

**Call for Proposals
for the
GGOS Coordination Office (CO) and GGOS Portal**
(Version: July 7, 2008)

INTRODUCTION

The Global Geodetic Observing System (GGOS) was established by the International Association of Geodesy (IAG) in July 2003 as a project of the IAG. In April 2004 the IAG, represented by GGOS, became a participating organization of the Group on Earth Observations (GEO), in May 2006 GGOS was accepted as a member of the Integrated Global Observation Strategy Partnership (IGOS-P) and in July 2007 at the IUGG General Assembly GGOS became an official component of the IAG, i.e., the Global Geodetic Observing System of the IAG.

GGOS is the contribution of geodesy to a global Earth monitoring system. In particular, it provides the metrological basis and the reference systems and frames, which are crucial nowadays for all Earth observing systems. GGOS is built on the IAG Services (IGS, IVS, ILRS, IDS, IERS, IGFS, etc.) and the products they derive on an operational basis for Earth monitoring making use of a large variety of space- and ground-based geodetic techniques such as Very Long Baseline Interferometry (VLBI), Satellite and Lunar Laser Ranging (SLR/LLR), Global Navigation Satellite Systems (GNSS), Doppler Orbitography and Radiopositioning Integrated by Satellite (DORIS), altimetry, InSAR (Interferometric Synthetic Aperture Radar) and gravity satellite missions, gravimetry, etc. All of these observation techniques are considered integral parts of GGOS, allowing the monitoring of the Earth's shape and deformation (including water surface), the Earth's orientation and rotation and the Earth's gravity field and its temporal variations with an unprecedented accuracy. The observed quantities give direct evidence of many global processes that have a crucial impact on human society such as earthquakes, volcanism, floods, sea level change, climate change, water redistribution, mass balance of the polar ice sheets, etc.

GGOS relies on the observing systems and analysis capabilities already in place in the IAG Services and envisions the continued development of innovative technologies, methods and models to improve our understanding of global change processes. GGOS provides a framework that ranges from the acquisition, transfer and processing of a tremendous amount of observational data to its consistent integration.

With specific Calls for Proposals (CfP), GGOS intends to complement its present structure (see www.ggos.org) with the addition of the following four components (see Figure 1 below):

- Coordination Office and GGOS Portal
- Bureau for Standards and Conventions
- Bureau for Satellite Missions
- Bureau for Networks and Communication

This document contains the details on the Call for Proposals for the GGOS Coordination Office (CO) and GGOS Portal.

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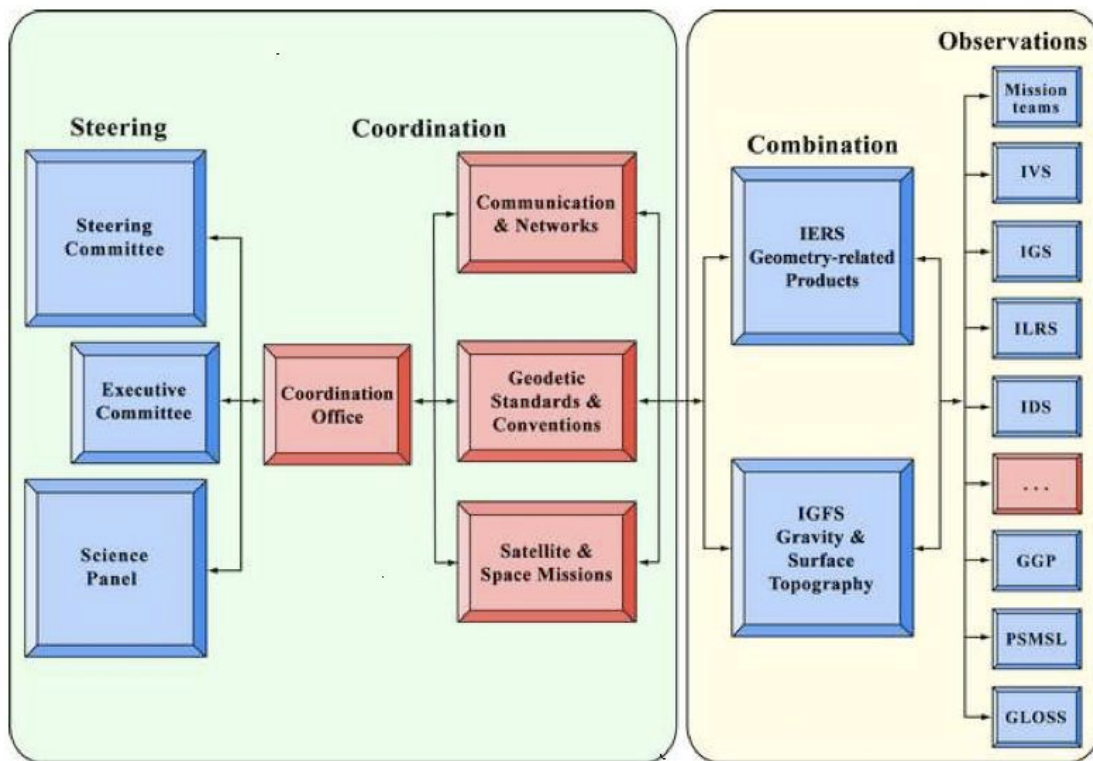


Figure 1: Structure of the GGOS with the four new components, for which a Call for Proposals is issued, in red.

Tasks of the Coordination Office

The Coordination Office (CO) performs the day-to-day activities in support of GGOS, and ensures coordination of the activities of the various components. It supports the Executive Committee, the Steering Committee and the Science Panel through administration of activities, including the preparation and documentation of meetings. It ensures information flow from these entities to the coordination entities and maintains documentation of the GGOS activities.

The CO manages specific assistance functions that enhance the coordination across all areas of GGOS, including inter-services coordination and support for workshops.

The CO also maintains an extensive overview of internal and external GGOS users and supports GGOS outreach activities, including those to potential new users. As part of these activities, the Coordination Office lends support to the GGOS WG on GEO representation and any GGOS outreach and user linkage entities.

The GGOS CO performs a long-term coordination role to ensure that the GGOS components contribute to GGOS in a consistent and continuous manner and adhere to GGOS standards.

Coordination Office tasks include:

- General management and internal coordination of GGOS activities consistent with the directives, policies and priorities set by the Steering Committee and reflected in the Terms of Reference;
- Facilitates communications and information transfer within GGOS and the external scientific community;
- Promotes compliance with established standards within GGOS;
- Provides liaison to IAG entities (e.g., IAG services, IAG Commissions, Communication and Outreach Branch);
- Supports outreach, together with the GGOS WG on Outreach, to external organizations (e.g., GEO), promoting GGOS and its products to these organizations;
- Monitors, coordinates, and supports the activities of the various components of GGOS (Steering Committee, Science Panel, Executive Committee, Working Groups and Bureaus);
- Organizes and coordinates GGOS-related meetings and workshops;
- Coordinates, produces, and publishes GGOS materials (system documentation, annual reports, brochures, community outreach materials);
- Maintains and manages the GGOS Web site and possibly the GGOS Portal;
- Fosters communication among all components of GGOS by establishing and maintaining calendars, mailing lists, and directory of associates;
- The Bureau Head will be a member of the GGOS Steering Committee (pending);
- The Bureau will report to the GGOS Steering Committee.

Tasks of the GGOS Portal

The GGOS Portal will be a unique access point for all GGOS products. The portal will also provide a route to the heterogeneous IAG service/technique specific information systems. The portal will be equipped with a database of relevant metadata and WEB services established according to international standards, which will enable searches for relevant data and products in a most effective way.

The GGOS Portal will provide a Web site that:

- represents a single Web access point (door of entry) for all geodetic products relevant in the framework of GGOS;
- gives access to general information about GGOS;
- helps in answering the “burning questions of society” and leads the way to the products, their characteristics, location, availability, latency, and accuracy;
- constitutes an information resource for GGOS participants (e.g., working group resources, calendar, meeting summaries, presentation archive),
- gives access to the GGOS Clearinghouse to search data catalogues, products and data sets generated by GGOS components;
- allows searching and information retrieval of descriptive metadata from multiple, diverse target resources, databases, Web pages, and library catalogues.

Once fully established the GGOS Portal should offer a set of tools for organized knowledge discovery including visualization to assist identification and selection of appropriate resources (information, data, and products).

Tasks to be addressed by the GGOS Portal:

- Installation and operation of a GGOS Web site;
- Installation and operation of a clearinghouse including the registry;
- Distributed applications for data mining of the GGOS products and data files.

More details are given in the Appendix.

The GGOS Portal Manager will be a member of the GGOS Steering Committee. In the case that several institutions collaborate in operating the GGOS Portal, a GGOS Portal Manager has to be identified.

CALL FOR PROPOSALS

GGOS request proposals for the operation of the GGOS Coordination Office (CO) and the GGOS Portal. The proposals may include several organizations cooperating on the activities. For the CO as well as for the GGOS Portal one organization must be identified as the lead. To operate the CO and/or the GGOS Portal an organization structure and an operational plan must be provided in the proposal. Proposals should clearly address the services and capabilities being offered by the institution(s), its (their) financial ability to carry them out, and appropriate points of contact.

RESOURCES

The funds required for the GGOS Coordination Office (CO) and GGOS Portal have to be provided by the proposing institution(s). Proposers may also solicit support from external entities in terms of financial contributions and expertise. From the proposal it should become clear that the proposing institution(s) has/have the expertise, capabilities, and financial background to perform the proposed tasks.

TERM

The term of this appointment will be 4 years. It may be terminated by either party with a 6 months notice. The term will be automatically renewed, unless either party gives notice 6 months prior to the end of the term.

PROPOSAL STRUCTURE, DEADLINE AND SUBMISSION

The proposal should contain the following parts: title, proposing institution(s) with its/their address(es), designated Head of the new component, abstract, goals, expertise, work and schedule, responsibilities (if more than one institution involved), and allocated resources. Proposals should be concise. Proposals should be submitted electronically and by mail not later than October 15, 2008, signed by the responsible head(s) of the proposing institution(s) with the authority for the commitment of human and financial resources, to the Chair of the GGOS Steering Committee

Address: Prof. Markus Rothacher
Helmholtz Centre Potsdam
GFZ German Research Centre for Geosciences

Depart. "Geodesy and Remote Sensing"
Telegrafenberg A17
D-14473 Potsdam
Germany

Phone: ++49-331-288-1101

Fax: ++49-331-288-1111

E-Mail: rothacher@gfz-potsdam.de

SCHEDULE:

July 15, 2008: Dissemination of the Call for Proposals
October 15, 2008: Due date for proposals
November 30, 2008: Report by the evaluation committee to the GGOS Steering Committee
December 14, 2008: Decision by GGOS Steering Committee
December 16, 2008: Notification of proposers on proposal acceptance
January 1, 2009: Start of the GGOS Coordination Office and GGOS Portal activities

PROPOSAL REVIEW

The proposals will be evaluated and ranked by an independent evaluation committee and decided upon at a special meeting of the GGOS Steering Committee to be held in San Francisco on December 14, 2008. Successful proposers will be notified by December 16, 2008 with the goal to start the GGOS Coordination Office (CO) and GGOS Portal activities and work by January 1, 2009.