MEDIN Executive Team Meeting 17 - Minutes

8th June 2016, 11:00-15:30, Foresight Centre, 1 Brownlow Street, Liverpool L69 3GL

Attending: Peter Liss (PL) – Chair

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| Sponsor Reps | Experts | MEDIN Core Team |
| Deborah Hembury (DEFRA)  | Jon Parr (DASSH) - DACs  | Clare Postlethwaite (Coordinator) |
| Mark Halliwell (UKHO)  | Ulric Wilson (JNCC) –Standards -by telephone | Sean Gaffney (Standards) |
| Graham Allen (NERC)  | Mike Osborne (Oceanwise) – Resources and Applications  | Hannah Williams (Communications) |

Apologies received from Lesley Rickards, Robin McCandliss, Gaynor Evans, Martyn Cox

### 1. Minutes and actions from Previous Meeting (P1) PL

**0.01 & 0.02** Standing actions. The Marine Data News (MDN), release date has been moved to after the 23rd June (date of EU referendum vote). Content for MDN to include: dates for Standards workshops; article on MEDIN’s contribution to the Defra data accelerator project; article on Marine Conservation Zone site survey data as an example of complicated data going into MEDIN DACs; announcements of Cefas sponsorship, Royal Commission on the Ancient and Historic Monuments of Wales (RCAHMW) DAC accreditation and the reaching of 10,000 datasets in the MEDIN Data Discovery Portal; article on BODC now storing underwater noise data.

***Action 17.1***: DH to contact Phil Welsby (Cefas) and Russell Wynn (NERC) to request content for article regarding MCZ site survey data.

**4.12** Not done, remove from actions as superseded by action 17.2. The group assessed a simplified version of the spreadsheet for potential publication on the MEDIN website and concluded that it should not be published. The information is out of date and as organisations data policies can change frequently, to update and maintain the spreadsheet would be difficult. The group decided that the original aim of the spreadsheet (to provide organisations with an incentive to increase open access to data) could be met in more effective ways.

In place of publishing the spreadsheet on the MEDIN website an article is to be put in the MDN documenting what

MEDIN's definition of good practice is, highlighting examples of best practice practitioners and including an open invitation for other organisations to get in touch if they feel they have good practices. This can also be followed up and discussed at the MEDIN Open Meeting.

***Action 17.2***: SG to provide a piece for the September issue of MEDIN’s Marine Data News newsletter on MEDIN’s definition of best practice data policies and highlighting practitioners that use best practice.

**13.2** Standing action.

**14.1** Not done, remain on actions.

**14.2** Not done, remain on actions.

**14.5** Done. GA contacted Simon Reading (EA) but received no reply.

***Amended action 14.5:*** GA/DH to contact relevant people regarding hackathons being run in association with the Data Accelerator Project with a view to MEDIN data being used in the event, i.e. The Defra run ‘Data Marketplace’ event.

**15.1** Completed remove from actions. Discussed under action 4.12

**15.2** Completed remove from actions. Discussed under action 16.1

**15.4** Completed remove from actions. Revised statement approved by Exec Team:

*MEDIN accredited Data Archive Centres (DACs) primary aim is to make data available for others to use.  During their MEDIN work, DACs will facilitate the archiving of static data products but MEDIN DACs are not responsible for the creation of or the updating of data products.  It is recognised that some DACs do create their own data products which they archive and release.  The signposting of data products on the MEDIN portal is encouraged.*

**15.6** Not done, remain on actions. Next meeting with EMODnet member states is scheduled for Sept/Oct 2016.

**15.10** Completed remove from actions. Meeting with Pete Edmonds (The Crown Estate) held on 29 February 2016 where Pete presented how the Marine Data Exchange is run and why the future of the Marine Data Exchange is being discussed. The question of MEDIN handling the MDE was taken to Sponsors who approved the continued discussion with the Crown Estate under this year’s work plan. The next step is to run a workshop to come up with potential business models to present to the Sponsors.

***Action 17.3:*** Executive team to provide suggestions of people with business backgrounds who may be able to contribute to a workshop to help MEDIN and The Crown Estate come up with possible business models for the future of the Marine Data Exchange (MDE).

**16.1** Completed remove from actions. MEDIN not explicitly involved from outset but CP has been approached by Dr. Alan Evans who leads on the project for NOC. The project is flexible and is designed to respond to needs of the Commonwealth Island States involved. Seychelles have enquired about data management assistance and MEDIN framework has been suggested.

***Action 17.4:*** CP/MH to speak with Dr Alan Evans (NOC), Chris Parry (UKHO) and relevant individuals at Cefas to ensure that data management is being taken into account in the collaborative programme between NOC, CEFAS and the UKHO to help Commonwealth Small Island Developing States develop their Blue Economies and become more resilient to the impacts of climate change.

**16.2** Completed remove from actions.

**16.3** Completed remove from actions. Data.gov.uk is not checking if web links contained in metadata records are directly linked to data when the record is loaded.

***Action 17.5:*** DH to clarify if there is a mechanism for reporting broken links on data.gov.uk.

**16.4** Not done, remain on actions. This will be discussed at the MEDIN Mega Meeting in Oct/Nov 2016.

**16.5** Completed remove from actions. IFCAs no longer want a bespoke workshop.

**16.6** Completed remove from actions.

**16.7** Completed remove from actions.

**16.8** Completed remove from actions. MSCC responded positively and suggested implementing a ‘code of conduct’ rather than using compulsion and suggested the European Maritime and Fisheries Fund as a potential funding opportunity.

**16.9** Completed remove from actions. DH and Defra colleagues discussed potential EMMF projects to promote compulsory data management.

***Action 17.6:*** DH to discuss potential EMMF projects with CP.

**16.10** Completed remove from actions.

**16.11** Completed remove from actions.

**16.12** Completed remove from actions.

The MEDIN Work Plan for 2016/17 has been approved by the Sponsors

**16.13** Not done, remain on actions.

**16.14** In progress leave on actions.

**16.15** Completed, discussed under action 5.10.

### 2. Finance Report (P2) CP

CP presented the final 2015/16 MEDIN Finance Report. The report is an extension of the financial report seen by the Sponsors’ Board on 31 March 2016 which now contains detail of external expenditure.

The Executive Team were happy with the contents and presentation of the report but asked for clarification on whether expenses from this financial year could be paid for by funds for the last financial year.

***Action*** ***17.7:*** CP to check if expenses from this financial year could be paid for by funds for the last financial year.

### 3. Annual Report 2015/16 (AnnaulReport201516.pptx) CP

CP presented the timeline for finalising and publishing the 2015/16 MEDIN Annual Report. First draft will be sent to Exec Team and Work Stream leads in early July for comment.

### 4. Work Plan

### 4. a. Work Plan 2016/17 (P3) CP

CP presented the 2016/17 MEDIN Work Plan which has been approved by the MEDIN Sponsors and informed the Exec Team that Cefas has confirmed funding of £5K for this financial year.

DH confirmed that Defra has approved funding for MEDIN for the financial year of £175K. In light of this the Executive Team are happy for CP to revisit items of work which had been temporarily postponed due to uncertain funding from Defra and communicate to relevant work stream which items can now to taken forward.

Any development projects affected by the uncertain funding which can now be progressed are to be added to the deliverables for the relevant work streams so that progress can be tracked.

### 4. b. Work Stream and Working Group Updates (P4) Work Stream Leads

The work stream chairs and CP summarised progress this quarter. Work is going to plan and there were no specific items for the Executive Team to address. Some changes to the Work Stream 5 deliverables are anticipated. Some of the work that was postponed due to uncertain funding can now start. Following a very successful videoconference for work stream 2, the group requested that this option is explored for future Exec Team meetings. Testing the system ahead of the meeting was key to success.

***Action 17.8:*** CP to check with MC if the usage of VC software would be something that could be explored for future Exec Team meetings.

### 4. c. Development Projects Update (DevelopmentProjects201617.pptx) CP

CP updated the Executive Team on the status of the three development projects which were approved to be carried out this year by the MEDIN Sponsors’ Board.

The Project Steering Group for the redevelopment of the MEDIN portal are Gaynor Evans (MEDIN), Clare Postlethwaite (MEDIN), Ulric Wilson (JNCC), Jens Rasmussen (Marine Scotland), Mike Osborne (OceanWise) and Chris Wood (BODC). The plan is to complete the Job specification by first week in July.

A proposal template has been sent to DACs to apply for funds to improve direct access to data from metadata. Deadline for submissions is 17th June.

***Action 17.9***: CP to send the job specification for the Data Discovery Portal upgrade to the Exec Team before it is sent out to tender for comment.

### 5. Sponsors Board Minutes (P5) PL

PL presented the minutes from the latest MEDIN Sponsors’ Board meeting held on 31st March 2016.

There are two actions on the Executive Team, the first to *“investigate whether MEDIN is seen as the model by other countries for the capture and storage of data”.*

MEDIN is acknowledged outside of the UK on the INSPIRE website as an example of best practise for metadata, and in the International Hydrographic Organisation’s Marine Spatial Data Infrastructure Working Group (IHO MSDIWG) guidance notes for hydrographic offices as a model to follow. The Exec Team suggested that it would be beneficial for MEDIN’s profile to publicise these acknowledgements and other examples of a similar nature on the MEDIN website.

***Action 17.10:*** CP to find link on INSPIRE website where MEDIN is mentioned as an example of best practise.

***Action 17.11:*** MO to send link IHO MSDIWG guidance notes for hydrographic offices to CP.

***Action 17.12:*** CP to ask LR for examples of where MEDIN is mentioned as a model or method that is used and implemented outside of the UK.

***Action 17.13:*** CP to contact Neil Holdsworth (ICES) who took part in the independent review of MEDIN for a quote on MEDIN as a model for other countries.

The Exec Team asked if MEDIN had summarised how it had addressed the key recommendations made during the MEDIN independent review.

***Action 17.14***: CP and DH to draw up a summary of the actions taken to address the key recommendations raised by the MEDIN independent review and circulate around the Exec Team.

The second action is to *“discuss the promotion of MEDIN in Europe via outreach and consider the future of MEDIN pending the referendum vote”*.

The Exec Team will wait until after the outcome of the referendum vote before the action is discussed.

***Action 17.15:*** CP to add action from the Sponsors Board meeting to the agenda of the next Exec Team meeting: “*Discuss the promotion of MEDIN in Europe via outreach and consider the future of MEDIN pending the referendum vote.*”

The Sponsors also questioned if there was work that the Core Team could do as opposed to contractors or vice versa. The Exec Team were happy for Clare to look at the work plan and see if there is work that is currently being viewed as external which could be done in-house and delegate as appropriate .

### 6. Defra Data Accelerator DH

DH updated the Executive Team on the status of the Defra Data Accelerator project.

Defra group has published over 5000 datasets before the election period started at the end of May. No more data will be publishing until after the 23rd June but DH and CP are already discussing another update with the data sharing team to ensure datasets start to be publish as soon as possible following the referendum vote.

***Action 17.16:*** DH to send information to CP regarding the Defra ‘Data Market’ event being held on 28th June 2016.

### 7. New data themes

### 7. a. Litter (P6) CP

CP presented the ‘Management of Marine Litter data in the UK’ paper (P6) and asked the Executive Team how to proceed with moving this forward.

The Executive Team concluded that the paper provided a good ‘state of play’ with regard to the current management of litter data in the UK and should be published on the MEDIN website with some minor modifications. The report needs a concluding sentence explaining what MEDIN has consequently done with regard to the management of litter data and section 4 should be removed as it is specifically aimed at the marine litter subgroup established by the Clean and Safe Seas Evidence Group (CSSEG).

***Action 17.17***: CP to remove section 4 of the ‘Management of Marine Litter data in the UK’ paper and put the amended paper on the MEDIN website as a statement of the current ‘state of play’ of the management of litter data in the UK.

***Action*** ***17.18:*** CP to send the full ‘Management of Marine Litter data in the UK’ paper to the head of the marine litter subgroup established by the Clean and Safe Seas Evidence Group (CSSEG).

The Executive Team acknowledged that the Marine Conservation Society (MCS) is the best option for managing beach litter data but they do not have the resources to become a MEDIN DAC. MEDIN Exec Team asked whether an existing MEDIN DAC could partner the MCS to provide technical backup etc. to enable the MCS to become an accredited MEDIN DAC for beach litter data.

***Action*** ***17.19:*** JP to speak to Dan Lear (DASSH), regarding the technical support and requirements that Marine Conservation Society (MCS) would need in order to become an accredited MEDIN DAC for beach litter data.

MERMAN was discussed as an option for storing offshore litter data. This possibility should be postponed until after Defra and MERMAN have investigated development options following potential change in the current IBM contract.

Benthic litter data is already collected by Cefas and the Executive Team wondered if this could be an alternative potential avenue for the creation of a litter DAC.

***Action*** ***17.20:*** CP to speak to Joanna Whittle (Cefas) to explore if there is any potential of Cefas becoming a MEDIN DAC for litter data.

### 7. b. Noise (USF\_presentation\_lucyd\_extracts.pptx) SG

SG presented recent developments on the infrastructure for the archiving of NERC and non NERC underwater noise data with BODC. BODC should include the details of the underwater noise archiving provision in the next DAC reaccreditation application. This will provide sufficient information to allow BODC to increase its remit within MEDIN to include underwater noise. It was noted that Nathan Merchant (Cefas) should be kept informed about all further developments with archiving underwater noise at BODC.

***Action*** ***17.21:*** CP to draft a statement stating that MEDIN support the BODC initiative for archiving NERC and non NERC underwater noise data.

### 8. AOB

A researcher putting together a new book on underwater habitats contacted JP to see if MEDIN would be interested in providing funding towards the publishing costs. Concern about setting a precedent was noted.

***Action*** ***17.22***: JP to send the details of a request for funding for the publication of a book on underwater habitat to CP to consider

### 9. Date for next meeting

The next meeting is to be held via video conference in September/October, the date is to be confirmed by CP using Doodle Poll.

### Papers

P1\_MEDIN\_Exec\_minutes\_29022016\_draft\_v1.docx

P2\_MEDIN\_Finance\_report\_201516\_draft.docx

P3\_MEDINWorkProgramme\_201617\_draft\_v1.4.docx

P4\_ReviewofWorkStreamProgress\_June16.docx

P5\_MEDIN\_SponsorsBoardMinutes\_Draft\_March 2016.docx

P6\_Data Management for Marine Litter\_v10.docx

policy\_spreadsheet\_proposal\_Exec3Dec15.xlsx

AnnualReport201516.pptx

DevelopmentProjects201617.pptx

USF\_presentation\_lucyd\_extracts.pptx

### Actions Table

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| Action | Description | Status |
| 0.01 | STANDING ACTION on all to send corrections to minutes to HW |  |
| 0.02 | STANDING ACTION on all to send articles for the next Marine Data News  |  |
| 4.12 | SG to publish MEDIN Partners’ Data Policy Spreadsheet on MEDIN website. | Not completed, superseded by action 17.2. |
| 13.2 | STANDING ACTION on all to review MEDIN’s role in products and services at each Executive Meeting |  |
| 14.1 | ***Amended action: CP to speak to Steven Taylor (FCO) to remind him about MEDIN’s capabilities and position regarding the inclusion of data from overseas territories.*** | Not completed |
| 14.2 | CP to provide a revised paragraph on MEDIN position on products including more detail on what would satisfy the user and what resources would be required. The document is to be circulated around the Exec. | Not completed |
| 14.5 | ***Amended action: GA/DH to contact relevant people regarding hackathons being run in association with the Data Accelerator Project with a view to MEDIN data being used in the event, i.e. The Defra run ‘Data Marketplace’ event.*** | Not completed |
| 15.1 | SG to cross check information in the MEDIN Partners’ Data Policy Spreadsheet against the Action Plan for Marine Reference Data document, the MEDIN Data Discovery Portal and the reference layers catalogue on oceannet.org.  | Completed |
| 15.2 | CP to speak to Mark Halliwell regarding the Executive Team concern that only hydrographic data is being represented at meetings between MEDIN, BODC, UKHO and the Foreign Office and not wider marine data. | Completed |
| 15.3 | GE to report the progress on moving the MEDIN Portal from GeoData to BODC servers. | Completed |
| 15.4 | JP to amend wording of the DACs statement on the DACs position on data products to make statement sound more positive.  | Completed |
| 15.5 | LR to include looking at solutions for datasets that do not have a clear home, and liaison with potential bird and socio economic data DACs in to the work plan for WS1 for next financial year. | Completed |
| 15.6 | DH to enquire what member states of EMODNet are doing with regards to their socio-economic data.  | Not completed |
| 15.7 | Agenda item to be set for MEDIN Exec Meeting 16 to answer following questions raised at the DAC meeting and outlined in WS5 Update and Proposed Sensor Web Enablement PoC (MEDIN Executive Team Meeting 15 – Minutes, Appendix I): “*Is there a strategic plan for the adoption, creation/improvement and maintenance of Marine Reference Layers? Who prepares this – MEDIN? So it is implemented? And who pays for it? Or we carry on as we are – making steady progress?”* | Completed |
| 15.8 | CP to include Agenda item focusing on the arrangement of the MEDIN budget and highlighting areas of potential savings for the next Executive Team Meeting.  | Completed |
| 15.9 | DH to clarify what is meant by ‘direct access to data’ under the DEFRA Data Accelerator Project and report back to Executive Team. | Completed |
| 15.10 | CP to arrange meeting with Pete Edmonds to discuss the potential transfer of The Crown Estates Marine Data Exchange to MEDIN. | Completed |
| 16.1 | CP to check if MEDIN is involved in the proposal put forward by NOC, Cefas and UKHO regarding work to be carried out on overseas territory’s marine areas. | Completed |
| 16.2 | CP to send DH Executive summary of socio-economic data. | Completed |
| 16.3 | DH to clarify if Data.gov is checking if web links contained in metadata records are directly linked to data when the record is loaded. | Completed |
| 16.4 | DAC WG to look at available options for creating and storing a “snap shot” of data as required by MEDIN/MARG data task group in order to identify data that feeds into the OPSAR and the MSFD indicators. | Not completed |
| 16.5 | SG to contact MO regarding the syllabus for the workshop tailored for the IFCAs. | Completed |
| 16.6 | HW to make PDF document “How to find UK Marine Data” more prominent on oceannet.org | Completed |
| 16.7 | HW to add PowerPoint presentation of MEDIN highlights to oceannet.org | Completed |
| 16.8 | CP to report findings from Open Meeting to MSCC, in particular the idea of ‘compulsion’, and report to Exec team at next meeting. | Completed |
| 16.9 | DH to speak to colleagues at Defra involved marine planning regarding the idea of compulsory data management and report back to the Exec Team at the next meeting.  | Completed |
| 16.10 | MO and/or CP to send UW the sensor web enablement proposal and BODC review of the proposal. | Completed |
| 16.11 | CP to send draft version of the MEDIN work plan for 2016/17 to the Exec team by the 3rd March. | Completed |
| 16.12 | Exec team to send any comments on the MEDIN work plan for 2016/17 to CP by the 10th March. | Completed |
| 16.13 | MO to review the list of MARINE Reference Layers compiled for the 2012 action plan and provide input to the portal development specification as well as reporting to Exec Team. | Not completed |
| 16.14 | CP to ensure that portal upgrade specification includes the ability to import base layers. | Not completed |
| 16.15 | CP/DH/JP/ GA to report outcomes of meeting with The Crown Estate regarding the Marine Data Exchange at the next Exec Team meeting. | Completed |
| 17.1 | DH to contact Phil Wellesley (Cefas) and Russell Wynn (NERC) to request content for article regarding MCZ site survey data. |  |
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