MEDIN DAC WG Meeting 11

13:30-17:00 Wednesday 4th December 2019, University of Liverpool in London

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| **Attending** |
| Jon Parr – Chair (JP) | MBA | Clare Postlethwaite (CP) | MEDIN |
| Caitlin Allan (CA) | Cefas | Jens Rasmussen (JR) | MSS |
| James Ayliffe (JA) | BODC | Andy Richardson (AR) | UKHO |
| Chelsea Bradbury (CB) | The Crown Estate | Rona Sinclair (RS) | SNH |
| Gareth Edwards (GE) | RCAHMW | Callum Stone (CS) | Met Office |
| Tim Evans (TE) | ADS | Sofiya Stoyanova (SS) | Defra |
| Dan Lear | DASSH | Oliver Williams (OW) | Cefas |
| Peter McKeague (PMcK) | HES | Helen Wojcik (HW) | UKHO |
| Mary Mowat (MM) | BGS | Robin McCandliss – (RM) | MEDIN |
| **Apologies** |
| None |  |  |  |

1. **Round table introductions**
2. **Review actions last meeting**

**Table 1:** Actions from DAC WG meeting on 29th April 2019

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| **Action** | **Progress** |
| 10.1 | RM to circulate DAC update slides to DAC Working Group | Done |
| 10.2 |  CP and RM to draft a MEDIN definition of provenance tracking. | Done |
| 10.3 |  BGS and DASSH to lead on provenance tracking activity and to discuss Geospatial Commission and Envri-Plus work on provenance tracking at next DAC WG meeting. | Closed – on agenda |
| 10.4 | RM to ask for DACs to include a breakdown of the spend of MEDIN DAC £11k funds as part of this year’s annual report (2018-19)**.**  | Done |
| 10.5 | RM to include new work plan items, small projects, NI FishDAC progress and DAC funding issue on agenda for discussion at next DAC WG meeting. | Done |
| 10.6 | CP to make it clear in the MEDIN work plan where activities will be carried out over several years. | Done |
| 10.7 | RM/JP to ask MEDIN Executive whether to drop reporting on INSPIRE compliance. | Ongoing. As part of metrics refinement for new business plan, DACs have confirmed that this is not a useful metric and are happy to drop this from reporting. |
| 10.8 | Each DAC to suggest a metric for their DAC to cover increase in new data archived, with some narrative to explain by end of July 2019. | Superseded - close |
| 10.9 | OW to report back on DataCite Make Data Count at next DAC WG meeting. | Closed – on agenda |
| 10.10 | RM to invite further discussion on KPIs for new business plan so that they can be agreed before DAC Working Group November meeting, aiming for September 2019. | Closed – on agenda |
| 10.11 | GB to send information on Core Trust Seal accreditation process. | Done |
| 10.12 | CP to take DAC WG recommendation to Exec that we move to Core Trust Seal and delay HES reaccreditation until a decision has been reached. | Done |
| 10.13 | DACs to send CP list of international meetings they are planning to attend during 2019-20, complete this by mid June. | Done |
| 10.14 | CMH to let DACs know when tweets went out about dataset of the week for their DAC, so they can check to see if there are signs of increase in traffic/requests. | Done |
| 10.15 | HW to provide CP with contact details for organisers of the UKHO hackathon. | Hackathon postponed indefinitely - close |
| **Actions outstanding from earlier DAC WG meetings** |  |
| 9.3 | Chelsea Bradbury to discuss with Peter Thijsse issue around MDE records being validated on maestro but not fully appearing on the portal. | Ongoing – action is now with GE. |
| 7.9 | **Amended action:** GE to follow up with Tim Evans the development of WAF for harvesting ADS records to the portal | On hold until resources are available. ADS records are in the portal as interim measure taken to bulk export records via DASSH. |

**3. DAC network status**

3(a) Brief report from DACs

The DACs each presented a brief summary of progress.

3(b) Bird DAC discussion with JNCC

There was a teleconference held by JNCC with MEDIN to explore whether JNCC might be interested in becoming a DAC for seabird data. JNCC were given an overview of MEDIN and the DAC accreditation process. In turn, JNCC described their current role in management of seabird data. JNCC showed positive interest and will discuss the pros and cons with their management board, as well as exploring whether there is community support across other organisations with an interest in bird data. The expectation is that JNCC will confirm whether they are interested in becoming a seabird DAC in time for the next MEDIN Executive meeting in January 2020.

There was no discussion during the teleconference about using an existing DAC for managing seabird data, e.g. DASSH.

**4. DAC Work Plan 2019-20**

4(a) Progress with DAC Work Plan

1. Work plan status

RM went through the DAC work plan for 2019/20 (Paper P3). The work plan is based on the new MEDIN Business Plan (2019-2024) and has resulted in some new activities for the DAC work plan, as well as ongoing operational activities.

There are items in the work plan at risk due to funding uncertainties. Sponsorship income is not increasing, therefore there is a need to deliver more for less. There is also the possibility that work at the DAC organisations may already be aligned with the work plan and could be used to deliver elements of the plan. It should be noted that not all sponsorship commitments have been received yet for this FY, lending further uncertainty to items at risk. Small data archiving projects are now not likely to occur this year, as it would be difficult to put out the call and get the projects completed before the end of the FY. However, there is a plan to run a funding call in the Resources and Applications work stream that DACs will be able to bid into instead. The bid is likely to go out this financial year but with the understanding that the work will not be completed until the next financial year.

New items on the work plan are listed below. Items with an asterisk\* are at risk:

* Review implications of cloud adoption in the DAC network i.e. revise MEDIN accreditation should a DAC use cloud technology.\*
	+ This could be accounted for if DACs move to Core trust Seal accreditation.
* Develop a DAC-wide approach to provenance tracking.
	+ Has been started - for discussion under agenda item 4(ii).
* Proactively identify, target and engage with new suppliers to get their data on the MEDIN portal – Not started.
* Develop a data ingestion model, covering costs, timescales and capabilities for all DACs.\*
	+ Output for year 1 is a scoping study. This will be a template of what should be covered by the data ingestion model. Not started.
* Horizon scanning for new technology approaches e.g. schema.org, so that MEDIN is prepared to adapt to advances in technology.
	+ This is included as a standing item on the DAC Working Group agenda.

The DACs would like to see the work plan for the period of the entire business plan, i.e. for more than just the current year and would also like it to show the activities at risk due to insufficient funding.

*Action 11.1: Robin McCandliss to circulate DAC work plan roadmap, highlighting activities at risk.*

1. Provenance tracking

Dan Lear gave a brief presentation on provenance tracking and examples of work DASSH has been involved in with EU H2020 ENVRIplus on this area. The work involved developing code to produce a csv file, which can be read into a template conforming to the W3C Prov standard.

There are other live EU projects looking at provenance, e.g. ENVRI-FAIR. There was some discussion around involvement of the Standards Group in this as it involves potential enhancement of the metadata standard. While it is recognised that forward provenance tracking (i.e. the onward tracking of data through products) is useful for users, at the moment we are confining this work to looking at backward provenance tracking (i.e. up to the point where data goes into a DAC). The use case that MEDIN will take forward is better capture of originator information.

The plan is to send a template to DACs to capture what they are currently doing to track provenance. This will be done using a template (to be developed by CP and RM).

The DAC Working Group recommends working with the Standards Group to explore how to better capture provenance in the metadata standard, for example using EDMO to populate the organisation field. Note that it needs to be straightforward for people to use EDMO in this way.

*Action 11.2: James Ayliffe to send Jens information on the BODC EDMO SPARQL endpoint.*

The Geospatial Commission (GSC) is also looking at provenance tracking.

*Action 11.3: Helen Wojcik to send CP information on GSC provenance work.*

1. Horizon scanning for new technologies

This is now a standing agenda item. CP announced that she is planning a call for projects looking at new sensors/technology/schema.org work under Work Stream 5 (Resources and Applications), which the DACs will be eligible to bid into.

There is a funding budget of £15k in total. CP hopes to put the call out in Dec/Jan and is not expecting the work to be completed in this FY.

1. DAC funding envelope

CP presented a brief reminder of what the annual DAC funding from MEDIN is intended for. The annual payment is for coordination of the DACs on MEDIN activities. There are currently seven DACs made up of 10 organisations. The funding model was agreed in 2010 and allowed for 30-40 days of staff time per DAC at the time. MEDIN pays approximately £11k each year to the DACs and expects in-kind support from the DACs.

In return, the DACs are expected to undergo regular accreditation, provide a short annual report and actively participate in the DAC Working Group.

For federated DACs, such as Fisheries and Historic Environment DACs, the £11k is split between the individual organisations making up the DAC (with the exception of DASSH, who form part of the FishDAC but do not take a share of the FishDAC allocation).

There was some discussion about what can be achieved by the DACs with the £11k, whether DACs are providing in-kind support, and what the minimum amount of funding recommended for federated DACs might look like.

It was noted that the £11k figure was set 9 years ago and hasn’t risen in line with inflation. CP reported that she raised this at the last Sponsors Board meeting and some Sponsors were in favour of raising their sponsorship in line with inflation. CP would like to go back to MEDIN Sponsors and Executive with a view on whether the £11k is enough or nowhere near enough.

Some DACs would like the £11k to be increased. The general feeling from the DACs was that the funding is enough to maintain basic involvement in MEDIN, but that every time there is a new change then there is a big increase in the in-kind contribution from the DAC.

*Action 11.4: Clare Postlethwaite to feed back to MEDIN Executive Team that the £11K funding is enough to maintain basic involvement but additional funds should be allocated when there is a big change (e.g. to metadata standard).*

4(b) Metrics and reporting for new Business Plan

1. Key Performance Indicators (KPIs)

CP gave an update on the KPI discussion at the last MEDIN Executive meeting. The KPIs need to align with the three strategic goals in the business plan. The business plan has five categories of MEDIN users: Government departments/agencies, commercial organisations, academia, charities/NGOs, and the public. The proposed draft KPIs are as follows:

* Goal A: MEDIN delivers its vision for all of the UK marine community
	+ KPI 1: MEDIN active partners come from all 5 user groups and all regions in the UK
	+ KPI 2: Users of MEDIN tools and services increases from 2019/20 baseline and come from all 5 user groups
* Goal B: MEDIN delivers the technical infrastructure required to ensure UK’s marine environmental data are FAIR
	+ KPI 3: MEDIN delivers 90% of its planned work in year (dependent on funding received)
* Goal C: MEDIN delivers an open and constructive data management culture
	+ KPI 4: The number of people receiving updates on MEDIN services increases from 2019/20 baseline (e.g. social media, newsletters, working groups)
	+ KPI 5: The number of organisations that we provide training to increases from 2019/20 baseline and come from all 5 user groups in UK
	+ KPI 6: MEDIN activity will be presented at a minimum of 3 international meetings

DACs are expected to help deliver the work plan, provide annual report metrics and include country and user group metrics. However, with the move to making data as open as possible, it is not straightforward for many DACs to provide country and user group metrics. Suggestions to solve this included using portal to say where data has come from for the country metric, and carrying out a periodic survey to capture user group information.

DACs felt KPI 4 needs a target and KPI 6 is not ambitious enough. For KPI 5 the training attendance tends to be dominated by the commercial sector. It will be harder to achieve delivery of training to the general public so perhaps the KPI should focus on the first four categories of users.

*Action 11.5: Clare Postlethwaite to amend KPIs to take into account comments from DACs before they are shared with Executive Team.*

1. DAC metrics

RM gave a short presentation to show what metrics can be obtained from the portal and those that will need to be supplied by DACs. The DACs were generally happy with the proposed metrics.

*Action 11.6: Robin McCandliss to include in metrics from portal - number of records from MSCC organisations per DAC in total and in past year, and look at pulling out country information for portal records.*

1. DAC annual report template

With the advent of the new Business Plan, there is an opportunity to rationalise and simplify the annual report template, with the aim to make it clearer and easier for DACs to complete. RM presented a proposed new template and the DACs were generally happy to go ahead with it. RM will make final edits and send the template out to the DACs, so that they can start to populate elements of the report.

Federated DACs such as FishDAC and Historic Environment DAC will aim for each component of the DAC to report metrics consistent with one another, though it may not be possible in all cases.

*Action 11.7: Robin McCandliss to adjust annual report template to account for MSCC and country metrics, and to include international meetings section.*

*Action 11.8: Robin McCandliss to send DACs the finalised DAC annual report template before end of January.*

4(c) DAC accreditation – Core Trust Seal

The proposal to move to Core Trust Seal accreditation (instead of MEDIN accreditation) was discussed at the MEDIN Sponsors Board. Most Sponsors were in favour; however, the Met Office is not in a position to be able to make this commitment at the moment. Cefas would need to recognise CTS accreditation as a benefit to their customers for them to be in favour and actively pursue it. Met Office and Cefas reaccreditation is not due until 2023. Implementation of the CTS accreditation would be stepwise and happen when DACs are due for reaccreditation, i.e. there would be a transition period. Beyond the transition phase, MEDIN does not want a two-tier system whereby some DACs have CTS and others MEDIN accreditation.

A number of questions/issues were discussed:

* Some DACs would apply for accreditation at the DAC level (e.g. BODC) whereas other DACs would apply for accreditation at the organisation level (e.g. UKHO).
* For federated DACs, is the accreditation for the whole DAC or for each component? In practice, it would need to be a separate application for each component of a federated DAC.
* What happens if a DAC fails to gain accreditation under CTS? There needs to be a fall-back position.
* CTS accreditation is out of MEDIN’s hands, MEDIN has been quite flexible in the past – there is some concern that this is raising the bar and removing control from MEDIN.

*Action 11.9: Robin McCandliss to liaise with HES and UKHO (as these organisations are due for MEDIN reaccreditation in 2020) to start the accreditation process with Core Trust Seal (if not already started).*

*Action 11.10: Clare Postlethwaite to liaise with Core Trust Seal to establish whether MEDIN will pay the umbrella fee for accrediting MEDIN DACs.*

5**. Promoting the DAC Network**

5(a) Forthcoming international meetings

This will be routinely covered as part of DAC annual reporting.

5(b) DAC webpage updates

None required this time.

**6. Coordinated data archiving**

6(a) coordinated approach to archiving multidisciplinary datasets (DASSH)

The MEDIN helpdesk has an enquiry about depositing multidisciplinary data - chemistry and microbenthic monitoring. This is in progress at present.

**7. DAC Data Access Services**

7(a) QC of existing metadata records

A report from Gaynor Evans showed the status of metadata validation errors for the DACs.

* DASSH noted that it is dealing with many third party metadata records so it takes longer to get the corrections sorted.
* There is still an issue in that the Metadata Maestro is validating 100% of MSS records but the portal shows 100% failing.
* There will not be a tool to create or validate V3 until early next FY.
* HES is cleaning up a lot of duplicate records at the moment.
* MSS reported that it is possible to add or update records but not possible to remove them.

*Action 11.11: Clare Postlethwaite to check with Gaynor Evans what the process is for removing metadata records from the MEDIN portal and feedback to the group.*

**8. Joint Working Group meeting**

Items to be discussed include the recent MEDIN Cost Benefit Analysis report and the provenance tracking activity.

**9. AOB**

9(a) DataCite – make data count

OW had hoped to give an update on progress, however, other priorities have meant that progress has stalled. It remains an aspiration for the future.

9(b) Date of next meeting

RM will poll for dates for a meeting in Q1 2020/21

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| 11.2 | James Ayliffe to send Jens information on the BODC EDMO SPARQL endpoint. |  |
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| 11.8 | Robin McCandliss to send DACs the finalised DAC annual report template before end of January. |  |
| 11.9 | Robin McCandliss to liaise with HES and UKHO (as these organisations are due for MEDIN reaccreditation in 2020) to start the accreditation process with Core Trust Seal (if not already started) and support these organisations with the process.  |  |
| 11.10 | Clare Postlethwaite to liaise with Core Trust Seal to establish whether MEDIN will pay the umbrella fee for accrediting MEDIN DACs.  |  |
| 11.11 | Clare Postlethwaite to check with Gaynor Evans what the process is for removing metadata records and feedback to the group.Update: Records are removed from the portal on Sundays when there is a complete harvest and reingest of all metadata from suppliers. On a daily basis, new or amended records are harvested and published onto the portal at 6:00 and 13:00.  | Done |
| **Actions outstanding from earlier DAC WG meetings** |  |
| 10.7 | Robin McCandliss/Jon Parr to ask MEDIN Executive whether to drop reporting on INSPIRE compliance. | Ongoing. As part of metrics refinement for new business plan, DACs have confirmed that this is not a useful metric and are happy to drop this from reporting. |
| 9.3 | Chelsea Bradbury to discuss with Peter Thijsse issue around MDE records being validated on maestro but not fully appearing on the portal.Update: TCE had added some errant code. GE is waiting for them to demo a change to see if my theory was correct. | Ongoing – action is now with GE. |
| 7.9 | **Amended action:** Gaynor Evans to follow up with Tim Evans the development of WAF for harvesting ADS records to the portal | On hold until resources are available. ADS records are in the portal as interim measure taken to bulk export records via DASSH. |