MEDIN Executive Team Meeting 16 - Minutes

29th February 2016, 11:00-15:30, University of Liverpool in London, 33 Finsbury Square, EC2A 1AG

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) |
| Martyn Cox (S. Govt) by telephone | Ulric Wilson (JNCC) –Standards -by telephone | Gaynor Evans (Portal) - apologies |
| Mark Halliwell (UKHO) - apologies | Mike Osborne (Oceanwise) – Resources and Applications | Hannah Williams (Communications) |
| Graham Allen (NERC) |  | Lesley Rickards (DACs and International awareness) - apologies |
|  |  | Sean Gaffney (Standards) |
|  |  | Robin McCandliss (DACs) |

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

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

**4.12** Not done, remove from actions. Item superseded by action **15.1.**

**13.2** Ongoing**,** remain on actions. Item discussed under Agenda item 6.

**14.1** No further development, remain on actions. NOC, Cefas and UKHO have submitted a proposal to carry out work on overseas territory’s marine areas, but nothing specific regarding MEDIN’s involvement.

***Action 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.

**14.2** No further development, remain on actions.

**14.5:** Done,remain on actions. GAhas contacted Simon Reading (EA), regarding any prospective ‘Hackathons’ being run in association with the Data Accelerator Project with a view to MEDIN data being involved in the event and is awaiting reply.

**15.1**: Not done,remain on actions.

**15.2:** Not done,remain on actions.

**15.3:** Done, remove from actions. The Portal has been successfully transferred and the links are oceannet.org now point to its new location.

**15.4:** Not done,remain on actions.

**15.5:** Done,remove from actions.

**15.6:** Not done,remain on actions. DH not attended any EMODnet meetings since last Exec Team meeting but general feedback from the community is that the approach taken to the storage of socio-economic data is varied and that whilst there is a Human Activity hub on EMODnet it is new and still under review.

DH has spoken to colleagues at DEFRA and MMO and asked where they are putting this kind of data and if there is a perceived need for a UK socio-economic DAC as funding is potentially available under the European Maritime and Fisheries Fund to put towards a data initiative.

***Action 16.2:*** CP to send DH position paper on socio-economic data.

**15.7**: Done,remove from actions. Item discussed under Agenda item 6.

**15.8:** Done,remove from actions. Item discussed under Agenda item 4.

**15.9:** Done,remove from actions. Original definition was that there needed to be a direct link on data.gov to the dataset. Whilst this remains the ideal, the definition has now been expanded so that as long as the metadata record on data.gov contains a web link, even if this is another data portal, it will be accepted as having ‘direct access to data’ as the data is more accessible than previously.

***Action 16.3:*** DH to clarify if data.gov.uk is checking if web links contained in metadata records are directly linked to data when the record is loaded.

**15.10:** Done, remove from actions. Meeting held directly after Exec Team meeting 16.

### 2. Finance Report (P2) RM

RM summarised the financial report so far this financial year highlighting that thereis projected to be a total underspend of £44,329 in 2015-16 that should be rolled over to development projects in 2016-17.

Combined with the £48,361 allocated from 2014-15, the total amount available for development projects in 2016-17 is projected to be £92,690.

Discussion summary:

* The Exec Team are happy to take the projected figure of £92,690 to sponsors as planned development funds.
* The Exec Team queried if more staff time is needed to ensure external contracts are managed, increasing current MEDIN staff time from 2.6 to 3 full time staff.
* A new Sponsor has signed up to MEDIN, Cefas. The final figures for the amount of sponsorship are to be agreed once CP has providing Cefas with more information.

### 3. Work Plan and Progress

### 3.a Work Stream Updates (P3 & SLIDES FOR WS5) CP & Work Stream Leads

The work stream chairs and CP summarised progress this quarter There were no specific items for the Executive Team to address.

***Action 16.4:*** DAC WG to look at available options for creating and storing a DOI “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.

***Action 16.5***: SG to contact MO regarding the syllabus for the MEDIN workshop tailored for the IFCAs.

***Action 16.6:*** HW to make PDF document “How to find UK Marine Data” more prominent on oceannet.org

***Action 16.7:***HW to add PowerPoint presentation of MEDIN highlights to oceannet.org

### 3.b MEDIN Open Meeting CP/HW

CP and HW presented a summary of the MEDIN Open Meeting.

The aim of the meeting was to follow on from the Access to Industry report, to inform the attendees of the work that MEDIN and the MEDIN DACs already carry out and to get input form the attendees of what could motivate them to share data, and how they feel data archiving should be paid for.

The outcome from the discussion group’s included:

* A number of attendees were in favour of ‘compulsion’ for data sharing, making it a mandatory process.
* Surveyors present indicated that they were happy to apply MEDIN data guidelines as it makes easier.
* A ‘kitemark’ or ‘MEDIN seal of approval’ was suggested as a motivational tool to demonstrate various levels of data sharing.
* The suggestion of knowledge exchanges or staff exchanges.
* Asked if MEDIN DACs could offer data management space in which during data collection surveyors would be able to use to deal with their data following which the data would go into the long term archive.
* Suggested that MEDIN encourage organisations to view data sharing as a corporate social responsibility.

Feedback from the day showed that out of the 82 individuals that registered 69 delegates actually attended, 92% these delegates were satisfied with the event, 85% felt that it was well organised, 69% found the morning session fairly useful.

Areas highlighted for possible improvement at future events included increasing the time allocation for the discussion sessions, maybe limiting the sessions to just one topic instead of covering two, an increase in time to network, and longer time for questions following presentations.

There was surprise that the idea of ‘compulsion’ was viewed positively by industry representativesat the meeting, this is not something that MEDIN are able to enforce and the MMO have strong feelings against legislation on data as part of the red tape challenge.

***Action 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.

***Action 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.

### 3.c Portal upgrade consultation (P4) CP

* CP presented the report generated from the portal user consultation exercise (P4), summarising the method, findings and recommendations. CP proposed that a small steering group be formed to comment on the work specification, review bids and provide additional feedback on the work as it is delivered. In general the Exec Team found the report overly long andthat the executive summary lacked some of the information that would have been expected.

Discussion summary:

* GE will be putting together the specification for the Portal upgrade during March, including the initial prioritisation. This will then be presented to the steering group for comment.
* MO and UW volunteered to join the portal upgrade steering group, Jens Rasmussen from Marine Scotland is happy to join steering group as the DAC representativeA technical expert from the portal hosting organisation, BODC is also required.
* The Exec Team suggested that the report from portal user consultation exercise should be made public.

### 3.d Sensor Web Enablement Proposal MO

MO reported that the proposal had been reviewed, the comments incorporated and that Cefas have been given the go ahead to start work. Cefas wants to retain more control over the data than had previously been hoped, but this will be addressed as part of the project. The initial proposal was somewhat reluctant, but following the enthusiastic response from BODC, the proposal has been taken more seriously. Further updates will follow as the project progresses.

***Action 16.10***: MO and/or CP to send UW the sensor web enablement proposal and BODC review of the proposal.

### 4. Work Plan 2016/17 CP

CP presented plans for the MEDIN Work Plan for 2016-17, highlighting including two additional suggestions for development projects, direct access to data and the MEDIN seal of approval which was raised at the industry open meeting.

Discussion summary:

* The Exec Team said that they were happy for the structure of the document to remain the same and that any alterations to the document can be made following the confirming of funding from the sponsors.
* The Exec Team suggested the giving of guidance to DACs in terms of what they need to be doing to connect to the portal in the way that users require, and providing partial funding to facilitate implantation of the guidance as a potential future development route.
* Suggestions for ways of measuring MEDIN’s success (success criteria) and additional metrics which could be recorded put forward by the Exec Team included the:
  + Number/proportion of Industry data
  + Number/proportion of open data
  + Number/proportion of data types/themes held at the DACs

***Action 16.11:*** CP to send draft version of the MEDIN work plan for 2016/17 to the Exec team by the 3rd March.

***Action 16.12.:*** Exec team to send any comments on the MEDIN work plan for 2016/17 to CP by the 10th March.

### 5. Sponsors Board CP

### 5.a. New Sponsor CP

Item was discussed under item 2.

### 5.b. Sponsors board agenda CP

CP presented draft agenda for the Sponsors Board meeting highlighted that the purpose of this Board meeting is to approve the work plan for the coming financial year. Additional topics could be considered, such as “10,000 MEDIN datasets”.

Discussion summary:

* There should be a review of MEDINS progress during the last 6 months, including the Portal consultations and the MEDIN Open Meeting, possibly highlighting the issue of ‘compulsion’ that was raised during the Open Meeting.
* MC happy to give a live demonstration of the national Marine Plan Interactive (NMPi) portal that has been developed by Marine Scotland.
* The papers for the meeting are to be sent out two weeks prior to the meeting.
* The MEDIN “Elevator” pitch could be included.

### 6. Marine Reference Layers MO

MO followed up on the following questions raised during the last DAC WG meeting:

*“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?”*

The original action plan regarding Marine Reference Layers was published in 2012, highlighting issues regarding Marine Reference Layers and identified some recommendations for addressing the issues raised.

The 35 datasets that were identified as part of the action plan, only made 10% of the number of datasets that were identified as being required for marine planning at the time the list of datasets was compiled, the number of datasets required has most likely increased.

Progress has been made since 2012 in terms of the data is now being made available, primarily as DACs are now publishing and making available datasets as web services.

Discussion summary:

* The original list of datasets could be revisited to ascertain which layers have now been made available. Those not available could then be prioritised.
* The Portal should allow for new web services to be added at a later date either by the user or under the control of MEDIN.
* The separation between datasets and reference layers in the MEDIN Portal should be removed (this was acknowledged in the recommendations form the Portal consultation).
* List first drawn up in 2012 so a review definitely needs to be carried out. Marine Scotland’s portal have been sourcing layers and web map services but not from MEDIN. There are many other organisations that now provide them. The gaps need to be identified and right people can then be approached to create the maps.

***Action 16.13:***  MO to review the list of Marine Reference Layers compiled for the 2012 action plan and report back to exec team at the next meeting.

***Action 16.14:*** CP to ensure that portal upgrade specification includes the ability to import base layers.

### 7. AOB

#### Meeting with The Crown Estate regarding the Marine Data Exchange

CP, DH, JP and GA are meeting with Pete Edmonds and Chelsea Bradbury from The Crown Estate to discuss MEDINs potential involvement in the future of the Marine Data Exchange. The Exec Team provided input to guide the information gathering exercise. Understanding funding requirements is key. The Marine Data Exchange could provide a means to bring additional industry data or complex multidisciplinary datasets into MEDIN.

***Action 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.

#### Next partners meeting

The Exec Team agreed that the Open Meeting held in February was successfully received and asked if MEDIN should be planning the next meeting?

Discussion summary:

* The Exec Team agreed that future meetings should have a theme to focus on as opposed to purely looking at MEDIN development.
* The Exec Team should consider the frequency and theme of the MEDIN Open/Partners meetings to feed into future events.

### 8. Date for next meeting.

8th June 2016 – London (this was changed to Liverpool post meeting)

### Papers

P1\_MEDIN\_Exec\_minutes\_031220145\_draft\_v3.docx

P2\_MEDIN\_Finance\_update\_to\_11022015.docx

P3\_ReviewofWorkStreamProgress\_Feb16.docx

P4\_MEDIN\_Consultation\_Recommendations\_Report.docx

P5\_MEDIN\_work\_programme\_2016-17.ppt

P6\_Sponsors\_Board\_Agenda.docx

### 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. |  |
| 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.*** |  |
| 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. |  |
| 14.5 | ***Amended action: GA to maintain contact with Simon Reading (EA), regarding any prospective ‘Hackathons’ being run in associated with the Data Accelerator Project with a view to MEDIN data being used in the event.***  Contacted and awaiting for a reply. To keep on actions. |  |
| 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. |  |
| 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. |  |
| 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. |  |
| 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. |  |
| 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. |  |
| 16.2 | CP to send DH Executive summary of socio-economic data. |  |
| 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. |  |
| 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. |  |
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