

# EOOS Advisory Committee

## Terms of Reference – 22 November 2019

### Mandate

The European Ocean Observing System (EOOS) Steering Group<sup>1</sup> endorsed the terms of reference and establishment of the EOOS Advisory Committee as its 10<sup>th</sup> meeting in October 2019.

### Objectives

The objectives of the EOOS Advisory Committee are to:

- Provide information about events and developments relevant to EOOS;
- Advise on the process and status of gathering user requirements from the sectors of the membership of the EOOS Advisory Committee;
- Enable the EOOS implementation plan where practicable;
- Advise the EOOS Steering Group about changes in the ocean observation landscape, programme funding, new drivers and feasibility, and scientific foresight;
- Advise on mapping ocean observation infrastructure and human capacity development; and
- Identify shared priorities at European level combining EOOS Advisory Committee member knowledge of the European Ocean observing landscape and advise on how EOOS may add value in this context.

### Function

The EOOS Advisory Committee (AC) advises the EOOS Steering Group (SG) and ensures a broad stakeholder representation in the EOOS governance. The members of the AC will work towards the EOOS objectives as set out in the EOOS Strategy and Implementation Plan.

### Membership, Composition and Operation

The Advisory Committee (AC) represent a core group of representative stakeholders that serve in their capacity as experts, not representing a specific organization, project or initiative. The members of the AC are selected by the SG. Additional members can be suggested upon specific recommendation or identified need by both the AC and the SG, and approved by the SG. The AC membership will regularly be reviewed and approved by the SG.

The AC members commit to attend the AC meetings, deliver documents/recommendations, support the AC actions, and enable communication interface between their organizations and the EOOS SG. The mandate for AC membership will be 4 years.

---

<sup>1</sup> <http://www.eoos-ocean.eu/governance/>

---

## Chair of the EOOS Advisory Committee

The Chair represents the EOOS AC and takes responsibility for its deliverables. The Chair is responsible for coordinating with the SG, ensuring the quality and relevance of the AC outputs or recommendations and its timely delivery as agreed by the AC members. The Chair becomes *de facto* member of the SG and will be asked to comply with the objectives of the SG, commit to attend the EOOS governance meetings, deliver input and recommendations, enable dialogue and communication across the EOOS stakeholders, and act as the EOOS ambassador.

Page | 2

The Chair of the EOOS AC will be responsible for scheduling AC meetings, implementation of decisions and note keeping. The Chair provides leadership and motivation and drives the AC activities with the support of a dedicated officer (provided by the Chair's institution) in charge of organizing the AC meetings, writing reports and following up on the agreed actions.

The Chair will be selected amongst the members of the EOOS Advisory Committee. The duration of the Chairmanship is 4 years, and can be re-elected by voting. Call for nominations will start 3 months before an AC meeting, approaching the end of the term. Candidates, have to be a member of the EOOS AC for a minimum of one year prior to selection, will provide a motivation statement to the SG. A list of candidates will be made available to the AC members 2 weeks before the meeting by the SG.

Each AC member has the right to vote for the new Chair. Voting for the AC Chair should be done in person and anonymously at the AC meeting. However, remote voting may in some cases be possible upon recommendation by the SG and upon approval of the sitting chair. Votes in writing (including e-mail) will be accepted where 14 days' notice has been provided. When written votes are accepted, the identified voter can be counted toward the quorum.

## Observers to the EOOS Advisory Committee

The EOOS SG members are observers to the EOOS Advisory Committee.

Representatives of the European Commission can attend the EOOS Advisory Committee meetings as observers.

## Frequency of Meetings

The EOOS AC will hold its meetings annually, back-to-back with meetings of the Steering Group, in the period of late summer/ early autumn.

The EOOS SG may request additional online meetings or back-to-back with major events, which will be communicated to the AC members at least one month in advance by the EOOS AC Chair.

---

## General Data Protection Regulation (GDPR) policy

Personal data from the AC members will be used for internal communication as well as external communication via publications, the EOOS website and EOOS social media outlets.

Consent will be sought to cover all relevant use and storage of personal data. It is anticipated that the contact details would also be added to the EOOS mailing list, and thus their data would continue to be stored and used beyond the end of the activity, unless consent is later withdrawn. A template consent form can be found in Annex 1.

Page | 3

## Background

Since 2015 the European Marine Board (EMB) and European Global Ocean Observing System (EuroGOOS) worked in partnership to advance EOOS by promoting the integration of Europe's complex and fragmented ocean observing capacity. The EOOS Steering Group (SG) was established in early 2016 to guide the development of EOOS, focusing on the development the EOOS Strategy and Implementation Plan and the EOOS corporate identity and the website. The SG is co-chaired by EMB and EuroGOOS.

Within the scope of this collaboration, a wider stakeholder group, or Advisory Committee, was set up at the end of 2017 to advise on the EOOS Forum (8 March 2018, Brussels; co-organized by EuroGOOS and EMB Secretariats and funded by EuroGOOS) and the EOOS Conference (21-23 November 2018, Brussels; co-organized by the EMODnet, EMB and EuroGOOS Secretariats, and funded by DG MARE).

From 2019 onwards, the EOOS governance includes:

- Steering Group: top level of the EOOS governance approving all decisions;
- Advisory Committee: advise the Steering Group to bring together broader stakeholders;
- Resources Forum: represent the ministries and funding organizations (including private funders) coordinating/conducting/funding ocean observing activities in Europe;
- Operations Committees: represent the diversity of ocean observing implementers at national, regional and pan-European levels.

---

### Annex 1: Consent form for Activities related to EOOS

The EOOS Steering Group holds personal data for anyone involved in core EOOS activities.

The following personal data may be held by the EuroGOOS and EMB Secretariats on behalf of the EOOS Steering Group:

Page | 4

- Name
- Title
- Job title
- Areas of expertise and research interests
- Previously held roles
- Institute
- Country
- Institutional email address
- Institutional postal address
- Institutional telephone number
- Photographs
- Video

This information is stored in a secure spreadsheet and folder locations, and only EuroGOOS and EMB Secretariats staff have access to this.

The EOOS Steering Group may:

- Contact you regarding the EOOS activity that you are directly involved with;
- Contact you regarding other EOOS activities;
- Add you to the EOOS stakeholder mailing list;
- Make your name, institution and country publically available on the EOOS website, in EOOS communications, e.g. presentations regarding the activity you are involved in, and in EOOS publications;
- Take your photograph during EOOS activities and use these pictures in publications, on the EOOS website and on EOOS social media outlets, and;
- Take video footage during EOOS activities and use these pictures in publications, on the EOOS website and on EOOS social media outlets.

The data held may be reviewed and revised by the subject, and consent for any or all of the above may be withdrawn at any time.

Please tick this box to confirm that you understand the above, and that you give EOOS permission to obtain, use and store your personal data as outlined above.

Name and signature:

Date: