



**INTERGOVERNMENTAL OCEANOGRAPHIC
COMMISSION**
(of UNESCO)

**Workshop Sargassum and Oil Spills Monitoring Pilot
Project for the Caribbean and Adjacent Regions**

(Mexico D.F., Mexico, May 2 – 4, 2018)

**Sargassum and Oil Spills Pilot Project for the Caribbean and Adjacent
Regions**
Working Groups Terms of Reference

These Terms of Reference outline working groups (WG) for the development of a sargassum and oil spill observing, information management, and product delivery framework for the Caribbean Sea and Adjacent Regions.

WG1. Project Coordination & Support

WG1 will be responsible for articulating the overall project vision and providing coordination and logistical support for the project. WG1 activities will include:

- Create and maintain a working document describing objectives, methods, activities and expected outputs
- Perform outreach to potential partners and potential funding organizations/projects
- Maintain collaboration and financial documents
- Coordinate WG activities, including organization of virtual and in person meetings and workshops
- Coordinate with other regional bodies and activities of relevance
- Manage MOUs and agreements among parties
- Develop a framework Communication Strategy that will form the basis for managing internet and social media presence

WG2. User Engagement, Outreach and Capacity Building

WG2 will be responsible for identifying and engaging with local stakeholders impacted by or responsible for the management of sargassum and oil spills. WG2 will also be responsible for

providing country-level requirements for products and garnering support for the use of products. WG2 activities will include:

- Identify User categories
- Identify National authorities and Individuals within user categories
- Consult to define requirements
- Write requirements document
- Identify information workflow for service to be successful
- Provide input to Communications Strategy to address outreach needs
- National Training and awareness activities
- Mitigation and preventive action including possible policy responses
- Identifying potential uses/disposal of collected sargassum
- Collation of best practice information related to sargassum management and integration within online platform
- Supporting an economic impact evaluation of the forecast system and activities

WG3. Data and Product Development/Technical Advisors

WG3 will be responsible for developing a **detailed** structure of data, products, and technical activities and requirements, including present and potential practitioners. WG3 activities will include:

- In coordination with WG1, develop a detailed structure for data management, current and future products, and technical activities in the region. Work with potential users to define product needs
- Select data sources and data collection systems to include
 - Satellites sensors and analysis products
 - In situ data sources and analysis products
 - Assess synergy between satellite and in-situ data to create enhanced products
- Ground truth data requirements and collection
- Conduct research as necessary and given by the product requirements
- Assess current monitoring techniques and products
- Develop and assess dynamic model forecasts based on currents, winds and bio/geochemical conditions
- Identify and develop data and product storage, handling and archives (this is probably included under data management)
- Work with users to develop product visualization and delivery including warning and alert systems

WG4. System Design and Integration

WG4 will design and put together the platform to integrate them and deliver them to the end users. WG4 activities will include:

- System design and integration: overall architecture
- Definitions of standards for interoperability
- Data and product storage, handling and archives
- Product visualization
- Product delivery to users