



OBPS MONTHLY VIRTUAL MEETING

WEDNESDAY 12 FEBRUARY 2020

Present: AdamL / MB / KI / ArnoL / AnaLL / RP / PS / JH / NR / CD /

Apologies: JK/ JP/ EH / FP / FMK / PLB / PP

CHAIR : Pauline Simpson in the absence of JK and JP

2020_12 FEBRUARY	Topics discussed
WP1_ PROJECT MANAGEMENT Pauline, Emma, Peter, Johannes and Jay	<ul style="list-style-type: none">● SG-OBPS Virtual Meeting time decision. Discussion about whether to change the day still did not achieve agreement. ACTION: PS to send out another survey re change of day and possible half hour earlier. Reminded summertime clock changes will happen in March at different times. DONE● SG to review and make recommendations on the action log PS suggested there were too many columns; decision to defer discussion until FP present.● Work Plan on agenda - GDocs Implementation Plan to be updated each month. As agreed last meeting, the work plan had been included with the virtual agenda (see below). PS called on the team to continually update the work plan in the project implementation plan on https://drive.google.com/open?id=1A_Lulbroarsx0nXMK1Mf5ZcXVv7W5Hvm● IODE Management Group outcome - annual reporting . IODE requires all IODE Projects to submit an annual report form; the project is then scored by the Exec Comm against criteria. OBPS achieved 95% - congratulations to all the team! We will receive feedback.

<p>WP2_ OPERATIONS Pauline and Arno</p>	<ul style="list-style-type: none"> ● IODE IT support allocation for OBPS = 50 days/year which is more than any other IODE project and equals the prestigious Ocean Info Hub Project. ● Update on IT task list particularly ‘redirect’ Arno informed that the ‘redirect’ is part of a much larger exercise of taking ownership of the code from E84. He has made necessary corrections and tweaks but it is still not working. Paul Pilone (E84) has been asked to assist but has not come back to Arno and until that happens the work cannot be completed. ● OBPS metrics status update CM has moved ahead with this and although it looks similar to the previous version, it now can extract historical data but he still needs more information particularly about reaching the endpoints. The display shows all metrics rising! CM hopes to report further progress at the next meeting. It was agreed the metrics screen would be a good inclusion in the OBPS ppt content slidedeck ACTION: CM/RP to discuss. DONE
<p>WP3_ ADVANCED TECHNOLOGY Pier Luigi and Adam</p>	<ul style="list-style-type: none"> ● Update of OBPS metadata input interface for alignment with GOOS endorsement metadata. Following the work of JH/JVS/EH on a GOOS Endorsement Process, the metadata implementation document has been circulated for their comment and will be passed to Arno for implementation.. ● CAPARDUS funds for E84 - priorities. The IT enhancements required by the CAPARDUS project will need to be prioritised in the schedule ● Schema.org . To assist interoperability within the IOC ODIS (basis for UN Decade data system), OceanInfoHub Projects). Adam has joined the IODE group preparing the Draft Concept for an Ocean Data and Information System (ODIS). He has considerable experience of schema.org and agreed to advise and assist when the schema.org representation exercise would be suitable for OBPS to complete. OBPS is keen to be one of the first within IODE. ACTION: Adam will report back to the SG.

<p>WP4_ PUBLICATIONS, REVIEW AND ENDORSEMENT PROCESSES Johannes and Juliet</p>	<ul style="list-style-type: none"> ● IAPSO Best Practices Study Group Proposal successful Juliet had resent the email to Trevor as a reminder to send out the letter to SCOR WGs. ● Book Chapter JH reported that Jay had been approached to contribute a chapter (20-25 pages) on Best Practices in a book ‘Unfolding visions of ...’ to be published by The Oceanography Society. Deadline is May 2020. ACTION: Any of the team who wish to volunteer to contribute to the chapter to email JP. DONE ● Planning for increased paper submission - Juliet made a general call for all to reach out to more people for submissions to the journal <i>Frontiers .., Research topic</i>
<p>WP5_ COMMUNICATION AND OUTREACH Francoise and Rachel</p>	<ul style="list-style-type: none"> ● Logo and ppt template Rachel confirmed that the logo had been updated and also showed the final draft version of the OBPS presentation template. She advised that if this was not acceptable then a graphic designer should be appointed. All agreed the ppt template was clean and modern and some had already used it. Possibly after a year or so it can be reviewed again. SG approved template design. ACTION: RP to make the template available on GDrive DONE ● Plans for RCN meeting in San Diego The Sunday workshop agenda had been agreed and Jay and Frank and Mark were working on a one slide OceanObs19 Priority Initiatives - Interoperability presentation. OBPS will be well represented at AGU OSM.
<p>WP6_ USER COMMUNITIES Mark and Frank</p>	<ul style="list-style-type: none"> ● Interaction w/ PTB/Germany, TRDI, IFCB, & HF Radar ROWG communities Mark reported that contact had been made with all these communities. KI reported on a Webinar talk she had presented to metrologists; they were looking for uncertainty guidelines and help in the development of best practices.
<p>WP7_ TRAINING AND CAPACITY DEVELOPMENT Ana and Claudia</p>	<ul style="list-style-type: none"> ● Request contributions for the mapping/gap analysis survey Ana and Claudia reported on a survey they would be distributing requesting information from the community, on regular (can be annual or bi-annual) capacity development activities on BP - who is doing what and where. Survey to be distributed to OBP Workshop participants. The draft survey will be circulated to SG for comments before distribution. ACTION: ALL/CD/PS

		<ul style="list-style-type: none"> ● Capacity Development Prospectus The <i>'Developing Ocean Observing Capacity During the UN Decade for Ocean Sciences for Sustainable Development: A Community Prospectus'</i> drafted January, 2020 by Alexis Valauri-Orton, Brian Arbic, Andrew J. (Drew) Lucas had been circulated. It was created through a series of breakout groups and town hall events at the Ocean Obs'19 conference and the Ocean Sciences 2020 conference. Feedback has been requested on a Google form and Ana suggested that the team provide feedback to her and she would aggregate all feedback and circulate to the SG and then submit all as a group perspective. It was noted that JH has already completed the form as an individual. The prospectus was due to be presented at AGU OSM and JP and MB might attend the presentation. ACTION: SG to provide feedback to ALL
	AOB -	<ul style="list-style-type: none"> ● Next meeting 11 March - many of the team cannot attend (PS/CD/AL/PLB/RP) ACTION: PS to query the need for another date in March and canvas

Meeting Closed at 15.55 Eastern

SG-OBPS Virtual Meeting time – vote @13 Jan 2020				
Same cannot change	Same	Agreed to 1 hour earlier	Agreed to ½ hour earlier	= vote discounted because change has less/no impact on them
AL	AL			
		Alead (and not Wed)		
			ALLop	
CD	CD			

	EH not voted			
			FMK	
	FP			
			JH	
			JK	
	JP			
	KI			
	MB			
			NR	
	PLB not voted			
	PP not voted			
			PS	
			RP	
	SB			

MONTHLY MEETING ACTION LOG (FP SUGGESTED FORMAT)

Meeting	Action Item	Description	Due date	Responsible WP	Actionees	Resolution mechanism	Impact	Status	Closure date
20200108	Include (updated) work plan within the virtual meeting agenda or as a supporting document		12022020	WP1	PS			DONE	Feb 2020

20200108	FP to provide an example form for listing/tracking actions agreed at virtual meetings separately from the Work Plan;		12022020	WP1/ WP5	FP			SEE THIS LOG	
	SG-OBPS-1 Summary Report Submit by 15 Jan (PS)			WP1	PS			DONE	Jan 2020
20200108	Workshop III Proc. Draft to be completed by 15 Feb because JP has to submit report to IEEE OES sponsors on 19 Feb (PS/FP)							Ongoing	
20200108	-One page document describing the structure and working of the network (JK will draft and circulate) -on website put description of network and way to apply (JK/PS/RP) -Create a list of OBPS needs (FP/EH?) -WP leads will send a holding email to those individuals who have responded with interest (CD; JK)			WP1	JK FP RP EH CD				
20200108	-JP and FMK to submit a workshop proposal to NSF in the timeframe. -Workshop agenda to be created before proposal submitted - JP, JK and SG volunteers to discuss -Request for Volunteers will be sent out by the end of this week (JP).							Ongoing Ongoing DONE	Jan 2020

20200108	PS to ask for SG comments on change of meeting times				PS			DONE	Jan 2020
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WORK PLAN 2020 - track on https://drive.google.com/open?id=1A_Lulbroarsx0nXMK1Mf5ZcXVv7W5Hvm

	TASKS: WP1 - Project Management	Due Date	Progress	Deliverable (D1.X) Milestone (M1.X)	Members
1.	Project Implementation Plan agreed by SG	Jan 2020	COMPLETED	M1.1	Pauline Simpson
2.	SG-OBPS-1 Meeting Summary Report agreed and submitted	Jan 2020	COMPLETED	D.1.1	Johannes Karstensen
3.	Progress Report to IODE Management Group	Dec 2019	COMPLETED	D1.2	Jay Pearlman
4.	Progress Report to GOOS Steering Committee	Apr 2020		D1.3	Emma Heslop
5.	Maintain OBPS webpage on IODE and GOOS websites (with WP5)	Jan 2020	IODE done		Peter Pissierssens

6.	Provide Resource mobilization and sustainability (core funding, external resources, partnerships)	Dec 2020			
7.	Create a matrix of External Projects descriptions	Aug 2020		D1.4	
8.	Deliver OBP Workshop 2020 NSF FUNDED	Dec 2020		D1.5	
9	Create a High level roadmap including alignment with international initiatives	Dec 2020			
	SG-OBPS-1 ACTIONS				
a.	Schedule/organize the 2020 SG-OBPS-II taking into account dates of the Decade Workshops and OBP Workshop) (Action: Pauline Simpson) BUDGET	Jun 2020	COMPLETED Week 30 Nov 2020		
b.	It was suggested to issue a formal invitation letter to all members of the SG and and a Certificate of Participation at the end of the intersessional. (Action: Pauline Simpson to discuss with Secretariat/s)	Jun 2020			

c,	Take forward BP in the Decade (Action:Emma Heslop; Peter Pissierssens)	ongoing			
d,	Consider scheduling back-to-back workshops in 2020, one for data and the other for best practices. To be discussed further with Peter Pissierssens and Taco de Bruin. (Action: Jay Pearlman, Peter Pissierssens, Sergey Belov, Taco de Bruin)	Dec 2019	COMPLETED Decision not to hold a 'Decade Data Workkshop' until 2021		
	TASKS: WP2 – Operations	Due Date	Progress	Deliverable (D2.X) Milestone (M2.X)	Members
1.	Increase BP content to 1500	Dec 2020		D2.1	
2.	Update user guides, FAQ etc.	Aug 2020			
3.	Maintain help desk service	ongoing	ONGONG		
4.	Improved user access to content via metadata in repository	Dec 2020			Pauline Simpson
5.	Develop version control capability	Dec 2020		D2.2	Arno Lambert
6.	Maintain UI web site, search engine and repository	ongoing			Mark Bushnell

7.	Create new templates for elements of value chain and assessment methods for review by User Communities	Dec 2020			Nick Roden
8.	Community Review on User experience with interface (with WP5)	Dec 2020			
9.	Obtain repository certification	Dec 2020		D2.3	
10.	Establish and report on operational metrics	Dec 2020		D2.4	
	SG-OBPS-1 ACTIONS				
a.	Use the existing www.obpsystem.org as the landing page and change the URL to oceanbestpractice.org. The landing page will have links to search for BP (search.oceanbestpractices.org) and to submit a BP (repository.oceanbestpractices.org) and the forum (forum.oceanbestpractices.org). All previous URL will point to oceanbestpractices.org (website) (Action:: Arno Lambert, Pauline Simpson)	Jan 2020			

b.	Add to the OBPS UI landing page a description of “What is an ontology?” and to ensure ontologies are correct and provide an ontology request feedback link from the UI. (Action: Arno Lambert, Pier Luigi Buttigieg, Pauline Simpson).	Mar – Aug 2020			
	TASKS: WP3 – Advanced Technology	Due Date	Progress	Deliverable (D3.X) Milestone (M3.X)	Members
1.	Identification, Review, Uptake and upload of new ontologies	ongoing		D3.1	Pier L Buttigieg
2.	Linked data/methods - and further develop a transparent linkage between data articles and best practices documents	Dec 2020			Adam Leadbetter Arno Lambert Cristian Munoz
3	schema.org compatibility	Dec 2020			Jay Pearlman
4.	Interoperability with other documents repositories	Dec 2020			Pauline Simpson
5.	Increased harvesting? and use of metrics	Dec 2020			

6.	Delivery for individual external projects	Dec 2020			
	SG-OBPS-1 ACTIONS				
a.	Produce a five-page document on 'Best Practice on How to create a Best Practices' document. (Action: Pier Luigi Buttigieg, Anya Waite, Cora Horstmann, Rachel Przeslawski, Pauline Simpson)	Feb 2020		D3.2	
	TASKS: WP4 – Publications, Review and Endorsement Processes	Due Date	Progress	Deliverable (D4.X) Milestone (M4.X)	Members
1.	Editorial support to <i>Frontiers</i> Research Topic “Best Practices in Ocean Observing”	ongoing		D4.1	Johannes Karstensen Juliet Hermes
2.	Endorsement process defined and implementation proposed (e.g. GOOS endorsement)	Jun 2020		D4.2	Pier L Buttigieg Emma Heslop
3.	Facilitate community review and synthesis processes for Best Practices documents (with WP3)	Dec 2020		D4.3	Jay Pearlman

4	Liase with journals to request them to require authors to link their papers to documented methods.	Mar 2020			
	SG-OBPS-1 ACTIONS				
a.	Additional associate editor for ocean modelling to be invited (Elizabeth Remy) (ActionL WP4. Johannes Karstensen	Mar 2020		D4.4	
	TASKS: WP5 – Communication and outreach	Due Date	Progress	Deliverable (D5.X) Milestone (M5.X)	Members
1.	Document a Communication Strategy	Mar 2020		D5.1	Francoise Pearlman,
2.	Maintain the OBPS monthly newsletter	ongoing			Rachel Przeslawski,
3.	Develop standard communications material and templates	Apr 2020		M5.1	Steering Group
4.	Maintain currency of website content	ongoing			
5.	Maintain archive of communication and outputs (supported by WP1) in online shared storage	ongoing		D.5.2	

6.	Scope a method to track and promote success stories	Dec 2020			
7.	Track events and presentations	ongoing		D5.3	
8.	Organize an Evaluation/Survey of OBPS UI (with WP2).	Dec 2020			
	SG-OBPS-1 ACTIONS				
a.	Review the OBP logo , the user centric BP flow diagram, presentation template, and produce generic promotional poster and flyer . Recommendations to the SG (Action: WP5, Rachel Przeslawski ++).	Jan – Mar 2020	LOGO PPT TEMPLATE COMPLETED	D5.4	
b.	Notify the WP of all output: presentations, conference papers/abstracts, journal articles, videos etc.; (Action: Steering Group Francoise Pearlman, Rachel Przeslawski,)	ongoing			
c.	A spreadsheet of all outputs to be maintained in the shared storage (Action: WP5: Francoise Pearlman, Rachel Przeslawski, Pauline Simpson)	Mar 2020		D5.5	

d.	Consider obtaining advice on C & O from the IOC Communications Group (Action: Rachel Przeslawski, Pauline Simpson)	Mar 2020			
e.	Each WP to produce one slide as contribution to template presentation. (Action: Françoise Pearlman)	Mar 2020			
f	Add an ocean observing section in the Wikipedia general best practices page https://en.wikipedia.org/wiki/Best_practice and to continue pursuing submission of a Wikipedia page on OBPS (second submission pending) (Action: Arno Lambert, Rachel Przeslawski, Pauline Simpson).	Jan-Mar 2020		D5.6	
h.	The style, (e.g. colour palette) of the website landing page, forum, and search portal should be made consistent with the current UI so that users are presented with a seamless experience. Action: Recommendations to be made to the SG. (WP5)	Apr 2020			

i.	OBPS Survey 2019 results to be reported in a peer reviewed paper (Jay Pearlman)	Apr 2020		D5.7	
	TASKS: WP6 – User Communities	Due Date	Progress	Deliverable (D6.X) Milestone (M6.X)	Members
1.	Motivate domain communities to endorse and publish Best Practices documents	ongoing			
2.	Build the Community Forum by adding new communities	ongoing			Mark Bushnell
3.	Provide presentations to various discipline focused communities	ongoing			Frank Muller-Karger
4.	Support the creation and adoption of best practices in various communities	ongoing			Juliet Hermes
5.	Identify subject matter experts to liaise with communities	ongoing			Kirsten Isensee
6.	Metrics: Communication with at least one community per month, record and report such efforts in a summary report	Dec 2020		D6.1	Rachel Przeslawski

7.	Summary report of user community engagement efforts	Dec 2020		D6.2	
	SG-OBPS-1 ACTIONS				
a.	Progress the Workshop II recommendation 3) <i>gathering feedback on socialization strategies for target areas (e.g. SDGs)</i> by a pilot study using Ocean Acidification (Action: Katherina Schoo, Kirsten Isensee +?)	Dec 2020			Potential TBD by Isensee & others in near future
	TASKS: WP7 – Training and Capacity development	Due Date	Progress	Deliverable (D7.X) Milestone (M7.X)	Members
1.	Map existing OBP related different capacity development types to OBPS, with recommendation of what mode capacity development is more suitable for a given best practice. Action: Ana Lara Lopez)	Aug 2020			Ana Lara Lopez Claudia Delgado Juliet Hermes
2.	Identify training needs / training gap analysis / training priorities (initially identify low hanging fruit and build from that)	depends on the above			Cristian Munoz Greg Reed

3.	Develop templates for training course creation	Mar 2020		D7.1	
4.	Identify and engage with experts and content providers	ongoing			
5.	Develop a pilot training module on OBP	Dec 2020		D7.2	
6.	Deliver training modules (online, self-paced, face-to-face) - utilize and update the OTGA communication strategy	ongoing			
7.	Track usage of training courses	ongoing			