

Participants:

Rex Sanders, US Geological Survey (USGS)

Andy Lanier, OR Dept. of Land Conservation and Development (DLCD)

Samantha Murray, Ocean Conservancy

Rachel Rodriguez, Yurok Tribe

Charles Steinback, EcoTrust

* **Steve Steinberg**, Southern California Coastal Water Research Project (SCCWRP)

***Emilio Mayorga**, Northwest Association of Networked Ocean Observing Systems (NANOOS)

Joel Shinn, US Fish and Wildlife Service (USFWS)

***Jan Newton**, Northwest Association of Networked Ocean Observing Systems (NANOOS)

Tanya Haddad, OR Dept. of Land Conservation and Development (DLCD)

Matt Armsby, Stanford Law/Center for Ocean Solutions (COS)

Scott Toews, CA Ocean Protection Council (OPC)

Jim Powers, Environmental Protection Agency (EPA)

Greg Benoit, California Coastal Commission (CCC)

Christina Cairns, NOAA Coastal Services Center (CSC)

Brodie Cox, WA Dept. of Fish and Wildlife (WFDW)

Chris Romsos, Oregon State University (OSU)

Members with an asterisk * were not in attendance at the meeting.

Background:

- Expense forms must be returned within a week... by March 23, 2012.
- NOP is one of the policy foundations that this work is building on... Draft implementation plan is available online here:
<http://www.whitehouse.gov/administration/eop/oceans/implementationplan>
- Limited budgets and capacity still require the best available data and information to make good management decisions and support efficient government.

- Phase I: \$246, 000 received for regional ocean partnership for WCGA. Spending almost half of that amount on building a data system (\$117k), could be focused on a regional data portal. (18 mo's from Jan 1, 2012)
- Phase II: New NOAA FFO is out for funding in 2012 and 2013. WCGA is going to apply for the creation of a regional data portal as a proposal for funding. The WCGA Executive Committee decided that this proposal would be \$500k on a data portal, leaving other needs a rough budget of \$250k – which is slated as a WC oceans summit. (18 mo's from Oct, 2012?)
- Phase III – future needs and other funding sources.
- Appendices for the FFO proposal can be repurposed for our FY 12 proposal.
- Remember that the costs associated with the system will exist beyond the funding periods.

Misc

- CCLME Use cases – Steve Rumrill
 - Examples can be used as templates for our IT, but Outreach Working Group can help to review and evaluate.

Action Items

- **Nomination of Co-Chairs/Secretary:** Please send me your self nomination or the nomination of another ACT member for ACT co-chairs and Secretary. In addition to the Co-Chair responsibilities described at the meeting, including setting meeting agendas, helping coordinate between working groups, and implementing direction from the WCGA, the ACT Co-Chairs will also be listed as the Technical Contacts on the FY11 Work plan and the FY12 Proposal (We will need to submit resumes for all contacts listed). **DUE COB WED 21st!**
- **ACT Work plan review:** I have attached the draft version of our work plan that we developed at the meeting. This is forming the basis of the FY11 and FY12 NOAA proposals being submitted on Mar. 28. Please review in track changes and let me know if there are changes that you would like to see. This is especially important for the ACT members who were not present at the meeting. Let us know what you think. **DUE COB THUR 22rd!**
- **Contract Requirements:** For those of you who volunteered (thank you!) please develop a short (~paragraph) description of the contract requirements for scope of work including in some cases the job description and required experience. **DUE COB FRIDAY 23rd.**
 1. Phase 1
 - a. Synthesis study/Data Catalogue (Tasks 1,5) - \$30K/\$10K (**Position Description, Contract Requirements - Joel S talk to HBI, Chris R, Matt A, Talk to Data and Outreach**)

groups. Hire contractor through competitive bid process or inter agency agreement)

- b. Web developer for data registry (Task 8) - \$50K (**Contract Requirements - Christina C, Dave S, talk with Robby Wilson about in kind support, get conceptual schematic from Daniel Martin (NROC); Emilio M work with IT group; Contract to web developer; need to competitively bid contract or interagency agreement if possible.**)

2. Phase 2

- a. Use case development (Task 1) - \$110K (**Contract Requirements and position description- Rex S, Alan A; Talk to IT group, contract out to GIS analyst)**
- b. Data Librarian (Task 3) – \$200K (**Job description and desired experience – Tanya H, Aaron M, Todd H; Hire someone to act as ACT POC, Coordinate w/WCGA, organize and QA/QC data)**
- c. Contractor to develop data viewer (Task 6a) – \$130K plus \$50K upgrade to Registry (**Contract Requirements - Emilio M, Andy L; Contract to web developer)**

- **Letters of Support:** An important component of the competitive proposal process is letters of support by West Coast agencies and organizations. I have attached an example of a letter of support we received from the California Coastal Commission for the FY11 ROPFP and a separate draft template. Please send letters of support to Lisa DeBruyckere at lisad@createstrat.com. Feel free to include in your letter general support for Focus Area 1 funding, or if you prefer, you can specifically mention the data network and its utility for the West Coast. **DUE no later than March 25, 2012.**
- **Travel Reimbursement:** Please submit travel claims to Lisa D (lisad@createstrat.com) within the next week to ensure timely reimbursement of travel funds. Attached is the form you will need to fill out. **DUE COB Friday 23rd.**