MEDIN Executive Team Meeting 14 - Minutes

22nd September 2015, 11:00-15:30, National Oceanographic Centre (NOC), Doodson Room, Liverpool

Attending: Peter Liss (PL) – Chair – confirmed

|  |  |  |
| --- | --- | --- |
| **Sponsor Reps** | **Experts** | **MEDIN Core Team** |
| Deborah Hembury (DEFRA) - apologies  | Jon Parr (DASSH) - DACs - confirmed by telephone | Clare Postlethwaite (Coordinator) - confirmed |
| Martyn Cox (S. Govt) -confirmed by telephone | Ulric Wilson (JNCC) - Standards - confirmed | Gaynor Evans (Portal) - confirmed  |
| Mark Halliwell (UKHO) - confirmed | Mike Osborne (Oceanwise) -Resources and Applications - confirmed by telephone | Hannah Williams (Communications) - confirmed |
| Graham Allen (NERC) - confirmed |   | Lesley Rickards (DACs and International awareness) - confirmed  |
|  |  | Sean Gaffney (Standards) - apologies |
|  |  | Robin McCandlis (DACs) - apologies |

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

* 1. **& 0.02** Ongoing**,** remain on actions.

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

MEDIN Partners’ Data Policy Spreadsheet has been created but requires some refining before it is published on the MEDIN website. The spreadsheet should be available online by mid-November.

**9.1** Done, remove from actions.

RM has received reports from DACs that identified gaps as Birds, Noise, Reports and harder to define category’s including socio economic data.

DAC WG has taken responsibility for this action, which is to be dealt with as an ongoing project, progress of which will be reported back to the Exec Team.

**10.3** In progress, remain on actions.

Dr Dickon Howell has been in contact with CP and CP now in a position to follow up this year’s sponsorship agreement renewals and following up with MMO will be part of this discussion.

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

A meeting was held between MEDIN, BODC, UKHO and Foreign Office determining what can be done to make research data in Overseas Territories more readily available, but there has been no further contact with Steve Hall or Steve Taylor (FCO).

The consensus is that proactively perusing this data should not be a priority for MEDIN and the onus should be on Steve Hall and the FCO to approach MEDIN regarding the inclusion of data from overseas territories.

MEDIN can however ensure that the responsible parties are aware of MEDIN’s capabilities and position; continue to build links with the FCO, and periodically monitor any progression towards the inclusion of data from overseas territories.

***Action 14.1***: PL to approach Steven Taylor (FCO) at MSCC meeting to remind him about MEDIN’s capabilities and position regarding the inclusion of data from overseas territories.

**11.1** Done, remove from actions.

CP presented paragraph (Data\_Products.ppt & Data\_Products\_in\_MEDIN.docx).

Conclusion of paragraph is that based on evidence from studies carried out by ORE Catapult MEDIN should proceed with making it possible to signpost data product, however also highlighted was that due to the nature of the ORE Catapult there is a strong evidence bias towards industry user requirements.

Executive Team in agreement with conclusions but indicated that MEDIN should carry out further investigative work to ascertain what would satisfy users requirements in terms of what the products are and to what level of detail they would be described on the Portal (i.e. are URL links enough).

This needs to be presented to the Sponsors as a design approach suggesting where on the spectrum of design and approach MEDIN could sit, giving course, intermediate and fine examples and estimate costs for the resources that would be needed.

***Action 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 Team prior to being presenting at the Sponsors board on 19th November**.**

**11.3** Ongoing, remove from actions.

MoU from MSCC now signed. Item can be removed from actions as it now forms part of the MEDIN work plan.

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

**12.1** In progress, remove from actions.

List compiled but is a work in progress and can be added to but action can be removed.

**12.3** Done, remove from actions.

MEDIN Partners webpage created and Sponsors webpage updated.

**12.7 & 12.8** Done, remove from actions.

**13.1** Done, remove from actions.

Although outcome of Central Evidence review is not finalised, this action relates to post contract evaluation.

DH reports that DEFRA have a formal peer review process for R&D projects and a less formal version for policy type projects. Final report gets sent to 3 non-associated experts with a feedback form and comments are collated and sent back so the report can be revised if necessary before being published.

MEDIN has implemented a similar but more in-formal procedure in the past, and the Executive team steer for moving forward would be that any contracts greater than £20, 000 would have a mandatory evaluation scheme to ensure work has been carried out to a satisfactory level. For contracts under this value, CP and the Core MEDIN Team would decide if further evaluation was required.

**13.2** Done, added as a standing action to Agenda.

Item discussed under item **11.1**

**13.3** Done, remove from actions.

Item superseded by action **14.1**

**13.4 to 13.9** Done, remove from actions.

**13.10** Done, remove from actions.

The progress of deliverables and KPIs within the Work Plan are to be presented to Sponsors at a ‘on track’, ‘off track’ and ‘at risk’ level of detail.

**13.11** Done, remove from actions.

**13.12** Not done, remove from actions.

Data Clause and Data Strategy Document have not yet been updated, but will be before the next Sponsors board.

**13.13** Done, remove from actions.

### 2. Finance Report (P2) LR

LR summarised the financial report so far this financial year.

Discussion summary:

* There is a concern that there will be underspend of the budget with the main area of worry being the contracts and external costs.
* Need to highlight in financial documents where money that has not yet been spent but has already been committed to work to be carried out during the next financial year.
* There is a risk that the portal development will not be completed this financial year, documentation needs to indicate if funds allocated have already been committed.
* Next financial year there should be focus earlier in the year to push the contracts through to allow for additional time should there be any delays.
* Additional staff are available to absorb unspent staff costs is required.
* Last column name for the Planned, Provisional and Projected Costs tables in P2 to be changed from ‘Balance’ to ‘Current balance’ to ensure meaning is clear for Sponsors.

***Action 14.3:*** CP to produce an update of the Finance Report highlighting any contracts / external costs that have not been let and are at risk on not being spent this financial year for each of the work streams.

### 3. Work Plan and Progress

#### 3.a Work Stream Updates (P3 & P3a) CP & Work Stream Leads

Work stream chairs and CP summarised progress so far this financial year.

Discussion summary:

* WS1 is currently funding two small data archiving projects out of seven received bids. Based on the projected underspend, CP has been directed to fund the remaining five depending on additional information being submitted by the DACs.
* Use of ‘On target’ for the status in work streams deliverable tables needs to be amended for previous quarters (Q1 & Q2) as inaccurate. The status should indicate when the work is to be delivered.

#### 3.b Project work funded by roll over funds CP

Item covered under the discussion summary for agenda item 3.a.

### 4. DEFRA Data Accelerator Project (P8) UW

UW presented P8 summarising the Data Accelerator Project and outlining possible action MEDIN could take to contribute.

Discussion summary:

* Executive Team agree that MEDIN should respond positively and proactively to the Data Accelerator Project as it has potential for raising the profile of MEDIN.
* There is a concern that due to the time restrictions being placed on DEFRA to deliver this project by June that MEDIN will be ‘cut out of the loop’ in favour of alternative pathways if MEDIN is not represented as integrated in the Data Accelerator Project.
* MEDIN needs to be formally embedded within the accelerator project which requires contact with Alex Coley (DEFRA).
* A document, ‘DEFRA data in MEDIN’ has been sent to Alex Coley outlining MEDIN’s capabilities, along with an overview of DEFRA data held at BODC but no feedback has been received from DEFRA.
* DEFRA has committed to running a ‘Hackathon’ before Christmas; it would be beneficial for MEDIN and/or BODC to be involved.
* MEDIN could carry out investigation into whether the metadata records with in the MEDIN Portal meet the definition of ‘open data’ as applied by the Data Accelerator Project (e.g. are the data available under the Open Government Licence).

***Action 14.4:*** GA/DH/CP to follow up initial contact with Alex Coley regarding MEDIN involvement in the DEFRA Data Accelerator Project.

***Action 14.5:*** GA to contact Simon Reading (EA), who is running the DEFRA Hackathon associated with the Data Accelerator Project with a view to MEDIN data being used in the event.

***Action 14.6:*** PL to highlight DEFRA Data Accelerator Project to MSCC and promote MEDINs involvements.

### 5. Sponsors Board Meeting

### 5.a Progress with actions (P4) PL

PL summarised the actions on the Executive Team from the last Sponsors board meeting.

Action: Look at the use of case studies to show how data can be used, and provide report to Sponsors at November 2015 Sponsor Board.

Progress: MEDIN refrained from carrying out MEDIN case study as there were other case studies taking place (i.e. ORE Catapult and the access to industry report). MEDIN will summaries these case studies for presenting to the Sponsors Board.

Action: Take on onus of responsibility for advising Sponsors of any relevant issues.

Progress: MEDIN to provide Executive Team meeting minutes including a summary of the risks or points of notes that arose during the meeting.

Action: Progress on developmental projects to be provided to Sponsors as part of quarterly summary document.

Progress: To be provided.

### 5.b Agenda for November meeting (P5) CP

CP presented P5 outlining the Agenda for the November Sponsors Board. The Sponsors Board had previously asked to be presented with a range of options for the work plan of the upcoming year on which they could give a steer, and CP asked for particular feedback on the four possible options outlined in P5.

Discussion summary:

* The Executive Team could provide a ‘ranking’ or ‘steer’ on the order of importance of the options presented to the Sponsors Board for the next MEDIN work plan, with ‘Direct access to data’ and ‘Improved links to MSFD’ ranking highly.
* It would be beneficial for MEDIN to provide further details in regard to Agenda item 5.d, ‘direct access to data’, and reinforce that direct access should be, where possible given to the actual data; some DACs have interpreted this as a link to the DAC URL.
* There could be an additional point 5.e, regarding interoperability of data, which is in line with the direction being taken by NERC and DEFRA.
* The DEFRA Data Accelerator Project needs to be incorporated into the Agenda as an item to be presented to the Sponsors.
* Agenda items headings should be altered to highlight to the Sponsors board that input and discussion is required. New headings could include, ‘Progress with the prioritised developmental projects’.

### 6. Open Meeting (P6) CP

CP presented P6 outlining a potential programme for the MEDIN Open Meeting. The proposed focus would be around the cycle of the data, emphasising project planning, collecting data and archiving data through a series of talks.

Discussion summary:

* Industry data appears to be under represented in the speakers and topics.
* Open Meeting is not offering anything new to the same audience (academic and public), so the meeting would be looking for a new audience from industry.
* Open meeting should be **altered** to an industry focused meeting, using the ‘A Review to Industry Marine Environmental Data’ paper as basis for the Agenda.
* The target audience for the meeting will be industry but the participants will be wider ranging and could include some public sector organisations to articulate use cases for data re-use.

### 7. AOB

### 7.a Access to Industry Data (P7 & Industry\_Data.ppt) CP

CP presented Industry\_Data.ppt, which highlights the main outcomes from ‘A Review to Industry Marine Environmental Data’ (P7), and requested feedback from the Exec team to take to back to PSEG and the project steering group.

The report is in final draft from and has presented at PSEG with initial feedback being positive.

Discussion summary:

* Concern was expressed that industry seems to want to maintain a high level of control over the usage of their data. This may be an initial reaction and could alter over time.
* Concern was expressed that the solution of incentivising data provision for industry implies a monetary incentive.
* Highlighted that there appears to be a reluctance from some industry to sign up to data sharing and that time would be required for some data to lose its commercial edge.
* Benefit of MEDIN leading a workshop for industry dealing with the issues that have been raised in the ‘A Review to Industry Marine Environmental Data’ discussed and agreed upon. Resources are not available to run both industry focused meeting and the MEDIN Open Meeting so industry focused meeting is to replace MEDIN Open Meeting.

***Action 14.7:*** Executive team to send any specific feedback on the, ‘A Review to Industry Marine Environmental Data’ document to CP by 5th November 2015.

### 7.b European Project LR

CP summarised item.

A recent European Project looked in to improve ingestion of data into European Data Centres. MEDIN isn’t eligible to submit bids. When CP became aware that there were several competing bids involving MEDIN DACs and partners, she provided some general text asking that any bid going in to recognise existing national data initiatives such as MEDIN and that they need to work with the existing initiatives.

Discussion summary:

* Money should be spent publicising pre-existing repositories.
* Existing data repository should debate if they are willing to accept unknown data of unknown quality on unknown time.

### 8. Date for next meeting.

Thursday 3rd December 2015, London

### Papers

|  |
| --- |
| P1\_MEDIN\_Exec\_minutes\_12022015\_v3.docx |
| P2\_MEDIN\_Finance\_report\_201415\_draft.docx |
| P3\_MEDIN\_Annual\_Report\_2015\_draft.docx |
| P4\_MEDINWorkProgramme\_201516\_draft\_v4.docx |
| P5\_ReviewofWorkStreamProgress.docxP6\_MEDIN\_SPONSOR\_BOARD\_DRAFT\_MIN\_2\_March\_2015.docx |
| P7\_MEDIN\_Data\_Clause\_revised.docx |
| P8\_MEDIN\_MSCC\_Data\_and\_InformationStrategyPaper\_final.docxP9\_Catalogue Products and Services.xlsx |

### Actions Table

|  |  |  |
| --- | --- | --- |
| Action | Description | Status |
| 0.01 | **STANDING ACTION on all** to send corrections to minutes to CP | Ongoing |
| 0.02 | **STANDING ACTION on all** to send articles for the next Marine Data News  | Ongoing |
| 4.12 | **SG** to publish MEDIN Partners’ Data Policy Spreadsheet on MEDIN website. | Not done |
| 9.1 | **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. | Done |
| 10.3 | **CP** to follow up letter to MMO. | In progress |
| 10.9 | **MO** and Steve Hall, NOC to produce a paper for Executive team about expanding MEDIN to include overseas territories, so that necessary additional resources can be identified. | Not done |
| 11.1 | **CP** to draft a paragraph on MEDIN position on products for Exec Team to discuss.  | Done |
| 11.3 | **DH and CP** to negotiate with sponsors about moving to a funding agreement. | Ongoing |
| 11.15 | **CP** to provide input to EMODNet’s Portal on human activities. | Not done |
| 12.1 | **MO/CP** to collate a list of existing data products and services and report to Exec at next meeting.  | In progress |
| 12.3 | **HW** to compile list of MEDIN partners for inclusion on the website and make the MEDIN sponsors more visible on the website. | Done |
| 12.7 | **CP** to incorporate changes suggested by MC, and then pass it through the contracts department and appropriate legal expertise before circulating document around Sponsors. | Done |
| 12.8 | **CP** to contact MSCC asking for a letter/MoU acknowledging the delegation of responsibility of MEDIN to NERC which can be sent to the Sponsors with the Finance Agreement. | Done |
| 13.1 | **DH** to report back on central evidence outcome at next Executive meeting. | Done |
| 13.2 | **ALL** Review MEDIN’s role in products and services at each Executive Meeting | Done |
| 13.3 | **MO** to present paper he and Steve Hall sent to the FCO regarding UK overseas territories, along with FCO’s responding paper from Stephen Taylor, at the next Executive Team meeting. | Done |
| 13.4 | **CP** to collapse down the level of detail shown in the finance report and to double check the figures and make any appropriate amendments.  | Done |
| 13.5 | **CP** to request that GeoData add Google Analytics to the MEDIN Data Discovery Portal to generate statistics until the portal can be stably hosted by BODC. | Done |
| 13.6 | **CP** to circulate updated Annual Report around the Executive Team by 29th May. This is to include a deadline date by which the Executive Team can respond with any comments and feedback. | Done |
| 13.7 | **Work Stream Leaders** to check KPI's in the 2015-16 Work Plan and ensure that they are happy that the targets can be achieved. | Done |
| 13.8 | **MC** to send CP an annotated table of the KPIs in the 2015-16 Work Plan. | Done |
| 13.9 | **All** to send additional comments on the 2015-16 Work Plan to CP. | Done |
| 13.10 | **CP** to clarify the level of detail wanted by the Sponsors regarding how targets within the Work Plan are achieved and signed off. | Done |
| 13.11 | **All** to send additional comments on the P8 (“A Marine Data and Information Strategy for the UK “) to CP by 10th June 2015. | Done |
| 13.12 | **CP** to send the updated Data Clause and Data Strategy Document to the Sponsors board prior to being published on the website. | Done |
| 13.13 | **CP** to add “updating the Data Strategy” to work stream 7 in the 2014-15 work plan. | Done |
| 14.1 | **PL** to approach Steven Taylor (FCO) at MSCC meeting to remind him about MEDIN’s capabilities and position regarding the inclusion of data from overseas territories. |  |
| 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 Team prior to being presenting at the Sponsors board on 19th November**.** |  |
| 14.3 | **CP** to produce an update of the Finance Report highlighting any contracts / external costs that have not been let and are at risk on not being spent this financial year for each of the work streams. |  |
| 14.4 | **GA/DH/CP** to follow up initial contact with Alex Coley regarding MEDIN involvement in the DEFRA Data Accelerator Project. |  |
| 14.5 | **GA** to contact Simon Reading (EA), who is running the DEFRA Hackathon associated with the Data Accelerator Project with a view to MEDIN data being used in the event. |  |
| 14.6 | **PL** to highlight DEFRA Data Accelerator Project to MSCC and promote MEDINs involvements. |  |
| 14.7 | **Executive team** to send any specific feedback on the, ‘A Review to Industry Marine Environmental Data’ document to CP by 5th November 2015. |  |