**MEDIN Executive Team Meeting 11**

**9th December 2014**

**11:00-15:30**

Department for Environment, Food and Rural Affairs (DEFRA), Noble House, Room E, London

**Attending**

Peter Liss (Chair) - PL

|  |  |  |
| --- | --- | --- |
| **Sponsor Reps** | **Experts** | **MEDIN Core Team** |
| Deborah Hembury (DEFRA) - DH | Jon Parr (DASSH) - DACs  - by phone *-* JP | Clare Postlethwaite (Coordinator) - CP |
| Martyn Cox (S. Govt) - by phone – MC | Ulric Wilson (JNCC) –Standards - UW | Lesley Rickards (DACs & International) - LR |
| Mark Halliwell (UKHO) - MH | Mike Osborne (Oceanwise) – Resources & Applications – *Apologies* - MO | Gaynor Evans (Portal / Resources and Applications) - GE |
| Graham Allen (NERC) - GA |  | Sean Gaffney (Standards) - SG |
|  |  | Hannah Williams (Communications) – HW – *Minutes* |

Steve Wilkinson (SW) and Sam Anson (SA) joined Martyn Cox by phone.

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

**0.02** Next edition due out next week. Any articles for this edition to be sent to Hannah Williams asap.

**4.12** Passed to Sean Gaffney

**8.11** CP awaiting response from NERC

**8.15** CP emailed MO. The desire to set up this group remains but has not been acted on as

yet. Action to remain until group finalised.

**9.1** DACs now have access to data and are in the process of assessing it. LR to push for DAC WG to report on the task

**9.2** Evidence group on hold due to lack of resources. Once the backlog of work has been cleared this will be looked at again. Action to remain.

**9.9** and **9.17** done, remove from actions.

**9.18** Action to remain, awaiting confirmation from DH that Defra is happy with the statement.

**9.19** Out of date. Remove from actions.

**10.1** LR to request metrics of data requests from DACs

**10.2** Done, discussed under item 4 of Agenda.

**10.3** PL written to MMO, action for CP to follow up.

**10.4** Done, discussed under item 2 of Agenda, remove from actions.

**10.5** and **10.6** done, remove from actions.

**10.7** Not done, discussed under item 6 of Agenda.

**10.8** Done. Remove from actions.

**10.9** In progress. Steve Hall has a meeting with the Foreign Office in January to take this forward. Action to remain.

**10.10** Done. Remove from actions.

1. **Items from Sponsors Board** 
   1. **Draft Minutes –Paper (P2) - CP**

Minutes and actions on the Executive committee from Sponsors’ Board meeting.

***Item 3.2: Look at the use of case studies to show how data can be used - Executive Team***

* From the MEDIN review, being dealt with in the work programme

***Item 3.3: Concentrate on finding rather than creating products - Executive Team***

* MEDIN should be signposting people to already existing products and ensuring that those products are being updated with MEDIN data. Making products discoverable is part of the MEDIN 2014-19 Business Plan.

***ACTION: CP to draft a paragraph on MEDIN position on products for Exec Team to discuss.***

***Item 5.1: Decide which Work Programme items (if any) should be dropped - Executive Team***

* Discussed under Item 5 of the agenda.

***Item 5.3: Funds allocated to items year-on-year to be examined and adjusted accordingly to ensure funds always available for reactive/strategic items - Executive Team***

* Discussed under Item 7 of the agenda.

***Item 10.1: Identify any issues and underspend for discussion at Sponsor Board meeting in first half of 2015 - Executive Team***

* Discussed under Item 7 of the agenda.
  1. **Sponsorship agreements. Paper (P3) - LR**

LR gave an overview of the item:

*MSCC’s recommended that the Sponsors move from a sponsorship agreement with MSCC to a funding agreement with NERC. The Sponsors had no objection to changing agreements providing no change was required to the agreements they have recently signed, but MSCC want all agreements changed immediately. JNCC, MCA, Crown Estate and DEFRA currently have a funding agreement directly with NERC instead of a sponsorship agreement (P3).*

Points made following discussion:

* Suggestion of sponsors who have signed an agreement until March 2015 could be moved onto an agreement with NERC as of April 2015 and organisations with agreements for longer than a year moved onto a funding agreement now.
* Negotiate with Sponsors signed MSCC agreement who now need to be moved onto NERC agreement.
* Need to speak to those people who have already signed sponsorship agreements.
* The current funding agreement needs to be shortened.
* Partnership agreements not really needed alongside funding agreements. Letter could be sent to partners and potential partners to ensure they are happy to be acknowledged as partners.
* The funding agreement needs further work.

***ACTION on CP to update and make prominent the list of partners on the MEDIN website to include all current partners, ensuring recognition of their work***

***ACTION on DH and CP to negotiate with sponsors about moving to a new funding agreement***

* 1. **Products - CP**

The sponsor’s board want more steer from MEDIN about its role in products.

* Point discussed under item 2a.

1. **Items from MSCC and MARG** 
   1. **MSCC Action plan - CP**

CP gave an overview of the item:

*MEDIN have been asked to provide input to MSCC Action Plan, which will be included in the MSCC strategic implementation plan document, from which could be derived a MSCC progress report for wider dissemination. MEDIN has been asked to provide input to the DATA, MONITORING AND ASSESSMENT section by the end of 2014.*

Points made from following discussion:

* Information can be taken from the MEDIN business plan but needs to be restricted to 4 or 5 points.

***ACTION on ALL to send suggestions for MSCC Action Plan to CP.***

***ACTION on CP to circulate suggested input for MSCC Action Plan around the Exec Team prior to submission to MSCC.***

* 1. **UKMMAS Strategy review – Information Paper (P4) - DH**

DH gave on overview of the item:

*The Marine Assessment and Reporting Group (MARG) is currently updating the UK Marine Monitoring and Assessment Strategy (UKMMAS). The current strategy covers the period 2011 to 2014 and is contained in this document. MARG are looking for input from the wider marine science community as well as those traditionally involved with UKMMAS. MEDIN has already expressed an interest in contributing to updating the strategy. A draft will be produced by MARG and then sent around for comment by end January 2015.*

Points made in the following discussion:

* Input not yet needed but general feeling expressed by Exec team is that the current strategy contains large sections on MEDIN and UKDMOS, and they would like the same level of attention to data and data reuse to be an ongoing theme.
  1. **MARG Data ToR – (P5) - DH**

DH gave on overview of the item:

*Evidence groups of the Marine Assessment and Reporting Group (MARG) have written the Terms of Reference (ToR) for a proposed MARG Data Group. Comments on these ToR are requested by end of 2014.*

Points made from following discussion:

* Addition needed to the Terms of Reference to clarify the difference between this group and MEDIN.
* Group could be co-badged by MEDIN and MARG to ensure MEDIN recognition for involvement.

***ACTION on DH to keep CP informed on the ongoing selection of individuals to sit on the MARG Data Group.***

1. **MEDIN Work Stream Progress (P6) -CP and work stream leaders**

CP gave an overview of the item:

*The MEDIN Core Team has identified deliverables considered at risk due to the diminished staff resources this year. The Exec team are asked to prioritise these.*

Points made from following discussion:

* Item/s picked from each work stream that are deemed higher priority or easily achievable which are to be done:

**WS1:** Statement on AFBI inclusion,

Produce data submission guidelines

**WS2**: Convert 1 data guideline to new format

**WS6**: Produce material for academic community.

A meeting of all parties involved in work streams to replace the Partners meeting, resources allocated to the Partners meeting can be used here.

**WS7**: Paper on main end users/key priorities for MEDIN in 2014-19

* Items to be postponed:

**WS1:** “Codefest”: Internally on hold

**WS2:** Commission/review and publish guidance on archive standard for collating data: postponed to next financial year

**WS3:** Portal video: postponed to next financial year

**WS5:** There have been no recent meetings A linked data project is being carried out within BODC.

**WS6:** Produce tutorial videos: postponed until next financial year; Partners meeting: postponed.

* ORE Catapult meeting could be considered under deliverable for WS7 to meet with 3 private sector organisations, but they may not be enough time to meet with 2 further organisations. There should be a record of organisations previously approached to avoid duplication of effort.

***ACTION on CP to speak to Mike Osborne regarding chair and co-chair of WS5.***

***ACTION on CP to organise meeting for all parties involved in work streams.***

***ACTION on CP to take lead on producing a paper in the main end users with input from various parties (e.g. DH and SW)***

***ACTION on PL to locate record of private sector organisations previously approached by MEDIN.***

1. **Work Plan 2015-16 (P7) - CP**

CP gave overview of the item:

*The MEDIN Sponsors Board asked that the next MEDIN Work Programme distinguishes between core operational MEDIN business and developments to MEDIN. The executive team are asked to provide input to this skeleton work programme which is largely copied from 2014-15.*

*There is to be another Sponsors board meeting in Feb/Mar in order to get them to approve Work Programme 2015/16. Input needed by mid Jan.*

Points made following discussion:

* Sponsors should ideally be presented with a “shopping list” of options 4-5 months prior to the Work Programme being finalised.
* Work steam leaders need to identify what is needed for the coming year and present to Exec Team at next meeting which is to be before the Sponsors board meeting.

***ACTION on WORK STREAM LEADERS to identify priorities for their work stream/s for the MEDIN Work Programme 2015/16.***

1. **ORE Catapult/PSEG/JNCC - CP, SW and SA**

CP gave an overview of work carried out by ORE Catapult who expressed an interest in working with MEDIN. They are interested in how the offshore renewable sector can use publically available data:

*The work has been split into three work packages:*

*Work package 1: >3 uses cases – To finish in March 2015*

*Work package 2: Elaboration of uses cases*

*Work package 3: Identifying issues, finding solutions and making data more accessible and discoverable. MEDIN’s involvement would be here.*

*A study has already been carried out to identify and audit what marine datasets are relevant to the offshore marine industry which identified some key data gaps for underwater noise, fish ecology and marine mammals and birds and described the status of the datasets. (Sept 2014 – report not published).*

*The workload and direction of the involvement for MEDIN should be dependent on the outcome of the uses cases.*

*MEDIN would be providing an advisory role so would not at this stage advise providing funding for the project. This could be reconsidered once MEDIN have seen the business plan for what ORE Catapult plan on building.*

*Keith Harrison and Jon Cline from ORE Catapult are meeting with MEDIN interested parties on 16th December.*

***ACTION on CP to report to Exec board following the meeting***

SW Gave an overview of the work being carried out by JNCC:

*Set of interviews run across a number of public sector bodies, stemming from the MEDIN review which specified the need to articulate the benefits emerging from MEDIN.*

*Overall people are seeing the philosophical benefit of having data in a form that can be accessed and used and which is secure long term but very little use is being made of the data. Where date has been used people are not aware of it. This could be risky for MEDIN.*

*Going to create a quick summary of the interviews and what this means for MEDIN. This is then to be feed into PSEG work. In the interim will look at where the possibilities for MEDIN are.*

***ACTION on CP to liaise with SW in January to receive feedback***

SA gave overview of status of PSEG project on industry data that MEDIN is part funding:

*Getting closer to having an agreed specification*

*which will hopefully be carried out this financial year.*

1. **Finance update (P8) - LR**

LR gave an overview of this item:

*A significant underspend is predicted this year mainly deriving from staff shortages in the core team. The total value shown in P8 needs updating.*

Points made from following discussion:

* It may be possible to carry over external money to next financial year
* Invoices will not to be sent out until February.
* Sponsors board will have to approve carrying funding forward.

***ACTION on CP to speak to finance to see if any funding can be carried forward, and if so how much.***

1. **AOB**
   1. **Unicorn Marine funding (P9)**  **- CP**

Overview given by CP:

*MEDIN have been asked to consider this funding model for Unicomarine.*

Points made from following discussion:

* CP spoke with Dan Lear (DAASH), who does not think it would be appropriate for MEDIN.
* General consensus from team is to decline to provide funding.

***ACTION on CP to inform Unicorn Marine about decision regarding funding***

* 1. **EMODNet - CP**

Overview given by CP:

*MEDIN feeds into EMODnet (European Marine and Data Network) in various ways. MEDIN partners have recently been asked to provide input to a new portal on human activities.*

*CP and LR are currently putting together a schema in response to the request.*

Points made from following discussion:

* To include in response that whilst MEDIN don’t currently have a DAC for human activities it is something MEDIN may look to have in the future.

***ACTION on CP to provide input to EMODNet’s portal on human activities***

1. **Date for next meeting**

12th February 2015, from 11:00 to 15:30 at Noble House, London

**Papers**

|  |  |
| --- | --- |
| P1 MEDIN\_Exec\_minutes\_270814.docx | P6 BriefReviewofWorkStream.docx |
| P2 MEDIN\_Sponsor\_Board\_min\_Nov\_2014.docx | P7 MEDINWorkProgramme\_201516.docx |
| P3 Sponsor-NERC\_Funding\_Agreement\_for\_MEDIN.docx | P8 MEDIN\_Finance\_update\_to\_051214.docx |
| P4 UKMMAS\_2011\_14.docx | P9 Unicorn\_Letter\_RA\_06\_11\_14.docx |
| P5 Data\_subgroup\_draft\_ToR.docx |  |

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| --- | --- | --- |
| 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 |
| 4.10 | **Core team** to investigate and implement ways of improving visibility of portal. | Ongoing |
| 4.12 | **SG** to review MEDIN Partners’ Data Policy spreadsheet before final publication and ask relevant parties if reference data sets are available under Open Government Licence (OGL).  *Action passed to* ***SG****.* | Ongoing. No reply yet from DOENI, MCA, SNH, JNCC |
| 8.3 | **CP** to follow up and plan visits / discussions with EA at an appropriate level according to the response to the P Liss letter. | Not done |
| 8.11 | **CP** to investigate a NERC post contract evaluation document.  *NERC does not ask for post contract evaluation.* | Done |
| 8.15 | **CP:** To set up group to look at products and services to include (at least) the identified members. | Not done |
| 9.1 | **DAC WG** to report on the task totrack the progress of a TCE offshore renewable data set through the MEDIN system, including subsequent use to derive products / assessments in order to satisfy a key driver and provide a commentary/report.  *DACs now have access to data and are in the process of assessing it.* | In progress. |
| 9.2 | **DH** to report back to the Executive Team on HWBDMEG. | On hold |
| 9.3 | **LR and JP** to contact MERMAN funders and Rob Thomas (BODC) regarding the possibility of making MERMAN a DAC and report to Exec Team. *MERMAN is a tool and not set up to provide the services of a Data Archive Centre. MERMAN can and does send data on to existing MEDIN DACs for long term archival.* | Done |
| 9.18 | **CP** to sign “Bedern Convention” (subject to agreement from Defra). |  |
| 10.1 | **LR** to ensure all DACs provide metrics of data requests (FishDAC and MetOffice not currently reporting this) for inclusion in annual report.  *Request for DAC annual report has been sent and includes request for metrics.* | In progress |
| 10.2 | **Work Stream chairs** to report on progress towards KPIs at each exec team meeting. | Ongoing |
| 10.3 | **CP** to follow up letter to MMO. | Not done |
| 10.7 | **UW** to send proposal before next Executive meeting on 3rd December.  *This work has been stopped due to overlaps with other initiatives* | Remove from actions. |
| 10.9 | **MO** and Steve Hall, NOC to produce a paper for Executive team before next meeting about expanding MEDIN to include overseas territories, so that necessary resources can be identified.  *Steve Hall arranging meeting with FCO regarding possible funding.* | In progress |
| 11.1 | **CP** to draft a paragraph on MEDIN position on products for Exec Team to discuss. |  |
| 11.2 | **CP** to update and make prominent the list of partners on the MEDIN website to include all current partners, ensuring recognition of their work. | Not done |
| 11.3 | **DH and CP** to negotiate with sponsors about moving to a funding agreement. | In progress |
| 11.4 | **ALL** to send suggestions for MSCC Action Plan to CP. | Done |
| 11.5 | **CP** to circulate suggested input for MSCC Action Plan around the Exec Team prior to submission to MSCC. | Done |
| 11.6 | **DH** to keep CP informed on the ongoing selection of individuals to sit on the MARG Data Group. | Done |
| 11.7 | **CP** to speak to Mike Osborne regarding chair and co-chair of WS5. |  |
| 11.8 | **CP** to organise meeting for all parties involved in work streams. | Done |
| 11.9 | **CP** to take lead on producing a paper on the main end users with input from various parties (e.g. DH and SW). | In progress |
| 11.10 | **PL** to locate record of Organisations previously approached by MEDIN under deliverable in WS7. |  |
| 11.11 | **WORK STREAM LEADERS** to identify priorities for their work stream/s for the MEDIN Work Programme 2015/16. | Done |
| 11.12 | **CP** to report to Exec board following the meeting. |  |
| 11.13 | **CP** to liaise with SW in January to receive feedback. | Done |
| 11.14 | **ACTION on CP** to speak to finance to see if any funding can be carried forward, and if so how much.  *External funding can be carried forward.* | Done |
| 11.15 | **CP** to provide input to EMODNet’s portal on human activities. | Not done |