WGSMART – Working Group on SmartDots Governance

2018/MA2/EOSG01   The **Working Group on SmartDots Governance**[1] (WGSMART), co-chaired by Julie Coad Davies* (Denmark) and Jane Aanestad Godiksen* (Norway), will meet intersessionally, 4 times per year via WebEx and may meet physically once per year, to work on ToRs and generate deliverables as listed in the Table below.

	Meeting dates	Meeting dates and Venue	Reporting details	Comments (change in Chair, etc.)
Year 2018	10-12 December	ICES HQ		First meeting of WGSMART
Year 2019	1) Date Month 2) TBD 3) TBD 4) TBD	TBD	Interim report by TBD to EOSG	
Year 2020	1) Date Month 2) TBD 3) TBD 4) TBD	TBD	Interim report by TBD to EOSG	
Year 2021	1) Date Month 2) TBD 3) TBD 4) TBD	TBD	Final report by TBD to EOSG	

WGSMART will report on its activities by the March SCICOM meeting the following year to EOSG and DIG.

ToR descriptors

ToR	Description	Background	Science plan codes	Duration	Expected Deliverables
a	Oversee and advise on the interpretation and prioritisation of recommendations and requests addressed to SmartDots	SmartDots is an operational tool that aims to improve the overall quality of age data delivered to assessment EG's. The tool is now operational and an integral part of the ICES QAQC for aging many fish species for which ICES provides advice, procedure largely under the guidance of WGBIOP. However maintenance and future development of the platform are beyond the scope of the scientific WG's and WK's.	3.1, 4.1	3 years/ Generic ToR	A prioritised list of SmartDots related expert group recommendations with a proposed annual work plan to address concerns and implement improvements to SmartDots.

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[1] http://ices.dk/marine-data/tools/Pages/smartdots.aspx

b	Provide a platform for end user feedback to the SmartDots system. User feedback will be requested from the end users via the GitHub site, exchange/workshop reports, EG'S and committes. Feeback will be compiled by WGSMART and appropriate actions to be taken with assigned responsibilities will be listed and prioritised.	SmartDots will be further developed to meet the requirements of a broad range of end users and thus needs to be responsive to user feedback. This feedback system needs to be independent of WGBIOP as a greater responsiveness (more than one meeting a year) is required to manage the system effectively.	3.1, 4.1	3 years/Generic ToR	
c	Elaborate a forward plan for the sustainability of SmartDots as a platform	To achieve a continous quality, SmartDots needs to be developed in line with end users needs. This development requires an input of resources; knowledge, expertise, manpower and funding over a period of time which extends beyond the initial phase. A workplan with clear objectives and milestones can only be sucessfully implemented when the availability of such resources is clear.	4.4, 3.6	3 years/ Generic ToR	A workplan outlining what resources are required for development, support, training and dissenimation of relevant information. An estimated budget including identified funding resouces.
d	Oversee development of user guidance and training in SmartDots	As SmartDots develops overtime a range of users will require various levels of training including step by step user manuals, tutorials and possibly workshops. Documentation of guidelines and procedures in line with WGBIOP will also be necessary. Outreach activities will be required.	3.1, 4.1	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

In addition to the ongoing maintenance and improvements by the end of year three we aim to have; the data output and reporting module fully operational, SmartDots maturity staging module fully operational and user manuals updated in line with all developments made.

Year 1	ToR a) and b) will be addressed in quarterly WebEx meetings, with the potential annual meetings intended to coincide with WGBIOP and prioritising ToRs c) and d).

Year 2	ToR a) and b) will be addressed in quarterly WebEx meetings, with the potential annual meetings intended to coincide with WGBIOP and prioritising ToRs c) and d).
Year 3	ToR a) and b) will be addressed in quarterly WebEx meetings, with the potential annual meetings intended to coincide with WGBIOP and prioritising ToRs c) and d).

Supporting information

Priority	
Resource requirements	A commitment of time from the members of the group consistent with progressing actions identified in the quarterly meetings
Participants	Chair of WGBIOP, one member from each country from the core development group (BE, DK, NO), ICES Secretariat as hosts of International SmartDots, other WGBIOP members as need be
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 committee or groups	There is a very close working relationship with WGBIOP. There is a strong linkage to DIG as the main umbrella for data/software governance structures.
Linkages to other organizations	EU Commission has partially funded SmartDots and is therefore following its progress, GFCM in the Mediterranean also has interest in this system