**Minutes of the MEDIN Executive Team Meeting 09**

**14th May 2014 DEFRA, Nobel House, Room 104 10:30-15:00**

**Attending**

Peter Liss (Chair) - confirmed

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| **Sponsor Reps** | **Experts** | **MEDIN Core Team** |
|  Richard Moxon (DEFRA) - confirmed | Jon Parr (DASSH) - DACs - confirmed | Clare Postlethwaite (Standards) -confirmed |
| Martyn Cox (S. Govt) - by phone | Ulric Wilson (JNCC) –Stds - confirmed | David Cotton (Management) - confirmed |
| Mark Halliwell (UKHO) - confirmed | Mike Osborne (Oceanwise) – Resources & Applicationsconfimed  | Gaynor Evans (Portal / Resources and Applications) - confirmed |
| Lesley Rickards (NERC) - confirmed |   | Terry Allen (Communications) - apologies |

**Agenda**

1. **Minutes and actions from Previous Meeting (P1)**

2.09 A longstanding action that is being acted upon by the DAC WG. The plan is now to track the progress and use of Crown Estate data from a renewable energy site that has now been relinquished by the developer. Replaced by Action 9.1.

4.10 Ongoing; waiting on transfer of MEDIN portal code to BODC.

4.12 Currently being undertaken. An ongoing action.

7.04 and 7.06 Completed actions.

7.11 MO reported an Oceanwise sponsored workshop on the 1st and 2nd July on linked data. Invitations have been sent out. Otherwise action complete.

8.1 The work stream chairs have yet to make more explicit in their quarterly reports the reason for not meeting work plan targets.

8.3 To remain as an outstanding action

8.4 Completed action. Circulated as part of this meeting’s papers.

8.5 Completed action. This was also a paper sent to MSCC and is available on the website.

8.6 RM did not attend the HWBDMEG (Habitats and Wild Birds Directives – Marine Evidence Group). The replacement for Richard Emerson will be Deborah Hembury and she will be coming to the Executive Team meetings in place of RM. Replaced by Action 9.2.

8.7 Completed action.

8.8 MH unable to attend. Action closed.

8.9 Completed action.

8.10 This will go out in the May edition of Marine Data News.

8.11 Action ongoing and to be followed up by the next MEDIN Programme Manager.

8.12 Completed action. Circulated as part of this meeting’s papers.

8.13 Completed action.

8.14 Portion of the funds used and the remainder carried over to next FY.

8.15 Action not done. MO to set up this group. Discussion ensued about the involvement of the DAC working group as although they are an interested party there was concern about moving away from main DAC business. This action originated from the Sponsors Board, with some of the sponsors wanting to be involved with this group. Discussion on the issues which surrounds who does the work, who owns the product and thereafter who maintains it. An example would be a reference layer for UK harbour areas. MO to set up the working group, and focus on quick wins (to encourage buy in).

8.16 to 8.18 Completed actions

8.19 This was discussed at the recent DAC working group meeting and further information on the following is needed before a decision can be made; who owns the IPR for the database which belongs to IBM, how long the contract with IBM runs and will this contract be renewed. To be followed up directly by the DAC Working Group. Replaced by Action 9.3.

**ACTION** on DAC WG to report back on the decision to make MERMAN a DAC to the Executive Team.

8.20 Action completed. EA sponsorship reinstated for last year (only) and the response back was positive.

8.21 Action complete. MEDIN will be offered a seat on MSCC. Refer to Action 9.4.

1. **Annual Report for 2013-14 (DC)**

Not all work stream reports had been received by DC but he anticipated that a more or less complete draft of the report will be available before his departure. Helen Campbell will complete the report.

**ACTION** on HC to complete the Annual Report for 2013-14

1. **MEDIN Financial Report for 2013-14 (DC) P2**

An updated paper P2 had been sent out the previous day with a correction to DAC work stream 1 finances (on page 4 in the table of costs for Work Stream 1 (DACS) the provisional total cost for the year should be £131,192 (not (£120,238)).

DC noted that not all contracts for FY 2013-14 had been signed off and paid for yet. NERC has confirmed that funds from external organisations can be carried over from one FY to the next.

On the page 10 summary, the total provisional spend at the end of 2013-14 is £523,769, against the planned budget of 515,549, so there was an over-spend of £8,220.

On the page 10 summary, DC also noticed a further error in that the provisional costs to end of FY should be £523,769 and not £512,815.

DC has sent out sponsorship forms to MEDIN Sponsors and responses are coming in. The request is for signing up to three years sponsorship. UKHO could have difficulties with committing to three years as this would breach an internal threshold of £20k so it may have to be one year commitment at a time. MS is fine for this year and a year on year subscription to MEDIN. Defra is clear for this year and will sponsor one year at a time. The MMO have said that their sponsorship for this year will be half of last year’s £14k and will be on a year by year basis. This is not a withdrawal of support rather a need to rationalize spending due to cuts.

**ACTION** on RM to approach Terence Ilott at Defra concerning the MMO cut to MEDIN sponsorship.

**ACTION** on DC to send email correspondence about MMO sponsorship with Anjan Pakhira to Richard Moxon and Peter Liss.

1. **MEDIN Work Programme for 2014-15 (DC and Working Group Chairs) P3**

£558,009 is what will be spent on this year’s work based on the assumption that Sponsors funding will be the same as last year.

* + **Work Stream Highlights / Key Expenditure items**

**DACs work stream:** JP reported that the first tranche of MEDIN DACs that were originally accredited will have to go through re-accreditation this year. The Crown Estate (TCE) holds data from Round 3 renewable sites in its Marine Data Exchange. It was agreed at the previous days DAC meeting that where a developer relinquishes the licence to an offshore site then the data can be transferred from the TCE Marine Data Exchange to the DACs. The cost of ingesting these data to a DAC will be will be assessed. Paper P7 is a discussion paper from PSEG setting out a proposal for scoping study put forward for the main regulatory bodies to work in partnership with TCE, industry representatives, MEDIN and UKMMAS members to facilitate access to industry data for the public, industry and government. JP suggests that MEDIN should consider supporting this work in some way. PSEG estimates about £30k costs. PSEG are proposing this to MARG next week. It was decided that MEDIN should offer part funding for this work of the order of £5-£10k depending on offers from other funders. MO represents MEDIN on PSEG.

**ACTION** on DC to offer £5-£10k MEDIN sponsorship of the PSEG scoping study to Sam Anson (PSEG chair).

**Standards work stream**: TCE are funding the MEDIN metadata tool Maestro to have updates made, primarily to provide a more user friendly input capability.

**Portal work stream:** Key expenditure items are £10k for continuation of the ‘metadata helpline’ at DASSH and £11k to STFC for provision of the MEDIN Discovery Web Service for the portal, and harvest / ingest of metadata from partners

**ACTION** on GE to send documentation about the MEDIN DWS to MO and UW (with a view to linking into it)

**ACTION** on MO to look into the duplication issue in the MEDIN Gazetteer.

**Communication work stream:** Planning for a MEDIN partners meeting in the autumn 2014 (Q3) should be initiated now. A theme for the meeting will need to be considered.

**ACTION** on CP to doodle poll for a suitable date for a MEDIN Sponsors Board meeting in November (a date for a MEDIN partners meeting can be alongside this meeting)

**Management work stream:** DC has produced a draft MSFD paper ‘MEDIN Contribution to UK MSFD Implementation’. This will be a paper at next week’s MARG meeting

**ACTION** on work stream chairs to add numbers for success criteria in the Work Programme for 2014-15 under ‘High Level Objectives / Key Performance Indicators’.

**ACTION** on core team to provide RM with names, phone numbers and emails associated with chairs for each work stream

**ACTION** on DC: Links from the MEDIN Review document to be incorporated into the Work Programme for 2014/15 (as are in the Business plan) (as requested by UW)

1. **JNCC proposal to carry out a cost benefit review (UW) Paper P4**

The prompt for this came from the MEDIN Review last year (which recommended a cost benefit review) and also the “Marine Data Review” undertaken by JNCC for Defra. There is also a perceived need to see MEDIN be more effective. It is important to make sure that MEDIN provides appropriate support for MSFD and JNCC thought this was deserving of some more specific work. The study will take a year.

The Chair noted that ‘Other countries’ in paper P4 actually means Scotland, Wales and NI so this should be removed. It was considered unnecessary for the person doing this review to have a position on the Executive Team. The person can attend where they have information to impart to the Executive and vice versa. This person will arrange to speak to Sponsors. The Chair noted this should be extended to include Executive members, core team and work stream group members. DC noted that this is a welcome initiative and appreciated JNCC putting in the time and effort. There were concerns that the focus of the study would be biodiversity data only. UW responded that other data fell outside the JNCC scope. This review would essentially be using biodiversity data examples to assess whether MEDIN has made a difference. UKHO asked who the audience will be and the response was that it would be the Sponsors. MS suggested it could a useful pilot study and should be given the go ahead. Defra would like to see more detail in the paper. The Chair suggested that if the review was called an analysis instead and was framed in a positive light then the MEDIN Executive should agree to this. The work should be reported under WS7 as it is down as a task under this work stream.

**ACTION** on UW to circulate a more complete “JNCC proposal to carry out a cost benefit analysis” to the Executive Team via email.

When the Executive is in agreement with this proposal, the Sponsors will be informed of the decision.

1. **Recruitment of new MEDIN Programme Manager / Interim arrangements before appointment**

The job specification for the new Programme Manager has been agreed across the Executive Team during a recent teleconference and a list of possible places to advertise the post drawn up. LR will circulate the advert once it has been signed off by NERC.

**ACTION** on LR to doodle poll for interview dates for the next MEDIN Programme Manager (July – Sept)

Helen Campbell has agreed to stay until the end of July. She will finish the Annual Report 2013-14 and chase up Sponsor agreements. MO has agreed to attend MILG until next person is in post. Dan Lear or Becky Seeley will go to the Steering Group on Activities and Pressures. The IST/036 Geographic Information meeting will be attended by UW. CP is to go to the UKLP metadata group and also the Aerial Monitoring Group. The next MARG meeting is in November when the new Programme Manager should be in post. GE will attend the ‘MSFD reporting and Implementation group’.

We have seat on MSCC and the next meeting is September 10th. We need to take up the seat if Peter Liss is unable to attend. Refer to action 9.4.

1. **Highlights / Issues from Work Streams: Paper (Working Group Chairs)** P5

The Codefest has been postponed and there will be a ‘dry run’ internally within the DACs. DC noted that someone is needed to pull the DACs together to make them a coherent group. A core team member is needed centrally for dealing with day to day incoming datasets, splitting them down and sending data onto the relevant DAC.

The international work stream has been quiet this quarter as LR time is taken up with BODC Director tasks.

The next Marine Data News will be published in May.

1. **AOB**
	* + - “Bedern Declaration” - should MEDIN sign up? P6 – DCOTT attended last meeting of this group. They want to launch the marine archaeology DAC next year.

**ACTION** on DC to send emails from “Bedern Declaration” to RM as Defra may need to have clearance to endorse this.

Subject to RM then it was agreed that MEDIN would sign up.

**ACTION** on new MEDIN Programme Manager to sign to “Bedern Convention” (subject to agreement from Defra)

* + - * Date for next meetings: **Wednesday 27th August, 10.30, London.**
			* MEDIN Sponsors board:

**ACTION** on CP to send out Sponsors papers (Annual Report 2013-14, Financial Summary 2013-14, Work Programme 2014-15) in June and ask whether a teleconference is required to discuss next year’s Work Programme.

This was Dave Cotton’s final Executive Team meeting as MEDIN Programme Manager. He was thanked for his excellent leadership and hard work and presented with a gift from the Executive Team.

**Papers**

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| --- | --- |
| P1: Minutes from Previous Meeting | P5: Work Stream Update reports |
| P2: MEDIN Finance Report 2013-14 | P6: Bedern Declaration |
| P3: MEDIN Work Programme for 2014-15 | P7: PSEG paper on licensing data |
| P4: JNCC proposal for cost benefit review | P8: Table of MEDIN representatives on various committees |

#  ACTIONS from the meeting

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| --- | --- | --- |
| Action | Description | Status |
| 0.01 | **STANDING ACTION on all** to send corrections to minutes to DC | Ongoing |
| 0.02 | **STANDING ACTION on all** to send articles for the next Marine Data News  | Ongoing |
| 4.10 | **Core team** to investigate and implement ways of improving visibility of portal. | Ongoing |
| 4.12 | **Helen Campbell** to review MEDIN Partners’ Data Policy spreadsheet before final publication and ask relevant parties if reference data sets are available under Open Government Licence (OGL). | Ongoing |
| 8.1 | **ACTION on work stream chairs** to produce work stream updates directed at bringing issues to attention of the Executive Team. Also apply deadlines to work stream plans, more clearly indicate progress against tasks and provide explanation where deliverables are not met.  | To be applied in 2014-15 |
| 8.3 | **ACTION on Executive Team** to follow up and plan visits / discussions with EA at an appropriate level according to the response to the P Liss letter. | Not done |
| 8.6 | **ACTION on RM** to report back to the Executive Team on HWBDMEG. | Not done |
| 8.10 | **ACTION on core team** to advertise in Marine Data News the ‘Easy guide on how to find data of different types’ pdf on the MEDIN website. | To be done in May Edition |
| 8.11 | **ACTION on DC** to investigate a NERC post contract evaluation document. | Not done; for next Programme Manager |
| 8.15 | **ACTION on MO:** To set up group to look at products and services to include (at least) the identified members | Not done |
| 9.1 | **ACTION on DAC WG** to report on the task totrack the progress of a TCE offshore renewable data set through the MEDIN system, including subsequent use to derive products / assessments in order to satisfy a key driver and provide a commentary/report. |  |
| 9.2 | **ACTION on Deborah Hembury** to report back to the Executive Team on HWBDMEG |  |
| 9.3 | **ACTION** **on DAC WG** to report back on the decision to make MERMAN a DAC to the Executive Team. |  |
| 9.4 | **Action on Executive Team** to consider who should attend next MSCC if Peter Liss is unavailable (September 10th ) |  |
| 9.5 | **ACTION** **on HC** to complete the Annual Report for 2013-14 |  |
| 9.6 | **ACTION** **on RM** to approach Terence Ilott at Defra concerning the MMO cut to MEDIN sponsorship. |  |
| 9.7 | **ACTION** **on DC** to send email correspondence about MMO sponsorship with Anjan Pakhira to Richard Moxon and Peter Liss. | Done |
| 9.8 | **ACTION** **on DC** to offer £5-£10k MEDIN sponsorship of the PSEG scoping study to Sam Anson (PSEG chair). | Done |
| 9.9 | **ACTION** **on GE** to send documentation about the MEDIN DWS to MO and UW (with a view to linking into it) |  |
| 9.10 | **ACTION** **on MO** to look into the duplication issue in the MEDIN Gazetteer. |  |
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| 9.13 | **ACTION** **on core team** to provide RM with names, phone numbers and emails associated with chairs for each work stream |  |
| 9.14 | **ACTION** **on DC** wants links from the MEDIN Review document to be incorporated into the Work Programme for 2014/15 (as are in the Business plan) (as requested by UW) |  |
| 9.15 | **ACTION** **on UW** to circulate a more complete “JNCC proposal to carry out a cost benefit review” to the Executive Team via email.  |  |
| 9.16 | **ACTION** **on LR** to doodle poll for interview dates for the next MEDIN Programme Manager (July – Sept) |  |
| 9.17 | **ACTION on DC** to send emails from “Bedern Declaration” to RM as Defra may need to have clearance to endorsement this.  |  |
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