**Template for Working Group Reports**

This template is intended to guide the sessional working groups in documenting their deliberations, outcomes, and contributions to the development of the IOCAFRICA Work Plan for 2026–2027. It is aligned with the structure and mandate outlined in Agenda Item 5.2 and supports consistency, clarity, and actionable outputs across all working groups. It is also intended to align with the IOC Medium-Term Strategy (2022–2029), ensuring that the outputs of the working groups contribute to the strategic objectives of advancing ocean knowledge, fostering sustainable ocean governance, strengthening science-policy interfaces, and supporting capacity development in line with IOC global priorities. Annotations and sample texts are provided in italics to facilitate completion.

## 1. Title of the Working Group

(State the full name of the working group)  
Example: Ocean Data and Information Management

## 2. List of Participating Member States and Participants

(Please use the table below to fill in participant details. Include country, full name, institutional affiliation, and role if applicable)

|  |  |  |  |
| --- | --- | --- | --- |
| **Country** | **Full Name** | **Affiliation** | **Role (optional)** |
| *Kenya* | *Dr. Jane Doe* | *Kenya Marine and Fisheries Research Institute* | *Member* |
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*(Please expand this table as needed to accommodate all participants.)*

## 3. Chair/Facilitator, Rapporteur, and Liaison

(Include the names, countries or institutions, and roles of the designated individuals)  
*Example: Dr. Jane Doe (Kenya) – Chair; Mr. Ahmed Ali (Morocco) – Rapporteur; Ms. Rachel Bayo (Tanzania) – Liaison*

## 4. Summary of Discussions

(Provide a concise summary of key themes discussed, major issues raised, and emerging consensus. Avoid verbatim accounts.)  
*Example: The group acknowledged ongoing challenges in regional metadata standards. Consensus emerged on the need to align national data strategies with the IOC Ocean Data and Information System.*

## 5. Identified Priorities

(List the main thematic and cross-cutting priorities the group identified within their mandate)  
*Example: Enhancing interoperability of data platforms; expanding ocean literacy among youth; securing sustained funding for national oceanographic data centres.*

## 6. Proposed Actions for 2026–2027

(Provide a clear list of recommended actions, indicating what is to be done—and recommended partners or collaborators for each action, along with expected timeframes)  
*Example: IOCAFRICA Secretariat to coordinate training workshops on OBIS data submission (Q2 2026); IOCAFRICA to implement development of regional data quality protocol with Nigeria as lead technical partner and support from IODE and regional data centres (Q4 2026).*

## 7. Draft Elements for Inclusion in the Work Plan

(Translate the proposed actions into draft elements suitable for integration into the formal IOCAFRICA Work Plan. Include indicative resources if available.)  
*Example: “Establish a regional helpdesk to support Member States with data standardization and submission to IOC repositories (Estimated budget: USD 35,000).”*

## 8. Recommendations/Decisions Proposed to the Plenary

(List all decisions or recommendations for endorsement by the full session. Recommendations should be written in a formal, action-oriented style suitable for inclusion in the official decisions of the Sub-Commission. Each item should be precise, time-bound where applicable, and aligned with IOCAFRICA's mandate and strategic priorities. Multiple recommendations may be listed as bullet points or numbered for clarity.)  
  
Examples:  
*1. Recommends that IOCAFRICA endorse the adoption and national implementation of the 2023 IOC Data Policy Implementation Toolkit no later than 2027, with technical support from IODE and national data centres.  
2. Requests the IOCAFRICA Secretariat to initiate a consultation process with relevant regional bodies and institutions to co-develop a regional framework for interoperable marine spatial planning tools by Q4 2026.  
3. Invites Member States to prioritize the integration of ocean literacy activities into national education strategies, in alignment with the IOC Ocean Literacy Framework, and to report on progress at the next IOCAFRICA session.  
4. Urges the establishment of regional technical working groups to oversee the development of a harmonized data quality control protocol for submission to IOC global data systems.*

## 9. Synergies Identified with Other Working Groups

(Briefly describe overlaps or collaborative opportunities with other SWGs to encourage alignment and avoid duplication.)  
*Example: Collaboration with the Ocean Observations and Monitoring WG was proposed to jointly develop indicators linking observation data to capacity-building tools.*

**Note: Please keep the structure and headings intact. Submit the completed report to the Secretariat by the indicated deadline. The Secretariat will provide formatting and editorial support prior to inclusion in the final Summary Report.**