

## ANNUAL WORKING PLAN 2023

**Handover meeting (onsite):** 01-03 April 2023, Mainz, Germany

**Board meeting (onsite):** 12-14 May 2023, Lisbon, Portugal

**Board Meeting & Annual General Meeting (onsite):** 29 June-02 July 2023, Vienna, Austria

**Board meeting (onsite):** 03-05 November 2023, Warsaw, Poland

### PRESIDENCY

#### Goal 1: OCEANS Strategic Events Completion

Key Action Steps	Expected Outcome and collaboration Needed	Timeline	Person/Area Responsible
Leading the preparation for the Handover Meeting, Mainz, Germany	Collaboration with SP and responding to pending. Drafting and finalizing the agenda. Inviting external guests for networking and outreach activities	By end of March 2023	OCEANS President
Leading the preparation for the Board Meeting, Lisbon, Portugal	Collaboration with SP and responding to pending. Drafting and finalizing the agenda. Inviting external guests for networking and outreach activities	By end of April 2023	OCEANS President
Leading the preparation for the Board Meeting, Austria, Vienna	Collaboration with SP and responding to pending. Drafting and finalizing the agenda	By mid of June 2023	OCEANS President
Leading the preparation for the Annual General Meeting, Vienna, Austria	Collaboration with SP and responding to pending. Connecting AGM Task Force Drafting and finalizing the agenda. Inviting representatives from sister organizations. Inviting external guests for networking and outreach activities	By end of May 2023	OCEANS President
Leading the preparation for the Board Meeting, Warsaw, Poland	Collaboration with SP and responding to pending. Drafting and finalizing the agenda. Inviting external guests for networking and outreach activities	By end of October 2023	OCEANS President
Leading the preparations for Presidential elections	Collaboration with SP and responding to pending	November - December 2023	OCEANS President
Leading the preparations for the Heads of Teams elections	Collaboration with SP and responding to pending	December 2023 - January 2024	OCEANS President

#### Goal 2: OCEANS Strategic Structure Completion

<b>Key Action Steps</b>	<b>Expected Outcome and collaboration needed</b>	<b>Timeline</b>	<b>Person/Area Responsible</b>
Community Development Assessment Survey	Detect needs of members and the network	By June 2023	Head of Team with the support of President
Projects Ideas support through Q & A sessions	Providing tips how to submit contesting project ideas	Throughout the Year 2023	Head of Team with the support of President
International Coordination Activation	Approve international representatives' plans	By June 2023/ Throughout the Year 2023	Head of Team with the support of President
Content Development Promotional Materials	Design and produce newsletters and spread them. Design and produce posters and flyers, etc. Improve promotional content on the Online Community and Facebook Group	Throughout the Year 2023	Head of Team with the support of President
Communications Informative Posts, Webinars, and Podcasts	Keep the Online Community and Facebook group up to date. Info circulation and informing members. Engage members and let them feel their membership is valuable	Throughout the Year 2023	Head of Team with the support of President

### **Goal 3: OCEANS Strategic Efficiency and Outreach Completion**

<b>Key Action Steps</b>	<b>Expected Outcome and collaboration needed</b>	<b>Timeline</b>	<b>Person/Area Responsible</b>
Heads of Teams Monthly Reporting	Define active members, activities, lead projects, initiatives, ideas etc. Thus, define challenges	Throughout the Year 2023	Head of Team with the support of President
International Representatives Training	Qualified representation over countries	Throughout the Year 2023	Head of Team with the support of President
ESAA Sister Organizations Collaboration	Learn management experiences. Exchange knowledge and expertise	Throughout the Year 2023	Head of Team with the support of President
Reaching out Partners and define Financial Opportunities	Increase activity, visibility, and projects	Throughout the Year 2023	Head of Team with the support of President

## **Vice Presidency**

### **Goal 1: Boosting OCEANS visibility**

Key Action Steps	Expected Outcome and collaboration needed	Timeline	Person/Area Responsible
Boosting OCEANS YouTube channel and creation of an online Magazine called OCEANS-EU Magazine	Promotion of OCEANS by highlighting their scientific achievements or innovations	End of August 2023	Head of Team with the support of Vice-President
Creation of Scientific/Fields networks among OCEANS Members	Promotion of collaborative project	End of August 2023	Head of Team with the support of Vice-President

### Goal 2: Leading OCEANS towards Creativity and Academic fields

Key Action Steps	Expected Outcome and collaboration needed	Timeline	Person/Area Responsible
Creation of a peace club for OCEANS Members and organization of peace promotion activities in the world	Promotion of world peace	End of August 2023	Head of Team with the support of Vice-President
Creation of a scientific committee for the evaluation of OCEANS Members research projects and scientific articles	Help improving scientific projects, papers of OCEANS Members	End of August 2023	Head of Team with the support of Vice-President

### Goal 3: Promotion of Scientific Potentials among OCEANS Members

Key Action Steps	Expected Outcome and collaboration needed	Timeline	Person/Area Responsible
Creation of multidisciplinary indexed journal called OCEANS Multidisciplinary Journal	Promotion of scientific achievements	End of August 2023	Head of Team with the support of Vice-President
Training of OCEANS Members on scientific papers and poster writing and others	Capacity building for OCEANS Members	End of August 2023	Head of Team with the support of Vice-President

## Communications Team

### Goal 1: Get to know OCEANS Communication team

Key Action Steps	Expected Outcome and collaboration needed	Timeline	Person/Area Responsible
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Online meeting with team members: familiarization and mobilization	Getting OCEANS Members know more about our ourselves/backgrounds the Network	April 14th 2023	Head of Team
What we do: online awareness of communication team/OCEANS Network/social media grouping	Elaborate on communication team responsibilities among OCEANS Members	May 25th -27th 2023	Head of Team

### Goal 2: Update Network and E + Events and improve Members Skill

Key Action Steps	Expected Outcome and collaboration needed	Timeline	Person/Area Responsible
Monthly update on community portal on the relevant activities and events, seminars, webinars	Build interaction and update of relevant Erasmus+ events	June 10th -20th 2023	Head of Team
Online training of communication team members on digital communication, social media and digital marketing skills	Capacity building and development of members social media skills	September 2023	Head of Team
Monthly update on community portal on the relevant activities and events, seminars, webinars	Update OCEANS Network Members	October 2023	Head of Team

### Goal 3: Improve OCEANS social media Engagements

Key Action Steps	Expected Outcome and collaboration needed	Timeline	Person/Area Responsible
Appraisal of OCEANS Social Media engagements.	Capacity building and members activeness	November 2023	Members of Team
Monthly update on community portal on the relevant activities and events, seminars, webinars	Create awareness and promote network activities among members	December 2023	Members of Team

## Content Development Team

### Goal 1: Provide content for the Network

Key Action Steps	Expected Outcome and collaboration needed	Timeline	Person/Area Responsible
Create a routine of posts	Create an environment that the OCEANS Members can feel active and part of the group	April 2023	Members of Team

Analyze Data about the posts	Understand who's the reader of our content	Throughout the Year 2023	Head of Team
Publish the events and ask participants to write testimonials (Online or Onsite)	Gather the perspectives about the events and how it impacted the participant (Intercultural Experiences)	According to the events of the Network	Members of Team

### Goal 2: Create KPI'S

Key Action Steps	Expected Outcome and collaboration needed	Timeline	Person/Area Responsible
Create KPI's to monitor the members that are active	Report to the president and get analysis	Throughout the Year 2023	Head of Team

### Goal 3: Develop the individual skills and make them active

Key Action Steps	Expected Outcome and collaboration needed	Timeline	Person/Area Responsible
1:1 Sessions with members of the team	Develop the skills of the members and hear the expectations about the future in the Network	Every Month	Head of Team
Create and delegate activities for every member	Reduce the number of the members that are not active on the walking-group	April 2023	Head of Team

## Community Development Team

### Goal 1: Support the Community

Key Action Steps	Expected Outcome and collaboration needed	Timeline	Person/Area Responsible
Support new members and explain the work of OCEANS	Done through direct communication with new members using online meetings or through Q&A sessions, using google form on the online community platform. To make members more involved and informant about the role of OCEANS	July 2023	Head of Team or Members of Team
Consult previous Board Members and make assessments about member 's needs and concerns	Develop and improve communication by learning from the shared experiences of the prior years	Throughout the Year 2023	Head of Team

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**Goal 2: Work on OCEANS visibility and setting the goal for OCEANS to be a legal entity**

Key Action Steps	Expected Outcome and collaboration needed	Timeline	Person/Area Responsible
Organize meetings with members	Inviting members to share their views on how to improve the work of our organization and think of the future of the network	August-September 2023	Head of Team

**Goal 3: Assessment and Guidance**

Key Action Steps	Expected Outcome and collaboration needed	Timeline	Person/Area Responsible
Create a second survey about AGM outcomes/ experience	Assess participants' needs, expectations	After the AGM	Head of Team and the Board

**Projects Team**

**Goal 1: Improve ESAA Project Calls Applications for OCEANS members**

Key Action Steps	Expected Outcome and collaboration needed.	Timeline	Person/Area Responsible
Create an online Survey through Google forms where members indicate if they have applied for ESAA project Call/s before or not.	Information is crucial to measure performance and participation in the Project team, to encourage inactive members to apply.	Launched 20th of February 2023 and ended 10th of March 2023	Head of Team
Additional information includes which clusters members applied for and also if they were selected or not.	To maintain a balance when making Project applications as other clusters have more applications than others which may lead to other good applications being rejected	Launched 20th of February 2023 and ended 10th of March 2023	Head of Team

**Goal 2: Improve Project Applications in other Working groups**

Key Action Steps	Expected Outcome and collaboration needed	Timeline	Person/Area Responsible
Reaching out to the Communications, International Development, Content and Community development Head of Teams to work on possible	To plan and collaborate with Communications, International Development, Content and/	July 2023	Head of Team

collaborations for training of OCEANS members on how they can apply for ESAA Project calls.	Community development Working Group head of teams		
To conduct an online training of OCEANS members on how they can apply for ESAA Project calls	Help equip OCEANS members from other Working groups apart from Projects team to submit good European Funded Project applications which can also be selected for different Projects	September 2023	Head of Team

### Goal 3: Replicable Projects, Challenges and overall overview

Key Action Steps	Expected Outcome and collaboration needed.	Timeline	Person/Area Responsible
Conduct a Webinar with successful ESAA Project applicants on tips to score well on ESAA applications. These will be selected from different clusters (to incorporate all 4 clusters)	This will help to inspire, motivate as well as equip other OCEANS members with skill to score high and increase the probability of being selected for ESAA project calls	May 2023	Head of Team
Successful applicants share their Project application samples with detailed format	In essence, this will then increase the overall percentage share of OCEANS members for ESAA project calls	July 2023	Head of Team
To look at successful Projects, implementation, challenges and impacts	To mitigate challenges, conflict of interest, elaborate on eligibility reimbursements etc	December 2023	Head of Team

Key Action Steps	Expected Outcome and collaboration needed	Timeline	Person/Area Responsible
Holding an online meeting on community portal with members on an overall overview of Projects activities for the year 2023	To help Projects team members work on improving their Project proposals and also identify replicable projects	December 2023	Head of Team

## International Coordination Team

### Goal 1: Connect with new partners

Key Action Steps	Expected Outcome and collaboration needed	Timeline	Person/Area Responsible
Build new bridges with Universities, Students Clubs and other organizations	This will help OCEANS to spread more, get new members, build new partnerships with other Organizations, More opportunities for projects	December 2023	National representatives

**Goal 2: Reactivating the national and the regional representatives**

<b>Key Action Steps</b>	<b>Expected Outcome and collaboration needed.</b>	<b>Timeline</b>	<b>Person/Area Responsible</b>
Create new channels with the members of OCEANS and raise up the interaction of the inactive members	To raise up the capacity in the Network by reviving the non-active members	During AGM	Team Members with assessment of the Board
Open call for National Representatives and create Regional Representatives	To reach out to more places which leads to more partners and more opportunities for projects	Mid of July 2023	Team Members with assessment of the Board

**Goal 3: Build manuals and documentations**

<b>Key Action Steps</b>	<b>Expected Outcome and collaboration needed.</b>	<b>Timeline</b>	<b>Person/Area Responsible</b>
Update the toolkit and policies	To make standards for external communication can be used by the members of the international coordination team and the National, Regional Representatives and the Ordinary members	Before September 2023	Head of Team and SP