

Working Group on the Acoustic Trawl Data Portal Governance (WGAcousticGov)

2019/FT/EOSG15 The Working Group on Acoustic Trawl Data Portal Governance (WGAcousticGov), chaired by Ciaran O'Donnell (Ireland), will meet by web conference, four times per year and may meet physically once per year, to work on ToRs and generate deliverables as listed in the Table below.

	Meeting dates	Venue	Reporting details	Comments (change in Chair, etc.)
Year 2020	14 September & 10 December	Online meetings	E-evaluation	
Year 2021	1) 25 February - Q1 2) May - Q2 3) September - Q3 4) December - Q4	Online meetings	E-evaluation	
Year 2022	May	Online meetings	Final report by September to DSTSG	

WGAcousticGov will report on its activities by the March ACOM and SCICOM meetings in the form of a business report the following year to DSTSG and WGFASST.

ToR descriptors

ToR	Description	Background	Science Plan codes	Duration	Expected Deliverables
a	Establish a governance framework setting out a forward looking plan, including objectives of the Acoustic Trawl Data Portal, responsibilities, processes and resources.	In order to successfully develop and maintain a workplan for the Acoustic Trawl Data Portal, it is necessary to first establish a vision for the future supported by guidelines on project management, handling of feedback, task prioritisation and expected resource availability.	3.2, 4.1, 4.2	3 years/ Generic ToR	The WGAcousticGov manifesto: Mission statement on the direction of the Acoustic Trawl Data Portal development and overarching short to medium terms goals. Guidelines on how to prioritise Definition of resources available Definition of responsibilities.
b	Provide a platform for end user feedback to the the Acoustic Trawl Data Portal according to the groups guidelines.	The Acoustic Trawl Data Portal should be developed to meet the requirements of end users and thus needs to be responsive to user feedback. To achieve a long-term stability, availability and quality, the Acoustic Trawl Data Portal development requires a workplan with clear objectives and milestones. This can only be successfully	3.2, 4.1, 4.2	3 years/ Generic ToR	A github site to allow users to submit feedback and requests. Provide an annual workplan, with an agreed and prioritised list of Acoustic related expert group recommendations along with suggested resource allocation , budget estimates

		implemented when resource requirements have been estimated and the availability of resources is known.			and feasibility estimates.
c	Coordinate and advise on the interpretation and prioritisation of recommendations, the groups guidelines and requests addressed to the Acoustic Trawl Data Portal.	The project planning cycle needs to be responsive (more than one meeting a year) in order to the Acoustic Trawl Data Portal development effectively. Although there is an annual plan, short term priorities must be evaluated against resource availability and needs of the ICES advice processes that vary through the year.	3.2, 4.1, 4.2	3 years/ Generic ToR	
d	Coordinate the development of user guidance and training for the Acoustic Trawl Data Portal.	As the Acoustic Trawl Data Portal develops over time a range of users will require various levels of training including step by step user manuals, tutorials and workshops. Documentation of guidelines and procedures will also be necessary. Outreach activities will be required.	3.2, 4.1, 4.2	3 years/ Generic ToR	Annually updated training documentation. Workshops with specific goals proposed and planned where necessary. Relevant fora for dissemination investigated and outreach activities planned.

Summary of the Work Plan.

Year 1	First meeting to establish ToRs a) and b) will be conducted via WebEx and followed by subsequent quarterly WebEx meetings in 2020 dealing with ToR c) and d). First physical meeting has not been determined and will most likely not take place in 2020 due to COVID-19 travel restrictions.
Year 2	ToRs c) and d) will be addressed in quarterly WebEx meetings, with the potential annual meetings intended to coincide with WGFAST for prioritising ToR b), with potential review of ToR a).
Year 3	ToRs c) and d) will be addressed in quarterly WebEx meetings, with the potential annual meetings intended to coincide with WGFAST for prioritising ToR b), with potential review of ToR a).

Supporting information

Priority	High priority
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Resource requirements	No additional resource requirement for ICES. A commitment of time from the members of the group consistent with progressing actions identified in the quarterly meetings
Participants	Survey planning groups; WGIPS, WGBIFS, WGACEGG, WGIDEEPS, expert groups WGFAST and WGFTFB and assessment working groups; GWIDE, HAWG and WGHANSA. One or more members from each WG representing data providers, data users and relevant expert groups. ICES Secretariat and other related EG members as needed.
Secretariat facilities	Community Sharepoint site, Remote meeting facilities
Financial	No financial implications
Linkages to ACOM and groups under ACOM	This is an integral component to the overall Quality Assurance Framework (of Advice) that ACOM together with the Coordination group are describing
Linkages to other committees or groups	There is a strong linkage to DIG as the main umbrella for data/software governance structures.
Linkages to other organizations	NOAA via participation by members of WGFAST have expressed interest in joining the group system.