**15th Observations Coordination Group (**[**OCG-15**](https://oceanexpert.org/event/3981)**)  
(in-person and online)**

The **Fifteenth Observations Coordination Group (OCG-15) Meeting** will take place from **13 to 17 May 2024** at **Ocean Networks Canada in Victoria, British Columbia, Canada***.*

Updates from the intersessional work will be discussed and new objectives set, plus new areas discussed for inclusion in the OCG work plan. Please make sure to check the agenda below, and the details on the sessions for the key questions that will be addressed and the key outcomes anticipated. An emphasis has been placed on having time for discussion at this OCG meeting, and key discussion areas anticipated will be around new networks, requirements, network interaction with the GOOS BGC and BioEco Panels, and OceanOPS service level agreements and messaging. All up to date materials can be found on the event web page - [here](https://oceanexpert.org/event/3981).

The Observations Coordination Group will also host 2 workshops as a part of OCG-15 meeting, providing opportunities to learn and exchange with external experts, these are:

* [WIS 2.0 Workshop](https://oceanexpert.org/document/34198) - afternoon Monday 13 May
* [Best Practices at Ocean Networks Canada](https://oceanexpert.org/document/34257): Indigenous data management, the Canadian Integrated Ocean Observing System, and supporting research in marine carbon dioxide removal solutions - morning Tuesday 14 May

Logistics [please review this document for additional [logistics](https://docs.google.com/document/d/18Tv6Rqban3cVKdSSHeys0dMQB0HAyoagIh8jKJ5wm8w/edit)]. For any local information and help please contact Tricy Aquino [[tricyaquino@oceannetworks.ca](mailto:tricyaquino@oceannetworks.ca)] and Ella Minicola [[ellaminicola@oceannetworks.ca](mailto:ellaminicola@oceannetworks.ca)]. For OCG related inquiries contact Yu Ting (Julia) [[t.yu@unesco.org](mailto:t.yu@unesco.org)], cc Ann [[ann-christine.zinkann@noaa.gov](mailto:ann-christine.zinkann@noaa.gov)].

Material to review prior to OCG-15

* Draft OCG TT-Metrics Report [Yu Ting]
* OceanOPS Report [Mathieu Belbeoch]

Please note that each OCG network is expected to provide a network report and have a poster for the poster sessions on Monday and Tuesday, and the Wednesday questions session. Reports should be submitted by Monday 6th May 2024.

### **Timetable Overview V3**

| ***Location****: Victoria, British Columbia, Canada* | | | | | |
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| **Time** | **Monday**  **13 May 2024** | **Tuesday**  **14 May 2024** | **Wednesday**  **15 May 2024** | **Thursday**  **16 May 2024** | **Friday**  **17 May 2024** |
| 8:30 - 9:00 | Registration on-site |  |  |  |  |
| 9:00 - 12:30  (3h) | 1. Welcome  2. Opening of OCG-15  3. GOOS update | 8. Best Practices at Ocean Networks Canada: Indigenous data management, CIOOS, and mCDR | 11. Network session  12. Emerging network endorsement | 16. Best Practice  17. OceanOPS | 20. Summarized Actions and Reflections |
| **Coffee break** (10:30-11:00) | **Coffee break** (10:30 - 11:00) | | |
| 4. WIS2.0 workshop | 13. Metrics- TT advances and discussion | 18. Public / Private partnerships | 21. Planning for OCG-16 and closing |
| 12:30 - 14:00 | **Lunch break** (Lunch box options to be provided by ONC) | | | |  |
| 14:00 - 17:30  (3h) | 5. Data strategy and its implementation  6. Capacity Development | 9. BioEco, IOCCP, OOPC and GRAs | 14. OceanOPS restructuring | 19. Advancing OCG networks perspective |  |
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| **Coffee break**  (15:30-16:00) | **Coffee break & networking & posters** | **Coffee break**  (15:30-16:00) | |
| 7. Network Poster Session (no remote participation) | 10. WMO Session | 15. Observing Implementation + Co-Design | Group Walk |
| 18:00 - end |  | OCG Group Dinner |  | Ad Hoc dinner |

Note: \* Background documents would be provided two weeks before the meeting (around 26 April 2024).

Chair: David, Champika, Emma, Jon, Ann

Rapporteurs: Bold in Annotated Agenda

**15th Observation Coordination Group (OCG-15)**

### **Annotated Agenda**

Available at OCG-15 event webpage: <https://oceanexpert.org/event/3981>

**DAY 1 - Monday 13 May 2024 | 09:00 - 17:00** (In local time GMT-8)

Call in link: <https://us02web.zoom.us/j/87253992347>

**1. Welcome (10 min)** - local host

Welcome from Kate Moran & Daniela Loock

**2. Opening of OCG-15 (30 min)** - David

Aims: Welcome participants, review the progress of intersessional work and highlight the key achievements; and provide updates on key OCG activities over the past year. In addition, OCG strives to enhance engagement with the Networks and focussing tasks on network needs and priorities. Highlight topics/opportunities in which OCG should take action over the coming 2-3 years.

[20 min presentation + 10 min discussion]

2.1 Introduction presentation of OCG-15 - David Legler

2.2 Check posters and instructions for setting up

**3. GOOS update (45 min)** - Emma & **[Ting]**

Aims: Updates from GOOS. Steering Committee meeting readout, preparation to the IOC Assembly and key advances and direction.

[15 min presentation + 30 min discussion]

3.1 GOOS Update - Emma Heslop

Discussion questions:

* Do the OCG networks ever have to communicate about GOOS or the work of the OCG - do they have what they need?
* Do the network leads read the GOOS Updates? Are they helpful? How do you get news about GOOS?
* 4 years into the GOOS 2030 Strategy, what are the biggest changes from your perspective, what are important priorities to consider? What could GOOS do better?

**4. WORKSHOP WIS2.0 (90 min)** - Champika **[Ann]**

Aims: The Global Telecommunication System (GTS) is maintaining a continuous real-time exchange of essential data by providing observations to the Global Data Processing and Forecasting System Centres and disseminating processed information to National Meteorological and Hydrological Services (NMHSs). The WMO Information System (WIS) was implemented to enhance the GTS by providing discovery and data pull capabilities. The WIS and GTS limitations are well recognized and WIS 2.0 has been designed to overcome them. This workshop will showcase and provide an in depth overview of the WIS 2.0 system.

[20 min presentations + 70 min]

Background document: WIS2 Background Paper <https://oceanexpert.org/document/34198>

4.1 Introduction to WIS2.0 (what is WIS, capabilities, GTS to WIS transition timelines) 15 min (*Hassan Haddouch*)

4.2 WIS2 implementation / [WIS2 in a box](https://docs.wis2box.wis.wmo.int/) (All about the toolbox, functionalities, requirements to use, etc.) 20 min (*Tom Kralidis*)

4.3 WIS2.0 pilot on drifting buoy data (advantages of using WIS2.0 for ocean community, lessons learned) 10 min (*Lance Braasch*)

Discussion questions:

* How ocean community can benefit from WIS2.0
* Can WIS2.0 handle climate data
* How to integrate ERDDAP with WIS2.0
* What are the data policy implications and how can WIS2 metadata support the Ocean community requirements?
* Assistance needed by Ocean community to transition to WIS2.0

| *Proposed action/decision*   * Identify what assistance is needed by the networks to transition from GTS WIS2.0 |
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***COFFEE BREAK - 10:15 - 11:00***

**5. Data strategy and its implementation (60min) -** Kevin O’Brien **[Emma]**

Aim: To revisit the OCG Data Implementation Strategy (briefly) and discuss its implementation across the OCG networks. Note connections and developments at IODE, UN Ocean Decade Data Strategy, Open Access GTS update, WIS 2 update. Identify next steps for OCG implementation in the coming year.

[20 min presentations + 40 min]

5.1 OCG Data Strategy - Kevin O’Brien

5.2 Open-GTS update - Kevin O’Brien

Discussion questions

* How is your network currently exchanging metadata with OceanOPS?
* We would like to move to a machine-to-machine exchange to reduce burdens on both networks and OceanOPS TCs
* Are there questions or concerns regarding the OCG data strategy implementation recommendations?
* What are the current strengths and weaknesses of the current strategy?
* Is there an issue implementing ERDDAP services for your network?
* Should data access support focus Aggregated Data products vs. Individual platform data?
* What areas or specific recommendations can the OCG data team help implement?

| *Proposed action/decision*   * Identify any issues with ERDDAP implementation * Identify any issues with M2M metadata exchange with OceanOPS * Identify next steps for implementation of OCG strategy with networks |
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**6. Capacity Development (30 min)** - Ting **[Emma]**

Aims: To share information on cross-GOOS capacity development activities, including results of the [Questionnaire for DBCP Capacity Building Feedback and Needs](https://forms.office.com/e/8JXbFvs4N3) , and news on [DBCP Training Workshop on Ocean Observations for Weather Forecast and Climate Prediction](https://oceanexpert.org/event/4053) (6-8 Aug 2024).

[10 min presentations + 20 min]

6.1 GOOS Capacity Development, and feedback from DBCP Workshops - Ting Yu

Discussion questions:

* Are we clear on our goals and target audience(s) for capacity development?
* What have been the benefits / what have been the problems?
* Does GOOS want OCG to spend time on coordinating this activity or are we comfortable continuing to use the tools we have? Do we need a more overarching strategy?
* Do networks want to invest more time and energy to better coordinate activities in this space? Should we have a vice chair of capacity development?

***COFFEE BREAK - 15:30 - 16:00 (put up posters on site Mathieu/Ting/Ann assist, organize)***

***7. OCG-15 Poster Session - 16:00 - 18:00 - no remote participation***

***ADJOURN - DAY 1***

**DAY 2 - Tuesday 14 May 2024 | 09:00 - 17:30** (In local time GMT-8)

Call in link: <https://us02web.zoom.us/j/87253992347>

**8. WORKSHOP - Best Practices at Ocean Networks Canada: Indigenous data management, the Canadian Integrated Ocean Observing System, and supporting research in marine carbon dioxide removal solutions (3 hrs)** - Ella Minicola

**Workshop agenda**: <https://oceanexpert.org/document/34257>

Aims: Ocean Networks Canada (ONC) operates world-leading observatories in the deep ocean, in coastal waters, and on land to observe the Pacific, Atlantic, Arctic and Southern ocean. ONC collects ocean data that accelerate scientific discovery and make possible services and solutions that support life on our planet. ONC, an initiative of the University of Victoria (UVic), is Canada’s national ocean observatory.

7.1 Brad deYoung

7.2 Maia Hoeberechts

7.3 Sean Tippett

7.4 Kohen Bauer

7.5 Martin Scherwath

***LUNCH BREAK - 12:30 - 14:00***

**9. Coordination across GOOS OCG & Expert Panels (60 min)** - Emma and **[Mathieu]**

Aims: This session will look at the current priorities of the GOOS Expert Panels, where there is a need to better coordinate the work of the OCG with the work of the Panels, and parallels and differences between the OCG networks and the BioEco communities, and the priorities for observations that the Panels have identified and how we can address them.

[10 min presentations + 20 min]

8.1 BioEco Panel - Gabrielle Canonico

8.2 BGC Panel - Maciej Telszewski

8.3 OOPC - Weidong Yu (remote)

Discussion questions:

* How well or not does the relationship between the OCG and the Panels work
* Main areas of connection? Implementation, harmonization, data and metadata?
* How can the OCG help address the key priorities for observations of the BioEco and BGC Panel and OOPC?

| *Proposed action/decision*   * Identification of the pilots or action areas for OCG / OCG networks to work on to advance our observations in priority areas for the GOOS Panels * Identification of resources required * Identification of processes or connections that could function better? |
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***COFFEE BREAK & networking with posters - 15:30 - 16:30 no remote participation***

**10. WMO Session (90 min)** - Champika, Albert, and Jon **[Ann]**

*Aims:* This session will look at the WMO priority activities following the WMO Strategy 2024-2027, which are relevant to the OCG. The will include GBON, Tiered Networks, RRR, and G3W. Discussions will be on where networks can benefit from certain activities (i.e. RRR, SOFF), expectations from the networks (I.e. GBON) and how the networks can contribute (i.e. G3W) to the priority activities.

10.1 INFCOM-3 outcomes, GBON/SOFF, RRR - Champika Gallage

10.2 Setting requirements - Albert Fischer

10.3 Tiered networks - Jon Turton

Discussion questions:

* What can we include from the ocean domain in the future GBON expansion
* Consider potential crossover and/or synergy between the WMO work on Tiered Networks and the OCG work on network metrics

| *Proposed action/decision*   * TBD |
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***ADJOURN - DAY 2***

***OCG-15 GROUP DINNER - 19:00-22:00 - Location to be confirmed (Victoria)***

**DAY 3 - Wednesday 15 May 2024 | 09:00 - 17:30** (In local time GMT-8)

Call in link: <https://us02web.zoom.us/j/87253992347>

**11. Network issues and opportunities (60min)** - **[Ting]** and Emma

Aims: Update from across the networks addressing requests for assistance with issues or opportunities related to networks plans for implementation, instrumentation, data management, testing, new sensors, coverage, capacity development, etc.

[10 min presentation + 50 min discussion]

11.1 Summary of opportunities/issues from network reports - Emma Heslop

Discussion questions:

- Brief review Networks list, names (long/short), spec sheets update

- Challenges and Concerns - at network and/or cross-network OCG level?

- How could OCG support your network?

| *Proposed action/decision* |
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**12. Emerging Networks (60 min)** - Emma and **[Kevin]**

Aims: Hear brief updates from the emerging networks that have requested OCG membership - Fishing Vessel Observing Network (FVON) , SmartCables and the Surface Ocean CO2 Reference Network (SOCONET). FVON and SmartCables have participated to the last 2 OCG meetings and provided overviews of their progress across the OCG Attributes and in the intersessional period they formally requested the OCG to accept them as emerging networks, the OCG Exec considered the request and provisionally approved, subject to endorsement at OCG-15. SOCONET considered becoming an OCG network previously and now would like to re-address this question with the OCG. There is a written report from SOCONET to accompany their application to become an OCG ‘emerging’ network, we will consider endorsing SOCONET at this session . USVs participated in OCG-14 , are working towards ‘emerging’ network status, and will provide an update.

12.1 Brief update & assessment against OCG network attributes [2 slides/2 min]

* FVON - Cooper Van Vranken
* Smart Cables - Chris Barnes and William Wilcock

12.2 Endorsement discussion [5 - 7 slides - 10 min]

* SOCONET - presentation of proposal to become an OCG ‘emerging’ network, including assessment of status with regard to the OCG Attributes - Adrienne Sutton
* Unmanned Surface Vehicles - presentation of plans regarding ‘emerging’ network status - Ruth Patterson

12.3 Next step discussion

Discussion questions:

* Does OCG support endorsing Fishing Vessel Observing Network (FVON) and Smart Cablesas OCG ‘emerging’ networks?
* Does OCG support endorsing SOCONETas an OCG ‘emerging network?
* Will the networks be able to financially support OceanOPS?

| *Proposed action/decision*   * Officially endorse FVON, SmartCables and SOCONET as members of OCG with ‘emerging’ network status * Identify next steps and future interaction with Unmanned Surface Vehicles |
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***COFFEE BREAK - 11:00 - 11:30***

**13. Metrics (60 min)** - Ting and Mathieu **[Ann]**

Aims: Report back the intersessional work of Task Team on Metrics which was established upon the action of OCG-14. The Task Team took the network attributes as the base from which to develop metrics for maturity of the OCG networks, it has met 6 times and discussed several of the attributes with regard to potential metrics. The task team has discussed a range of issues and seeks guidance from the OCG on key issues, before continuing with its work.

[15 min presentations + 45 min]

13.1 Presentation on progress and questions - Ting

Discussion questions:

* Who are these metrics for? Report card, identifying mature networks, tracking progress?
* How complex do we want these metrics? How close to FOO?
* Next steps?

| *Proposed action/decision*   * Extend the life cycle of TT-Metrics to the next intersessional period, and report at OCG-16. Welcome new representatives from the networks to join this TT * Continue the work on metrics development based on/to reflect the discussions/comments made at OCG-15 * Define relationship to the FOO TRL levels |
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***LUNCH BREAK - 12:30 - 14:00***

**14. OceanOPS Restructuring (90 min)** - Albert, Mathieu, David **[Champika]**

*Aims: This session will have a brief update on the OceanOPS Restructuring process from Albert Fischer, WMO. The session will then pick up on the feedback from the OCG Roundtable in March, where the OCG networks recommended working on developing ideas and messaging about how to work more consistently in seeking support for OceanOPS. Concluding with a presentation and discussion on structure/proposal for Service Level Agreements with OceanOPS.*

14.1 Brief OceanOPS Restructuring process update - Albert Fischer [5 min PPT]

14.2 Brief overview funding considerations - David Legler [10 min PPT + discussion]

* + Developing consistent messaging about the benefits/services of OceanOPS
  + Collective/coordinated action around funding - who, how, what

14.3 Brief overview on OceanOPS future view, basic functions and capabilities Service Level Agreements (SLAs), and core system services - Mathieu Belbeoch [15 mins PPT and discussion]

Discussion questions:

* Messaging:
  + What services of OceanOPS are of interest to potential national funders, how do they benefit, what would you tell them?
  + What services of OceanOPS are of most value to networks, how do they benefit, how would you describe this benefit to a funder?
  + What would be the impact on the network if OceanOPS did not exist?
  + What would be the impact on the integrated system if OceanOPS did not exist?
  + If you have to give an ‘elevator pitch’ on OceanOPS what would you say?
* Funding
  + Can we be more consistent and proactive in approaching national funders?
  + Should we approach national funders collectively?
* SLA principals
  + Thoughts/feedback on SLA principles, levels, services?
  + What activities are best achieved/undertaken outside of OceanOPS and connected to/support OceanOPS?
  + What services/capabilities are separately negotiated with individual networks?
  + What core services should OceanOPS provide (eg to all OCG networks? To GOOS?)

| *Proposed action/decision*   * Ideas and recommendations that GOOS communications can use to develop support materials for OCG and the networks to use in fundraising for OceanOPS * A plan for coordinated action with regard to solicitation for funding of OceanOPS to be developed by September 30, 2024 * Action to develop a new strategic plan for OceanOPS [2026-30], incorporating the recommendations with regard to SLAs |
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***COFFEE BREAK - 15:30 - 11:30***

**15. Observing Implementation + Co-Design Workshop (60 min)** - David & **[Ann]**

Aims: This session is aimed to look at the current requirements processes (EOV, WMO Application areas, GCOS etc.) that are existing and how these are connected to the networks. There is a need to define processes to distill the needs into a global ocean observing system design but what does this look like? How do we create an observing system design with priorities and an implementation strategy (global to local)?

[10 min presentations + 50 min]

Discussion questions:

* 1) Do people agree with the value of such a plan?
* Need is to define the process of distilling needs into a global ocean observing system design (integrated) - What are the key questions to get us there? Potential actions (Workshop etc.)?
* Exemplar design observing system and network strategies - how is this fused?
* How do we make decisions on priority?
* What is the next step to get to the global ocean observing system?
* How do we consider stakeholder needs? And how

| *Proposed action/decision*   * Consult with Panels and GOOS SC on this concept and a possible workshop (with GOOS Panels, etc) * Create a process to a plan for an \*initial\* integrated ocean observing system for the global ocean   + Stakeholder needs and priorities - how do we gather and consider these? Don’t we need more than requirements statements?   + How do we integrate and frame the various types of network information? |
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***ADJOURN - DAY 3***

**DAY 4 - Thursday 16 May 2023 | 09:00 - 12:00** (In local time GMT-8)

Call in link: <https://us02web.zoom.us/j/87253992347>

**16. Best Practices (30 min)** - Juliet Hermes and **[Ting]**

Aims: Status update on recent developments and activities on OBPS, assessment of OBPS purpose for networks, and elevate importance of OBPS to the ocean observing community and beyond. To discuss potential funding constraints and how OCG can help. Reminder of GOOS endorsement process and success stories.  
[10 min presentation + 20 min discussion]

6.1 OBPS - Juliet Hermes (online)

Discussion questions:

* What are the main constraints and challenges?
* Are Networks utilizing the best practices system?
* What are potential opportunities to support and raise awareness of OBPS?

**17. OceanOPS (60 min)** - Mathieu and **[Ann]**

*Aims: This session will cover 2 topics, 1) OceanOPS Work Plan 2024-2025 and SLA proposal for networks, and 2) OceanOPS budget.*

17.1 OceanOPS Work Plan & SLA proposal - Mathieu Belbeoch [20 min] presentation

17.2 OceanOPS Financial Report - Mathieu Belbeoch [10 min] presentation/document

Discussion questions [30 min]:

* Any question/clarification on OceanOPS budget, work plan and SLA proposal?
* How could a cost model for such SLA services be developed to scale costs equitably?

| *Proposed action/decision*   * OCG agreement on OceanOPS budget and workplan *[by June 31st 2024]* * OceanOPS will revise draft set of core services for networks and GOOS with OCG feedback, and refineSLAs with networks that already or wish to contribute to OceanOPS costs *[by end 2024]* |
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***COFFEE BREAK - 10:30 - 11:00***

**18. Public private partnership (80 min) -** Emma and David **[Ting]**

*Aims: Provide an overview of the Dialogues with Industry Roadmap, the final output from the series of dialogues that brought together science, government and industry, to discuss barriers and opportunities to grow ocean observing and the ocean enterprise. This is a joint collaborative project between GOOS, Marine Technology Society, and NOAA, and MTS has now received 4 mill $ to continue the work. Outline the plans and next steps, and discuss how OCG and the networks will interact with this process.*

Discussion questions:

* Where do we see OCG in this Ocean Entreprise space?
* How/where can the networks engage?
* What functions do you want greater collaboration with the private sector?
* Feedback to inform the development of the Ocean Enterprise Initiative?

| *Proposed action/decision*   * Recommendations OCG / GOOS-MTS Ocean Enterprise Initiative |
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***LUNCH BREAK - 12:30 - 14:00***

**19. Advancing OCG networks perspective (90 min)** - David, **Ann**, and Emma

*Aims: Consider the future of OCG networks and OCG. Will OCG continue to add emerging networks, is there a limit? How can OCG support more networks with no additional resources? As links are forged with the BioEco Panel, what is the nature of BioEco vs platform based networks, does this impact how we look at interoperability. BioEco networks are EOV based and this OCG-15 we have a request from SOCONET to become an emerging ‘thematic’ network, based around observing surface carbon, using different platforms, how does this compare in function with the platform based networks, what are the responsibilities of SOCONET and what the underlying platform based networks. Can we unify a view of networks across GOOS? What about networks that are useful but will never be global.*

19.1 Evolving our view of OCG networks - David, Ann, Emma

Discussion questions:

* How are we organizing ourselves?
* How are we defining networks? Can we have a unified definition across GOOS?
* How do we work with platform and/or themed networks?
* How does OCG support more networks? Is there a point at which it becomes confusing?

| *Proposed action/decision*   * TBD |
| --- |

***Group Walk - 16:00 - 17:00 no remote participation***

***ADJOURN - DAY 4***

**DAY 5 - Friday 17 May 2023 | 09:00 - 12:00** (In local time GMT-8)

Call in link: <https://us02web.zoom.us/j/87253992347>

**20. Summarized Actions and Reflections (90 min)** - David and **[Emma]**

Aims: Run through the decisions, actions and recommendations across the sessions and adjust, synthesize, merge, and clarify. Develop some level of priority

| *Proposed action/decision*   * Adoption of a set of OCG-15 decisions, actions, and recommendations |
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**21. Planning for OCG-16 (60 min)**

| *Proposed action/decision*   * Suggested dates |
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**Closing of OCG-15**

*Note: This agenda item can be modified based on the specific needs and focus of the meeting. The format, duration, and topics can be adjusted as needed.*

### **Meeting Guidelines & Roles and Responsibilities**

### **For in-person participants**

* If you have a name tag from previous meetings please bring one to encourage reusing these.
* Please arrive at least 15 minutes prior to the start of the meeting.
* Please ensure that you are engaging with both in-person and online participants.
* We encourage you to attend the workshops prior to the OCG meeting.
* Dress code: business casual.

### **For online participants**

* Keep your microphone muted unless you are speaking. We will try to use video, unless it presents a problem for bandwidth, so join with your camera on.
* If you have a question or comment, please use the chat box to type your question/comment or indicate by raising your hand in order to be called upon by the moderator.
* Please be succinct in both your questions and answers.
* At the end of each item, please expect to be called upon to ensure all OCG members have had the chance to comment.
* The sessions will be recorded for the purpose of writing the report, and the recordings deleted afterwards.

### **Roles and responsibilities Chair, rapporteurs, online moderator**

| **Chairs (indicated summary agenda)**   * Introduce the speakers * Engage in and guide the discussion * Assist in guiding the discussion * Make sure questions are addressed * Wrap up the session with outcomes and actions, provide a summary of key discussion points and seek consensus if needed * Keep agenda on track overall | **Rapporteurs [indicated in detailed agenda]**   * Write a summary of the key discussion points and ensure actions, decisions and recommendations are documented from the sessions - here * Review Otter AI discussion paragraph when produced   **Online Moderator (Champika)**   * Monitor online participants for comments, questions, hands raised or problems * Be the interface in the room for online participants - facilitate their interaction |
| --- | --- |

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