(DRAFT - version 1)

# THE OCEAN DATA AND INFORMATION NETWORK FOR WESTERN PACIFIC REGION (ODINWESTPAC)

The Ocean Data and Information Network for Western Pacific Region (ODINWESTPAC) is a project of Intergovernmental Oceanographic Commission to promote international cooperation on the marine data and information management in WESTPAC region for two years, 2006 - 2007.

## 1. PROJECT OBJECTIVES

**OBJECTIVE 1:** Provide assistance in the development, operation and strengthening of National Oceanographic Data (and Information) Centres and to establish their networking in the region;

**OBJECTIVE 2:** Provide training and education in marine data and information management applying standard formats and methodologies as defined by the IODE;

**OBJECTIVE 3:** Enhance national and regional awareness for Marine Data and Information Management;

**OBJECTIVE 4:** Assist in the development and maintenance of national and regional marine data, metadata and information databases;

**OBJECTIVE 5:** Assist in the development and dissemination of marine data and information products, responding to the needs of user communities at the national and regional levels;

**OBJECTIVE 6:** Undertake the ODINWESTPAC activities in close collaboration and networking with other relevant organizations, programmes and projects operating in the region.

## 2. PROJECT MANAGEMENT

The main objective is to ensure that the work programme is fully implemented as planned, both at the national and regional level, and that deliverables are produced in a timely fashion within the agreed timeframe.

**Project Management structure**

- The project will be steered by a Project Steering Committee;
- The project will be coordinated on a day-to-day basis by a Project Coordinator;
- The Project Coordinator will be assisted by the Project Secretariat;

**Project Steering Committee composition**

- IODE National Coordinators for oceanographic data management
- IODE National Coordinators for oceanographic information management
- Project Coordinator
- IOC/WESTPAC Chair
- NEARGOOS Chair
- SEAGOOS Chair
- IOC Secretariat
- IOC/WESTPAC Secretariat

Note: others can be invited as required

**Project Steering Committee Terms of Reference**

The Project Steering Committee will direct, monitor and supervise the overall implementation of the project. It will review the activities and revise the project if necessary. It will meet once every year. During its annual meetings it will:

1. Receive, comment on, and endorse national reports (including financial reports) submitted by the IODE national coordinators for oceanographic data management and IODE national coordinators for oceanographic information management on activities carried out, and deliverables produced during the past year within the framework of the project work plan;

2. Receive, comment on, and approve national work plans and budgets submitted by the NODC and NOIC (if applicable) for the next year within the framework of the project work plan, including possible recommendations for amendments;

3. Receive, comment on, and approve reports by the Project Coordinator on progress of regional products and services (including financial report);

4. Receive, comment on, and approve work plans and budgets for regional products and services for the next year;

5. Formulate relevant recommendations or requests for submission to IOC Subsidiary Bodies and programmes, as well as other organizations and programmes with the purpose of obtaining funding for the implementation of project activities in the next year(s);

6. Receive, comment on, and decide on offers to host training courses;

7. Receive, comment on, and decide on requests for short term visits, internships and visiting experts, within the available budget (or recommend fund seeking actions);

8. Identify and review collaboration between ODINWESTPAC and other organizations, programmes and projects (specifically NEARGOOS and SEAGOOS);

9. Review and decide upon applications of IOC/WESTPAC member states to participate in the ODINWESTPAC project.

## Project Coordinator

The Project Coordinator shall be identified by the Project Steering Committee from operational NODCs or NOICs (as applicable) in the region. The Project will be managed on a day-to-day basis by the Project Coordinator. The Project Coordinator will have the following job description:

1. Maintain close contacts with all NODCs and NOICs (as applicable) and their coordinators in the region;

2. Make the necessary arrangements for meetings of the Project Steering Committee;

3. Prepare detailed work plan and timetable for current year, for submission to the Project Steering Committee for approval;

4. Prepare project progress reports to the Project Steering Committee for approval;

5. Make necessary logistic preparations for training courses, in close collaboration with the host institution;

6. Prepare draft contracts or other relevant formal document for implementation of activities as included in the approved work plan for submission to the relevant funding agency;

7. Host and maintain regional products and services as detailed in the work plan;

8. Establish and maintain close contacts with relevant organizations, programmes and projects.

## Project Secretariat

The Project Secretariat shall be nominated by the Project Coordinator and should be endorsed by the Project Steering Committee. The Project Secretariat shall assist the Project Coordinator.


## 3. WORK PLAN AND BUDGET FOR 2006 - 2007


2006

Hold The Third GODAR-WESTPAC Workshop and

    The First Steering Committee of ODINWESTPAC

        25 000 USD (Japanese Trust in Fund)

        + Additional sources of funding to be identified

Study Needs for Capacity Building

Provide Data Management Guide

Collect and Compile Cruise Summary Reports

Produce Activity Report

Establish Home Page

Compile Mailing List

Compile Organization List

2007

Hold The Second Steering Committee of ODINWESTPAC

      25 000 USD (Japanese Trust in Fund)

      + Additional sources of funding to be identified

Hold Training Course (Ostend)

      35 000 USD (IOC) *1

Make out a plan for Capacity Building

Collect and Compile Cruise Summary Reports

Produce Activity Report

Maintain Home Page

Maintain Mailing List

Maintain Organization List

*1 To be funded through the allocation to the IOC Project Office for IODE from the Government of Flanders 2007