

OCEAN NETWORKS CANADA SOCIETY (“ONC”)

Ocean Observatory Council

TERMS OF REFERENCE



A. COUNCIL AND PROCEDURES

1. Purpose

- 1.1. The purpose of the Ocean Observatory Council (hereafter “the Council”) is to provide advice to Ocean Networks Canada (ONC) management related to ONC’s 5-Year Science Plan and ONC operations based on input from the broad ONC international science community.

2. Membership

- 2.1. The Council will consist of between five (5) and ten (10) external members who shall be appointed for terms of up to three (3) years, renewable to a maximum total term of six (6) years. The membership shall comprise of active observatory scientists who represent the many disciplines of scientific communities that conduct research on the NEPTUNE and VENUS observatories.
- 2.2. The membership of the Council must be independent from staff and leadership with no real or perceived conflicts. The members of the Council shall have sufficient expertise and international experience to cover the breadth of the science enabled by the ONC Observatories.
- 2.3. Members of the Council shall be appointed by the existing Council on the recommendation of the Chair of the Council and in consultation with ONC Executive.
- 2.4. The Council shall appoint its Chair from among its members. The Chair will work with ONC’s Director, User Engagement to set the agenda for the meetings.
- 2.5. The ONC Director, User Engagement and the ONC Director, Observatory Operations shall serve as Lead Liaisons to the Council.

3. Meetings

- 3.1. The Council shall have at least two (2) meetings per year face-to-face with ONC invited staff with every effort being made to ensure that the majority of the Council members can attend the meeting. It is expected that there will also be one (1) additional meeting held per month via teleconference. At least one (1) of the face-to-face meetings needs to coincide with the dates for the International Science Advisory Board.
- 3.2. If the Chair of the Council is not present at a meeting of the Council, one of the attending members of the Council shall be chosen by Council to preside.
- 3.3. Administrative support for the Council shall be provided by ONC's Corporate Operations. All meeting materials shall be sent to members of the Council one (1) week in advance of each meeting.
- 3.4. At the invitation of the Chair of the Council, other individuals who are not members of the Council may attend any meeting of the Council. This will include ONC staff. The Council may also hold meetings without ONC staff.
- 3.5. The Council shall fix its own procedures at meetings and keep records of its proceedings.

4. Other

- 4.1. Council members shall be reimbursed for all reasonable expenses related to their attendance at meetings in accordance with ONC's travel policies/guidelines.

B. MANDATE

5. The Council Role and Responsibilities

- 5.1. The Council shall advise on:
 - (a) ONC's Science Plan;
 - (b) Data and technology requirements;
 - (c) Instrument deployment priorities, experiment progress, and policies and practices
 - (d) Prioritizing operations and maintenance activities, including any new proposed installations;
 - (e) how Ocean Networks Canada can meet and improve on its metrics; and,
 - (f) the operations of ONC's Working Groups.