



Programme office activities

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Stéphanie Cuven, MOi

OceanPredict Science Team (OPST-8) Meeting: Science Day

9 November 2023 Busan, Republic of Korea

Organized by
OceanPredict

Hosted by
KIO





Overview

- Member updates
- Events
- Website and communication
- UN Decade programme/project support
- Working with Stephanie
- OPAS meeting and finances
- Other things....

OPST member update

Role/ co-chairs	Outgoing	Incoming
MEAP-TT	Marjy Friedrichs (Virginia Institute for Marine Science)	Liuqian Yu (Hong Kong University)
DA-TT	Matt Martin (Met Office) & Andy Moore (UCSC)	Ann Kristin Sperrevik (Met.no) & Sergey Frolov (NOAA)
OPAS	Paul DiGiacomo (NOAA)	Eric Bayler(NOAA)

Overview events

Since OPST-7 meeting (Feb 2023)

- CP-TT member's meeting - 20 March 2023 (v)
- IV-TT member's meeting - 28 March 2023 (v)
- COSS-TT meeting – 2-4 May 2023 in Montreal at ECCC (p)
- DA-TT meeting – 9-11 May 2023 in Rome at CNR (p)
- EuroSea/OP WS-2 – July 2023 (v)
- MEAP-TT seminars – monthly (v)
- OPST-8 meeting – 6-10 Nov 2023, in-person event in Busan, South Korea (p)
- (regular) OPST co-chair meetings
- (regular) OPPO meetings



Event preparation and support

- confirmation of date/ polls
- development of event content (themes, sessions)
- invitations
- drafting/ finalising of event agenda
- facilitating registration/ abstract submission
- collation and provision of abstracts for acceptance discussion
- communication with event attendees
- communication with event hosts
- attending event (in some cases) or hosting the event online
- recording, reporting and providing event info online
- distribution of event outcomes/ docs

Next OP Meetings

- UN Decade conference, Barcelona, 10-12 April 2024
- OP '24 symposium, 18-22 Nov 2023

- Seminars (TTs and OPOS-WG): we will provide details online

- Tell us if you are planning events! We can help...

- Frequency and format of future OPST meetings?

Website and communication

Updates of

- event details online
- person details online
- news online
- information (publication list, observation use, etc.) online
- reshuffling plan for web information (new front pages images, more dynamic changes to front page info, lifting seminars to a higher level and consolidate information, ..)

Communications

- emails
- meetings
- surveys
- postings on Twitter (now called X)

Documentation

Reports

- OPST reports
- TT reports
- OPAS finance report
- meetings minutes

Other comms

- general enquires
- endorsement letters
- finance solicitation letters
- invitation letters

Engagement with UN Decade and EU project

ForeSea

- web support
- communication support in future

SynObs

- web support
- SynObs project launch support
- communication support in future

EuroSea

- direct project participation / workshop organisation
- reports were submitted

Programme office evolution (1)

- Programme Office now at 100% (50+50% FTE)
- Stéphanie Cuvén started in Aug 2023
- Still catching up on tasks
- Funding from three dedicated OP sponsors to direct support MOi (EUMETSAT, Gov of Canada, MOi)

Programme office evolution (2)

- Job share since Sep (mainly KWB: OPST and SC: OP '24)
- After OPST-8: Next focus on communication
 - website updates (SynObs and ForeSea webpages)
 - publications update (online)
 - update of list observations for operational use (online)
 - communication plan for ForeSea (communications committee)
 - OP '24 organisation, advertisement, registration, abstracts, etc.
 - event support (e.g. CP-TT workshop, 2025)
 - general OP support for OPAS, OPST co-chairs, TTs, etc.

Finances

- Provision of finance update to OPAS
- Keeping contact with sponsors (invoices)
- Finance report and budget info to NOAA
- Working with Met Office/MOi on administering the OP account(s)
- Almost all funding for this FY received

- Funding split between Met Office and MOi

- Possible new support from INCOIS (in-kind)

- Setting up MoUs or letter of agreement with sponsors