**Minutes of the MEDIN Executive Team Meeting 08**

**9th January 2014, NOC Liverpool 11:00-15:00**

**Attending**

Peter Liss (Chair) – unavailable until 1400 (by phone)

|  |  |  |
| --- | --- | --- |
| **Sponsor Reps** | **Experts** | **MEDIN Core Team** |
| Richard Moxon (DEFRA) - confirmed | Jon Parr (DASSH) - DACs – phone | Clare Postlethwaite (standards)  confirmed |
| Martyn Cox (S. Govt) - phone | Ulric Wilson (JNCC) –Stds  confirmed | David Cotton (Coordination)  confirmed |
| Mark Halliwell (UKHO) - confirmed | Mike Osborne (Oceanwise) – Resources & Applications  -apologies | Gaynor Evans (Portal)  confirmed |
| Lesley Rickards (NERC)  confirmed |  | Terry Allen (Resources and Applications) - apologies |

1. **Minutes and actions from Previous Meeting: Paper P1**

Section 5 has been edited in the previous minutes with the final sentence removed on advice from MC.

It was noted that the work stream update paper is ‘business as usual’ and has not deviated from the usual format.

**8.1 ACTION on work stream chairs to produce work stream updates directed at bringing issues to attention of the Executive Team. Also apply deadlines to work stream plans, more clearly indicate progress against tasks and provide explanation where deliverables are not met.**

The lack of a work stream update for work stream 5 was noted.

**8.2 ACTION on DC to contact Mike Osborne and discuss whether he is able to cover work stream 5 commitments**

***Action 1.01 DC, Jon P:*** *Arrange visit to EA to discuss their data and engagement with MEDIN.*

Post meeting note: After the Executive Team meeting P Liss sent a letter to the Chief Executive of the EA regarding the withdrawal of EA sponsorship of MEDIN and asking for re-assurance of continued interest in MEDIN by EA. According to the response to this letter, the MEDIN Executive team will follow up and plan visits / discussions with EA at an appropriate level.

**8.3 ACTION on Executive Team to follow up and plan visits / discussions with EA at an appropriate level according to the response to the P Liss letter.**

***Action 1.05******DC*** *to continue contact with Fugro Geos and ABPmer, and other industry organisations (E.g. Gardline, Synergy, Osiris).*

This action was deleted as there is parallel work being undertaken by MILG and PSEG. The standards working group are already working effectively with the private sector. This action will be pursued in the 5 year work plan.

Following discussions at the Marine Industries Liaison Group, Sam Anson (Chair of PSEG) arranged a workshop at the MMO to discuss ways in which data collected as a requirement of marine licensing could be made available for re-use. A draft paper has been produced by this workshop, which recommends some further steps and a possible case study. There are implications regarding the need for further standards / protocols, and arrangements / costs for data archiving.

**8.4 ACTION on DC to circulate paper on licensing data to the Executive Team when finalised.**

***Action 1.07 Helen Campbell*** *to produce an ‘Easy guide on how to find data of different types’ – an MSCC action.* Thisis now a completed task.

**8.5 ACTION on DC to circulate to the Executive Team the *‘Easy guide on how to find data of different types’* for comment (two week turnaround)**

***Action 3.06 RE, DC:*** *To liaise and keep a watching brief on HWBDMEG developments and report to Exec.*

**8.6 ACTION on RM** **to report back to the Executive Team on HWBDMEG**

***Action 3.09******DC, Core Team*** *To coordinate with MMO, Marine Scotland re developing and proposing a process to establish, maintain and update socio-economic data sources metadata.*

Action 3.09 now deleted. In part this action is being taken forward within a Steering Group on Activities and Pressures established by MARG (The Marine Assessment and Reporting Group). This steering group is establishing definitions and keywords for activities and pressures, which MEDIN will establish as managed vocabularies (with BODC support), and is also working to compile a single metadata catalogue of activities based on a merging of information from the MMO, the Crown Estate and other agencies. DC is a member of this group and ensuring appropriate MEDIN involvement.

As regards requirements for metadata and data archiving for other Socio-Economic data, further discussions are taking place with MMO and Marine Scotland (amongst others) within the Productive Seas Evidence Group, chaired by Sam Anson, Marine Scotland. Mike Osborne represents MEDIN in this Evidence Group. Progress will be reported to the DAC and Standards Working Groups and appropriate activities proposed in due course

***Action 3.12******DC, SW t****o liaise on contents of letter to contractors (re application of standards and archiving data in DACS), and list of contractors to send the letter to.* Initial feedback on Seabed survey guidelines has been that they are too complex.This action was removed as it will be undertaken by the Standards working group.

**8.7 ACTION on the Standards working group** **to send the letter written to contractors (re application of standards and archiving data in DACS) to JP for comment prior to sending out**.

**8.8 ACTION on MH** **to attend the next MSCC plenary meeting if no one is appointed to replace Rob Hensley**

***Action 7.05 MEDIN*** *to propose a presentation at next MSCC meeting to show how the post 2014 business plan meets the reviewers’ recommendations*. This was advised against at the MEDIN Sponsors Board. Action deleted.

UW took an action to provide an explanation of ‘linked data’ for these minutes (in response to Action 7.11). As follows:

**What is Linked Data?**

The Web enables us to link related documents. Similarly it enables us to link related data. The term Linked Data refers to a set of best practices for publishing and connecting structured data on the Web. **(from** [**http://linkeddata.org/faq**](http://linkeddata.org/faq)**)**

**A bit more…**

Crucially, the links between Linked Data don't just point to a location, but describe the content and relationship between the items of Linked Data. This additional contextual information allows machines (e.g. computers) to automatically make 'intelligent' links between data.

**Example** (shamelessly lifted from this video on wikipedia <http://en.wikipedia.org/wiki/File:Linked-open-data-Europeana-video.ogv> and see also <http://en.wikipedia.org/wiki/Linked_data> )

You are interested in Botticelli's painting of 'Birth of Venus'

Scenario 1 – unlinked data

You type 'venus' into search engine and get back information on

Venus – planet

Venus Williams – tennis player

Venus – bivalve mollusc

Venus – goddess (including info / images of 'Birth of Venus'

You navigate through the results and eventually find the image you want.

Scenario 2 – Linked Data

You type 'venus' into search engine and are then asked 'do you mean planet, tennis player, mollusc, goddess? (the machine can offer disambiguation of your query because the resources it has indexed have context from their Linked Data)

You then click 'goddess' and get results about the goddess including the 'birth of Venus' painting (this could be disambiguated further e.g. picture).

Because to the Linked Data, the machine could automatically generate further links to Botticelli, Uffizzi gallery, Florence, Italy etc based on the relationship information described in the Linked Data.

See also

<http://danramsden.com/2013/06/11/linked-data-a-beginners-guide/>

**Real world example of linked data in use by EA** (mostly to link within their own data)

EA Bathing water data online  - <http://environment.data.gov.uk/bwq/explorer/index.html>

Example detail page for a site <http://environment.data.gov.uk/bwq/explorer/info.html?site=ukh1304-09900>

Example linked page of sampling data for that site <http://environment.data.gov.uk/bwq/explorer/sample-data.html?site=ukh1304-09900>

Latest data for that site <http://environment.data.gov.uk/doc/bathing-water-quality/in-season/bathing-water/ukh1304-09900/latest.html>

1. **MEDIN Sponsors Board Report (DC): Paper P2**

Note that Owen Lewis from the EA called into the Sponsors Board but is not listed in the minutes.

An action was placed on all Sponsors to write data management into all of their business strategies.

Sponsors agreed that it would be a good time to approach industry bodies and previous sponsors with a view to widening the sponsorship base. An action was taken by DCto consider how to include more industry representation within the MEDIN partnership network.

There was discussion on re-use of data by Sponsors. Whereas MEDIN does not have the authority to place a requirement on organisations to carry out a search for existing data prior to commissioning new collection, it should actively encourage agencies to do this, and provide tools to help. An action was placed on the Executive Team to discuss this. MC suggested that if money is available then organisations go out and collect data again, as then it’s their own data and can be trusted. A change in mind set is needed. MH suggested that education is needed in both the re-use of data and its proper archive. CP noted that university outreach is in the MEDIN Business Plan for 2014-18. It was noted that Environmental Assessments require that existing data has to be sought out. MC suggested we ask MSCC, sponsors and partners whether, when commissioning data gathering, if they ask contractors to look at what data is already available. DCOTT said that this will be done when we send out document ‘Easy guide on how to find data of different types’.

**8.9 ACTION on GE to change ‘submit a comment’ facility on the portal to a more engaging ‘need some help? can’t find what you are looking for? want to leave feedback?’.**

**8.10 ACTION on core team to advertise in Marine Data News the ‘Easy guide on how to find data of different types’ pdf on the MEDIN website.**

An action was placed on the Core Team to produce use cases, which show the added value of MEDIN and consider a generic conference/workshop.

Most sponsors anticipated that they would be able to maintain the same level of MEDIN sponsorship. The EA were not able to sponsor MEDIN but realised its importance and wished to remain involved.

June 2014 for the next Sponsors Board meeting with date to be decided.

1. **MEDIN Partners Meeting Report (CP)**

The users and providers that attended the Partners Meeting did not feel that they were in fact users and providers of data and metadata. This would suggest that their main interaction with MEDIN had been to do with metadata creation.

RM suggested sending a questionnaire to attendees before the next partners meeting.

UW noted that partners who were users in his break out group had not used the portal. Further he suggested that the word ‘partner’ may be off putting to some people and so in future the meeting should be called an ‘open meeting’ without ‘partner’ in the title.

1. **Interim Financial Report (DC): Paper P3**

Overall there is a projected under spend of £19 K for this FY. RM asked whether, like Defra, there is a post contract evaluation at the end of any MEDIN let contracts. DC reported that MEDIN follow NERC procedure here.

**8.11 ACTION on DC to investigate a NERC post contract evaluation document.**

There has been a staff over spend for the Standards work stream as a lot of effort has been put into workshops. There has been an over spend on work stream 3 contracts and an overall under spend in work stream 4 as LR has taken on Juan’s role as Director of BODC. For work stream 5, there has been an under spend of 10K.

**8.12 ACTION on DC to summaries who represents MEDIN at the different evidence groups for the Executive Team**.

**8.13 ACTION on DC to amend the numbers on page 10 of the Financial Report.**

The core team have made the following suggestions for small projects to utilise the remaining 19K; archiving marine conservation zones data with Cefas; getting UKDMOS records into the MEDIN portal; updating URLS in the portal for project reference data layers in portal and reviewing the underwater noise data guideline document.

**8.14 ACTION on the Executive Team to consider small projects to spend the 19K end of year under spend and come back to DC within two weeks.**

1. **Products and Services (MO): Paper P4**

This paper has comments from UKHO, the MMO and Marine Scotland and is written by Mike Osborne in response to the MEDIN review. It is intended as an options paper for MEDIN. UW noted that the original statement from the review team stated that MEDIN should point to existing products and not create them. The portal should signpost products as well datasets. The interpretation of what the reviewers intended by their comments was discussed. We are moving towards a situation where people want more products over actual datasets (MC). There is the need to establish which products are for MEDIN to develop i.e. where no one else in the private would do so or where products should be funded by MEDIN and created by others under contract. A group was suggested by the Sponsors Board including Martyn Cox, Anjan Pakhira (MMO), Mark Halliwell, Dave Cotton, Mike Osborne, Keiran Millard and Helen Wilkinson to look at products and services and the way forward for MEDIN. It would be for them to decide which products should be created by MEDIN and which should be signposted via the portal.

**8.15 ACTION MO: To set up group to look at products and services to include (at least) above membership.**

1. **MEDIN Work Programme 2014-19: Paper P5 (DC and Working Group Chairs)**

The MEDIN work programme needs to be finalised before the end of February. This has gone out for comment to all Sponsors. MS, MMO, TCE and NRW have commented and no further comments are anticipated.

**8.16 ACTION on DC to edit MEDIN Business Plan as follows:**

* *State at the beginning of the MEDIN Business Plan what the document is.*
* *Remove from page 3 ‘(e.g. MMO, Crown Estate and industry)’ and replace with ‘via DACs’.*
* *Make more prominent by moving to the beginning of the document the sentence ‘MEDIN has also taken the responsibility to define and deliver, on behalf of the MSCC, the UK Marine Data and Information Strategy’ (page 3, 3rd paragraph).*

The Executive Team reviewed the High Level Objectives and accepted 1, 3, 4, 5 and 8 without alteration, but requested changes to others as follows:

**8.17 ACTION on DC to edit High Level Objectives as follows:**

HLO 2 remove ‘environmental’.

HLO 5 Add into a specific work stream work programme.

HLO 6 - reword

HLO 7 reword and include link to data.gov.

HLO 9 Insert ‘Provide’ (…..a suite of easy)

HLO 10 Add ‘defined’ in front of “key data services”

reorder High Level Objectives as per 1,6,7,2,8,10,3,9,5,4 and send around to Executive Team for confirmation

**8.18 ACTION on work stream chairs** to revise their business plan sections to correspond to work stream 3 (i.e. referencing High Level Objectives) and provide detailed annual work programmes for the next financial year with Key Performance Indicators

**8.19 ACTION on the DAC work stream to consider the case for making MERMAN a DAC.**

The MMO considered that a portion of the funds allocated to work stream 7 ‘Management’ and work stream 1 ‘DACS’ should be moved to work streams 2 and 3. The Executive Team had no comment to make and neither had the Sponsors Board. DC will tell the MMO that the point was raised but no agreement to shift the allocation of funds to work streams.

1. **MEDIN Business Plan – Preparations (DC)**

P Liss suggested writing to the Chief Executive of the EA to express disappointment at their lack of support for MEDIN as it was felt that the issue was not effectively resolved during the Sponsors Board meeting.

**8.20 ACTION on P Liss to write to the Chief Executive of the EA concerning support for MEDIN.**

At the MSCC meeting, it was stated that they would not accept anymore members (ergo no specific MEDIN representation) but a MEDIN ‘champion’ was acceptable.

**8.21 ACTION on Executive Team to look at MSCC membership and consider who would be best placed to ‘champion’ MEDIN.**

As far as the sponsorship situation, it was reported that the NRW / Welsh Assembly Government may potentially be increasing their sponsorship.

1. **Highlights / Issues from Work Streams: Paper P6 (Working Group Chairs)**

Brief ‘around the table’ updates were given by work stream chairs. No specific issues for the Executive Team were raised.

1. **AOB**

Date for next meeting: approximately 1st May 2014 (depending on P Liss availability)

**Papers**

|  |  |
| --- | --- |
| P1: Minutes & actions from last meeting | P4: Products and Services paper (with comments) |
| P2: Sponsors Board Minutes | P5: MEDIN Work Programme for 2014-19 |
| P3: Interim Financial Report | P6: Work Stream Update reports |
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# ACTIONS from the meeting

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| --- | --- | --- |
| Action | Description | Status |
| 0.01 | **STANDING ACTION on all** to send corrections to minutes to DC | On Going |
| 0.02 | **STANDING ACTION on all** to send articles for the next Marine Data News | On Going |
| 2.09 | **(Core Team / DAC WG)** *To select one or more programmes (MALSF RECs?) and track the progress of the data sets from different data providers through the MEDIN system, including subsequent use to derive products / assessments in order to satisfy a key driver and provide a commentary/report.* | To be done |
| 4.10 | **Core team** to investigate and implement ways of improving visibility of portal. (incorporates action 1.04) | Ongoing |
| 4.12 | **Helen Campbell** 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). | To be done |
| 7.04 | **MEDIN core team** to respond to recommendations in the review in the post 2014 MEDIN business plan. | Ongoing |
| 7.06 | **DC** to do a first draft of the new business plan by Friday 30th September. | Draft Work Prog updated with Sponsors comments |
| 7.11 | **MO** to obtain more information on what Cefas are proposing as regards linked data | To report |
| 8.1 | **ACTION on work stream chairs** to produce work stream updates directed at bringing issues to attention of the Executive Team. Also apply deadlines to work stream plans, more clearly indicate progress against tasks and provide explanation where deliverables are not met. |  |
| 8.2 | **ACTION on DC** to contact Mike Osborne and discuss whether he is able to cover work stream 5 commitments |  |
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