



Minutes of the 1st MEDIN Executive Team Meeting

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

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

1. Executive Team Remit and Organisation (P Liss), Paper P1

The Chair welcomed all to the first meeting of the MEDIN Executive Team meeting. J Parr and M Harrison sent apologies. Paper 1 provided information on the role and remit of the MEDIN Executive Team. Changes to the Terms of Reference suggested by MCox were accepted and the new ToRs are:

- a. To provide guidance and management of MEDIN work programmes between sponsors board meetings.
- b. To approve detailed allocation of funds and manage the budget within the overall work programme.
- c. To assess the need for revising priorities and make recommendations to the Sponsors Board
- d. To approve variations to the work programme and deliverables and keep the key deliverables on track.
- e. To approve the achievement of deliverables where subsequent work depends on them.

The core team clarified that T Allen is also a member of the MEDIN core team based at BODC (0.7 person hours) and works mostly under work stream 6 ‘Communications’ and is editor of Marine Data News.

2. Status of MEDIN (D Cotton) , Paper P2

Contractual agreement and commitment of funds by sponsors was reviewed.

BERR, MOD, Met Office, UKHO and CCW have signed the sponsorship agreement

DEFRA, the Scottish Government, NERC and Seazone are ready to sign.

Discussions continue with JNCC, EA, the Crown Estate, the MCA, Environment Agency Northern Ireland and HR Wallingford

ACTION on DCot to ask T Guymer to send signed contract to MO at Seazone

ACTION on DCot to progress contracts and receipt of funding from all partners who have not yet signed.

Defra will shortly publish a report by Stefan Carlisle on the transposition of INSPIRE into UK law. The report will most likely be available at <http://www.defra.gov.uk/corporate/gi/uk-eu-global/inspire.htm>.

Also recently published, ‘Place Matters: the Location Strategy for the United Kingdom’ (<http://www.gipanel.org.uk/gipanel/docs/uk-location-strategy.pdf>). The Location Strategy is the roadmap for creating the UK SDI. It is primarily land focussed but there is a need to ensure that the marine sector is properly represented. MEDIN should link into the Location Strategy as UK SDI marine representation. The Location Strategy ‘process’ has not allowed for wide input and they have been criticised for this (JPep).

ACTION on core team to provide short articles to Marine Data News on these two publications.

ACTION on core team to highlight, on the MEDIN website, the INSPIRE pages.

MCox requested clarity on the connection between MEDIN and INSPIRE and proposed a paper be produced to clarify this.

ACTION on MCha, JPep and Stefan Carlisle to produce a joint paper to clarify the MEDIN/INSPIRE interaction.

The MSCC secretariat will be in NOCS. There will be four additional Defra positions advertised within Defra and based in London. Funds are secured for these extra secretariat posts (DCam).

MCox suggested that, to cut down on core team work, work stream updates could be sent out quarterly for sponsors to review.

ACTION on core team to send out quarterly updates via email for sponsors.

ACTION on executive team to produce guidance on required content for the MEDIN Annual report at the February meeting.

3. Finance Review (DC), Paper P3

Paper P3 provided a forward look for the projected spend of MEDIN funds to the end of 2008-09. Because of the delayed start to MEDIN activities a significant underspend of MEDIN funds is anticipated in 2008-09, unless the work programme is revised. The financial figures in Paper P3 were found not to balance. [Post meeting note: the main source of this error was identified after the meeting. The underspend presented was calculated against the original detailed work programme budget as presented to the Sponsors' Board in September. The total cost of this work programme was ~£638k. However expected income for this year is now slightly over £750k] Options available to MEDIN to best make use of these funds were considered. The options were to reallocate funds to other activities, start year two activities early, prolong the project by six months, or reduce the request of funds from sponsors.

Defra and the Scottish Government are not able to go for option three (prolong the project by six months) as money committed within one year is not permitted to be carried over to the next year by their systems/auditors. There are those sponsoring with smaller amounts that may be happy for their funds to be carried over. A cut in funding amount should be on a percentage basis for parity.

Post meeting note: A revised version of P3, with proposed changes to the work programme, is attached. The projected under spend is now £154,577 for financial year 08-09].

ACTION on MEDIN core team to look at work streams in detail and find activities that can be accelerated before the end of the financial year. (See attached paper)

ACTION on DCot to produce corrected estimate of projected spend, and a revised plan of spending on activities (two week post meeting deadline). (See attached paper)

ACTION: Executive Team: To review the Revised Finance Paper and respond. The ET are requested to

- Review the proposed changes to the work programme and approve if acceptable
- Note that (if these work programme changes are approved) an underspend of £154,577 is now projected, and approve an appropriate course of action (e.g. reduced sponsorship for this year, allow a carry over of funds,...) Details are given in the attached paper.

4. Brief Review of Work Stream Progress

WS1 Data Archive Centre Framework (LR)



LR explained how DACs go through the process of accreditation. JB commented on the demanding nature of the process. The Chair suggested a pool of DAC review panellists should be nominated by the executive team.

ACTION on DCot to write a summary of DAC status i.e. those already reviewed and those to be reviewed next.

The initial round of reviewers was James Dargie, Steve Wilkinson and Dave Cotton. DCot recommended that the accredited DACs and future DACs should be 'signed off' by the executive team; previously there was no authority to do this.

ACTION on DCot to implement the 'signing off' of current accredited DACs via email with the executive team.

Fisheries DACs are a complex area and the best way ahead may be to have multiple DAC nodes. Individual Fisheries organisations (FRS, CEFAS and DOENI) are not willing to accept third party data which would exempt them from being DACs under the accreditation system. The DAC concept is a worthy concept to uphold. The alternative would be clusters of organisations designated as a single DAC and a change to the main DAC tenet of holding and giving out third party data.

It was agreed that money could be spent on the facilitating of the accreditation of DACs but should not be used for infrastructure i.e. DASSH are anticipated to go to FRS assist with the process. Such outlay of funds for DACs should be reviewed on a case by case basis. SW suggested DAC funds could be usefully spent on releasing historical data.

ACTION on DCot and GE to let contract quickly to fix the prototype portal

WS2 Standards (MC/SW)

DCott clarified the process for letting MEDIN contracts which are advertised to the community through Marine Data News.

A MEDIN Standards workshop will take place on 1st December. The definition of a 'standard' needs to be constrained so that it does not include sampling and methodology standards which is the work of the UKMMAS Marine Protocols Group. The 'signing off' of standards was considered to a job for the Standards working group and not the Executive Team (SW).

WS3 Portal (GE)

The contract to review the requirement of a Marine Discovery Portal has been let to JNCC. This will be completed mid-March 09. This is a longer timescale than anticipated but the time was considered necessary to complete the task fully. A functioning Portal will not therefore be available before the end of this financial year.

ACTION on core team to add a column next to work stream deliverables to quickly indicate to sponsors what has/has not been achieved.

WS4 International Coordination (LR)

DCam suggested that clarification was needed on the organisations and initiatives that hold/provide data and their interactions. MCha and JPep have both produced schematics that should be put in the next issue of Marine Data News.

ACTION on MCha and JPep to circulate organisational schematics for comment and then publish in MDN

WS5 Resource and Applications (MO /GE)

A closed workshop on base reference layers was considered necessary to progress the work of WS5. MO/GE encouraged by Executive to re-invigorate the Resource and Application Working Group and get on with organising a meeting for the near future.

WS6 Communications (MC)

Publicity products were discussed and leaflets plus mugs or coasters suggested as a way to raise the profile of MEDIN at events. There are opportunities with MMO for advertising MEDIN. MEDIN Workshops are planned for the wider community and workshop ideas were canvassed for. It was suggested that a workshop could be linked up to the MMO or groups like AGI and INSPIRE.

5. Partnership Agreement and Reporting (DC)

An issue has arisen in that organisations like the EA will not give out their data to a third party. The EA have a new business model which precludes them from doing this. The wording of the Partnership Agreement could be changed to accommodate this and it was considered that it was the MEDIN Sponsors Board task to take on this issue.

ACTION on DCot to put this issue on the agenda for the next Sponsors Board meeting.

6. Policy Working Group (JPep)

Data Policy Guidance document will be distributed to DCam and MO for comment. This is an aide-memoire on data policy. It will then get sent to the Sponsors Board and the MSCC.

ACTION on JPep to disseminate the Data Policy Document

7. Additional MEDIN Staff (DC)

DCot noted that the original MEDIN Work Programme had identified that 4.3 Full Time Equivalent members of staff were need to carry out the work programme. MEDIN Core team staffing currently comprises 2.9 members of staff. It has been identified that a further member of staff could provide important assistance by supporting MEDIN partners in producing and publishing metadata for the MEDIN Portal. Dcot's preference would be to encourage a MEDIN partner to second a member of staff, and so broaden involvement in the MEDIN team. However, to date, no MEDIN partner has been able to identify a suitable candidate for such a role.

8. Partner Meeting (DC)

A one day meeting was proposed for the Partner Meeting with general talks in morning including a presentation on MEDIN and ways to get involved. Birmingham was suggested as a convenient place for this meeting (nr Birmingham International).

9. AOB

Date and venue of next meeting: Edinburgh, Friday 27th Feb 09. MCox will inquire about availability of video conferencing facilities at SG. Following meetings will be Thursday 11th June 09 (London) and Thursday 10th September 09 (Liverpool).

ACTIONS

1	DCot to ask T Guymer to send signed contract to MO at Seazone
2	DCot to progress contracts and receipt of funding from all partners who have not yet signed
3	Core team to provide short articles to Marine Data News on INSPIRE transposition into UK law and UK Location Strategy
4	Core team to highlight on the MEDIN website the INSPIRE pages
5	MCha, JPep and Stefan Carlisle to produce a joint paper to clarify the MEDIN/INSPIRE interaction
6	Core team to send out quarterly Work Stream updates via email for sponsors
7	Executive team to produce guidance on required content for the MEDIN Annual report at the February meeting
8	Core team to look at work streams in detail and find activities that can be accelerated before the end of the financial year
9	DCot to produce corrected estimate of projected underspend, and a revised plan of spending on activities (two week post meeting deadline). (See

	attached paper)
10	<p>Exec Team To review the Revised Finance Paper and respond. The ET are requested to</p> <ul style="list-style-type: none"> • Review the proposed changes to the work programme and approve if acceptable • Note that (if these work programme changes are approved) an underspend of £154,577 is now projected, and approve an appropriate course of action (e.g. reduced sponsorship for this year, allow a carry over of funds,....) Details are given in the attached paper.
11	DCot to write a summary of DAC status i.e. those already reviewed and those to be reviewed next
12	DCot to implement the ‘signing off’ of current accredited DACs via email with the executive team
13	DCot and GE to let contract quickly to fix the prototype portal
14	Core team to add a column next to work stream deliverables to quickly indicate to sponsors what has/has not been achieved
15	MCha and JPep to circulate organisational schematics for comment and then publish in MDN
16	DCot to put issue of full adherence to partnership agreement (Specifically requirement to lodge data with MEDIN DACS) on the agenda for the next Sponsors Board meeting