

**SEA-COOS Wrap up Meeting:
Identification and Assignment of Action Items
October 2, 2002
Chapel Hill, NC**

Attending:

Alfredo Aretxabaceta, UNC Chapel Hill
 Robert Bacon, SC Sea Grant
 Inkweon Bang, University of Miami
 Rick DeVoe, SC Sea Grant
 Jeff Donovan, University South Florida
 Madilyn Fletcher, University of South Carolina
 Keith Gates, University of Georgia
 Sara Haines, UNC Chapel Hill
 Russ Lea, the University of North Carolina
 Mark Luther, University South Florida
 Christopher Mooers, University of Miami

Mike Muglia, UNC Chapel Hill
 Jim Nelson, Skidway Institute of Oceanography
 Dwayne Porter, University of South Carolina
 Harvey Seim, UNC Chapel Hill
 Eric Sills, NC Supercomputing Center
 Luke Stearns, UNC Chapel Hill
 Vembu Subramanian, University of South Florida
 Jack Thigpen, NC Sea Grant
 Pat Welsh, NOAA
 Bob Weisberg, University of Southern Florida
 Liz Williams, University of Miami

ACTION ITEM	PERSON RESPONSIBLE
1.Set-up working groups.	Working Group Chairs: Madilyn Fletcher, Bob Weisberg, Cisco Werner, Russ Lea, Harvey Seim
2.Set-up listserv of working groups.	Alfredo Aretxabaceta
3.Obtain a domain name for web site	Dwayne Porter
4.Send web links (URLs) to Dwayne Porter	All with existing web sites
5.Send Harvey Seim notes taken from the working groups breakout meetings on Tuesday, Oct. 1, 2002.	Each Working Group Chair
6.Send PowerPoint presentations to Brain Blanton	Bibby Moore
7.Post the PowerPoint presentations and working group minutes on a web site.	Brian Blanton Email: Brian_Blanton@unc.edu .
8.Establish a web portal	Harvey Seim
9.Develop a draft web template and present it to the Executive Chair with recommendations.	Data Management Coordinating Committee
10.Send ideas and needs for web site to Harvey Seim	Working Group Chairs
11.Send work tasks and time lines by institution and by working group to Group Chairs (short-term goals). Forward combined goals to Seim.	PI by institution
12.Explore tools for multi-point video conferencing.	Sara Haines
13.Submit a proposal to NCSC, MCNC for computing services.	Mooers, Weisberg
14.Develop draft strategic plan. Submit ideas to Harvey Seim.	All PIs and working groups
15.Prepare and submit draft governance document to Executive Chairs Group	Russ Lea and Governance Group
16.Consider establishing a federal agency coordinating committee.	Executive Chairs Group
17.Complete quarterly billing same time frame as quarterly reports. See dates above.	All PIs and working groups
18.Send quarterly report to Harvey Seim: November 30, 2002; February 28, 2003; May 31, 2003, August 31, 2003.	PI by institution
19.Plan and hold Spring 2003 workshop.	Madilyn Fletcher
20.Send Final report to Harvey Seim by October 31, 2003	PI by institution
21.Year-end report to ONR: November 30, 2003	Harvey Seim, Sarah Smith

A. Organizational Issues

Working groups are identified with a chair and members to develop goals to be delivered by agreed upon timelines for coordination and reporting purposes. The working groups are specified below:

1. Outreach:

Jack Thigpen (Chair), Madilyn Fletcher, Mark Luther, Bob Bacon, Keith Gates, Mike Spranger, Liz Williams, Lundie Spence

2. Observing:

Bob Weisberg (Chair), Nick Shay, Harvey Seim, Jim Nelson, Madilyn Fletcher

3. Modeling and Products:

Cisco Werner (Chair), Bob Weisberg, Christopher N. K. Mooers, Mark Luther, Rick Jahnke, Eric Sills

4. Data Management:

Madilyn Fletcher (Chair), Dwayne Porter, Ed Kearns, Mark Luther, Jim Nelson, Harvey Seim, Eric Sills, Nick Shay

a. Data Management Coordinating Committee DMCC (hands-on staff: data administrators, programmers) - Dwayne Porter (Chair), Jeremy Cothran, Randy Shelley, Charlton Purvis, Vembu Subramanian, Jeff Donovan, Sara Haines, Sally Moore, Liz Williams, Tom Cook, Inkweon Bang, Luke Stearns, Cheryl Ross, Robyn McChesney

Meeting Date: Dwayne Porter: October TBA, 2002 Columbia, SC

5. Governance:

Russ Lea (Chair), Peter Betzer, Otis Brown, Jim Sanders, Harris Pastides, Rick DeVoe.

6. Executive Chairs Group:

Harvey Seim (Chair), Jack Thigpen, Bob Weisberg, Cisco Werner, Madilyn Fletcher, Russ Lea

B. Web Site

The primary goal is to organize the data and information that already exists, identify where it exists, and how it is displayed. A web portal will be established to access the information. Alternately, see if another organization can do this as some have already agreed to collaborate with SEA-COOS in this way. The website will also serve as a means of information exchange between partners in SEA-COOS.

1. Mark Luther (USF) will take the lead in establishing a web portal [subsequent discussions suggested Seim (UNC-CH) should take the lead on the website as lead-PI]. Each person will maintain his/her own web page but with a link to Mark Luther's web portal. A style template will be developed for use to display documentation, news page, etc.
2. Establish a SEA- COOS "look and feel" that makes a professional statement.

3. Develop the web with attention to outreach and to serving both internal and external audiences.
4. The Data Management Coordinating Committee (DMCC) will work on the template and present it to the Executive Chair with recommendations. Members were cautioned to carefully choose a web name that captures all the forms of SEA-COOS, e.g. SEACOOS, SEA.COOS, SEA-COOS.
5. The Executive Chair Committee will serve as the “clearinghouse” for web design ideas and needs.
6. Dwayne Porter will get a domain name. Everyone should send Dwayne a web link (URL) by Monday October 7, 2002! - Email: porter@sc.edu
7. Each working group is to send ideas and needs (include logo ideas) to the Executive Chair Committee (Harvey Seim, Chair).

C. Documentation / Communications

Progress reports, required from each PI, will be sent to Harvey Seim monthly.

1. PI (by institution) will set-up work tasks and time-lines (within each working group) and send it to committee chairs of working groups as appropriate. These will be abstracted from the proposal. They become the short-term goals/objectives that will serve as the basis of quarterly reports and are a component of measures of success for the program.
2. Reports will be synthesized quarterly by Harvey Seim / Sarah Smith, and will be used to prepare a year-end report to ONR.
3. Regular communication among groups will be facilitated by a listserv for each group and by videoconference meetings. Sara Haines will explore the feasibility of registering with VIDENET and working through UNC-CH to host multi-point videoconferences. (may be worthwhile for some groups to invest in Polycom systems- least expensive unit is \$450.00 – because they use IP address numbers and are therefore compatible with VIDENET.)
4. Next workshop is planned for Spring 2003, coordinated by Madilyn Fletcher, Chris Mooers and Pat Welsh (NWS-JAX), in Jacksonville, FL.
5. A listserv of working groups will be set up by Alfredo Aretxabaleta (completed 10/13/02).
6. Minutes produced by working groups will be posted on the web.
7. Explore establishing a Federal Agency Coordinating Committee.

8. Each working group chair will send Harvey Seim notes taken from the working groups breakout meetings on Tuesday, Oct. 8, 2002.
9. Brian Blanton will post the PowerPoint presentations on a web site (completed 10/12/02). Bibby Moore will send the presentations to Brian_Blanton@unc.edu.

D. Strategic Plan Discussion

A Mission Statement has been drafted and will continue to be discussed. The Vision Statement, Long-Term Goal, and Supporting Objectives were discussed. There was concern that the goal statement did not mention societal applications, though they are mentioned in the Vision Statement. The tentative solution is to adopt three sets of linked goals that will be effective for different audiences: Long-Term Operational Goal, Long-Term Developmental Goal (the present Long-Term Goal), and Long-Term Scientific Goal:

1. Long-Term Operational Goal:

Establish an operational system for coastal ocean state estimation in the SEA-COOS domain for support of:

- marine operations and emergency management
- environmental, ecosystem, and fisheries management
- basic and applied research.

2. Long-Term Developmental Goal:

Design, develop, deploy, evaluate, and upgrade a model-based, real-time integrated, multipurpose regional coastal ocean observing system for the Southeast in partnership with federal, state, and local agencies and regional users.

3. Long –Term Scientific Goal:

Increase regional scale scientific understanding in the SEA-COOS domain of:

- physical transport pathways and rates
- marine ecosystem functions
- response to climate variability and global change
- fisheries population dynamics
- material coupling of land to open ocean.

4. Unique SEA-COOS attributes:

- addressing scientific and societal issues at the regional scale
- functioning at the regional scale
- fostering coordination at the regional scale

5. Unifying forcing factors of the SEA-COOS domain:

- coastal ocean-coastal atmosphere interactions due to common atmospheric forcing associated with summertime tropical cyclone and wintertime extratropical cyclone and cold front passages, which are important for marine and fisheries forecasts

- interactions between the coastal ocean circulation and boundary current components of the Gulf Stream System, which are important for nutrient exchange, safety at sea, etc.
- interactions between the land and shelf due to river and distributed runoff and buoyancy-driven coastal flows in the CZ, where NERR LTER, LOICZ, etc. have such strong interests

NOTE: These are all items that can be blended into the Strategic Plan. A Mission Statement, which should follow the Vision Statement, was proposed that needs modification and refinement to fit into the above scheme of logic.

6. Example of Short-Term Tasks

- a. the objectives/tasks for each institution will constitute year-one goals
- b. governance document will be prepared/approved
- c. Spring 2003 workshop goals:
 - Observing System WG, presentation of preliminary results from winter coastal HF radar experiment on WFS
 - Data Management WG, demonstration of DODS functionality at SEA-COOS institutions with SEA-COOS observational and/or model Data
 - Modeling and Products WG, presentation of integrated (merged) nowcast/forecast products from the three SEA-COOS sub-domains for a week.

NOTE: These examples are feasible; they may be exceeded.

E. Governance

Russ Lea and the Governance Group will develop a draft governance document. The governance document must be simple, now-based, and underlain by trust. The document will be based on the collaborative nature of primary universities and primary affiliates. The document needs to incorporate various issues including research, operational, etc. Look at examples of similar documents to start with to save time.

F. Base budgets

1. The total budget for Year-one is \$3,552,000:
 - Funds amounting to \$3,302,620 have been given to University of North Carolina at Chapel Hill, University of South Florida, University of Miami, University of South Carolina, Skidaway Institute of Oceanography and South Carolina Department of Natural Resources.
 - Funds amounting to \$249,380 have been given to Sea Grant, MCNC and UNC Program Management.
2. Guidelines for Budget Management:
A final report is due to ONR, ninety days after Year- one ends (8/31/03) or by November 30, 2003.

- **PIs will send their reports to Harvey Seim, sixty-days after Year- one or by October 31, 2003.**
- Any substantial changes in SEA-COOS budgets must request authorization from University of North Carolina, Office of the President in collaboration with H. Seim and ONR.
- Billing should be at least quarterly.

G. Computing resources

Moore and Weisberg do not currently have access to supercomputing facilities. Eric Sills, North Carolina Supercomputing Center, MCNC, said that resources may be available to them as part of the project. Moore and Weisberg will need to submit a short proposal to NCSC requesting support but can get startup academic accounts very soon to explore possibilities. Eric Sills and Cisco Werner will provide information to these SEA-COOS PI's.

Meeting Adjourned 12:00 pm.