Sequence of Preparatory Activities for Initial GCOOS Stakeholders Meeting

Two teams were selected to prepare background materials
1. Governance Team to prepare governance options—interim and longer-term.
2. Business Plan Team to gather materials needed for meaningful discussion of business plan at fall 2004 Stakeholder Meeting and to draft inputs to the Business Plan. NOTE: The business plan should be prepared for the period FY2007-2012. GCOOS spending should be budgeted for $30M per year by the end of that period.

Materials distributed to these teams included:
• Ocean.US guidance for preparation of Business Plans and requirements for governance structure for Regional Associations
• Examples of MOA, MOU, Articles of Incorporation and Bylaws used by related organizations
• Descriptions of existing observing system elements in the Gulf with budget sources and projections and users
• Initial priorities for new or enhanced observing system elements of GCOOS
• Initial priorities for enhancements to the national backbone in the Gulf of Mexico, with out year budget estimates

Activities of teams
Planning team 1: Governance
Conference call held October 13. Decided to draft a MOA for GCOOS Regional Association. A first draft was prepared by October 29. After review by team members a revised draft was sent to the team by November 19. Comments were received and incorporated to produce a second draft.

Planning team 2: Business Plan
Conference call held October 5. Drafting assignments made. Draft materials were due November 18. Meeting of team held December 1-2 in New Orleans. Based on meeting and subsequent inputs a revised draft was prepared.

Exchange white papers between Teams 1 and 2 for review
Governance The second draft of the MOA was sent to both teams for comment on December 10 with a request for comments by December 21. Comments received were incorporated.

Business Plan Second draft of the Business Plan was sent to both teams on December 17 with a request for comments by January 5, 2005.

Complete reviews and circulate to all identified GCOOS stakeholders
Governance Revised draft sent to GCOOS list serve and posted to GCOOS web site on 21 December 2004. Comments were solicited by January 17, 2005.

Business Plan Revised draft to be sent to GCOOS list serve and posted to GCOOS web site by January 10, 2005. Revised draft posted to GCOOS web site on January 7, 2005. Request for comments by January 19, 2005 was sent to GCOOS list serve on January 10, 2005.

Follow-up to stakeholder comments
• MOA revised on January 19 and posted to web. Copies were available at the meeting
• Copies of the revised Business Plan draft were available at the meeting.

Initial nominations for Board of Directors, Councils, and Committees
Call for nominations was sent to GCOOS list serve on January 10, 2005. These slates of candidates will remain open until sometime after the meeting to allow broad participation in the process.