



DRAFT TERMS OF REFERENCE OF THE MARINE INFORMATION MANAGEMENT SYSTEM TECHNICAL ADVISORY GROUP

Document Change History		
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LIST OF ACRONYMS

Acronym	Definition
ADU	Associate Data Unit
AfrOBIS	Sub-Saharan African Node for Ocean Biodiversity Information System
DFFE	National Department of Forestry, Fisheries and the Environment
GITO	Government Information Technology Officers
IOC	Intergovernmental Oceanographic Commission of UNESCO
IODE	International Ocean Data and Exchange
ISO	International Organization for Standardization
MIMS	Marine Information Management System
NGO	Non-Governmental Organization
OBIS	Ocean Biodiversity Information System
OC	Oceans and Coasts branch of the DFFE
OCIMS	National Ocean Information Management System
OIH	IODE Ocean Information Hub
OAIS	Open Archival Information System-Reference Model
SADCO	Southern African Data Centre for Oceanography
SAEON	South African Environmental Observation Network
TAG	Technical Advisory Group

BACKGROUND

Access to operational and historical ocean data is essential to provide situational awareness, inform policy and support long-term planning and management. The Marine Information Management System (MIMS) is an ocean data management component of the national Oceans Information Management System (OCIMS), developed through a collaborative partnership between the Oceans and Coasts branch of the Department of Fisheries, Forestry and the Environment (DFFE) and the South African Environmental Observations Network (SAEON). MIMS is an accredited International Oceanographic Data and Information Exchange (IODE) Associate Data Unit for the Intergovernmental Oceanographic Commission (IOC) of UNESCO and is responsible for archiving and publishing high-quality marine and coastal datasets (and related metadata) collected by the department and its regional partners.

MIMS hosts the historical Southern African Data Centre for Oceanography (SADCO) - maintaining a critical archive of oceanographic data. MIMS also hosts the AfrOBIS - the sub-Saharan African node of IODE Ocean Biodiversity Information System (OBIS) - a global open-access data and information system for marine biodiversity. Through AfrOBIS, MIMS coordinates and facilitates the exchange of marine data and metadata across the sub-Saharan region. Over the years, MIMS has grown from a national to a more robust and trustworthy international marine data and information system. MIMS is fully interoperable with the IODE Ocean InfoHub (OIH) – thereby expanding MIMS' global reaching and positioning it as a trusted data repository.

PURPOSE

The purpose of the MIMS Technical Advisory Group (TAG) is to facilitate dialogue between major ocean and coastal data custodians and managers to promote the discovery and preservation of South Africa's ocean and coastal data. The MIMS TAG provides a forum where technical information, advice and recommendations may be shared with developers of the MIMS to guide the development of the MIMS for the benefit of all ocean and data users in South Africa.

COMPOSITION OF THE TECHNICAL ADVISORY GROUP

Ex officio members include the following:

Institution	Representative
Benguela Current Convention	Zukile Hutu
Council for Scientific Industrial Research	Ursula von St Ange
DFFE: Fisheries Resources Research	Tracey Fairweather
DFEE: GITO	Lindsay Crowster
DFFE: Oceans & Coastal Research	<ul style="list-style-type: none"> • Mthuthuzeli Gulekana • Marjolaine Krug • Ayanda Mahanjana • Keshnee Pillay • Tshikana Rasehlomi • Bubele Rasmeni • Toufiek Samaai • Mutshutshu Tsanwani • Marcel van den Berg
Institute for Maritime Technology (IMT)	Benita Maritz
Ministry of Fisheries and Marine Resources, Namibia	Anja van der Plaas
South African Environmental Observation Network (SAEON)	<ul style="list-style-type: none"> • Leo Chiloane • Shaun Deyzel • Mark Jacobson • Shaun Swanepoel
South African National Biodiversity Institute (SANBI)	<ul style="list-style-type: none"> • Jock Currie • Fatima Parker
South African National Parks (SANPARKS)	Judith Botha
South African Weather Service (SAWS)	Ramontsheng Rapolaki
University of Cape Town (UCT)	Raymond Roman

Ad hoc members are individuals chosen for their domain expertise in ocean and data information management and preservation. The MIMS TAG membership will be reviewed on a regular basis to ensure key South African ocean and coastal data experts are represented in the TAG. New members of the MIMS TAG are to be nominated and seconded by current Members. DFFE may at its discretion dissolve and reformulate the MIMS TAG at any time.

MEETINGS OF THE ADVISORY COMMITTEE

The MIMS TAG shall hold regular meetings on a quarterly basis. Additional meetings can be arranged on an ad hoc basis as required.

FUNCTIONS OF THE TECHNICAL ADVISORY GROUP

The MIMS Technical Advisory Group (TAG) is responsible for providing the DFFE MIMS Management Team with information, advice and recommendations necessary for MIMS to efficiently and effectively function as a long-term trusted repository for marine and coastal data and information, adhering to fullest extent practicable with internationally (and nationally) recognized best practices and standards. The scope of the MIMS TAG includes technical issues such as data formats, supported protocols, selection of software, digital media and technology, processes such as record-keeping, audits and standard operating procedures, staffing and budgetary targets, training and capacitation for staff, and helping the MIMS to be as responsive as possible to the needs of the designated community and encouraging their enthusiastic participation in the population and use of this data and information ocean system.

Specifically, the MIMS Technical Advisory Group:

- 2.1 Will suggest such practices and data and information management systems that will promote the efficient and meaningful collection, exchange, dissemination and analyses of relevant ocean and coastal data and information, including biological and environmental.
- 2.2 Will assist the MIMS in:
 - 2.2.1 maximizing its interoperability with the constellation of similar repositories worldwide and advise on developments in these.

- 2.2.2 complying with all the prescripts and guidelines of the International Ocean Data Exchange (IODE) of the IOC of the UNESCO in accordance with MIMS' accreditation as a national Associate Data Unit (ADU).
 - 2.2.3 complying with the Open Archival Information System-Reference Model (ISO-14721) and the Audit and Certification for Trustworthy Digital Repositories (ISO-16363) standards
 - 2.2.4 developing and recommending domain-specific protocols and standards for ensuring data quality, accuracy, and integrity.
 - 2.2.5 facilitating smooth transitioning and integration of historical SADC archive into MIMS.
- 2.3 Will assist the MIMS Manager and team in:
- 2.3.1 developing and successfully implementing institutional, national and regional data policies where required, and adherence and interpretation of policy and legislation where it exists.
 - 2.3.2 facilitating timely and enthusiastic submissions of data by the scientific community, agencies of government at all levels, NGOs, and other relevant parties.
- 2.4 Will provide advice on technological infrastructure, both hardware and software.
- 2.5 Will advise on training needs and capacitation of MIMS team and regional stakeholders.

MIMS TAG Chair:

The MIMS manager will be responsible for chairing MIMS TAG meetings.

The responsibility of the MIMS TAG Chair are as follows:

- Approve the agenda for each meeting.
- Ensure that an appropriate secretariat is appointed for the meeting.
- Ensure that the MIMS TAG secretariat shares minutes with the MIMS TAG committee members within 5 working days of the MIMS TAG meeting.
- Ensure that agendas and supporting materials are delivered to members in advance of meetings.
- Make the purpose of each meeting clear to members and explains the agenda at the beginning of each meeting.
- Encourage broad participation from members in discussion by calling on different people.

- End each meeting with a summary of decisions and assignments.
- Approve the minutes of the previous meeting within 3 working days of receiving the minutes from the secretariat.
- Follow-up on outstanding action and ensure the decisions are enforced and acted upon.
- Follow up with consistently absent members to determine if they wish to discontinue membership.
- Request replacements for members who discontinue participation. Address non-participation with parent department.

MIMS TAG members responsibility:

Individual MIMS TAG members have the following responsibilities:

- Ensure that they have the required approval by their management to attend the MIMS TAG meetings.
- Understand the goals, objectives, and desired outcomes of the MIMS.
- Understand and represent the interests of major ocean and coastal data user groups.
- Take a genuine interest in the MIMS development and overall success.
- Strive to contribute and/or unlock resources in support of MIMS.
- Actively participate in meetings through attendance, discussion, and review of minutes, papers and other MIMS TAG documents.
- Contribute tasks that they have agreed to, and review documents to be signed off, irrespective of attendance at meetings.
- Support open discussion and debate and encourage fellow MIMS TAG members to voice their insights.
- Report on programme matters to Principal management in their respective organisations.
- Regularly and timely attend meetings. In case another individual is nominated to stand-in to attend a meeting, ensure that the person is updated with the tasks, responsibilities and organisational stance.
- To tender their apologies to the secretariat and chair in writing at least one week before any meeting.