



NF-GEBCO Seabed 2030 Project Establishment Team Terms of Reference

Introduction

The first phase of the NF-GEBCO Seabed 2030 Project is a 6 month Establishment Phase in which the project structures and protocols will be created and implemented to prepare the project for its operational phases. The Establishment Phase activities will be undertaken by an Establishment Team. These Terms of Reference document the goals of the Establishment Phase.

The Establishment Phase is planned to begin by 1st July 2017.

Ways of working

Most of the work of the Establishment Team will be online via email and skype/telephone meetings. There is no plan for the Establishment Team to meet in person other than for the interview of the Project Director. Once the goals of the Establishment Phase are achieved the Team will disband. Contribution to the Establishment Team is on an unpaid basis. Travel and subsistence will be covered for the interview of the Project Director.

Composition of the Team

The Establishment team will comprise 4 members of the GEBCO Guiding Committee and up to 4 invited external experts.

Name	GEBCO role	Affiliation
Martin Jakobsson	GEBCO Guiding Committee member– Vice-Chair	Department of Geological Sciences, Stockholm University, Sweden
Robin Falconer	GEBCO Guiding Committee member , ex-GGC Chair	Robin Falconer Associates
Graham Allen	GEBCO Guiding Committee member	British Oceanographic Data Centre, National Oceanography Centre, UK

Marzia Rovere,	GEBCO Guiding Committee member	ISMAR - Consiglio Nazionale delle Ricerche, Italy
Lisa Taylor	Independent, Ex-GEBCO Guiding Committee member	National Centers for Environmental Information, NOAA, US
David Heydon	Independent	Deep Sea Mining Expert
David Millar	Independent	Fugro, US
Larry Mayer	Independent	Center for Coastal and Ocean Mapping/Joint Hydrographic Center University of New Hampshire, US

Goals

1 Recruit the Project Director

A first draft position of the position description has been prepared.

Finalize the Position Description and the advert. Advertise. Agree recruitment/interview panel. Recruit.

2 Establish the Regional Data Assembly and Coordination Centers (RDACC)

The locations of the RDACCs have been agreed. The agreement between GEBCO and the RDACCs need to be written and agreed.

3 Establish the Global Data Assembly and Coordination Center (GDACC)

The location of the GDACC has been agreed. The agreement between GEBCO and the GDACC needs to be written and agreed.

4 Establish the Project Team

The directors of the GDACC and each RDACC have been provisionally proposed by each centre. These five and the overall project director will constitute the Project Team.

Terms of reference for the Project Team need to be written.

5 Implement the required monetary accounts and governance at IHO

Need to agree with IHO how to handle and disburse money to:

- Project Team for project activities
- RDACCs
- GDACC
- Project Director

6 Commence capacity development review

Need to agree scope and process, write Terms of Reference and agree participants.

7 Initiate outreach to ocean mapping community

It is important that we start telling the world about Seabed 2030 and connecting with related organizations. Until the Project Team is set up, the Establishment Team will take the lead in outreach.

8 Reporting

Report progress and status to:

- IHO
- IOC
- The Nippon Foundation
- GEBCO Guiding Committee

9 Transition

Ensure a smooth transition of responsibility to the Seabed 2030 Project Team at the end of the Establishment Phase

Relevant documents

All these documents will be provided.

Document	Explanation
Seabed 2030 Project Business Plan.doc	All of the detailed plans. The foundational document for the proposed project. \$ has been excluded on purpose and at request of the Nippon Foundation
Seabed 2030 Business Plan Appendix 7 Costs.doc	A summary of the project costs. Is an appendix of above Business Plan but on purpose kept separate from the Business Plan itself
Seabed 2030 Business Plan Costs (Details).xls	The project budget in excel and in as much detail as we have. Lots of computed values and very fragile! Much of the original budget is still included (as hidden columns) so we did nt lose the original costs and suggested

	activities and so some of the current budgets are computed as fractions of the original budget (again so we could see how we have reduced the budget compared to original idea)
Seabed 2030 Project Overview.doc	A brief overview of the Project including summary budget. Created at the request of Nippon Foundation as a high level project summary for the Executive Board of Nippon Foundation
Seabed 2030 Project Plan.doc	A brief overview but with more details as requested by the Nippon Foundation
Seabed 2030 Project Application for Year 1.doc	After writing all of the above, the Nippon Foundation then requested an application for just Year 1. So this is it.
Seabed 2030 Year 1 budget.xls	The Year 1 budget details. I think all of this is now included in the Year 1 Application itself at the Nippon Foundation request.

Documents to be written

Goal	What	Lead	Status
Recruit Director	Write Project Director Position Description		
Project Team	Write Terms of Reference for Project Team & initiate Kick off meeting		
RDACC set up	Write GEBCO-RDACCs agreement		
GDACC set up	Write GEBCO-GDACC agreement		
IHO accounts	Write spending rules for disbursement of Center funds		
IHO accounts	Write spending rules for Project Team Activity funds		
Capacity Development Review	Write Terms of Reference for Review		