

## Resource Coordination Tool

### Background

At the Council meeting (23–24 October, 2013) it was agreed that a Resource Coordination Tool (RCT) should be developed to serve as the platform for communication and prioritization between the institutes employing the experts, the Advisory Committee (ACOM), and Science Committee (SCICOM), the ICES Secretariat, and the authorities requesting ICES advice (CM 2013 Del-8.1.5). The RCT is a component of a larger ICES workplan tool covering both advice and science which is the platform for process planning starting from the advice requests (or for science – scientific issues), ToRs for groups or processes, process calendar and the affiliations of experts to various groups and processes in ICES. The RCT will be an information base for planning and prioritization of overall human-resource use to implement the workplan. This is to ease the planning and budgeting for the institutes, help experts get a better overview of their commitments, and also to help ICES (and other advisory bodies including STECF and others outside of EU) get a better overview of commitments and identification of experts to handle incoming requests for advice. The process is initially being set up to respond to the need to match available scientific expert resources to the proposed work plan of the advisory process, and will eventually be expanded to include the science process.

### Functionality of the tool

The use of human resources in ICES processes starts from the advice and science issues to be addressed and the processes set up for this purpose.

In the analysis phase of the RCT, it was recognised that ICES has many inter-dependent processes that draw on the same information. To ensure efficiency for those who will use the system, there are a number of key processes/resources that have been incorporated into the RCT, these include:

- The list of requests for advice presently in the workplan excel tool. In the tool requests for advice /scientific issues are the basis for structuring processes.
- ToRs to address requests for advice or science issues. In this version of the tool, the ToRs are linked to the processes with a link for easy reference.

- The workplan excel tool identifying the timing and location of processes including specific meetings /activities to address ToRs. In the tool template forms for processes and meetings are set up.
- ICES Committee/Group database. In the tool the current structure of committees, groups and members is structured according to the relevant processes.
- The list of experts currently active in ICES processes – the Address Manager. The existing address manager will be transferred to the new system as the basis for resource allocation to processes forming the workplan.
- Expert pool. All Experts will be matched with Skills of Expertise; Ecoregions; and Functional Groups. An online facility will be made available later for Experts and Resource Managers to update these matches. This facility will make it possible to search for Experts with specific skills. In the first phase this search is only available inside ICES, but it will later be available online for Experts to search for colleagues with specific skills/areas of expertise. Delegates have been asked to provide names or resource managers, that will help populate the tool with names of experts and skills. We have received lists of Resource Managers from the majority of Delegates. A link to an on-line tool for registration of Experts, and instruction has gone out to the resource managers with a deadline of 1 November.
- Nomination system. The current nomination system will be moved to the new system.

### **Status on progress**

- The first structural milestone has been achieved. This involved developing the business logic and software system that manages the resources and their relationships (traditionally called Customer Relationship Management systems – CRM), the CRM frame of the system is created and test meetings have been held.
- The experts/resource managers interface to the RCT (SharePoint part of the system), is also more or less ready and is presently being tested. This part holds the calendar views: All meetings, Experts occupation, Meeting room calendar etc. It is also here the Resource managers can create reports of their expert's involvement in the different processes/meetings.

- The framework for the work plan tools and expert pool are now ready awaiting the input from the member countries.
- The ICES Secretariat has been working with Resource managers (directors, head of departments) from most of the institutes in the member countries to help us identify experts and collect information to populate the RCT. A few countries still haven't replied but hopefully will have the contributions before the meeting (see table overview below). The Resource managers have now started matching up experts with skills, ecosystems and functional groups.
- Parallel to this work, ICES Secretariat is transferring the current address database contents to the new RCT, functioning as a backbone in the information handling.

### Next steps

The system will be reproduced in the production environment by the end of October.

Finalize lists from member countries by mid-November.

In October/November we will be testing and making adjustments in cooperation with the departments in ICES Secretariat, running some pilot processes parallel to the old system. If all goes according to plan, all processes will be moved to the new system in December/January, with the system ready for use in January so that the workplan 2015, which presently is developed in the workplan excel sheet, can be replaced by the system.

The functionality of the new Resource tool depends to a great extent on the feedback from the member countries about resource managers and experts, as only the registered experts will show up in searches.

### Input from Member countries

Country	Status of lists of Resource managers
Belgium	Pending
Canada	Received
Denmark	Pending
Estonia	Received
Finland	Received
France	Received
Germany	Received
Iceland	Received
Ireland	Received
Latvia	Received
Lithuania	Pending
the Netherlands	Received
Norway	Pending
Poland	Received

Portugal	Pending
Russian Federation	Received
Spain	Pending
Sweden	Pending
United Kingdom	Pending
United States of America.	Pending