



MEDIN Executive Team Meeting

Friday 27th February – Scottish Government, Victoria Quay, Edinburgh

10:30-15:00

Attending

Peter Liss (Chair)

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

Draft Agenda

- 1. Minutes and actions from Previous Meeting:**
- 2. Issues from Work Stream Progress Reports:**
 - WS1 Data Archive Centre Framework (DC): DAC Accreditation
 - WS2 Standards (MC/SW): Discovery Metadata Sign Off
 - WS3 Portal (GE): UK Marine Monitoring and Assessment Strategy's Protocols Data Base
 - WS4 International Coordination (LR): Representation at International Oceanographic Commission / International Ocean Data and Information Exchange
 - WS5 Resource and Applications (MO /GE)
 - WS6 Communications (MC)
- 3. Sponsorship Situation and Finance Report**
- 4. Signing up to Partnership Requirements**
- 5. Procedure for evaluating / approving funding proposals**
- 6. Annual Report: Paper P6**
 - Requirements for Sponsors Board, Review of previous year, proposals for next year
 - Partner Reporting
 - Annual Report for wider circulation
- 7. Data Policy Document**
 - Core team to circulate comments that have been received
- 8. Plans for Partner Meeting**
- 9. AOB**
 - Inshore Fisheries and Conservation Authorities boundaries consultation
 - Date and venue of next meeting