redaction of the NOOS strategic document by NOOS AM 2017</p> <p>A survey has been created. It will be open until early January 2018. NOOS members are warmly invited to answer the survey, giving answers as concrete as possible.</p> <p>Sebastien Legrand will concatenate the survey results and submit the conclusions to the steering group.</p> <p>Each steering group members will be in charge of drafting one or several sections of the NOOS strategic document</p>	Co-chairs, with support of Steering group and project and WG leaders	By Steering group meeting 2018	On-going
2016.22	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	On-going
2016.23	<p>To explore technical and administrative possibilities for an easy access without registration or password protection to observation data via the NOOS portal.</p> <p>No news on this action. Sebastien Legrand will contact Susanne on this issue by end 2017</p>	Susanne Tamm	By Steering group meeting 2017	Open
2016.24	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 2017	Close. Action To be rewritten

2016.25	To develop the concept of a NOOS observation working group in the NOOS strategic document	steering group	By Steering group meeting 2017	Close. Action to be rewritten
2016.26	To send email for finding a leader and participant to this working group. Action not done. Kai Herklotz is convinced of the usefulness of this working group and takes the leadership of the action (not the leadership of the working group).	Kai Herklotz	By Steering group meeting 2018	open
2016.27	To develop a questionnaire about Matroos and invite NOOS members to participate to it Marc is waiting for more answer to his email of November 2 2017	Marc Philippart	By Easter 2018	On-going
2016.28	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	closed
2016.29	To organise a workshop on observations and data gaps at the NOOS annual meeting.	Co-chair and Steering group	By annual meeting 2018	open
2016.30	To contact French Institutes in order to increase the list stations of the sea level water exchange	Jacob Nielsen, Sebastien Legrand	ASAP, by Steering group 2018	Open
2016.31	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 is invited to take contact to Marine Institute to formally invite them to the Sea level forecast exchange.	Marc Philippart	ASAP, by Steering group 2018	On-going (cf. above)
2016.32	To extend matroos and BMA to the new list of stations	Marc Philippart	ASAP, By annual meeting 2018	Open
2016.33	To gather the status and needs for prognostics eHype hydrological data We need a new chair for the river exchange working group. Preferably somebody from SMHI but	Bruce Hackett	ASAP, by NOOS Steering Group 2017	Open

	as plan B, Jacob is ready to take over			
2016.34	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
	Not done because Thomas left SMHI. Action to be taken over by the river discharge working group			
	Marina Tonani and Jacob explains that			
	<ul style="list-style-type: none"> eHype data for the time period 1980-2010 are available for free SMHI operates a eHype forecast service since May 2016 but access to the forecast are not free and very expensive (several thousands of euros per year!) Using eHype forecast in AMM7 has not improved the forecast accuracy with respect to runs with climatological river discharges 			
2016.35	To kick off the work of the NOOS verification working group	John Siddorn	ASAP, by NOOS Steering Group 2017	Done, closed
2016.36	To check for a new URL for the NOOS website. E.g. http://noos.eurogoos.eu/	Stephan Dick	ASAP, by NOOS Steering Group 2017	Done, Closed
2016.37	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	Done, Closed
2016.38	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 group	by NOOS Steering Group 2017	Closed
	The strategic document will develop a strategy for collaboration with surrounding ROOSes			
2016.39	To ask NERSC and ACRI to confirm their NOOS membership or to send a withdrawal letter	Henning Wehde	By Annual meeting 2017	On-going
	NERSC appointed a new person to follow NOOS activities.			
	HW had a chat with a ACRI staff member. No formal reply from ACRI. The assembly charges HW to			

	send a formal letter to ACRI.			
2016.40	To ask Univ. Oldenburg to confirm their NOOS membership or to send a withdrawal letter Univ. Oldenburg has confirmed his interest in NOOS but once again they are not represented at the annual meeting	Stephan Dick	By Annual meeting 2017	closed
2016.41	To ask Jason Holt if a could be the NERC delegate to NOOS. John asked Jason just before summer break 2017. A priori Jason should agree on the principle but no formal agreement yet.	John Siddorn	By annual meeting 2017	On-going
2016.42	To liaise with Cefas	John Siddorn	ASAP, by Steering group 2017	Done and closed
2016.43	To invite PML to present their candidature at the next NOOS AM Not done. The assembly agrees that Stefano Ciavata could be a good contact person. John still in charge.	John Siddorn Or Henning Wehde	By annual meeting 2017	Open
2016.44	To ask the Marine Institute what they think about OPW. Not done.	Co-Chair	By next steering group 2017	Open
2016.45	To prepare a realistic agenda for annual meeting 2017	Co-Chair	January 2017	Done
2016.46	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 Post-meeting note by Henning Wehde :“No problem, the annual meeting can be organised in Bergen !”	Henning Wehde	ASAP, by the next steering group meeting	Closed
2016.47	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	On-going
2016.48	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	On-going

4. Chair report

As NOOS co-chair, Henning participated at various meeting including EuroGOOS Board of Directors, Norwegian OSPAR management plan MSFD meeting, Brexit, Annual meeting EuroGOOS (including EuroGOOS Board); Preparation the EuroGOOS conference 3rd-5th of October 2017 in Bergen and EuroGOOS working groups.

Sebastien started to actively work as NOOS co-chair in June 2017 and participated at two EuroGOOS Executive Directors and Chairs meeting.

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

5.1 Thematic workshop on data assimilation in BGC models

In the framework of the annual meeting 2017, a thematic workshop on data assimilation in bio-geochemical models has been organised. The activities at PML, Deltares, BSH and University of Liège were presented and discussed.

As a result of the discussion it became clear that we -the Operational Oceanography community- need to put some effort into the observing system if we are to provide biogeochemistry based services that have the skill required to have the impact we would like. For BGC reanalysis and forecasting systems, an observing network that meets the following requirements would be valuable:

1. Observations, both in real-time and reprocessed, should be provided with well-defined errors and error correlations. This is true for all observations, but is notable as a shortcoming in satellite based CHL datasets in near real-time.
2. The increasing consensus around the assimilation of optical properties means in situ optical sensors would be a powerful addition to the observing network.
3. Well-validated and readily available sediment maps for the shelf seas would help to ensure inputs to biogeochemistry models would be well-specified.
4. The high biogeochemical relevance of coastal and estuarine environment, locally and offshore, justifies the development and deployment of specifically adapted observing platforms (e.g. moored profilers).
5. It was discussed that, according to objectives (forecast or reanalysis), biogeochemical models may require a specific attention to source/sinks terms, for instance ensuring mass conservation. Biogeochemical parameterizations are rough and parameters inaccurate. These considerations suggest data assimilation protocols addressing parameter refinement rather than state correction or including tailored balance operator. Such approaches could be facilitated by adequate monitoring strategy (eg. fluxes measurements).

Decision

The assembly decides to not establish a new NOOS working group on data assimilation in BGC models. However, the findings of the workshop (observation requirements) should be largely disseminated to any fora that can influence the development of the observing networks.

2017.01	To send a formal letter asking EuroGOOS to disseminate the observations requirements identified for the workshop to appropriate parties, including EOOS and EMODNET.	John Siddorn and Co-Chairs	End 2017	done
	Glenn Nolan reply: “We will use all avenues available to raise these important issues.”			

5.2 EMECO/CefMat

Eva Garnacho (CEFAS) presented CefMat, an on-line tool developed by CEFAS in order to facilitate the MSFD assessments in UK. The presentation opened discussions at two levels:

- UK Met Office was interested to get CefMat feedbacks and more generally feedbacks from NOOS members involved in their national MSFD assessments on the fit-for-purpose of CMEMS products for the MSFD reporting.
- Others were interested to compare the different national approaches, methodologies and tools used in the MSFD assessments (starting with the abiotic part of the descriptors D5, D6, D7 and/or D11). This could lead to recommendations useful for OSPAR and the member states.

2017.02	To organise a web-conference in order to decide the best way to get feedbacks on the fitness-for-purpose of the CMEMS products for MSFD assessments and to start an inter-comparison of the different approaches, methodologies and tools used through the NOOS members in their respective MSFD assessments. The creation of a temporary working group could also be discussed.	E. Garnacho, J. Siddorn and S. Legrand	First half 2018	Open
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5.3 NOOS and CMEMS

Over the past 15 years, the NOOS community has actively contributed to the emergence and to the implementation of a marine core service that took the form of CMEMS. NOOS key contributions were at least three-fold:

- Peter Ryder (EuroGOOS/UK MetOffice) and Georges Pichot (MUMM) were key members of the “Marine Core Service Implementation Group” whose work led to the creation of the famous “GMES butterfly”. More important, after 6 years of negotiation, their “GMES Fast Track Marine Core Service Implementation Plan” has been finally approved by the European Commission in 2010. This document paved the way to CMEMS’ establishment.
- Almost all NOOS members that operate a national marine forecasting service were involved in the original NWS-MFC.
- With the help of all the NOOS members, BSH has been implementing the NOOS data portal, a key building block a.o. of the CMEMS IN-SITU TAC.

Although these important contributions, the NOOS assembly has to make the observation that the number of NOOS members involved in the NWS-MFC and in the different TAC has been continuously decreasing since MyOcean V1. If, on the one hand, NOOS can hardly continue to claim that CMEMS service operation and evolution on the NWS is still the result of a NOOS shared effort based on NOOS principles of co-operation and co-production, on the other hand CMEMS cannot deny the key role of the NOOS community in CMEMS' past, present and future activities (including for the provision of in-situ data sets or of model data sets for the multi-model ensemble exercises...).

In view of these observations and even if the expectations of all NOOS members were not clearly expressed for the meeting, the assembly agreed that the NOOS must re-inforce its links with CMEMS. Three actions were decided

2017.03	To collate the expectations of the different NOOS members on the ideal relationship that NOOS should keep with CMEMS. These expectations should be synthetized in the NOOS strategy document	Steering Group	First half 2018	Open
2017.04	To facilitate the engagement of the NOOS community in the CMEMS activities for User Uptake, Training and R&D. This should at least be done by advertising call for tenders and projects.	John Siddorn	Continuous task	Open
2017.05	To report to the CMEMS Science Advisory Committee that the numerous limitations associated to the current tender framework (administrative burden, strong IPR rules, limitation to 150.000€ on 18 month, obligation to maintain the activities well after the end of the contract, obligation to support the cost of translation of several documents from English to French by a sworn interpreter...) do prevent or strongly discourage ROOSes to submit tenders for the User Uptake, Training and R&D calls.	Glenn Nolan	January 2018	Open

5.4 NOOS Survey and NOOS Strategy document

Sébastien Legrand prepared the survey "Towards a NOOS strategy 2018-2022" with the objective to collate the expectations of the different NOOS members of the current and future NOOS activities. The assembly welcomed the initiative has been welcome and made some suggestions on the survey structure.

2017.06	To incorporate in the survey the suggestions made by the assembly, including a new section on the relation between NOOS and CMEMS	Sebastien Legrand	January 2018	Open
2017.07	To send the survey to all members	Sebastien Legrand	February 2018	Open
2017.08	To analyse survey results and draft main lines of the new NOOS strategy document	Steering group	May 2018	Open
2017.09	To write the new NOOS strategy document	Steering group	Before summer	Open

break
2018

6. Decision on NOOS-activities

6.0 Update of the terms of reference of all NOOS projects and working groups

2017.10	To write the ToRs of the working group according to the new euroGOOS template, including the list of participants, objectives, tasks and indicative Gantt chart	Each NOOS WG and project leader	Before summer break 2018	Open
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6.1 Validation working group

Christine Pequignet presented some work she did to demonstrate the kind of work that could be done in the framework of the NOOS validation working group. The assembly welcome this preliminary work which is mainly an extension of CMEMS validation. It has numerous similitude with the work done in the MME. Christine is asked to check the participant list to the validation working group and to draft the ToRs of the validation working group with all the participants. John Siddorn kindly reminded the WG participants that a timely two-way communication also implies answering Christine's emails.

(2017.10)	To write the ToRs of the working group, including the list of participants, objectives, tasks and indicative Gantt chart	Christine Pequignet and the WG members	Before summer break 2018	Open
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6.2 BMA Storm-surge forecast exchange and matroos

Marc Philippart presented the recent developments done in matroos and especially the extension of the number of stations. After discussions, the following actions were decided:

(2017.10)	To write the ToRs of the working group, including the list of participants, objectives, tasks and indicative Gantt chart	Marc Philippart and the WG members	Before summer break 2018	Open
2017.11	To circulate the exact coordinates of the new list of stations used in the BMA. This list should also include Fino1 and 3	Marc Philippart	Before summer break 2018	Open
2017.12	To study the feasibility of an alarm service in case of extreme high and low level forecast	Marc Philippart	Before annual meeting 2018	Open
2017.13	In order to attract interest of MI, to develop a demonstration case with a station at risk of flooding for which there is no tide gauge (e.g. Cork)	Marc Philippart	Before annual meeting 2018	Open
2017.14	To redistribute all the BMA forecasts via a ftp site	Marc	Before	Open

6.3 Sea level observation exchange

Jacob presented the status of the sea level observation exchange and the recurrent problems encountered for the UK tide gauges. The later problem is mainly due to the data exchange protocol used by UK which is not based on ftp boxes.

For the discussion, several ideas popped up such as the production of synoptic maps for sea level anomaly (idea largely accepted) and synoptic maps for other parameters and stations (idea to be refined).

(2017.10)	To write the ToRs of the working group, including the list of participants, objectives, tasks and indicative Gantt chart	Jacob Nielsen and the WG members	Before summer break 2018	Open
	To be discussed: the objective of the working group could shift from the exchange of sea level observation (activity also done in the framework of the NOOS data portal) to the production of synoptic maps to be displayed on the NOOS website.			
2017.15	UK met office should implement a ftp box to exchange sea level observations	John Siddorn	ASAP	Open
2017.16	To develop a synoptic map with sea surface anomaly (surge)	Jacob Nielsen	Annual meeting 2018	Open
2017.17	In case of missing observations, to study the feasibility of display BMA forecast on the synoptic maps (both for sea level and sea level anomaly maps)	Jacob Nielsen with the help of Marc ?	Annual meeting 2018	Open

6.4 Waves observation exchange

Caroline presented the status of the waves observation exchange.

(2017.10)	To write the ToRs of the working group, including the list of participants, objectives, tasks and indicative Gantt chart	Caroline Gautier and the WG members	Before summer break 2018	Open
2017.18	To clarify the conditions and feasibility to add CEFAS wavenet data in the WG.	Caroline Gautier and on Jon Rees	Annual meeting 2018	Open

6.5 Waves forecast exchange

Caroline Gautier presented the preliminary results of the waves forecast exchange. For the discussions, the idea of extending BMA / matroos to wave's parameters has been largely accepted. The extension of the MME project to waves will be considered in a second step (2019 or later).

(2017.10)	To write the ToRs of the working group, including the list of participants, objectives, tasks and indicative Gantt chart	Caroline Gautier and the WG members	Before summer break 2018	Open
2017.19	To extend the BMA/Matrosos to waves forecast.	Caroline Gautier, Marc Philippart and WG members	Annual meeting 2018	Open

6.6 NOOS working group on drift

While in 2015-2016, the NOOS working group on drift drafted an update of the chapter 20 of the Bonn Agreement counter-pollution manual, no specific activity has been carried out in 2016-2017, despite two cases reported by RWS.

(2017.10)	To write the ToRs of the working group, including the list of participants, objectives, tasks and indicative Gantt chart	S. Legrand and the WG members	Annual meeting 2018	Open
2017.20	To update the webpage of the NOOS working group on drift (last update seems to have been done in 2013)	S. Legrand and the WG members	ASAP	Open
2017.21	To submit a proposal at the next CMEMS User Uptake	S. Legrand and the WG members	January 2018	done

6.7 River discharge exchange

After more than 10 years of service, Bruce Hackett has stepped down as leading scientist of the NOOS river discharge exchange project. The assembly thanked Bruce for his dedicated work. The steering group is tasked to find a volunteer to take over from Bruce.

2017.22	To find a new leading scientist for the River discharge exchange project. This new leader will be in charge of re-energising the project and liaise with EMODNet-physics, e-Hype developers,...	NOOS steering group	Annual meeting 2018	Open
	Potential candidate could come from SMHI. Jacob Nielsen has also expressed some interest in the position.			
(2017.10)	To write the ToRs of the working group, including the list of participants, objectives, tasks and indicative Gantt chart	The new leader	Annual meeting 2018	Open

6.8 NOOS website

Stephan Dick presented the latest development made on the NOOS website and the new URL (<http://noos.eurogoos.eu/>).

As ever, Stephan wishes to get feedbacks on the website and its content. In particular, on the sections “observations”, “forecasts” and “community products” (all are NOOS project products).

The assembly agreed to add on the NOOS webpage a link to <http://www.marineinsitu.eu>.

2017.23	To add a link to marineinsitu on NOOS webpage	Stephan	Annual meeting 2018	Open
(2017.10)	To write the ToRs of the working group, including the list of participants, objectives, tasks and indicative Gantt chart	Stephan	Annual meeting 2018	Open

7. NOOS and EuroGOOS

Over the last years, EuroGOOS established numerous task teams. The assembly has the feeling that these task teams are acting quite independently from the other EuroGOOS bodies, in general and the ROOSes in particular.

After discussion, the assembly decided it could be useful to identify in each task teams one or several persons that could act as a “NOOS ambassador”, i.e. somebody reporting to the NOOS community the progresses achieved in the different task teams.

2017.24	To send to the steering group the list of participants to each task teams	Glenn Nolan	ASAP	Open
2017.25	To identify and contact one NOOS ambassadors in each task team.	Steering group	SG meeting	Open

8. Memberships

NOOS membership is made of 19 members and 4 associated partners. However, only 11 out of them were present at the annual meeting. (wrt 13 in 2016, 13 in 2015, 16 in 2014, 16 in 2013, 12 in 2012, 14 in 2011, 13 in 2010, 18 in 2009). NOOS membership is made of 19 members and 4 associated partners. However, only 11 out of them were present at the annual meeting. (wrt 13 in 2016, 13 in 2015, 16 in 2014, 16 in 2013, 12 in 2012, 14 in 2011, 13 in 2010, 18 in 2009).

Table 1 List of NOOS members by country. In red are NOOS members that were present at the annual meeting 2017.

France	ACRI ST, IFREMER, Meteo, Shom
Germany	BSH, HZG, Uni Oldenburg
UK	CEFAS, Metoffice, Nerc
The Netherlands	Deltares, KNMI, RWS
Denmark	FCOO, DMI
Belgium	MDK, OD Nature
Norway	MetNorway, IMR, NERSC, NIVA
Ireland	MI
Sweden	SMHI

New potential members: Marc Philippart suggests inviting the Scottish Environmental Protection Agency (SEPA) to become a NOOS member. After approbation by the assembly, Marc is tasked to contact them.

2017.26	To invite SEPA to become a NOOS member.	Marc Philippart	Annual meeting 2019	Open
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9. Elections

John Siddorn's term as member of the NOOS steering group ended in 2017. He can be re-appointed for another term.

Nomination : The co-chairs only received John Siddorn's nomination.

Election: John Siddorn is elected at the unanimity of the present members.

The new steering group consists of:

- Henning Wehde chair (since 2011);
- Sebastien Legrand co-chair (since 2016);
- Jacob Nielsen (2016);
- Marc Philippart (2016);
- Jon Rees (2014);
- John Siddorn (2017).

Jon Rees' term will end in 2018. He can be reappointed for another term.

10. Meeting formats

The assembly unanimously expresses the wish to come back to the 2 days format spread on 3 days.

11. Next annual meeting

No decision has been taken.

The co-chair must contact IBI-ROOS chairs to discuss the feasibility to co-locate the IBI-ROOS and the NOOS meetings in order to organise a ½ day session on the synergies between both ROOSes. A possible issue is that both annual meeting are not organised at the same moment of the year.

If this solution is not feasible, the assembly tasks the chairs to study the feasibility to organise the next annual meeting in Ireland.

In both case, it is asked that the date and location of the next annual meeting is decided and communicated as soon as possible.

2017.27	To contact IBI-ROOS co-chairs to discuss the possibility to co-locate the NOOS and IBI-ROOS annual meeting. The idea is to organise a half-day workshop on the possible synergies between the 2 ROOSes.	Co-chair	First half 2018	Open
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12. AOB

OceanObs '19

Annex 1 : List of open actions (status on 29/06/2018)

Action	Description and expected results	Who?	When?	Status?
2016.1	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 would like to get replies from all members to her email of 13 November 2017 on this topic	Susanne Tamm	By end December 2017	On-going
2016.2	To compile a master list of the NOOS data and publish it on NOOS website	Kai Herklotz Susanne Tamm	By NOOS annual meeting 2018	On-going (related to previous action)
2016.3	To chase for the missing member reports for 2017 (and previous years if missing) until uploaded on the NOOS website To chase for the documents and presentations given during annual meeting 2017 (and previous years) until uploaded on the NOOS website	Co-Chairs	End 2017	On-going
2016.6	To regularly send reminders to NOOS members for asking website content, news, events as well as for checking existing contents and dead links Not formally done, but several members do edit the website	Stephan Dick (as leader of the website project) and steering group	March 2017 September 2017 This should be a permanent action on a quarterly basis	On-going
2016.9	To contact passive NOOS members to check their interest in NOOS and ask if they want to be on the NOOS mailing list. Co-chairs must send formal letters to inactive partners	Henning Wehde	By Easter 2018	On going.
2016.10	To contact Pierre-Yves Le Traon and IBI co-chairs to discuss NOOS involvement.	Henning Wehde	By Easter 2018	On going.

2016.13	To create a wave inventory of available data and put in on NOOS website.	Caroline Gautier (as leader of the wave project)	May 2018	On-going
2016.15	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. Christine is invited to initiate the discussion. All participants are request to answer her email in due time (need 2 way-communication!)	Jan Maksymczuk Christine-Pequignet	May 2017	On-going
2016.21	To organise the redaction of the NOOS strategic document by NOOS AM 2017 A survey has been created. It will be open until early January 2018. NOOS members are warmly invited to answer the survey, giving answers as concrete as possible. Sebastien Legrand will concatenate the survey results and submit the conclusions to the steering group. Each steering group members will be in charge of drafting one or several sections of the NOOS strategic document	Co-chairs, with support of Steering group and project and WG leaders	By Steering group meeting 2018	On-going
2016.22	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	On-going
2016.23	To explore technical and administrative possibilities for an easy access without registration or password protection to observation data via the NOOS portal. No news on this action. Sebastien Legrand will contact Susanne on this issue by end 2017	Susanne Tamm	By Steering group meeting 2017	Open

2016.26	To send email for finding a leader and participant to this working group. <i>Action not done. Kai Herklotz is convinced of the usefulness of this working group and takes the leadership of the action (not the leadership of the working group).</i>	Kai Herklotz	By Steering group meeting 2018	open
2016.27	To develop a questionnaire about Matroos and invite NOOS members to participate to it <i>Marc is waiting for more answer to his email of November 2 2017</i>	Marc Philippart	By Easter 2018	On-going
2016.29	To organise a workshop on observations and data gaps at the NOOS annual meeting.	Co-chair and Steering group	By annual meeting 2018	open
2016.30	To contact French Institutes in order to increase the list stations of the sea level water exchange	Jacob Nielsen, Sebastien Legrand	ASAP, by Steering group 2018	Open
2016.31	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 <i>Marc is invited to take contact to Marine Institute to formally invite them to the Sea level forecast exchange.</i>	Marc Philippart	ASAP, by Steering group 2018	On-going (cf. above)
2016.32	To extend matroos and BMA to the new list of stations	Marc Philippart	ASAP, By annual meeting 2018	Open
2016.33	To gather the status and needs for prognostics eHype hydrological data <i>We need a new chair for the river exchange working group. Preferably somebody from SMHI but as plan B, Jacob is ready to take over</i>	Bruce Hackett	ASAP, by NOOS Steering Group 2017	Open
2016.34	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

Not done because Thomas left SMHI. Action to be taken over by the river discharge working group

Marina Tonani and Jacob explains that

- eHype data for the time period 1980-2010 are available for free
- SMHI operates a eHype forecast service since May 2016 but access to the forecast are not free and very expensive (several thousands of euros per year!)
- Using eHype forecast in AMM7 has not improved the forecast accuracy with respect to runs with climatological river discharges

2016.39	To ask NERSC and ACRI to confirm their NOOS membership or to send a withdrawal letter	Henning Wehde	By Annual meeting 2017	On-going
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NERSC appointed a new person to follow NOOS activities.

HW had a chat with a ACRI staff member. No formal reply from ACRI. The assembly charges HW to send a formal letter to ACRI.

2016.41	To ask Jason Holt if a could be the NERC delegate to NOOS.	John Siddorn	By annual meeting 2017	On-going
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John asked Jason just before summer break 2017. A priori Jason should agree on the principle but no formal agreement yet.

2016.43	To invite PML to present their candidature at the next NOOS AM	John Siddorn Or Henning Wehde	By annual meeting 2017	Open
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Not done. The assembly agrees that Stefano Ciavata could be a good contact person. John still in charge.

2016.44	To ask the Marine Institute what they think about OPW. Not done.	Co-Chair	By next steering group 2017	Open
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2016.47	To prepare a structure of the NOOS strategic document and send	Co-Chair	Mid-January 2017	On-going
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	them to the steering group and project leader for approbation			
2016.48	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	On-going
2017.01	To send a formal letter asking EuroGOOS to disseminate the observations requirements identified for the workshop to appropriate parties, including EOOS and EMODNET.	John Siddorn and Co-Chairs	End 2017	done
	Glenn Nolan reply: "We will use all avenues available to raise these important issues."			
2017.02	To organise a web-conference in order to decide the best way to get feedbacks on the fitness-for-purpose of the CMEMS products for MSFD assessments and to start an inter-comparison of the different approaches, methodologies and tools used through the NOOS members in their respective MSFD assessments. The creation of a temporary working group could also be discussed.	E. Garnacho, J. Siddorn and S. Legrand	First half 2018	Open
2017.03	To collate the expectations of the different NOOS members on the ideal relationship that NOOS should keep with CMEMS. These expectations should be synthesized in the NOOS strategy document	Steering Group	First half 2018	Open
2017.04	To facilitate the engagement of the NOOS community in the CMEMS activities for User Uptake, Training and R&D. This should at least be done by advertising call for tenders and projects.	John Siddorn	Continuous task	On-going
2017.05	To report to the CMEMS Science Advisory Committee that the numerous limitations associated to the current tender framework (administrative burden, strong IPR rules, limitation to 150.000€ on 18 month, obligation to maintain the activities well after the end of the contract, obligation to support the cost of translation of several documents from English to French by a sworn interpreter...) do prevent or strongly discourage ROOSes to submit tenders for the User Uptake, Training and R&D calls.	Glenn Nolan	January 2018	Done
2017.06	To incorporate in the survey the suggestions made by the assembly, including a new section on the relation between NOOS and CMEMS	Sebastien Legrand	January 2018	Open
2017.07	To send the survey to all members	Sebastien Legrand	February 2018	Open

2017.08	To analyse survey results and draft main lines of the new NOOS strategy document	Steering group	May 2018	Open
2017.09	To write the new NOOS strategy document	Steering group	Before summer break 2018	Open
2017.10	To write the ToRs of the working group according to the new euroGOOS template, including the list of participants, objectives, tasks and indicative Gantt chart	Each NOOS WG and project leader	Before summer break 2018	On-going
2017.11	To circulate the exact coordinates of the new list of stations used in the BMA. This list should also include Fino1 and 3	Marc Philippart	Before summer break 2018	Open
2017.12	To study the feasibility of an alarm service in case of extreme high and low level forecast	Marc Philippart	Before annual meeting 2018	Open
2017.13	In order to attract interest of MI, to develop a demonstration case with a station at risk of flooding for which there is no tide gauge (e.g. Cork)	Marc Philippart	Before annual meeting 2018	Open
2017.14	To redistribute all the BMA forecasts via a ftp site	Marc Philippart	Before annual meeting 2018	Open
2017.15	UK met office should implement a ftp box to exchange sea level observations	John Siddorn	ASAP	Open
2017.16	To develop a synoptic map with sea surface anomaly (surge)	Jacob Nielsen	Annual meeting 2018	Open
2017.17	In case of missing observations, to study the feasibility of display BMA forecast on the synoptic maps (both for sea level and sea level anomaly maps)	Jacob Nielsen with the help of Marc ?	Annual meeting 2018	Open
2017.18	To clarify the conditions and feasibility to add CEFAS wavenet data in the WG.	Caroline Gautier and on Jon Rees	Annual meeting 2018	Open
2017.19	To extend the BMA/Matroos to waves forecast.	Caroline Gautier, Marc Philippart and WG members	Annual meeting 2018	Open
2017.20	To update the webpage of the NOOS working group on drift (last update seems to have been done in 2013)	S. Legrand and the WG members	ASAP	Open
2017.21	To submit a proposal at the next CMEMS User Uptake NOOS-Drift tender has been accepted.	S. Legrand and the WG members	January 2018	Done

2017.22	To find a new leading scientist for the River discharge exchange project. This new leader will be in charge of re-energising the project and liaise with EMODNet-physics, e-Hype developers,...	NOOS steering group	Annual meeting 2018	Open
	Potential candidate could come from SMHI. Jacob Nielsen has also expressed some interest in the position.			
2017.23	To add a link to marineinsitu on NOOS webpage	Stephan	Annual meeting 2018	Open
2017.24	To send to the steering group the list of participants to each task teams	Glenn Nolan	ASAP	Open
2017.25	To identify and contact one NOOS ambassadors in each task team.	Steering group	SG meeting	Open
2017.26	To invite SEPA to become a NOOS member.	Marc Philippart	Annual meeting 2019	Open
2017.27	To contact IBI-ROOS co-chairs to discuss the possibility to co-locate the NOOS and IBI-ROOS annual meeting. The idea is to organise a half-day workshop on the possible synergies between the 2 ROOSes. The meeting will be organised back to back IBI-ROOS annual meeting in spring 2019, somewhere in UK. All NOOS members are welcome to attend the meeting. More information after the summer 2018	Co-chair	First half 2018	On-going.