

Minutes of the First MEDIN Sponsors' Board held at the MRC, London on Monday 22nd September 2008

Present

Peter Liss	Chair
Gareth Boon	MOD
Juan Brown	NERC (BODC)
Darius Campbell	Defra
David Cotton	MEDIN
Mike Cowling	The Crown Estate
Martyn Cox	Scottish Government
Tabitha Dale	Defra
Trevor Guymer	IACMST/MSCC
Chris Luton	NERC (BGS) for item 7
Alison Miles	Environment Agency
Kevin O'Carroll	DBERR
Mike Osborne	SeaZone
David Parker	Countryside Council for Wales
John Pepper	UKHO
Lesley Rickards	MEDIN
Ian Townend	HR Wallingford
Malcolm Vincent	JNCC

By Teleconference

Claire Vincent	DOENI
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Apologies

Jon Turton	Met Office
Rob Spillard	MCA

1. Welcome and Introductions

- 1.1 Chair welcomed those present to meeting and thanked them for their support and financial contributions to MEDIN. Meeting also reflected on sad loss of Professor Sir Howard Dalton, both to MEDIN and to the marine science community.

2. MEDIN Proposed Activities 2008 - 2013

- 2.1 David Cotton provided overview of what MEDIN plans to achieve for its sponsors and partners by 2011, the end date of current Sponsors' Agreements, and on to 2013 (Papers 1 and 1b refer). Sponsors were invited to review and comment upon proposed objectives, key deliverables and seven inter-linked work streams based around the key drivers of UKMMAS, Charting Progress 2, MMOs, the Marine Strategy Directive, and INSPIRE.

- 2.2 It was queried which organisations will be hosting DACs. Those currently within the MEDIN DAC network, or in the process of joining the network are as follows:
British Oceanographic Data Centre (BODC)
British Geological Survey (BGS)
Data Archive for Seabed Species and Habitats (DASSH)
UK Hydrographic Office (UKHO).
- 2.3 In reference to the identification of key drivers and associated dates, it was felt that key drivers should reflect those published within the UK Key Location Strategy, which is soon to be published. The UK's implementation of INSPIRE goes much further than what MEDIN is currently planning to do in terms of the licensing and the sharing of data and it is imperative that both the UK Key Location Strategy and MEDIN are in tune. Interestingly, no input to the UK Key Location Strategy was sought from marine organisations apart from MOD, Met Office and UKHO. It was also felt that 'Offshore' needs to be perceived as a key driver.
- 2.4 Sponsors felt that more geology and core catalogues need to be available via MEDIN portal, including access to pertinent European catalogues. The issue of catalogues held by MEDIN needs to be addressed by the MEDIN Executive Team.
Action: Executive Team
- 2.5 Some sponsors queried whether the signing and exchange of MEDIN Sponsor Agreements should wait until key deliverable dates are finalised, and, once these dates are finalised, how flexible they will be. David Cotton proposed to update the work plan (for the current financial year) to provide deliverable dates in the form of year quarters. This approach was broadly accepted.
Action: David Cotton
- 2.6 There was discussion regarding the web portal and how ambitious and efficient this had proved to be and what plans there were for the future. The response was that the portal is low risk in IT terms and provides a realistic solution to user needs. The greatest effort is concentrated on the production and publication of metadata records.

3. MEDIN Organisational Arrangements

3.1 Reporting Process

- 3.1.1 It was agreed the MEDIN coordinator will generate an annual report to the Sponsors' Board and to MSCC.
- 3.1.2 It was further agreed that the MEDIN Work Stream leaders will provide annual work plans for approval by the Sponsors' Board as well as generating quarterly reports to meetings of the MEDIN Executive Team.
- 3.1.3 MEDIN Partners' will report annually on their progress in meeting their commitments within MEDIN and a summary of these reports will be published on the MEDIN website with the caveat that anything published will

not breach individual Partners' 'commercial in confidence' regulations. The aim is to assess progress towards meeting the partner requirements, and identify what further work needs to be done, not to publicly embarrass partners.

- 3.1.4 The Executive Team/Sponsors' Board to further discuss the publication of an annual report, summarising MEDIN activities, and which will be available in the public domain.

Action: Sponsors' Board/Executive Team

3.2 Organisational Arrangements

- 3.2.1 The following was agreed:

- The governing body of MEDIN will be the Sponsors' Board
- Membership will consist of one representative per sponsoring body
- The Sponsors' Board will next meet in April 2009, at which meeting a decision will be taken whether to meet annually or biannually
- Sponsors' Board meetings to be called by MSCC and arranged by the MEDIN core team
- The Chair of the Sponsors' Board to be appointed by MSCC
- David Cotton to report at each Sponsors' Board meeting and also produce quarterly reports, highlighting any key milestones achieved.

- 3.2.2 An annual open Partners' forum will meet at least once a year. It is planned to hold the next meeting in Q4 2008. The remit of the Partners' Forum in terms of directing MEDIN work was queried. Lesley Rickards advised that MEDIN would of course accept guidance and recommendations from the Partners' Forum, but that the Sponsors' Board was the body responsible for approving the work plan.

- 3.2.3 DAC Expert Group to meet at least once a year and to hold at least one workshop per year, supported by MEDIN Core Team member.

3.3 Executive Team

- 3.3.1 The MEDIN Executive Team will meet quarterly. Sponsors' membership was agreed as follows:

Martyn Cox	Scottish Government
Darius Campbell	Defra
Juan Brown	BODC
John Pepper	UKHO.

It was further agreed that Professor Peter Liss will act as Chair, and that the remaining membership will comprise of the MEDIN 'Core' team (David Cotton, Lesley Rickards, Mark Charlesworth and Gaynor Evans) and three 'expert' members to be proposed.

3.4 Publicity

3.4.1 It was felt that much more could be done to promote MEDIN. Sponsors are asked to carry MEDIN literature at any event they may be attending, and some kind of information sharing network needs to be established so that Sponsors and Partners are aware of new initiatives and can disseminate information (including articles published) accordingly. It was proposed that a communications plan be prepared.

Action: Sponsors' Board and MEDIN Core Team

3.4.2 A new MEDIN leaflet is planned, which will be distributed to Sponsors on publication.

Action: David Cotton

3.4.3 A MEDIN launch event was also discussed but the feeling of the meeting was not in favour.

4. **Financial Overview**

4.1 David Cotton provided an overview of MEDIN finances. Allocation of funding must be cautious until the amount available is finalised.

4.2 Agreement over spread of funds over different work streams.

4.3 MEDIN has allocated a budget to provide support to DACs in terms of extra resources required to meet requirements of MEDIN DAC network (up to 10K per DAC). Each DAC will be required to make a case for funding and any funding will need to be matched by the DAC either in finance or in kind). Approval for MEDIN funding will be the responsibility of the Executive Team.

4.4 There is a requirement for an additional Core team member to provide IT support (funded preferably via MEDIN budget). If any of the Sponsor organisations can suggest someone to fill this role, please advise David Cotton.

Action: Sponsors' Board

4.5 Some Sponsors asked about the basis of the calculation of the Full Economic Cost for employing staff through NERC. David Cotton advised that NERC FEC rates were calculated according to Treasury Guidelines.

5. **Sponsor and Partner Commitments**

5.1 Lesley Rickards advised meeting of the extent of commitments required from Sponsors and Partners (all Sponsors are also Partners) to meet MEDIN objectives.

5.2 Some Sponsors advised that they would be unable to sign up to the full range of metadata and data sharing aspects of the MEDIN Sponsor/Partner agreement because of potential 'commercial in confidence' and national

security issues. It was agreed this matter to be discussed outside of the meeting with individual Sponsors approaching David Cotton who will then review the need for individual arrangements.

Action: all Sponsors and Partners

5.3 It was felt important that all Sponsors and Partners strive for a clear and common set of pricing and licensing policies.

5.4 Data Clause for Tender Specification

5.4.1 MEDIN has been attempting to develop a generic clause that can be included in tender specifications and which will form a fundamental part of any contract from the very start of the data collection process and ideally before data is collected to ensure data collection is done to an agreed standard.

5.4.2 The clauses were agreed but should be applied to Marine Environmental Data. Currently the clause document is entitled Marine Data – which could be taken to refer to a wider range of data than intended (e.g. shipping).

5.4.3 Further feedback on the clause gratefully received by David Cotton.

6. **Arrangements post IACMST**

6.1 Trevor Guymer reported on progress of the Marine Science Coordination Committee, the successor to IACMST. MSCC held its first full meeting in July 2008 where it was agreed that ownership of MEDIN will be transferred unchanged to MSCC who should be sent a synopsis of MEDIN proposals and work plans. The date of the next full MSCC meeting is not yet known but it is hoped to be before January 2009. It was agreed that David Cotton should prepare a synopsis of the MEDIN proposals etc. and send this to MSCC (John Lock, Defra and Martyn Cox, Scottish Government) by November 2008.

Action: David Cotton

6.2 The Secretariat of MSCC has yet to be recruited so for the interim, the existing IACMST Secretariat will continue in post, funded by NERC (who will also part-fund the existing Secretariat on its transfer to MSCC).

6.3 The existing Secretariat is currently gathering information for the UK Strategy for Marine Science (this has not yet formally been asked for by MSCC but there is, however, a need for this information to be compiled no later than mid 2009).

7. **‘High-Level’ Data Strategy/Policy Discussion**

7.1 John Pepper asked for the meeting’s views on the requirement for a Marine Data Policy Committee (MDPC) within MEDIN that would consider high level marine data policy and strategy. Currently, there is little cohesion in regard to marine data, with providers each having their own terms and conditions resulting in a fragmented and confusing service to both end user and provider.

7.2 It is anticipated that a Marine Data Policy Committee would strive to:

- Establish across the marine community an understanding of IP and provide guidance on data exchange, commercialisation and rights management
- Promote a coordinated approach to data capture
- Provide policy and strategy direction
- Facilitate delivery of authoritative datasets
- Demonstrate best practice and ensure marine data strategies (within the forthcoming UK Marine Strategy) are authoritative and comprehensive.

7.3 Whilst there was agreement that a more cohesive stance is required, it was felt this issue should be addressed as follows:

- A working group to be formed to identify and prepare a paper on data issues not addressed by MEDIN
- The working group to consist of John Pepper as Chair plus any other Sponsors who feel they can contribute to the working group (please contact john.pepper@ukho.gov.uk if you are interested)
- Paper to be presented to MEDIN Sponsors in first instance for comment and then to MSCC.

Action: Sponsors

8. Any Other Business and Date of Next meeting/s

8.1 The next Sponsors' Board meeting will take place in April 2009.

8.2 The next Partners' meeting will take place in Q4 2008.