MEDIN Executive Team Meeting 18 - Minutes

18th October 2016, 11:00-15:30, Videoconference

Attending: Peter Liss (PL) – Chair

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| --- | --- | --- |
| **Sponsor Reps** | **Experts** | **MEDIN Core Team** |
| Graham Allen (NERC)  | Jon Parr (DASSH) - DACs  | Sean Gaffney (Standards) |
| Martyn Cox (Scottish Government) | Ulric Wilson (JNCC) - Standards | Clare Postlethwaite (Coordinator) |
| Mark Halliwell (UKHO) |  | Hannah Williams (Communications) |
| Deborah Hembury (DEFRA) |  |  |

Apologies received from Mike Osborne, Lesley Rickards, Robin McCandliss and Gaynor Evans.

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

* 1. **& 0.02** Standing actions. There has been a lull in the number of articles being sent to

Marine Data News (MDN) and it has been a struggle to gather enough content for the release of the October edition of the newsletter.

**13.2** Standing action. No development on products this quarter.

**14.1** CP contacted Steven Taylor (FCO) in October 2016 asked to meet up to discuss if FCO would like to become a MEDIN sponsor or partner. CP has been invited to a Cross Whitehall Marine and Maritime meeting on the 24th November 2016 to meet with Steven. Remain on actions.

**14.2** Not complete, remains on actions.

**14.5** Out of date, remove from actions.

**15.6** DH has not attended at EMODnet meeting since the last Exec Team meeting. Following the vote to leave the EU the focus at Defra has altered. Not done, remain on actions.

**16.4** Issue was brought to the DAC at the last DAC WG meeting and will be discussed further at the November meeting. Remain on actions.

**16.13** Complete.MO suggested that the review of the list of Marine Reference Layers compiled for the 2012 action plan be extended further as the Portal development progresses and discussions are had around which WMS are to be included in the Portal.

***Action 18.1***: MO to use the list of Marine Reference Layers compiled for the 2012 action plan as a starting point to look at which WMS are to be included in the Portal.

**16.14** Complete.

**17.1** DH Spoke to Russell Wynn (NERC) regarding an article but need to know if the MCZ data separated into difference archive centres can be re-aggregated prior to the article being written and released. Remain on actions. CP has contacted Cefas to organise workshop to resolve some of this issue, DH to be involved.

**17.2** Not complete, remains on actions.

**17.3** Complete.

**17.4** Complete.

**17.5** DH has spoken to the data sharing team and they have confirmed that they receive feedback regarding broken links on data.gov.uk. To remain on actions.

**17.6** On hold as following Brexit there was uncertainty if this funding is going to be able to be used. To remain on actions.

**17.7** Complete.

**17.8** Complete.

**17.9** Action discussed under agenda item 4.b. Remain on actions.

**17.10** Complete.CP provided link to page on the INSPIRE website where MEDIN is mentioned as an example of best practise - <https://themes.jrc.ec.europa.eu/pages/view/5497/best-practice-marine-and-atmosphere>.

**17.11** Complete.

**17.12** Complete.LR has provided two examples of where MEDIN is mentioned as a model or method that is used and implemented outside of the UK. Remove from actions.

- IODE have adopted MEDIN accreditation of DACs.

- EMODnet have adopted and adapted “measure one, use many times”

**17.13, 17.14** Actions discussed under agenda item 5. Remain on actions.

**17.15** Action discussed under agenda item 8. Remove from actions.

**17.16** Out of date, remove from actions.

**17.17 & 17.18** JP and Esther Hughes have been in contact with the Marine Conservation Society (MCS) who are providing additional feedback to the ‘Management of Marine Litter data in the UK’ paper. Remain on actions.

**17.19** Complete. JP had a positive meeting with the Marine Conservation Society (MCS) discussing possibility of DASSH assisting MCS with long term archival of the beach litter data managed at MCS.DASSH and MCS may explore a small data archiving project next year for MCS’s historical data.

**17.20** Complete. The Cefas work was a discrete project which is being published on the Cefas Data Hub but not as part of the FishDAC.

The Exec Team asked if Cefas plan to have an ongoing monitoring programme, as there is a UK indicator for seabed litter.

***Action 18.2***: CP to speak to Cefas to see if there is plan to carry out ongoing benthic litter monitoring

**17.21** Complete

**17.22** Not complete. To remain on actions.

### 2. Finance Report (P2) SG

SG presented the MEDIN finances up to the end of Q2 2016-17, asking the Exec Team to note planned and actual expenditure.

MC informed the Executive Team that funding from Marine Scotland will be £20,000 less than in previous years but was unable to confirm if this would be the case for future years.MC has requested the full £100,000 for 2017-18. As this possibility was highlighted earlier in the year, it will be straightforward to adapt the work plan. Work will be removed from Work Stream 2,5, and 6.

***Action 18.3***: CP to update MEDIN work programme for the 2016/17 financial year, removing items marked as dependant on funding.

### 3. Annual Report 2015/16 (P3) CP

CP presented the draft version of the 2015/16 MEDIN Annual Report noting that items relating to Work Stream 1-Data Archive Centres were not yet completed.

Executive Team suggestions:

* Information should be included about how MEDIN are going to move forwards with highlights 1.2. and 1.5.
* The last sentence of highlight 1.6 should be reworded for better clarification of the role played by MEDIN.
* The number of attendees at each workshop should be clarified in section 2 under KPI 8, part b.
* “Access to Industry” report should be included as a publication in section 2 under KPI 10, part c indicating that the KPI is actually partially achieved.
* The wording of item 5.5 under section 5 of the report should be re-drafted from to “an area where the MEDIN infrastructure could be improved”.
* Figure 1 under appendix A.2. is currently unreadable and should be made bigger or placed on its own page.
* There is currently no mention of the individuals involved in MEDIN The Core Team, Exec Team and the Sponsors representatives should be named in the appendices as a snap shot in time of who did the work for this report.
* KPI 1.9 should be rewritten in past tense.

The Executive Team are happy for the document to be presented to the Sponsors Board once completed without seeing it for further comment.

***Action 18.4***: CP to amend the Annual Report 2015/16 according to the Executive Teams suggestions.

***Action 18.5***: HW to add Exec Team and Sponsors’ Board representatives to the website along with the Core Team.

***Action 18.6***: Exec Team to send additional comments on the Annual Report 2015/16 to CP as track changes by the 28th October 2016.

### 4. Work Plan

### 4. a. Work Plan 2016/17 (P4) Work Stream Leaders

The work stream chairs and CP summarised progress this quarter.

WS1 reported that there were no items which required input for the Executive Team at this time, but highlighted that the deliverable to assess the progress with archive of data from TCE renewables due in Q3 could potentially be at risk.

WS3, WS4 and WS6 reported that there were no items which required input for the Executive Team.

WS2 requested input from the Executive team regarding a request from BODC to develop a new guideline for underwater noise this financial year. This would support a new archive and delivery system for underwater noise.

There is not yet an estimate for the amount of resource this would require but there is a possibility that MEDIN would need to re-direct work from the current work plan. The conversion of 1 to 2 data guidelines to the new format, and the production of an example metadata record of how satellite data could be discovered in MEDIN portal have been identified in the work plan as potentially items from which resource could be reallocated.

The Exec Team acknowledged that making a DAC available for underwater noise is a MEDIN priority and suggested that WS2 take two days’ resource to compile a high level estimate of the resource requirements that would be needed to compete a new guideline.

***Action 18.7***: SG to undertake a high level estimate of resource requirement need for the development of a new guideline for underwater noise this financial year and report back to the Exec team.

The Exec Team noted that there is currently a push for satellite data being driven by Cefas, who along with JNCC developers are creating a pilot data portal to encourage the use of Earth Observation data in intermediate data applications. The Exec team suggested that WS2 should contact Laura Beardman (Cefas) to offer to help provide input in to how MEDIN metadata standards for this kind of data should be completed.

***Action 18.8:*** SG to speak to UW, DH and Lauren Beardman (Cefas) about how MEDIN metadata should look for satellite data.

The three deliverables in Q1 for Work Stream 5 marked as postponed due to funding uncertainty in the 2016/17 work plan will now be removed as there are now no funds to support them this year.

***Action 18.9***: CP to update the MEDIN Work Plan 2016/17 to remove the three deliverables in Q1 for Work Stream 5 marked as postponed due to funding uncertainty.

WS5 reported that the EMECO Assessment Tool is currently being rebuilt as CefMAT and that the Sensor Web Enablement pilot project funded by MEDIN under WS5; Cefas and OceanWise has been completed and the report from the project is under review by MEDIN.

***Action 18.10***:CP to forward the report from the Sensor Web Enablement pilot project to DH, MC and UW.

WS7 asked if the Exec Team were happy for approximately a week of WS7 time to be spent on co-ordinating a proposal for a NERC Advanced Training Short Course on data management for post-graduate students. MEDIN have previously put in a proposal with BODC and DASSH and received positive feedback from.

Other groups are considering submitting bids (NERC Data Operations Group; SAHFOS; BODC)

The Exec Team agreed that, although MEDIN may be better placed to submit a marine data management proposal than individual data centres, they were concerned about the effort that would be required and suggested that MEDIN offer to provide a letter of support for any marine proposal being submitted in place of co-ordinating a proposal.

### 4. b. Development Projects Updates (MEDIN\_development\_projects.pptx) CP

CP provided a brief presentation on the progress being made with the three development projects, highlighting that the job specification for the Data Discovery Portal is running behind schedule and will not be completed until mid-November and would still require being put out to tender for a period of four weeks.

The Exec Team queried if the delay in the completion of the job specification of the Data Discovery Portal could potentially result in an underspend this financial year, as this was not reflected in the finance report and suggested that once the tender for the job had been accepted that the payment be front loaded (e.g. paid up front). They highlighting that this may also result in a discount if tender won by a commercial company.

The Exec Team asked for information on the progress of the MCZ data upload.

The MCZ data archiving project is progressing as planned. The data has been sent to the data centres, who will finish uploading it by the end of the financial year. There is a workshop being held with Cefas to resolve issues around re-aggregating MCZ data separated into different archive centres.

The Exec Team queried whether direct access to data could be the topic of the MEDIN Open Meeting.

### 5. Progress on MEDIN Review 2013 (P5) CP

CP presented a paper outlining the progress MEDIN has made towards the recommendations of the 2013 independent review of MEDIN.

The Exec Team expressed concern the progress sections of the paper do not currently come across as strongly as they could. The consensus of the Exec Team was the paper needed to be boosted prior to being presented to the Sponsors’ Board with additional content being added.

The Exec Team proposed compiling a list of quotes, particularly form the commercial sector, demonstrating how MEDIN has made it easier for them to carry out their day to day business.

The Exec Team recommended that the paper should not go to the Sponsors’ Board until the Exec Team have reviewed it again.

***Action 18.11:*** Exec Team to provide feedback to CP on the “Progress towards recommendations made in the 2013 Review of the Marine Environmental Data and Information Network (MEDIN)” document by 28th October 2016.

### 6. Sponsors Board

### 6.a. Agenda (P6) PL

PL presented the proposed agenda for the Sponsors Board meeting being held on 14th November 2016.

The Exec team were happy with the agenda but asked if MEDINs highlights and achievements could be presented to showcase areas where MEDIN has made positive progress this year.

### 6.b. Strategic Items (Strategic\_direction\_suggestions.docx, StrategicDirection201718.pptx) CP

CP presented the proposed strategic themes to be presented to the Sponsors Board for prioritisation for the next financial year. CP suggested that the strategic directions from this year (2016/17) be kept on the suggestions for next year (2017/18) to allow the Sponsors to build upon the momentum built during this year.

The Exec Team queried if the motivation for achieving INSPIRE compliance will be the same for the Sponsors post Brexit and suggested that more focus should be placed on inter-operability.

### 7. Future of The Marine Data Exchange – discussions with The Crown Estate CP

CP reported back on the workshop held between The Crown Estate (TCE) and MEDIN colleagues in July and subsequent telephone meetings with TCE regarding the future of the Marine Data Exchange (MDE).

The outcome of the workshop was that, although there would be clear benefits to MEDIN managing the MDE, MEDIN would be unable to take on the Marine Data Exchange unless the full running costs were covered by TCE.

Following the workshop, Pete Edmonds (TCE) wrote a decision paper on data management at TCE. The meeting to decide the future of data management at TCE was scheduled for October but was cancelled and has yet to be re-scheduled.

TCE may now consider leasing out the management of the MDE. If this were to happen, the work would go to external tender for which MEDIN could bid.

### 8. Post-Brexit MEDIN CP

CP lead a brief discussion and brainstorming exercise on the implications of Brexit on MEDIN. This exercise was requested by the sponsors and will be presented to them at the November meeting.

The Exec Teams view at this time was that the interaction with international initiatives will still be important and that as MEDIN is committed to ICES and OSPAR, MEDIN partners will still need to meet those requirements.

The Exec Team highlighted that there could be potential opportunities, should organisations undertake analysis and scenario planning following the Brexit announcement; for MEDIN to help provide evidence and data to support these decision making processes. For example, the Common Fisheries Policy; would there be a requirement for data that MEDIN could supply?

The Exec Team requested that the MEDIN Sponsors feed back to the Exec Team how Brexit could impact the Sponsors priorities and highlight areas where MEDIN could help support them.

***Action 18.12***: CP to ask the Sponsors to feed back to the Exec Team how Brexit could impact the Sponsors priorities and highlight areas where MEDIN could help support them.

### 9. AOB

The Exec Team provided feedback on how the videoconference format worked for the meeting. Overall the Exec Team were happy with the videoconference software used but still see the value of face to face meetings. Videoconferencing be used for every other meeting and that additional research be done into functions such as screen sharing.

CP asked the Exec Team if they had any potential themes or ideas to put forward for the MEDIN Open Meeting which is to be held early next year.

***Action 18.13***: Exec Team to send ideas for potential themes for the MEDIN Open Meeting to CP.

### 10. Date for next meeting

The next meeting is to be held in January, date to be confirmed by CP using Doodle Poll.

### Papers

P1\_MEDIN\_Exec\_minutes\_08062016.docx

P2\_MEDIN\_Finance\_update\_to\_290916.docx

P3\_MEDIN\_Annual\_Report\_2016\_draft\_v1.2.docx

P4\_ReviewofWorkStreamProgress\_Sept16.docx

P5\_MEDIN\_Progress\_since\_2013\_Review.docx

P6\_SponsorsBoardAgenda\_14Nov16.docx

MEDIN\_development\_projects.pptx

MEDIN\_post\_Brexit.pptx

ReferenceDataSets.pptx

Strategic\_direction\_suggestions.docx

StrategicDirection201718.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  |  |
| 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.*** | Out of date. Remove from actions |
| 15.6 | DH to enquire what member states of EMODNet are doing with regards to their socio-economic data.  | Not 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 |
| 16.13 | 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. | Completed |
| 16.14 | CP to ensure that portal upgrade specification includes the ability to import base layers. | Completed |
| 17.1 | DH to contact Phil Wellesley (Cefas) and Russell Wynn (NERC) to request content for article regarding MCZ site survey data. | Not completed |
| 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. | Not completed |
| 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). | Completed |
| 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. | Completed |
| 17.5 | DH to clarify if there is a mechanism for reporting broken links on data.gov.uk. | Not completed |
| 17.6 | DH to discuss potential EMMF projects with CP. | Not completed |
| 17.7 | CP to check if expenses from this financial year could be paid for by funds for the last financial year. | Completed |
| 17.8 | CP to check with MC if the usage of VC software would be something that could be explored for the Exec team meetings. | Completed |
| 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. | Not completed |
| 17.10 | CP to find link on INSPIRE website where MEDIN is mentioned as an example of best practise.  | Completed |
| 17.11 | MO to send link IHO MSDIWG guidance notes for hydrographic offices to CP. | Completed |
| 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. | Completed |
| 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. | Not completed |
| 17.14 | CP 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. | Completed |
| 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.*” | Completed |
| 17.16 | DH to send information to CP regarding the Defra ‘Data Market’ event being held on 28th June 2016. | Out of date. Remove from actions |
| 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. | Not completed |
| 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). | Not completed |
| 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. | Completed |
| 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.  | Completed |
| 17.21 | CP to draft a statement stating that MEDIN support the BODC initiative for archiving NERC and non NERC underwater noise data. | Completed |
| 17.22 | JP to send the details of a request for funding for the publication of a book on underwater habitat to CP. | Not completed |
| 18.1 | MO to use the list of MARINE Reference Layers compiled for the 2012 action plan as a starting point to look at which WMS are to be included in the Portal. |  |
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| 18.11 | Exec Team to provide feedback to CP on the “Progress towards recommendations made in the 2013 Review of the Marine Environmental Data and Information Network (MEDIN)” document by 28th October 2016. |  |
| 18.12 | CP to ask the Sponsors to feed back to the Exec Team how Brexit could impact the Sponsors priorities and highlight areas how MEDIN could help support them. |  |
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