**MEDIN Executive Team Meeting 10**

**27th August 2014 10:30-15:00**

Medical Research Council (MRC), Room 104, London

**Attending**

Peter Liss (Chair)

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| **Sponsor Reps** | **Experts** | **MEDIN Core Team** |
|  Richard Moxon (DEFRA) - RM | Jon Parr (DASSH) - DACs - *Apologies -* JP | Clare Postlethwaite (Standards) - CP |
| Martyn Cox (S. Govt) - by phone -MC | Ulric Wilson (JNCC) –Stds - 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 |  | Terry Allen (Communications) -TA |
| Deborah Hembury (DEFRA) - DH |  |  |

1. Minutes and actions from Previous Meeting (P1)

8.3 Need to follow up on this. Job for new MEDIN Coordinator to do.

8.6 HWBDMEG in abeyance since RE leaving but intention that DH to take this group forward. DH to keep us updated. Action to stay.

8.11 Action to remain, job for next programme manager

8.15 Action on LJR to email MO to remind him of the setting up of this group and cc Peter Liss in on email. This action derives from MEDIN review recommendation and is also Sponsor’s Board recommendation

9.1 being acted on; action to remain on list

9.3 DAC WG has discussed this. **ACTION**: LJR and JP to contact MERMAN funders and Rob Thomas (BODC) regarding the possibility of making MERMAN a DAC and report to Exec Team.

9.4 We have a seat on the MSCC now but PL is unable to attend on this occasion. RM is going so we will rely on him to represent MEDIN’s interest. We will identify things for Richard to bring up. **ACTION** on LJR to forward RM with short MEDIN update provided to MSCC for this meeting.

9.10 Done, remove from actions.

9.14 Done, remove from actions.

9.15 Separate item on agenda, so remove

9.17 and 9.18 to stay on action list

9.19 still on list to be completed after this meeting

1. Annual Report for 2013-14 – P2 (CP)
	* + - MEDIN’s progress as detailed in the report needs to be summarised at the beginning. This can form part of a drive to better communication MEDIN’s success to MSCC.
			- Consistency between references to past Annual Reports.
			- Next Annual Report (2014-15) needs to provide more information with respect to Work Stream update progress.
			- Clarify WS6 web statistics are different to WS4 Portal statistics as the figures for the portal given in the WS6 tables show the number of times the portal link has been clicked from the Oceannet.org page, whereas the WS4 figure comes from number of users landing on the portal page from all sources (e.g. direct bookmark etc).
			- The decision was taken to send the Annual Report without waiting for all sponsorship agreements to be returned.

**ACTION** on LJR to ensure all DACs provide metrics of data requests (FishDAC and MetOffice not currently reporting this) for inclusion in annual report.

* + 1. MEDIN Open meeting – P3 (CP)
			- Change session timings 25 minutes each.
			- TA to investigate live streaming / recording of the meeting for those not able to attend.
			- If the target audience if for those other than users and providers of data, then this should be stated in the publicity material for the event, explaining why it is targeted at specific sectors/individuals.
			- Access to industry data should be part of the meeting in order to discuss other sources of data and how to get those data into MEDIN.
			- Title changed to “Sharing Marine Data Now”.
			- Speakers for each session as indicated in P3 were agreed.
			- Jens Rasmussen was suggested as a speaker for archiving data.
			- GA to chair meeting.
			- Date of 3rd November 2014 at the Institute of Education in London confirmed.

*Subsequent to the Exec Team meeting, the decision was made to postpone the Open Meeting due to short term staffing issues. The suggestions above will be included in future plans.*

* + 1. MEDIN Work Programme 2014-15 - P4
			- Corrections to High Level Objectives table
			- The recommendations from the review (with the exception of three that were not relevant to work stream activities) were incorporated into the headline objectives for each work stream. The work stream updates therefore give a report on progress made on these recommendations but these should be stated separately. This should be done for the November Sponsor’s board meeting initially.
			- WS chairs to add comments to work stream reports rather than ‘Ongoing’, ‘Completed’ etc
			- Sponsor agreements have not yet been received from all sponsors, therefore financing has yet to be finalised.

**ACTION**: Work Stream chairs to report on progress towards KPIs at each exec team meeting

**ACTION**: PL to follow up letter to MMO

**ACTION**: LR to contact sponsors again regarding sponsorship agreements

**ACTION**: CP to distribute Work Programme to the Sponsors for November meeting

* + 1. MEDIN Work Stream Progress - P5 (LR)
			- **WS1** – A request was made for more money for WS1 for an additional person. LR to send proposal to Exec team detailing what is required and associated costings for review at next meeting on 3rd December.

No resources are currently available for a socio-economic DAC. MMO is in contact with the Office for National Statistics.

* + - * **WS2** – See Paper 5
			* **WS3** – Work progressing on bringing the portal code from Geodata to MEDIN.
			* **WS4** – No issues with this workstream
			* **WS5** – It was noted that the report for this workshop was not available in time for members of the Executive board to read before the meeting as had happened previously and that this should be attended to in the future.

**ACTION** on CP to add WS5 comments and re-circulate Work Programme

* + - * **WS6** – It was agreed that sponsorship of Coastal Futures 2015 should go ahead as long as the fee can be justified.
			* **WS7** - Sponsorship agreement seems complicated which may answer reason why agreements take so long to be returned.
		1. JNCC proposal to carry out a cost benefit review (UW)
			- UW gave an overview of JNCC’s proposal to produce examples cases of how MEDIN has been used to mobilise data, with an eye to benefit to the public sector. Steve Wilkinson has already started a cost benefit analysis.

**ACTION** on UW to send proposal before next Executive meeting on 3rd December.

* + 1. Finance update – P6
		2. Recruitment of new MEDIN Programme Manager
			- Of 18 suitably qualified candidates, the only strong contender was Clare Postlethwaite. The interview will take place Monday 1st September, MRC, London. The interview panel will consist of Steve Wilkinson, Richard Moxon, Lesley Rickards, Peter Liss plus an HR person from NOC.

**ACTION** on LR to circulate list of potential questions to panel.

* + 1. AOB
			- MO says there is scope for expansion of MEDIN to overseas territories.

**ACTION** on MO and Steve Hall, NOC to produce a paper for Executive team before next meeting about expanding MEIDN to include overseas territories, so that necessary resources can be identified.

* + - * Sponsors board agenda to be discussed prior to the next Executive meeting.

**ACTION** on new MEDIN coordinator to send proposed agenda and papers to Exec team

* + - * DAC Annual Report should have progress highlighted in the same manner as the Annual Report as detailed in item 2 above. DAC metrics table on page 4 of the DAC Annual report needs to be changed to make the distinction between ‘new records’ clear from ‘new datasets’.
			* DH will represent DEFRA in RM place henceforth.
			* Terry Allen was thanked for his contribution to the MEDIN core team.
		1. Date for next meeting is confirmed as **3rd December 2014 in London.**

Meeting concluded 15:00

**Papers**

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| --- | --- |
| P1: Minutes from Previous Meeting | P5: Work Stream Progress |
| P2: MEDIN Annual Report 2013-14 | P6: Finance update |
| P3: MEDIN Open meeting 2014 | P7: MEDIN DAC Annual Report |
| P4: MEDIN Work Programme for 2014-15 |  |
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 **Actions**

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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 | **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). | Ongoing. No reply yet from DOENI, MCA, SNH, JNCC |
| 8.3 | **ACTION on New MEDIN Coordinator** 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 | **ACTION on New MEDIN Coordinator** to investigate a NERC post contract evaluation document.*CP awaiting response from NERC* | In progress |
| 8.15 | **ACTION on LJR:** To remind MO about plan to set up group to look at products and services to include (at least) the identified members.*The desire to set up this group remains* | Done |
| 9.1 | **ACTION on 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 | **ACTION on DH** to report back to the Executive Team on HWBDMEG |  |
| 9.3 | **ACTION** **on LJR and JP** to contact MERMAN funders and Rob Thomas (BODC) regarding the possibility of making MERMAN a DAC and report to Exec Team.  |  |
| 9.9 | **ACTION** **on GE** to send documentation about the MEDIN DWS to MO and UW (with a view to linking into it) | Done |
| 9.17 | **ACTION on DC** to send emails from “Bedern Declaration” to RM as Defra may need to have clearance to endorsement this. *Bedern statement sent to DH* | Done |
| 9.18 | **ACTION on new MEDIN Programme Manager** to sign to “Bedern Convention” (subject to agreement from Defra)*Awaiting confirmation from DH that Defra is happy with the statement* | Not done |
| 9.19 | **ACTION on CP** to send out Sponsors papers (Annual Report 2013-14, Financial Summary 2013-14, Work Programme 2014-15) in June and ask whether a teleconference is required to discuss next year’s Work Programme.  | Not done as still waiting for sponsor agreement finalisation |
| 10.1 | **ACTION** on LJR to ensure all DACs provide metrics of data requests (FishDAC and MetOffice not currently reporting this) for inclusion in annual report.*This will happen as a reminder at the end of the financial year.* | Not done |
| 10.2 | **ACTION**: Work Stream chairs to report on progress towards KPIs at each exec team meeting |  |
| 10.3 | **ACTION**: PL to follow up letter to MMO |  |
| 10.4 | **ACTION**: LR to contact sponsors again regarding sponsorship agreements*All bar two have been signed by sponsors(MCA and HR Wallingford)* | Done |
| 10.5 | **ACTION**: CP to distribute Work Programme to the Sponsors for November meeting | Done |
| 10.6 | **ACTION** on CP to add WS5 comments and re-circulate Work Programme | Done |
| 10.7 | **ACTION** on UW to send proposal before next Executive meeting on 3rd December. |  |
| 10.8 | **ACTION** on LR to circulate list of potential questions to panel. | Done |
| 10.9 | **ACTION** on 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 |
| 10.10 | **ACTION** on new MEDIN coordinator to send proposed sponsors board agenda and papers to Exec team  | Done |