Meeting: IPO-Canada and Chair - 15 September 2022

Aims of the meeting

1. Address the issues of concern raised between the two IPOs
2. Decide on a way forward for the planning of Future Oceans 3
3. Begin to develop a strategic plan for a new vision for IMBeR taking into consideration the responses

Agenda

Items for discussion and decisions

- IPO responsibilities and staff roles https://docs.google.com/spreadsheets/d/1099aMntiUsE65tXoWBiwFUSvxDu0MWpaImV_NzV33ps/edit#gid=0

Any other business

- Action output from IPO - Chair meeting (write and check at each meeting)
- Agenda and Report IPO-Chair meeting (including Action)
- News from Costa Rica
- Roles of IPO during the SCC and Conferences and Workshop organisation
- Diana had noted the search for a financial contribution that was to be requested by John, progress?
- News and organization of the Future Ocean3 Open Science Conference
- Begin to weave a strategic plan to pursue a new vision for IMBeR that will also help respond to the latest SCOR review

Meeting notes

Issues of concern raised by IPO-China

1. IPO-China were excluded from decisions taken regarding the potential host of Future Oceans3
2. IPO-China consider the agenda for the weekly IPO meetings with Diana to be inadequate and that it needs to be available earlier to allow for preparation
3. IPO-China feel excluded from facilitating the IPO meetings with Diana
4. The notes from the IPO meetings with Diana are too brief
5. A table of Actions should be made available after each IPO meeting with Diana
6. Some of the roles and responsibilities assigned to the IPO-China were commandeered by the IPO-Canada and these should be handed over immediately
7. IPO-China is responsible for all tasks and activities and communications taking place within China
8. There was insufficient input from IMBeR into outside partner's requests for comments or opinions, e.g., the SCOR working group proposals. Diana considers that responding to the proposals of the SCOR review must be a priority of the new organization and activities of IMBeR. Gi proposed a process involving setting up a committee to ensure that sufficient input is provided.

IPO-Canada resolving issues raised

1. It was concluded that a lot of the issues raised by IPO-China stem from misunderstandings or lack of information. Available information may not be presented in the most accessible form (and not enough time prior to the meetings) , and bullet point summaries make decisions hard to interpret.

2. IPO-China were on leave when the Future Oceans3 Selection Committee met. It was deemed important to hold the meeting as soon as possible due to the time constraints of organising the OSC. Jingling was present at the meeting to ensure that an informed Chinese perspective was represented on the committee, particularly as the Xiamen bid was to be discussed. Minutes of the meeting were sent to all (including IPO-China by email on 29 August).
3. Frequently, at the meetings, John asked for both IPOs and the Chair to add agenda items prior to the meetings, and suggested that in order that the priorities of IPO-China are addressed, the role of leading the meeting should alternate between IPOs. Effort will be made to make the agendas more detailed. However, this is a task for everyone. In order for enough time to be available to prepare for each meeting, it has been agreed that the agenda must be finalised by the Friday before the IPOs-Chair meeting to be held on the following week (typically on a Tuesday).

ACTION: The IPO responsible for each weekly meeting will ensure that the agenda is available on Friday prior to the meeting
[Agenda doc: https://docs.google.com/document/d/1jG3rm6AuISDL86TJ6TS4GwtSDeXdXTJw2DJZxgNB-HI/edit]

4. IPO-Canada would be pleased to share the task of organising, facilitating, writing the minutes, and inputting action items of the weekly IPOs-Chair meeting. Therefore, the task will alternate between the IPOs, and it is proposed that this will begin with IPO-China leading the next meeting later in September.

ACTION: IPO-China will organise and facilitate each alternate meeting, beginning with the next meeting (on 27 September 2022)

5. Both IPOs will attempt to provide adequate minutes of the meetings. In addition, all future meetings will be recorded. As this will use up a lot of data, the recordings will only be kept for one month (this may be revised once the impact on cloud storage has been assessed).

ACTION: All to check actions and notes from meetings to ensure that there are no misconceptions, referring to recordings if necessary

6. John has continuously updated the IPOs and Chairs' Table of Actions on the google document after every weekly meeting – but this is also a task for everyone.
7. IPO-Canada continued to work on responsibilities assigned to IPO-China with the intention to help and relieve workload, not with any ill-intent. The aim was to help when the IPO-China did not have the capacity. September 7, 2022, was the first mention of this no longer being an issue and that the responsibility should be handed over. IPO-Canada is very grateful to no longer have the responsibility of all four regional programmes. All communications have been handed over. We are aware that the IPO-China is often burdened with additional (non-IMBeR) tasks by ECNU-SKLEC. The IPO-Canada remains available to assist should the need arise.
8. We agree that IPO-China should lead all communications with Chinese institutions , including corresponding with Xiamen regarding their bid (see action below), and this will be the practice moving forward.
9. Often requests from 3rd parties are received with very short turn-around time. Setting up a committee to respond to requests is often not feasible given the short deadline for responses, reports or opinions. It has been determined that providing a draft that people can comment on has more success than just the original request. John acknowledged that his response to the SCOR Working Group proposals was sent around late, but all the information and request for comments had been available to everyone for more than one month. Gi's international

experience and expertise make him the best suited to address all 3rd party requests for opinions or comments .

ACTION: Gi to consider taking over the responses and opinions of all outside partners – following the process that he outlined in an email to John

ACTION: Gi to clarify what role he would like, and has the ability to take on, to raise the status of the IPO-China

ACTION: all to fill in and update the "IPO Staff roles and responsibilities" sheet, both for IPO sheet and individual staff sheets https://docs.google.com/spreadsheets/d/1099aMntiUsE65tXoWBiwFUSvxDu0MWpaImV_NzV33ps/edit#gid=0

- It was assumed that items in the Actions and in meeting notes were read, understood and agreed. It now appears that this is not the case, as several of the points raised by Gi were discussed in meetings that IPO-China attended, and were recorded in the notes or Actions derived from the meetings.
  We request that if there is disagreement, or anything is not clear, that this be raised immediately to avoid misunderstanding and incorrect assumptions.

Future Oceans 3

- The Selection Committee expressed concerns about holding a meeting in Xiamen, but requested that Xiamen be contacted to ask (among other things) whether their bid would also entertain being one of three regional venues, should Future Oceans 3 shift to this model – they replied to say that they were not keen.
- IPO-China has also concluded that is not the feasible to hold Future Oceans 3 in China.
- The 'three regional hubs' model was suggested by the Selection Committee as a possible alternative to a totally virtual conference. John was asked to explore this and outline what such a model might look like. 'Hub' does not infer anything more than a meeting venue in a region. John concluded that regional hubs do not seem like a feasible model for the OSC

ACTION: John to inform Future Oceans 3 Selection Committee that IPO-China confer that it is not feasible to hold the OSC in China and inform them that IPO-Canada is pursuing Colombian options and IPO-China pursuing Kenya (with funding from China) [edit draft email previously circulated to reflect these changes] - DONE

- Once the Selection Committee has agreed, Gi to thank Xiamen for submitting their bid, but notify them that unfortunately, with the uncertainty caused by COVID, IMBeR is unable to take the risk of holding the meeting in China

ACTION: Gi to contact the Xiamen bid committee to inform them that the Selection Committee have decided that the OSC will not be held in China and therefore, unfortunately, we cannot pursue their bid further.

- Two new options have been suggested for hosting Future Oceans 3
  1. A joint China-Kenya conference
  2. One of two hosts in Colombia

ACTION: IPO-China to investigate holding a joint China-Kenya Future Oceans 3 in Nairobi

ACTION: IPO-Canada contact Colombia about holding Future Oceans 3 in Cartagena or Medellin

- IPO-Canada want to clarify that wherever Future Oceans 3 will be held, both IPOs will play prominent roles in delivering the conference as a team. This will be reflected in equal representation on both local organising and scientific committees, and division of responsibilities.

AGREED: The IPOs need to work as a team as they always have for organising IMBeR events and activities

Timelines for IMBeR activities

- Diana requested that IPOs develop the timelines for the milestones and deliverables for the organisation of the OSC, IMBIZO7 and ClimEco8,

ACTION: Gi and Fang to produce a timeline for Future Oceans 3 (using template from Future Oceans2) and IMBIZO7 (if leading this event)

ACTION: John and Lisa to produce a timeline for ClimEco8

Strategic plan to pursue a new vision for IMBeR

Diana wanted us to again read IMBeR's response to the SCOR midterm review in order that we can define a strategy

ACTION: Everyone re-read IMBeR's SCOR review documents:

- Report from IMBeR
- Review Panel's Report
- IMBeR's Response to Review Panel

ACTION: John to send table of funding from past meetings to Diana – DONE

Next meeting: 27 September, organised by IPO-China

- Discuss a strategy for the IPOs and IMBeR going forward.