**MARINE SCIENCE CO-ORDINATION COMMITTEE (MSCC)**

**MARINE ENVIRONMENTAL DATA AND INFORMATION NETWORK (MEDIN)**

**SPONSORS’ BOARD**

Minutes of meeting held on 24 November 2014 at Defra, Nobel House, London SW1P 3JR

**Meeting Chairman:** Professor Peter Liss **University of East Anglia**

**Attendees:**

Dr Graham Allen **Natural Environment Research Council (NERC)**

Anne Brazier **MSCC** (minutes)

Martyn Cox **Marine Scotland** (by telephone)

Peter Edmonds **The Crown Estate**

Daniel Hallam **Marine Management Organisation** (MMO) (by telephone)

Dr Deborah Hembury **Department for Environment, Food and Rural Affairs** (Defra)

Dr Lesley Hetherington **MSCC**

Edward Hoskin **United Kingdom Hydrographic Office** (UKHO)

Kieran Millard **HR Wallingford**

Kevin O’Carroll **Department of Energy and Climate Change** (DECC)

John Pepper **OceanWise**

Dr Clare Postlethwaite **MEDIN**

Dr Lesley Rickards **MEDIN**

Jon Turton **Met Office**

Steve Wilkinson **Joint Nature Conservation Committee** (JNCC)

**Contents:**

1. Apologies for absence

2. Minutes of the meeting held on 13 November 2013

 Matters arising

3. Introduction to Clare Postlethwaite, MEDIN Coordinator

4. MEDIN Annual Report for 2013 – 14, including Financial Summary

5. Approval of MEDIN Work Programme for 2014 - 15

6. Demonstration of the MEDIN Portal

7. Sponsors’ commitment for 2014 – 15 and 2014 – 19

8. Sponsors’ activities promoting MEDIN

9. Any other business

10. Date of next meeting

**Item 1. Apologies for absence**

1. Apologies were received from the Marine and Coastguard Agency (MCA) and Natural Resources Wales (NRW).

**Item 2.** **Minutes of the meeting held on 13 November 2013**

2. Sponsors agreed these were a true and accurate record of meeting.

3. Some actions remain outstanding, namely:

* Encourage Sponsors to send in articles for inclusion in *Marine Data News* **(ACTION: Sponsors)**
* Sponsors to contact Dr Rickards if they wish to become involved in, or can recommend members for, review panels for DAC accreditation **(ACTION: Sponsors)**
* Sponsors to mention MEDIN in annual reports and to promote MEDIN wherever appropriate **(ACTION: Sponsors)**
* Sponsors to write MEDIN objectives into their own strategies **(ACTION: Sponsors)**
* MEDIN to approach industry bodies and previous sponsors with a view to widening the sponsor base **(ACTION: CP)**
* DACs to be asked to provide data on how many requests for data are received from industry **(ACTION: LR)**
* MEDIN to find solution to three key challenges and submit to MSCC for endorsement **(ACTION: CP)**.

**Item 3. Introduction to Dr Clare Postlethwaite (CP), MEDIN Coordinator**

4. Sponsors formally welcomed Dr Postlethwaite to post. Dr Postlethwaite gave a presentation of her aspirations for MEDIN, which will be circulated to Sponsors who were not present **(ACTION: CP)**.

5. Sponsors expressed their agreement to CP’s plan of ‘two clicks to data’.

6. Whilst Sponsors agreed that the furthering of links with industry to be a priority, there was some debate and disagreement as to MEDIN’s role in regard to data products.

7. Sponsors agreed that work needs to be done to raise MEDIN’s profile, both within the UK and internationally, and within initiatives such as the OSPAR Commission and the EU’s Marine Strategy Framework Directive (MSFD).

8. Sponsors requested that the Executive Team look at the use of case studies to show how data can be used, and concentrate on finding, rather than creating, products **(ACTION: Executive Team)**.

**Item 4. MEDIN Annual Report for 2013 – 14, including Financial Summary**

9. Dr Rickards reminded Sponsors of the Key Recommendations which came out of an independent review of MEDIN in 2013:

* Provide direct access to data from the MEDIN Data Discovery portal **(ACTION: Core Team)**
* Sponsors need to ensure that MEDIN and its objectives are a recognized and integral part of their operational strategy **(ACTION: Sponsors)**
* Develop a stronger focus on making datasets, services and products available through the MEDIN homepage and portal **(ACTION Executive Team)**
* Develop cost benefit examples of the value of MEDIN **(ACTION: Executive Team)**.

10. Sponsors were advised that a lack of progress in some Key Performance Indicators was due to a lack of staff at MEDIN.

11. Sponsors were asked as to their views on Annual Report and for any changes to format that would be of benefit. Sponsors agreed that a more overt use of facts and figures would be useful and also the timing of Annual Report and Sponsor Board meeting needs adjustment **(ACTION: Core Team)**. Any further ideas for changes should be sent to MEDIN **(ACTION: Sponsors)**.

**Item 5. Approval of MEDIN Work Programme for 2014 – 15**

12. Sponsors were reminded that the 2014 – 15 Work Programme is based on the recommendations received from the independent review of MEDIN in 2013. Sponsors were further reminded that the Business Plan for 2014 – 19 was approved at the Sponsor Board meeting in November 2013.

13. Due to the lack of a full staff complement in 2014, some items are at risk. Sponsors agreed that the decision as to what should and should not be dropped lies with the Core and Executive Teams **(ACTION: Core Team/Executive Team)**.

14. Sponsors requested that discussions centre around work planned for 2015 – 16 and not 2014 - 15 and further requested that the Work Programme for 2014 – 2015 be updated and re-issued to cover period 2015 – 2016 **(ACTION: Core Team)**.

15. Sponsors additionally requested that the funds allocated to items year-on-year should be examined and adjusted accordingly to ensure that funds are available for reactive/strategic items **(ACTION: Executive Team)**.

**Item 6. Demonstration of the MEDIN Portal**

16. Sponsors were asked to send a ‘wish list’ of ideas for the Portal to MEDIN **(ACTION: Sponsors)**.

17. Discussion amongst Sponsors as to the role of DACs and whether DACs should offer users a more bespoke service. Consensus was that more information on customer needs required. In addition to case studies (para.8) Sponsors asked that Portal includes a customer feedback capability. To be discussed further at Partners’ meeting **(ACTION: Core Team)**.

**Item 7. Sponsors’ commitment for 2014 – 15 and 2014 – 19**

18. All Sponsors have signed agreements, or confirmed their commitment to MEDIN.

19. Discussions will continue with the Environment Agency, who could not commit funds, to see if some way forward can be found **(ACTION: CP)**.

20. Some Sponsors expressed difficulty when explaining MEDIN to new members of their organization and how this has delayed the signing of agreement. Sponsorship agreements now vary in time duration and run between one to five years.

21. Sponsors requested clarification regarding agreements; some of which are with MSCC and others with NERC. MSCC recommended Sponsors all move to a funding agreement between sponsor organization and NERC as MSCC is not a legal entity. Sponsors did not object to the change. Some Sponsors raised concerns about when the change should occur **(ACTION: CP/MSCC)**.

22. Any Sponsor not being able to fulfill financial obligation to contact Executive Team immediately **(ACTION: Sponsors)**.

**Item 8. Sponsors’ activities promoting MEDIN**

23. Of note is the mention of MEDIN in Scottish Government internal papers and external website, NRW internal papers and reports and external contacts and within the UKHO annual report and on the UKHO website. MEDIN, additionally, is mentioned in the OceanWise business plan, external website and in any presentation the company gives. Sponsors asked to continue their promotion of MEDIN **(ACTION: Sponsors)**.

**Item 9. Any other business**

24. Within the European INSPIRE community MEDIN is seen as the standard. A new tool to help users take up and use INSPIRE will be launched on the 9 December 2014. HR Wallingford to send details **(ACTION: HR Wallingford)**.

**Item 10. Date of next meeting**

25. Sponsors agreed that the Sponsors’ Board should continue to meet once per year. To ensure that Sponsors will be able to influence MEDIN Work Plan it is proposed that a one-off meeting will take place in either January/February or April/May 2015, to be followed by a meeting in November 2015 and then an annual meeting will be held each subsequent November.

26. The Executive Team will be required to identify any issues and underspend for discussion at the initial meeting in 2015 **(ACTION: Executive Team)**.

27. The date of the initial meeting in 2015 to be canvassed for, and set by, MSCC Secretariat **(ACTION: MSCC Secretariat)**.

|  |  |  |
| --- | --- | --- |
| **Item** | **Action** | **Responsibility** |
| 2. | Sponsors to send in articles for inclusion in *Marine Data News* | Sponsors |
| Contact Dr Rickards if Sponsors wish to become involved in, or can recommend members for, review panels for DAC accreditation | Sponsors |
| Mention MEDIN in annual reports and promote MEDIN wherever appropriate | Sponsors |
| Write MEDIN objectives into their own strategies | Sponsors |
| Approach industry bodies and previous sponsors with a view to widening sponsor base | CP |
| Ask DACs to provide data on how many requests for data are received from industry | LR |
| Find solution to three key challenges and submit to MSCC for endorsement | CP |
| 3. | Circulate CP’s presentation to Sponsors | CP |
| Look at the use of case studies to show how data can be used | Executive Team |
| Concentrate on finding rather than creating products | Executive Team |
| 4. | Continue to provide direct access to data from the MEDIN Data Discovery portal | Core Team |
| See Item 2. Action point four | Sponsors |
| Develop a stronger focus on datasets, services and products available through the MEDON homepage and portal | Executive Team |
| Develop a stronger focus on datasets, services and products available through the MEDIN homepage and portal | Executive Team |
| Develop cost benefit examples of the value of MEDIN | Executive Team |
| Change Annual Report to a more overt use of facts and figures | Core Team |
| Adjust timing of Annual Report and Sponsor Board meeting | Core Team |
| Any further ideas for operational change to be sent to Core Team | Sponsors |
| 5. | Decide which Work Programme items (if any) should be dropped | Core Team/Executive Team |
| Work Programme for 2014-2015 to be updated and re-issued to cover period 2015-2016 | Core Team |
| Funds allocated to items year-on-year to be examined and adjusted accordingly to ensure funds always available for reactive/strategic items | Executive Team |
| 6. | Send in ‘Wish List’ of ideas for Portal | Sponsors |
| Include customer feedback facility on Portal. To be discussed further at Partners’ Meeting | Core Team |
| 7. | Continue discussions with Environment Agency re membership | CP |
| Send out clarification regarding agreements | CP/MSCC |
| Anyone not able to fulfill financial obligation to MEDIN to contact Executive Team | Sponsors |
| 8. | See Item 2. Action point three | Sponsors |
| 9. | Send Sponsors details of new INSPIRE tool | HR Wallingford |
| 10. | Identify any issues and underspend for discussion at Sponsor Board meeting in first half of 2015 | Executive Team |
| Set meeting dates for 2015 | MSCC Secretariat. |