

# WEST COAST GOVERNORS ALLIANCE on OCEAN HEALTH

CALIFORNIA OREGON WASHINGTON

## West Coast Regional Data Framework ACT Meeting Summary

Feb. 7-8, 2013 - Billy Frank Jr. Conference Room, The Natural Capital Center  
The Natural Capital Center  
721 NW 9th Ave.  
Portland, OR 97213

### Attending

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Emilio Mayorga (NANOOS), Liz O Dea (WA Dept of Ecology), Rex Sanders (USGS), Joel Shinn (USFWS), Rachel Rodriguez (Yurok Tribe), Matt Armsby (Resources Law Group), Laura Engeman (CA OPC), Tim Doherty (NOAA), Steve Steinberg (SCCWRP), Andy Lanier (OR Dept Land Conservation and Development), Charles Steinback (Ecotrust), Chris Rosmos (OSU), Jim Power (EPA), Robby Wilson (NOAA), Todd Hallenbeck (WCGA), Gabriela Goldfarb (OR Governor's Office), Patty Snow (OR Coastal Management Program), by phone - Greg Benoit (CA Coastal Commission)

### Meeting Objectives

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1. Convene to discuss and vote on ACT specific business such as membership confirmation, work plan finalization, and grant progress.
2. Understand current state and federal data portal and networking activities to inform integration with RDF.
3. Collectively provide input to the Data Working Group to prioritize data in the Catalog.
4. Work collaboratively with Ecotrust to inform, discuss, and guide progress on the development of the Data Registry.
5. Brainstorm outreach strategies for RDF.
6. Develop language, timelines, and requirements for FY12 RFPs.
7. Discuss and plan for the 2013 West Coast Data Network Meeting.
8. Discuss funding strategies to ensure long-term sustainability.

# Annual RDF ACT Meeting

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The RDF ACT meeting is an opportunity for all the ACT members to meet face to face and discuss current activities, provide updates on work plan progress, provide guidance to working groups, and make decisions about the Data System and Human Network. This was the second ACT meeting and provided a forum to outline actions that the ACT should take over the next several months.

## **ACT Membership**

Steve Steinberg recognized the two newest members to the ACT, Laura Engeman and Liz O’Dea, as well as his new role as ACT Co-chair. Steve thanked Matt Armsby who had served as the previous ACT Co Chair as well as Scott Toews who recently ended his role with the ACT. He then led a discussion about membership roles and asked the group if there was anyone who thought they might need to step down. Emilio Mayorga and Chris Romsos expressed that their role as ACT member and Working Group lead had been more than they were expecting and would seek to hand off that responsibility to others in the Network in the coming year. Steve suggested that for them and other members who might be leaving the ACT or changing roles, ideally they would be responsible for finding a suitable replacement within their organization or state. Finally, the ACT co chairs thanked everyone for their time and commitment to the RDF.

**ACTION ITEM – At the Network meeting seek nominations for new working groups leaders (RDF ACT) Due: Sept 2013**

## **ACT Work Plan - [Presentation link](#)<sup>1</sup>**

Todd Hallenbeck presented the RDF work plan components and discussed the public comments received from US Rep. Sam Farr, PISCO, Scripps, CA GIS Working Group, OR Coastal and Marine Data Network, and USGS. The form of the work plan is a high-level strategic plan that describes the three goals of improving access, promoting interoperability, and supporting a community of practice, while leaving the more detailed information to be developed at the working group level with input from Network partners. The work plan highlights the decentralized nature of the RDF to build off and leverage existing resources and efforts of Network partners.

Most comments received centered on the ability of work plan deliverables to be used beyond this effort (e.g. Best Practices Guide, trainings) and emphasized the importance of support and communications to State and Network partners, both to help them engage in the RDF as well as “tell the story” of the value added by the RDF and garner buy in. These ideas and concepts have been embraced by the ACT and were incorporated into subsequent iterations of the work plan.

The group approved the work plan through consensus and the next step is to seek the approval of the WCGA Executive Committee. The group also discussed the process for adapting the work plan over time. It was decided that the document is a living one that will need to be

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<sup>1</sup> [http://www.westcoastoceans.org/media/Data\\_Network\\_ACT/Presentations/RDF\\_Meeting\\_Work\\_Plan\\_Update.pdf](http://www.westcoastoceans.org/media/Data_Network_ACT/Presentations/RDF_Meeting_Work_Plan_Update.pdf)

updated regularly as new information, technology, and priorities change. The RDF Annual meeting will be a good opportunity for this review.

**ACTION ITEM – Package up work plan with a cover letter (Todd H.) and present to the WCGA Executive Committee on their Feb. 25<sup>th</sup> call (Andy L., Steve S.) Due: Feb 2013**

### **Decision making models**

Andy Lanier led a discussion about decision making models that the ACT could adopt to help make decisions in the future. Several suggestions were discussed, including a model based on the Oregon OPAC framework and the Klamath Basin. It was agreed that a combination of the two would be most appropriate, striving for consensus, with multiple rounds of “degrees of consensus” (1 – strong support, 2 – neutral, 3 – strongly disagree), followed by discussion and clarification to address issues, with a need to have agreement by two thirds of members before moving forward.

**ACTION ITEM – Write up the hybrid decision making model adopted by the group (Andy L.) Due: Feb 2013**

## State/Federal Updates

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One focus of the RDF ACT meeting was to hear from State and Federal partners about current data networking and portal activities. These activities will help inform and guide the decisions that the ACT makes regarding Data System development, data and metadata standards, data development projects, and outreach opportunities. Given the foundational, nature of the State networks and portal activities, the RDF decisions must be tightly coupled with the state and federal efforts to ensure maximum interoperability and integration between the various efforts.

### **California Update - [Presentation Link](#)<sup>2</sup>**

Laura Engeman presented information on the development of the CA Geoportal. The CA Technology Agency has led development of a portal for accessing wide range of CA geospatial data using the ESRI open source Geoportal package. The ocean and coastal catalog/viewer is one component of the overall portal, and has been guided by CA’s Coastal and Marine Geospatial Working Group, which has representation of state and federal agencies. Current work is focused on registration of high-priority data sets, the development of a coastal and ocean tab, links and tools page, coastal viewer, and featured data sets. The next phase of work will include more data and customization of features for broader audiences. The CA Geoportal work is occurring at a good time with respect to informing RDF work, including the identification of high property data sets (including oceanographic data), establishing linkages

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<sup>2</sup> [http://www.westcoastoceans.org/media/Data\\_Network\\_ACT/Presentations/RDF\\_Meeting\\_CA\\_Update.pdf](http://www.westcoastoceans.org/media/Data_Network_ACT/Presentations/RDF_Meeting_CA_Update.pdf)

between the two portals, and opportunity to expand web mapping services for CA and federal data.

### **Oregon Update – [Presentation Link](#)<sup>3</sup>**

Tanya Haddad presented an update on the work of Oregon's Coastal and Marine Data Network (OCMDN). The group was officially recognized as a state Framework Integration Team and established working groups to discuss issues related to shoreline and catalogs. The OCMDN was successful in obtaining a FGDC grant to provide trainings and information related to catalogs that will be made available to members of the West Coast Data Network. The next steps for OR will be getting ocean and coastal data into the OR Spatial Data Library, hiring an intern to work with OR Dept. of Fish and Wildlife to set up a catalog for their recent inventory of nearshore ecological data, holding their second training on catalog development, and connecting OCMDN members with opportunities through the RDF FY12 funding. The trainings will be useful to West Coast Data Network members as they explore options for setting up catalogs at their home institution that can easily connect with the RDF Data Registry.

**ACTION ITEM - Build links between state and regional Networks (RDF Coordinator) Due: April 2013**

### **Washington Update – [Presentation Link](#)<sup>4</sup>**

Liz O'Dea presented on the various portal activities in WA. These included the WA State Geospatial Clearinghouse ([geography.wa.gov](http://geography.wa.gov)), WA State Geospatial Portal, WA State Data Portal, WA Coastal Atlas, and WA Marine Spatial Planning Tool. The Geospatial Clearinghouse is the central repository for statewide geospatial data, contains all data themes, and is not just limited to WA data. The Clearinghouse contains all the data and metadata found in the WA Coastal Atlas and is responsible for connecting to outside networks, including ICAN and the National States Geographical Information Council (NSGIC). However, the State GIO recognizes that the quality of existing metadata is low and is working with state agencies to make available metadata more consumable, which has possible positive ramifications for the search and harvest strategies the RDF is considering. Liz also talked about several of the data networks the state is involved with, including Pacific Northwest ERMA, Environmental Information Exchange Network, Nearshore Data Exchange with Western Tribes, Salmon and Steelhead Habitat Inventory and Assessment Project (SSHIAP), and the Pacific Fisheries Information Network (PacFIN).

### **Federal Update – [Presentation Link](#)<sup>5</sup>**

Robby Wilson presented information on the current work at the federal level to reengineer Data.gov to a single catalog using CKAN. The objective is to maintain one catalog for all government assets using Data.gov as the primary UI. This transition involves a big effort to upgrade metadata from FGDC to ISO standards. To facilitate this a FGDC-ISO translation program was written by NOAA staff which might be very useful to West Coast Data Network

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<sup>3</sup> [http://www.westcoastoceans.org/media/Data\\_Network\\_ACT/Presentations/RDF\\_Meeting\\_OR\\_Update.pdf](http://www.westcoastoceans.org/media/Data_Network_ACT/Presentations/RDF_Meeting_OR_Update.pdf)

<sup>4</sup> [http://www.westcoastoceans.org/media/Data\\_Network\\_ACT/Presentations/RDF\\_Meeting\\_WA\\_Update.pdf](http://www.westcoastoceans.org/media/Data_Network_ACT/Presentations/RDF_Meeting_WA_Update.pdf)

<sup>5</sup> [http://www.westcoastoceans.org/media/Data\\_Network\\_ACT/Presentations/RDF\\_Meeting\\_Federal\\_Update.pdf](http://www.westcoastoceans.org/media/Data_Network_ACT/Presentations/RDF_Meeting_Federal_Update.pdf)

partners who need to upgrade their own metadata holdings. Recently, Data.gov has allowed regional and state catalogs to register for an account and NOAA CSC has created a Marine-Portal Network to link regional portal efforts and share lessons learned, both of which are opportunities that the RDF will benefit from pursuing.

**ACTION ITEM – Establish an account with Ocean.Data.Gov (Tanya H.) Due: Mar 2013**

## Phase One Work

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Phase One work began with the award of the FY11 NOAA grant of \$116,000 to the WCGA to assess data needs, develop a Data Catalog, and build a Data Registry to connect West Coast ocean and coastal data systems. The majority of this work has been done through Ecotrust and is nearing its completion, with the selection of high priority datasets for the Catalog and the design of the Registry user interface.

### **RDF Data Catalog – [Presentation Link](#)<sup>6</sup>**

Chris Romsos presented an update of the activities of the Data Working Group. Their progress over the last couple months had been in organizing and prioritizing the data layers to populate the West Coast Data Catalog. The basis for the prioritization had been a short survey conducted with each of the WCGA ACTs by Ecotrust. The RDF ACT recognized the limitations of this survey method and the need to consult with the states on their priorities, as well as recognize the changing priorities of the WCGA to focus specifically on Climate Change, Marine Debris, and Ocean Acidification. The RDF ACT decided that by focusing on one or more of these high priority issue areas and identifying the specific management questions to be addressed, the Working Group would have more ability to seek out and populate the Data Catalog with the relevant regional and state level data sets before then of the contract period.

Once the regional issue and management question is identified, the Data Working Group will work to identify all relevant federal and regional scale data, and would then identify relevant data that exists in each of the three states. It was agreed that high priority data would be that data which is ready to go from a technical standpoint, meaning correct metadata, format, and accessibility. This exercise will also help the states understand what high priority data they can work to make available through their state system as well as gaps that the RDF and WCGA would want to fill with FY12 and potential FY13 funds.

**ACTION ITEM – Once priority resources are identified, ascertain the technical readiness for connecting to system and include in the data prioritization spreadsheet (Data Working Group) Due: Mar – May 2013**

**ACTION ITEM - Continue to work out the taxonomy issues and all its dimensions: Thematic, Geographic, and possibly data quality (Data working Group) Due: May – June 2013**

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<sup>6</sup> [http://www.westcoastoceans.org/media/Data\\_Network\\_ACT/Presentations/RDF\\_Meeting\\_Data\\_WG\\_Update.pdf](http://www.westcoastoceans.org/media/Data_Network_ACT/Presentations/RDF_Meeting_Data_WG_Update.pdf)

## RDF Data Registry

Emilio Mayorga provided a short update on the activities of the IT Working Group to inform the development of the RDF Data Registry. In particular, Emilio notified the RDF ACT of the Working Group decision to go with the ESRI Open Source Geoportal catalog software to build the Registry. Geoportal is a widely used catalog solution and met RDF requirements to provide administrative access, use harvesting strategies for loading resources into the catalog, allow for administrative review of resources, and support metadata harvest from state partners using the Catalog Standard for the Web 2.0.2. The RDF Data Registry is important because it represents the first tangible work product of the RDF ACT and will be used to judge the success of the group. It will be an important step to demonstrate harvest and federated search of state and federal catalogs. The next phase of work is to design and build the web interface for the RDF Data Registry.

Tim Welch, Ecotrust developer, presented on the current Registry interface design mockups. The designs included elements for searching and browsing resources (by geography, keyword, and thematic area), registering resources, a user forum, and an updates/news section. The goals of the interface are:

- Rapid discovery of resources (category, geography, format, keyword)
- Relevant search results
- Access to the authoritative provider of resources
- Build interface off of Geoportal REST API
- Keep it simple
- Create foundation for the data viewer

There needs to be ongoing focus for the ACT and contractor on developing the Registry workflow, acquisition of resources, enhancing acquired metadata, taxonomic ontology, and encouraging supported metadata standards. One of the added values of the RDF Data Registry is the ability to curate the collection and “tag” resources with keywords that are specific to the West Coast. The workflow envisions that initially the RDF coordinator would be curating the metadata records in the Registry but as the capacity and training of partners’ increases, they would take on this role. The ACT had a robust discussion regarding the hosting of the RDF Website, required interface elements, and how the registry would be related to the overall RDF web presence. Finally, Tim raised a number of questions that will help guide the Registry design going forward, including:

- What is the brand (name, logo, colors, text)?
- What should the prepackaged searches be based on (geographic, thematic)?
- What information is included for each resource?
- Should the Registry allow for the resource to be searched outside of the registry?
- Who does the resource curation (i.e. tagging)? RDF Coordinator?

**ACTION ITEM – Set up UI Design review committee and schedule first iterative review of public and administrative design elements (Ecotrust) Due: Feb – May 2013**

**ACTION ITEM – Develop a list of technical requirements needed of the web host (server size, operating system, maintenance and security updates, etc....) (Ecotrust) Due: Feb 2013**

**ACTION ITEM – Work with John Helly at the California Super Computer Center to work through elements and see if their infrastructure would meet needs for hosting the Registry (Steve S) Due: Feb – Mar 2013**

**ACTION ITEM – Develop a list of portals that the RDF ACT anticipates connecting to by June, after June, and a spider diagram of connectivity of systems (RDF Coordinator) Due: April 2013**

### **Outreach and Communications Strategy**

Tim Doherty lead a discussion on the Outreach working group activities that will be starting in earnest as the ACT transitions to Phase Two of the work plan. This group has not yet been heavily involved with the work being done and the ACT provided that group some guidance on what that group should focus on in the short to mid-term. The role of the Outreach working group was initially identified as the communication branch of the RDF, responsible for messaging goals and objectives, ensuring products meet user needs, and growing a community of practice around the Data System through training and outreach. It was identified that this remains an important aspect of the RDF work plan and that priorities should include messaging the value of RDF activities, developing a long term outreach strategy, building a directory of Network partners and “data diplomats”, reconnecting with Network partners who participated in the Oakland meeting, and providing training materials to Network partners.

Developing messaging around the RDF activities will help prepare RDF and WCGA members to be able to communicate RDF goals and benefits to others at conferences, meetings, presentations, and informal conversations and build support with nontraditional partners (e.g. legislatures, lay stakeholders). The member directory will be foundational element of a well-connected Network that provides information about who someone should contact about any particular data set. Finally, the training materials could include a broad range of subjects such as, preparing ISO metadata, setting up a catalog, and using the Registry. All of these Outreach tasks and ideas will form the basis for the long-term communication plan described in the RDF work plan.

**ACTION ITEM – Develop RDF 2-pager to accompany work plan that communicates the “RDF story” to EXCOM, States, Network partners, legislatures, and lay audiences. Should include who, what, why, value added, return on investment, how to connect, pretty images/maps, contact information, no jargon (Outreach Working Group) Due: Feb 2013**

**ACTION ITEM – Develop/repurpose outreach materials (ppt/posters) for conferences and meetings (RDF Coordinator) Due: April 2013**

**ACTION ITEM – Develop a Google calendar that lists the events and conferences ACT members are attending (RDF Coordinator) Due: April 2013**

**ACTION ITEM - Develop brand logo, name, color scheme that will be an iconic representation of the RDF (RDF Coordinator, Outreach Working Group) Due: April 2013**

**ACTION ITEM – Develop long term communications strategy for the RDF (RDF Coordinator, Outreach working group) Due: April – June 2013**

**ACTION ITEM - Web presence that ties together all the elements that are products of the RDF; brand, registry, catalog, forum, member directory (RDF Coordinator, Outreach Working Group) Due: April – June 2013**

## Phase Two Work

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Phase Two work began with the award of the FY12 NOAA ROPFP grant for \$625,000 in Winter of 2012. Because the RDF proposal did not include contractors, many of the tasks described in the proposal require a competitive bidding and contractor selection process. The RDF ACT identified the tasks that needed contractors and discussed a strategy for selecting and awarding contracts. Although, the ACT received a great deal of input from Network Partners before submitting the FY12 work plan, NOAA provided feedback to the group that modifications to the original proposal would not be accepted. Given this discrepancy, the ACT will be working within the limitations of the original proposal but will seek to achieve the goals and input described by Network partners. The ACT discussed the need to lump contractors and keep the number of RFP contracts and subcontracts to a minimum to reduce overhead costs and grant administration. In particular, it appears that Task 3 (Use Case Development) and Task 6 (Data System Enhancements) could be combined to maintain connectivity between the two tasks. Also, the ACT discussed the possibility of focusing on one Network partner data development project in Task 4.

### Use Case Development

The development and implementation of a Use Case is a common technique in software development that involves working directly with application users to understand their specific needs and design tools and applications that will directly meet those needs. In this case, it means working with a WCGA ACT to build a Data System that will answer specific questions of regional importance. The RDF ACT struggled with the potential outputs of the Use Case and began to understand that functionality such as a map viewer might not be the functionality that is desired or needed by the WCGA ACT. The success of the RDF and Data System to provide a real world benefit to coastal managers and stakeholders will be the yardstick that the value of the RDF will be judged by.

Given the importance of addressing a real world issue in telling the “RDF value,” the ACT had a lengthy discussion about the potential pros and cons of working within the WCGA priority issues areas (Marine Debris, Climate Change, Ocean Acidification). For Marine Debris, these

included benefitting from the current political interest in Marine Debris as well as the WCGA investment in the Marine Debris Database. However, some ACT members thought that this issue was too narrow of a focus. For Climate Change, it would benefit from building on current work in CA, OR, and WA to understand coastal vulnerability and update coastal plans, as well as Federal government efforts to develop sea level rise tools. However, this issue pushes the focus of the RDF to more coastal/land-based geographies and might necessitate higher resolution data better served by local municipalities or states.

One commonality identified between the Ocean Acidification, Marine Debris, and Sea Level Rise issue areas was the focus on the changes to the shorezone as well as the need for good oceanographic data products in a variety of time scales. The group discussed the importance of choosing Use Cases that will eventually serve multiple purposes and identifying these commonalities is important.

#### Use Case Examples

- Combining Marine Debris Database layers with coastal photos from states to understand where marine debris is potentially affecting critical habitats/vulnerable shorelines.
- Identifying coastal communities (human and natural) that are most vulnerable from changing climate and sea level rise.
- Understanding hotspots of highly acidified water to provide guidance to spatial conservation planning.

**ACTION ITEM – Identify two or three key questions/priorities from States and ACTs that would benefit from RDF in order to narrow the number of priority datasets needed in the short term and provide Use Case options for the EXCOM (Andy L., Laura E., Tanya H., Outreach Working Group) Due: Feb – May 2013**

**ACTION ITEM –Based on responses from ACTs, recommend Use Case(s) for the EXCOM, making sure to strategically recommend those that meet multiple objectives (RDF ACT) Due: May 2013**

#### Data Development Projects

The most important feedback received while developing the RDF ACT work plan was the need to be realistic about the ability of State and Network partners to contribute and engage in the RDF given limited capacity. The ACT recognized this and made sure to include resources to directly support data or metadata development activities that would make available high priority data sets to the Registry. The RDF ACT hopes that by prioritizing West Coast data needs and identifying gaps, the RDF ACT will be able to provide direct support to State and Network partners to make those data available to the System.

The Data Needs survey conducted with the WCGA ACTs underscored the cross-ACT need for regional oceanographic data that could be used to address West Coast ocean issues like Climate Change, Marine Debris, and Ocean Acidification. Additionally, the WCGA had recently signed an MOU with the West Coast Regional Associations of the Ocean Observing System (OOS). Emilio Mayorga shared a concept of hiring a fellow to work closely with West Coast OOS,

the RDF ACT, Sea Grant, and the WCGA to develop regional data products based on needs identified by the WCGA. While the OOS's have developed sophisticated systems for sharing information with stakeholders, they have not developed these in the traditional spatial context more suitable for ocean planning. Therefore, oceanographic data has not traditionally been incorporated into Geoportals or planning activities. The OOS's would contribute their expertise and capacity to train and mentor the fellow, while the RDF ACT would work to connect them with the oceanographic data needs of the West Coast. While the specific deliverables of this project are yet to be worked out, the ACT agreed that it sounded promising and was a cost effective way to generate much needed oceanographic data for both the region and the individual states.

**ACTION ITEM – Identify funding sources for OOS Fellow, work out details of project deliverables, and present options to the WCGA EXCOM (Emilio M., RDF Coordinator) Due: Mar – June 2013**

**Network Meeting – [Presentation Link](#)<sup>7</sup>**

The ACT discussed the need to reconvene the West Coast Data Network to bring together the partners and individuals who participated in developing the RDF concept. The ACT discussed that this could be an opportunity to demonstrate the Registry, seek feedback from users, and provide training opportunities on subjects such as Catalogs, ISO metadata, and the Registry. Additionally, this would be a great opportunity to engage WCGA ACT members to discuss the Use Case and how their team might benefit from it. The Network meeting would be a chance to take stock of the RDF progress and seek input on how to improve. The ACT identified that late summer/early fall would be ideal time for holding the meeting (Sept.)

**ACTION ITEM - Establish a subcommittee to plan for the workshop (Steve S., Rex S., Rachel R., Tim D., Samantha M.) Due: April 2013**

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<sup>7</sup> [http://www.westcoastoceans.org/media/Data\\_Network\\_ACT/Presentations/RDF\\_Meeting\\_Network\\_Meeting.pdf](http://www.westcoastoceans.org/media/Data_Network_ACT/Presentations/RDF_Meeting_Network_Meeting.pdf)



**Figure 1: Regional Data Framework ACT members (from left) Todd Hallenbeck, Liz O'Dea, Matt Armsby, Laura Engeman, Charles Steinback, Samantha Murray, Joel Shinn, Rachel Rodriguez, Chris Romsos, Jim Power, Rex Sanders, Tanya Haddad, Tim Doherty, Emilio Mayorga (front row) Andy Lanier, Steve Steinberg (not pictured) Jan Newton, Greg Benoit**

# Appendix A: Action Items

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Action Items	Responsible Parties	Due Date
Package up work plan with a cover letter and present to the WCGA Executive Committee on their Feb. 25 <sup>th</sup> call	Todd H., Andy L., Steve S.	Feb 2013
Write up the hybrid decision making model adopted by the group	Andy L.	Feb 2013
Develop RDF 2-pager to accompany work plan that communicates the “RDF story” to EXCOM, States, Network partners, legislatures, and lay audiences. Should include who, what, why, value added, return on investment, how to connect, pretty images/maps, contact information, no jargon	Outreach Working Group	Feb 2013
Develop a list of technical requirements needed of the web host (server size, operating system, maintenance and security updates, etc....)	Ecotrust	Feb 2013
Set up UI Design review committee and schedule first iterative review of public and administrative design elements	Ecotrust	Feb. 21 – Mar 2013
Work with John Helly at the California Super Computer Center to work through elements and see if their infrastructure would meet needs for hosting the Registry	Steve S.	Feb - Mar 2013
Identify two or three key questions/priorities from States and ACTs that would benefit from RDF in order to narrow the number of priority datasets needed in the short term and provide Use Case options for the EXCOM	Andy L., Laura E., Tanya H., Outreach Working Group	Feb – May 2013

Establish an account with Ocean.Data.Gov	Tanya H.	Mar 2013
Once priority resources are identified, ascertain the technical readiness for connecting to System and include in the data prioritization spreadsheet	Data working Group	Mar - May 2013
Identify funding sources for OOS Fellow, work out details of project deliverables, and present options to the WCGA EXCOM	Emilio M., RDF Coordinator	Mar – June 2013
Develop a list of portals that the RDF ACT anticipates connecting to by June, after June, and a spider diagram of connectivity of systems	RDF Coordinator	April 2013
Build links between state and regional Networks	RDF Coordinator	April 2013
Develop/repurpose outreach materials (ppt/posters) for conferences and meetings	RDF Coordinator	April 2013
Develop a Google calendar that lists the events and conferences ACT members are attending	RDF Coordinator	April 2013
Develop brand logo, name, color scheme that will be an iconic representation of the RDF	RDF Coordinator, Outreach Working Group	April 2013
Establish a subcommittee to plan for the Network workshop	Steve S., Rex S., Rachel R., Tim D., Samantha M.	April 2013

Develop long term communications strategy for the RDF	RDF Coordinator, Outreach working group	April –June 2013
Web presence that ties together all the elements that are products of the RDF; brand, registry, catalog, forum, member directory	RDF Coordinator, Outreach Working Group	April – June 2013
Based on responses from ACTs, recommend Use Case(s) for the EXCOM, making sure to strategically recommend those that meet multiple objectives	RDF ACT	May 2013
Continue to work out the taxonomy issues and all its dimensions: Thematic, Geographic, and possibly data quality	Data working Group	May – June 2013
At the Network meeting seek nominations for new working groups leaders	RDF ACT	Sept 2013