

## Annual Work Plan (AWP) Review Process

The Ocean Observatories Initiative (OOI) Operations and Management (O&M) Annual Work Plan (AWP) describes the scope of work, activities, and budget planned for the Program Year from October 1<sup>st</sup> through September 30<sup>th</sup>. It is prepared by the OOI Program and submitted to the National Science Foundation (NSF). A draft AWP is submitted by April 15<sup>th</sup> and a final version is submitted by August 15<sup>th</sup>.

Each year, the NSF provides OOIFB and the Data Systems Committee with a copy of the draft AWP for review and feedback.

Below is a process that has been agreed upon for the OOIFB’s review of the AWP.

<b>Late April</b>	The draft AWP is provided to the OOIFB by the NSF in late April (preferably before the last Wednesday of April). The DSC is provided with sections pertaining to data delivery, Cyberinfrastructure, and community engagement.
<b>Last Wednesday in April</b>	At the April OOIFB web conference, OOIFB members are assigned to AWP sections for review, optimally with two OOIFB members per section.  If requested, OOIFB members can meet with their respective OOI program leader in May to discuss their respective AWP section. Requests for meetings should be arranged through the NSF.
<b>Mid May</b>	In mid May, the OOIFB provides initial AWP feedback via email to the NSF. This should include feedback from the DSC. In turn, NSF can share the OOIFB feedback with the OOI program.
<b>Late May</b>	In late May, the OOIFB, OOI, and NSF meet to discuss the AWP. OOIFB members introduce the comments and questions for their assigned section. The OOI team provides responses to the questions.
<b>First week of June</b>	During the first week of June, the OOIFB provides their final AWP feedback to the NSF. The final feedback will address any unanswered questions or concerns.  After the NSF receives the OOIFB’s final feedback, it is passed along to the OOI program with a “please consider.”