MEDIN Executive Team Meeting 15 - Minutes

3rd December 2015, 11:00-15:30, IMAREST Office, Aldgate House, 33 Aldgate High Street, London, EC3N 1EN

Attending: Peter Liss (PL) – Chair

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| **Sponsor Reps** | **Experts** | **MEDIN Core Team** |
| Deborah Hembury (DEFRA) | Jon Parr (DASSH) - DACs | Clare Postlethwaite (Coordinator) |
| Martyn Cox (S. Govt) –  by telephone | Ulric Wilson (JNCC) - Standards | Gaynor Evans (Portal) |
| Mark Halliwell (UKHO) -  apologies | Mike Osborne (Oceanwise) -Resources and Applications | Hannah Williams (Communications) |
| Graham Allen (NERC) |  | Lesley Rickards (DACs and International awareness) |
|  |  | Sean Gaffney (Standards) |
|  |  | Robin McCandlis (DACs) - apologies |

### 1. Minutes and actions from Previous Meeting (P1) PL

* 1. **& 0.02** Ongoing**,** remain on actions.

**4.12** Not done, remove from actions as item superseded by action **15.1.**

SG asked for clarification on the original purpose of the MEDIN Partners’ Data Policy Spreadsheet and requested guidance on whether to proceed with the publication of the document on the MEDIN website.

Executive Team clarified that the document had been compiled as a means to highlight to the DAC’s and Partners’, data that should be available. However, the information recorded in the spreadsheet may now be superfluous, out of date or superseded by information already displayed on oceannet.org.

***Action 15.1***: SG to cross check information in the MEDIN Partners’ Data Policy Spreadsheet against the Action Plan for Marine Reference Data document, the MEDIN Data Discovery Portal and the reference layers catalogue on oceannet.org. Any useful information should be published on the MEDIN website.

**10.3** Done, remove from actions.

CP has been in contact with MMO representative who has clarified that they will be keeping their funding as it is. The MMO are very pleased with their interaction with MEDIN, particularly with regards to publishing their data on data.gov.uk.

**10.9** Not done, remove from actions as superseded by action 14.1.

A follow up meeting was held between MEDIN, BODC, UKHO and the Foreign Office to determine what can be done to make research data in Overseas Territories more readily available, in particular regarding the release of raw bathymetry data through the MEDIN Data Discovery Portal. There has been no further contact with Steve Hall or Steve Taylor (FCO).

The Executive Team expressed concern that only hydrographic data is being represented at meetings between MEDIN, BODC, UKHO and the Foreign Office and not wider marine data.

***Action 15.2***: CP to speak to Mark Halliwell regarding the flow of FCO data to UKHO.

**11.15** Done, remove from actions.

CP has emailed EMODNet’s Portal on human activities to highlight MEDIN’s availability as a point of contact for relevant data.

**13.2** Ongoing**,** remain as an action.

Item discussed under Agenda item 8.

**14.1** Not done, action has been amended.

Steven Taylor (FCO) was not present at MSCC meeting.

***Amended action 14.1***: CP to speak to Steven Taylor (FCO) to remind him about MEDIN’s capabilities and position regarding the inclusion of data from overseas territories.

**14.2** Not done, remains as an action.

**14.3** Done, remove from actions.

**14.4** Done, remove from actions.

**14.5** Not done, action has been amended.

There is currently no planned DEFRA Hackathon event being run in association with the Data Accelerator Project.

***Amended action 14.5***: GAto maintain contact with Simon Reading (EA), regarding any prospective ‘Hackathons’ being run in association with the Data Accelerator Project with a view to MEDIN data being involved in the event.

**14.6** Done, remove from actions.

**PL** highlighted DEFRA Data Accelerator Project to the MSCC and promoted MEDIN’s active involvement.

**14.7** Done, remove from actions.

### 2. Finance Report (P2) LR

LR summarised the financial report so far this financial year highlighting that since the last Exec Team meeting DEFRA and Marine Scotland have advised that they need to decrease sponsorship this financial year by £14.5K and £7K respectively. The allocations of sponsorship funds for 2015-16 for WS2, WS5, WS6 and WS7 have been decreased by £14.5K and the budget for the Development Projects has been reduced by £7K to accommodate these decreases in sponsorship.

Discussion summary:

* BGS may not be able to carry out the small data archiving project funded by MEDIN due to lack of resources. This could result in £5,000 of uncommitted funds for WS1 which should be factored into the costings now rather than at the end of the year.
* The creation of a new data guideline under WS2 is currently out for tender and MEDIN is anticipating that the contract cost for the work will be spent this financial year.
* The MEDIN Portal is yet to move to be hosted at BODC resulting in uncommitted external contract cost under WS3. There is a URL for the Portal on the BODC servers but slow response time to user queries means it is currently not fit for purpose. A BODC developer is currently testing to resolve issues but it is unknown when the issues will be resolved.

The Executive Team suggested that it would be beneficial to ask GeoData, who currently host the Portal, to write documentation around the architecture and design of the code and to use any residual developer knowledge of the Portal from GeoData to aid the BODC developer.

***Action 15.3:*** GE to report the progress on moving the MEDIN Portal from GeoData to BODC servers.

* Development projects P1b: Portal Enhancements Development can only proceed following completion of P1a: Portal Enhancements Requirements definition. As such P1b is at risk of not being spent this financial year which would make the total underspend for 2015/16 £32, 511, with an underspend £2,511 originating from operational work.

### 3. Work Plan and Progress

### 3.a Work Stream Updates (P3 & SLIDES FOR WS5) CP & Work Stream Leads

The work stream chairs and CP summarised progress this quarter, highlighting any issues they wanted the Exec team to address.

Following feedback from the previous meeting the status in the work stream deliverable tables have been amended. The deliverables are now marked as ‘completed’ if done, ‘on target’ if not yet completed but will be done within the allocated time frame; ‘off track’ if postponed in any way and ‘at risk’ if there is a chance that they will not be completed this financial year. Where deliverables have been marked as ‘off track’ they have been copied to the quarter in the table in which they have been postponed to.

Discussion summary:

* There was a statement complied by DACs at last DAC WG meeting (P3):

*‘MEDIN DACs should not be responsible for creating data products, unless that is part of their core business. They are happy to archive static data products for others but do not want to be responsible for updating those products. They believe they should continue to focus on their primary aim of making data available for others to use. The DACs have no objection to data products being signposted on the MEDIN portal.’*

The Executive Team asked for the wording of the statement compiled by the DACs at the DAC WG meeting regarding the DACs position on data products to be amended to include the following:

*“DACS have no objection to data products,* including commercial available data products, *being signposted on the MEDIN portal.”*

* The Executive Team expressed concern that that wording of the statement compiled by the DACs regarding the DACs position on data products is negative and should be looser and more positive to allow and encourage DACs to produce products.

***Action 15.4:*** JP to amend wording of the DACs statement on the DACs position on data products to make statement more positive.

* Pilot study to archive data currently held at the Crown Estate’s Marine Data Exchange identified data types outside MEDIN’s current scope (e.g. bird data, reports, socio-economic data). The Executive Team suggested that bird data could go to JNCC and the reports and socio-economic data go to ONS for archiving.

EMODNet was suggested as a potential international solution as, whilst it is not a DAC, it can hold copies of data, though. However, some concern was expressed that EMODNet would not take on the responsibility of making the data available in a way that the MEDIN DACs do. ICES have agreed to host a bird database for OSPAR so any organisation to become a bird DAC must interact with ICES.

The Executive Team agreed that further investigation would be worthwhile.

***Action 15.5:*** LR to include looking at solutions for datasets that do not have a clear home, and liaison with potential bird and socio economic data DACs in to the work plan for WS1 for next financial year.

***Action 15.6:*** DH to enquire what member states of EMODNet are doing with regards to their socio-economic data.

* CP highlighted that she is spending a large amount of time travelling for external meetings and asked the MEDIN Exec Team to consider whether they would be available to represent MEDIN at external meetings.

The Exec Team are happy to represent MEDIN where they have the capacity to do so. They suggested that CP should focus on the general outreach meetings as she should be visible as the director of MEDIN, presenting a coherent message of MEDIN.

* MO gave presentation on WS5 Update and a proposal on Sensor Web Enablement (SWE) (ws5\_update\_and\_swe\_proposal.pptx). He asked if the Executive Team would agree to WS5 funds being allocated to the setting up an online demonstrator application along with the generation of instructions for others to use to ‘sensor web’ to enable their own instrument networks.

The Exec Team asked for the finalised proposal for SWE to MEDIN outlining costs and tasks to be reviewed. Provided the reviewers are supportive, the Exec Team are happy for WS5 money to be spent on this.

***Action 15.7:*** Agenda item to be set for MEDIN Exec Meeting 16 to answer following questions raised at the DAC meeting and outlined in WS5 Update and Proposed Sensor Web Enablement PoC (MEDIN Executive Team Meeting 15 – Minutes, Appendix I): “*Is there a strategic plan for the adoption, creation/improvement and maintenance of Marine Reference Layers? Who prepares this – MEDIN? – So how is it implemented? And who pays for it? Or we carry on as we are – making steady progress?”*

### 4. Sponsors Board Meeting

### 4.a Minutes (P4) PL

PL presented the draft minutes from the recent Sponsors Board meeting (P4), the main message of which was that MEDIN needs to articulate its impact to help sponsors justify their investment going forward.

Other items to note:

* Marine Scotland needed to reduce their sponsorship by £7,000 this financial year and the sponsors proposed that it comes from the carry over funding of development projects rather than adjusting the work programme again.
* The Sponsors were asked to prioritise their preference for the strategic direction for next year out of five options presented at the Executive Team meeting in September 2015.

Eleven Sponsors provided feedback to CP (SponsorsStrategicPrioritiesOutcome.pptx), indicating that the Sponsors would like ‘direct access to data’ to be the top priority, followed by ‘access to industry data’.

### 4.b Finances going forward CP

CP described the financial situation moving forward. Most Sponsors anticipated no change to their sponsorship for 2016-17. However DEFRA, Marine Scotland, NRW, MMO and DECC do not yet know their budgets. These organisations hope to be able to let CP know by Christmas the implications of the comprehensive spending review on their funding for MEDIN.

Discussion summary:

* DEFRA will be able to confirm their budget in the New Year following the implementation of structural changes within the department.
* The Scottish Government top level budget is being published on 16th December, following this the figures will be filtered down.
* CP should not spend time seeking new sponsorship unless any potentially ‘easy’ sponsors have been identified.
* Worst case scenario would be a cut of 10% to budget which would remove all development work.

***Action 15.8:*** CP to include Agenda item focusing on the arrangement of the MEDIN budget and highlighting areas of potential savings for the next Executive Team Meeting.

### 5. DEFRA Data Accelerator Project DH

DH provided an update on the DEFRA Data Accelerator Project, highlighting that one way to maintain MEDIN as a priority would be by making a positive contribution to the data accelerator project. She reinforced that whilst any datasets MEDIN have made available prior to June 2015 will not count towards the 8,000 datasets that DEFRA are required to release, there are other areas where MEDIN can contribute such as sharing examples of good practise.

For a dataset to be included in the tally of 8,000 it must:

1. be available under open government licence
2. have metadata on data.gov
3. have direct access to that data

DEFRA’s is using a broad definition of data and any data with a metadata record in the MEDIN Portal that does not currently meet these criteria but which MEDIN could facilitate in the release of would be regarded as a ‘quick win’.

The Data Accelerator Project is being used to kick start a longer term strategy of more open data, where MEDIN can provide a greater input in terms of good practice.

CP has provided a document detailing the number of datasets held by MEDIN to Alex Coley and the data accelerator team, and CP and DH have since been in communication with Tim Ashelford who is coordinating the core DEFRA data release. DH also has written a note to the secretary of state detailing what MEDIN is and why MEDIN it is important.

Discussion summary:

* At DAC WG meeting CP asked DACs to present numbers of datasets that they hold from the different DEFRA organisations using their own definitions of what a dataset is. So far BODC, BGS and UKHO have responded.
* The MEDIN definition of a dataset is the same as the GEMINI definition which is the standard that dat.gov apply.
* To ensure that MEDIN is visibly engaged in the process the core team can look in detail at datasets to ensure that they can be sent to DEFRA. MEDIN can also liaise with the DEFRAs arms length bodies which already have metadata records in the MEDIN Portal, offering to push any not on data.gov through to data.gov.
* Metadata records on data.gov have a MEDIN badge on as the metadata publisher.
* MEDIN needs to be acknowledged by Alex Coley and the data accelerator team as facilitators in the DEFRA Data Accelerator Project.
* Clarification is needed of what is meant by ‘direct access to data’.

***Action 15.9:*** DH to clarify what is meant by ‘direct access to data’ under the DEFRA Data Accelerator Project and report back to Executive Team.

### 6. Direct Access to Data – MEDIN Status and Demo CP

CP presented MEDIN\_2clicks.ppt which was given at the last MEDIN Sponsor’s board; showing the current status of the metadata on the MEDIN portal with regards to direct access to data.

The sponsors want this repeated at each meeting so they can see progress.

### 7. Elevator Pitch CP

The Sponsors have requested an elevator pitch on the impact of MEDIN, demonstrating why it is a good investment to sponsors. CP presented the pitch (e\_poster\_pitch.pptx), and asked the Executive Team for feedback.

Discussion summary:

* Executive Team agreed that presentation was presenting the correct core message but suggested that specific examples and numerical evidence of where MEDIN has been used should be included as they enable people to relate to MEDIN and help them see its value.
* Highlight that the Sponsors have been connected to MEDIN for a long time, including examples of what Sponsors receive in return for their investment and emphasising the collective aspects of MEDIN.
* Potentially a high profile document so could be beneficial having a professional marketing team to have a look at it.

### 8. Data Products ALL

This was discussed under item 3.a

### 9. AOB

### 9.a Future of The Crown Estate’s Marine Data Exchange CP

Pete Edmonds of The Crown Estate has carried out a review of the management of The Crown Estates data management system, the Marine Data Exchange (MDE), from which CP presented the options being considered by The Crown Estate for the management of the Marine Data Exchange and requested steer from the Executive Team on how to proceed.

The four possible options that have been outlined for the future of the Marine Data Exchange at The Crown Estate are:

1. Stop the MDE.

This is not considered viable by The Crown Estate due to loss of value and reputation.

1. Continue MDE as it is.

This is being considered as a viable option

1. Outsource the MDE it as.

This is being considered as a viable option.

1. Transfer the MDE wholesale to 3rd party.

This is seen as the most appropriate long term option.

MEDIN has been highlighted by The Crown Estate as the most appropriate organisation to take on the MDE under option 4 with a possible transfer taking place over a period of 2.5 years. However as the funding of MEDIN is subject to Government cuts there would need to be changes made to the operational framework of MEDIN to enable The Crown Estate to make this sort of commitment.

This could also mean a change to the MEDIN Core Teams remit from co-ordination to providing a service, although this could also be taken on by a MEDIN DAC.

Pete Edmonds recommends continuing as is for the short term and discussing with MEDIN the legal and practical sides of carrying out a transfer of the MDE.

Discussion summary:

* The Executive Team supported the continuation of this conversation with The Crown Estate, requesting that The Crown Estate fully articulates what it is expecting and what the flow would be, i.e. would MEDIN’s role be purely managing the MDE in the current format with The Crown Estate still managing the data collation and the licenses?
* Highlighted that MEDIN need to gain from this process and that it could create a key industry data pathway to MEDIN, but more information is needed.
* PL, GA, CP, JP, DH and LR to be involved in further discussions with Pete Edmonds and The Crown Estate regarding this subject.

***Action 15.10:*** CP to arrange meeting with Pete Edmonds to discuss the future of The Crown Estates Marine Data Exchange.

### b. OceanWise held annual GIS conference

Nigel Turner from DAMA UK gave a presentation on data management and data governance at the annual OceanWise Marine GIS workshop on 17 November which was useful in terms of promoting marine data management.

Link to presentation:

<http://www.oceanwise.eu/downloads/presentations/Taming-the-Waves-Effective-Data-Management.pdf>

### 10. Date for next meeting.

29th February, London (arranged post meeting)

London

### Papers

P1\_MEDIN\_Exec\_minutes\_22092015\_draft.docx

P2\_MEDIN\_Finance\_update\_to\_26112015\_DRAFT.docx

P3\_ReviewofWorkStreamProgress\_Nov15.docx

P4\_MEDIN\_SPONSOR\_BOARD\_DRAFT\_Nov\_2016\_abb.docx

### Actions Table

|  |  |  |
| --- | --- | --- |
| Action | Description | Status |
| 0.01 | STANDING ACTION on all to send corrections to minutes to CP | Ongoing |
| 0.02 | STANDING ACTION on all to send articles for the next Marine Data News | Ongoing |
| 4.12 | SG to publish MEDIN Partners’ Data Policy Spreadsheet on MEDIN website. | Not done |
| 10.3 | CP to follow up letter to MMO. | In progress |
| 10.9 | MO and Steve Hall, NOC to produce a paper for Executive team about expanding MEDIN to include overseas territories, so that necessary additional resources can be identified.  Remove from actions as superseded by action 14.1 | Not done |
| 11.15 | CP to provide input to EMODNet’s Portal on human activities. | Done |
| 13.2 | STANDING ACTION on all to review MEDIN’s role in products and services at each Executive Meeting | Ongoing |
| 14.1 | PL to approach Steven Taylor (FCO) at MSCC meeting to remind him about MEDIN’s capabilities and position regarding the inclusion of data from overseas territories.  ***Amended action: CP to speak to Steven Taylor (FCO) to remind him about MEDIN’s capabilities and position regarding the inclusion of data from overseas territories.*** | Not done |
| 14.2 | CP to provide a revised paragraph on MEDIN position on products including more detail on what would satisfy the user and what resources would be required. The document is to be circulated around the Exec | Not done |
| 14.3 | CP to produce an update of the Finance Report highlighting any contracts / external costs that have not been let and are at risk on not being spent this financial year for each of the work streams. | Done |
| 14.4 | GA/DH/CP to follow up initial contact with Alex Coley regarding MEDIN involvement in the DEFRA Data Accelerator Project. | Done |
| 14.5 | GA to contact Simon Reading (EA), who is running the DEFRA Hackathon associated with the Data Accelerator Project with a view to MEDIN data being used in the event.  ***Amended action: GA to maintain contact with Simon Reading (EA), regarding any prospective ‘Hackathons’ being run in associated with the Data Accelerator Project with a view to MEDIN data being used in the event.*** | Not done |
| 14.6 | PL to highlight DEFRA Data Accelerator Project to MSCC and promote MEDINs involvements. | Done |
| 14.7 | Executive team to send any specific feedback on the, ‘A Review to Industry Marine Environmental Data’ document to CP by 5th November 2015. | Done |
| 15.1 | SG to cross check information in the MEDIN Partners’ Data Policy Spreadsheet against the Action Plan for Marine Reference Data document, the MEDIN Data Discovery Portal and the reference layers catalogue on oceannet.org. |  |
| 15.2 | CP to speak to Mark Halliwell regarding the Executive Team concern that only hydrographic data is being represented at meetings between MEDIN, BODC, UKHO and the Foreign Office and not wider marine data. |  |
| 15.3 | GE to report the progress on moving the MEDIN Portal from GeoData to BODC servers. |  |
| 15.4 | JP to amend wording of the DACs statement on the DACs position on data products to make statement sound more positive. |  |
| 15.5 | LR to include looking at solutions for datasets that do not have a clear home, and liaison with potential bird and socio economic data DACs in to the work plan for WS1 for next financial year. |  |
| 15.6 | DH to enquire what member states of EMODNet are doing with regards to their socio-economic data. |  |
| 15.7 | Agenda item to be set for MEDIN Exec Meeting 16 to answer following questions raised at the DAC meeting and outlined in WS5 Update and Proposed Sensor Web Enablement PoC (MEDIN Executive Team Meeting 15 – Minutes, Appendix I): “*Is there a strategic plan for the adoption, creation/improvement and maintenance of Marine Reference Layers? Who prepares this – MEDIN? So it is implemented? And who pays for it? Or we carry on as we are – making steady progress?”* |  |
| 15.8 | CP to include Agenda item focusing on the arrangement of the MEDIN budget and highlighting areas of potential savings for the next Executive Team Meeting. |  |
| 15.9 | DH to clarify what is meant by ‘direct access to data’ under the DEFRA Data Accelerator Project and report back to Executive Team. |  |
| 15.10 | CP to arrange meeting with Pete Edmonds to discuss the potential transfer of The Crown Estates Marine Data Exchange to MEDIN. |  |

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