***Role of ECV Stewards***

1. To review how well each ECV product is monitored against the ECV product requirements.
   1. provide a short, written, report in advance of each panel meeting (this should be short ½ - 1 page, and highlight good points, developments any problems and issues, this can be updated annually and will be one basis of the update to the status report)
2. To review relevant comments on the TOPC web forum and report significant suggestions/problems/issues to the TOPC
3. To consider the adequacy of the ECV product requirements together with any comments received on the TOPC forum, make proposals for revising the requirements for public review in advance of the update of the Implementation Plan.
4. To report any significant issues to TOPC telecons

***Role of Implementation Plan Action Rapporteurs***

1. To check the progress in the actions in the GCSO Implementation Plan allocated to them.
2. To prepare a ½ page report for the next panel meeting and update this annually. This will form the basis of an update to the status report and as input into updating the Implementation Plan to be finalized in 2022.