**SOOS Capability Working Groups**

**Terms of Reference**

**SOOS Regional Working Group Title**

Please propose a concise WG title

**SOOS SSC Sponsor**

Please provide the name of the SSC Sponsor

**SOOS Capability Working Group Key Objective(s)**

Please outline a concise WG objective(s)

**Terms of Reference**

*SOOS Capability WGs define their own Terms of References, however there are some standard terms that SOOS encourages WGs to undertake. These can be discussed with the SSC sponsor.*

The WG will fulfill the following terms of reference:

1. Provide support to regional working groups in the implementation of observing system components or advances related to the outputs of this proposed capability working group.
2. Establish linkages with existing and emerging programs of relevance to this proposed capability working group.
3. Convene focussed sessions at national and international meetings, and facilitate synthesis products, to increase the awareness of the scientific community to the importance of the activities and outcomes of this working group.
4. Provide support to International Program Office (IPO) by providing annual reports to be available at the SOOS SSC annual meeting, as well as providing content for the IPO website/newsletters on the activities and outcomes of the proposed working group.
5. Develop a funding plan to sustain the Working Group activities.
6. Have products coming out of the WG acknowledge SOOS.

Please add additional Terms of Reference that are specific to the proposed capability topic.

**Participants**

*A minimum 2 co-chairs from different countries is required; however large WGs are encouraged to have an executive committee or structure that can share the administrative burden and help the group to work efficiently. Ideally, there would be representation from a broad number of nations, representatives from related international programs/initiatives, and gender balance.*

Please add a table of proposed WG membership with names, expertise, nationality and affiliation details, as well as highlighting the Co-Chairs and any executive committee structure being proposed. NOTE - This section does not have to be filled out comprehensively until after EXCOM initial approval.

**Outputs and Outcomes**

Please list expected outputs and outcomes for the WG.

**Mode of Operation**

*Most WG will work remotely and meet virtually and opportunistically at scientific conferences until funding can be arranged for the specific group activities. The* [*SOKI wiki*](http://www.soki.aq/display/public/Welcome+to+SOKI) *is available for all SOOS Working Groups, to facilitate the delivery of the terms of reference. SOOS also offers the use of GoToMeeting for virtual meetings and WG-specific web pages for sharing of documents and information.*

Please highlight here the modes of operation that this WG will utilise.

**Strategy & Milestones**

*SOOS encourages all WGs to develop a clear strategy for achieving the objective, built on a realistic timeline of key milestones. All WGs will be reviewed annually by the SOOS SSC for progress, against the work plan defined in this section. SOOS recommends a strawman strategy be developed for the initial approval process. Once full approval has been received, the WG should work together to develop a comprehensive, multi-year plan. Where possible, the strategy should also identify the resources required to achieve milestones and a proposed way forward to access these resources. SOOS can provide input and support in identifying and accessing required resources.*

Please provide a strawman overview of planned strategy, key milestones and proposed timeline for delivery. A more comprehensive strategy can be developed following final review and approval of the working group.