



MEDIN Executive Team Meeting

Friday 21st November – Room 203, DEFRA (Noble House), London

11:00-16:00

Attending

Peter Liss (Chair)

Sponsor Reps	Experts	MEDIN Core Team
Darius Campbell (DEFRA) Confirmed	Jon Parr (DASSH) - DACs Apologies	Mark Charlesworth (Stds, Comms) Confirmed
Martyn Cox (S. Govt) Confirmed	Steve Wilkinson (JNCC) – Standards Confirmed	David Cotton (DACs, Coordination) Confirmed
John Pepper (UKHO) Confirmed	Mike Osborne (Seazone) – Resources & Applications Confirmed	Gaynor Evans (Portal, Resources and Applications) Confirmed
Juan Brown (NERC) Confirmed	Matt Harrison (BGS) – Resources & Applications - Apologies	Lesley Rickards (International) Confirmed
		Terry Allen (Communications) Confirmed

Agenda

1. **Executive Team Remit and Organisation (P Liss), Paper P1**
2. **Status of MEDIN (D Cotton) , Paper P2**
Sponsorship situation
Sponsors Board report and actions
3. **Finance Review (DC), Paper P3**
Current status
Initial fund allocation
4. **Brief Review of Work Stream Progress**
WS1 Data Archive Centre Framework (DC)
WS2 Standards (MC/SW)
WS3 Portal (GE)
WS4 International Coordination (LR)
WS5 Resource and Applications (MO /GE)
WS6 Communications (MC)
5. **Partnership Agreement and Reporting (DC)**
6. **Policy Working Group (JP)**
7. **Additional MEDIN Staff (DC)**
To provide support for metadata generation / publication and IT.
Discuss possibility of secondment from a MEDIN partner.
8. **Partner Meeting (DC)**
9. **AOB**
Date and venue of next meeting