# MEDIN Executive Team Meeting 12

**12th February 2015**

11:00-15:30, Department for Environment, Food and Rural Affairs (DEFRA), Noble House, Room E, London

**Attending:**

Peter Liss (PL) – Chair

|  |  |  |
| --- | --- | --- |
| **Sponsor Reps** | **Experts** | **MEDIN Core Team** |
| Deborah Hembury (DH):  DEFRA  ***apologies*** | Jon Parr (JP):  DASSH  - DACs | Clare Postlethwaite (CP)  - Coordinator |
| Martyn Cox (MC):  S. Govt  ***by phone*** | Ulric Wilson (UW):  JNCC  - Standards | Gaynor Evans (GE)  - Portal / Resources and Applications |
| Mark Halliwell (MH):  UKHO | Mike Osborne (MO):  OceanWise  - Resources & Applications | Hannah Williams (HW)  - Communications |
| Graham Allen (GA):  NERC |  | Lesley Rickards (LR)  - DACs and International Awareness |
|  |  | Sean Gaffney (SG)  - Standards |

Robin McCandliss from British Oceanographic Data Centre was also in attendance.

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

**0**.**02** Ongoing. MO going to contribute on behalf of OceanWise.

**4**.**10** Ongoing. Article was in Marine Data News (Issue 27) and other magazines being investigated and contacted. Portal promotion is to be included in the university outreach programme which is being compiled.

**4.12**Ongoing. Awaiting feedback from DOENI, MCA, SNH.

**8**.**3** In progress. CP is dealing with EA removing their sponsorship and the lack of interaction between MEDIN and EA as separate issues. CP has contacted Alison Miles at EA to start developing interaction.

**8**.**11** Done. NERC does not ask for post contract evaluation.

***Revised action:*** CP to investigate whether DEFRA have a post contract evaluation document. In progress.

**8**.**15** Not done.

Points made from discussion of action:

* Feeling from most recent sponsor’s board was that MEDIN is to concentrate on finding rather than creating products.
* The sponsors wanted a list of existing products and services, including commercial products, from this sub group with a view to MEDIN acting as a channel for discovering them.

***Action 12.1: MO/CP to collate a list of existing data product and services and report to Exec at next meeting.***

**9**.**1** In progress. The Crown Estate due to report back to DAC WG in June.

**9**.**3** Done. MERMAN is a tool and not set up to provide the services of a Data Archive Centre. MERMAN can and does send data on to existing MEDIN DACs for long term archival. ***Remove from actions.***

***Action 12.2:* LR to circulate summary of discussion with Rob Thomas regarding why MERMAN does not satisfy the criteria of a DAC**

**10**.**1**In progress. Request for DAC annual report has been sent and includes request for metrics.

**10**.**2** Ongoing. Routine for every Exec meeting so remove from actions.

**10**.**3** Not done. Will happen as Sponsor’s contacted for next year’s financial agreements.

**10**.**7** Out of date. ***Remove from actions.***

**10**.**9** In progress. Steve Hall is arranging meeting with FCO regarding possible funding.

**11**.**2** Not done.

Points made from discussion of action:

* Need to make the sponsor’s more viable on the website.
* Need to include the partner’s principles on the website.
* Could include past and present partners list without logo’s to ensure effort of maintaining the list is low. Action delegated to HW.

***Action 12.3:* HW to compile list of MEDIN partners for inclusion on the website and make the MEDIN sponsors more visible on the website.**

**11**.**3** In progress. Comes under item ***3*** of the agenda

**11**.**4** and **11.5**Done. ***Remove from actions.***

**11**.**6** Done. Have representatives from Marine Scotland Science, Welsh Government and JNCC to date and teleconference booked for the 23rd February. ***Remove from actions.***

**11**.**7** Done. CP to co-chair WS5 until alternative co-chair found. ***Remove from action.***

**11**.**8** Done. MEDIN Mega Meeting is to be held on 25th and 26th March in Edinburgh. ***Remove from actions.***

**11**.**9** In progress. Under item 6 of agenda.

**11**.**10** Not done. ***Remove from actions.***

**11.11** Done. Under item 5 of agenda. ***Remove from actions.***

**11.12** and **11.13**Done. Under item 7 of agenda. ***Remove from actions.***

**11.14** Done. External funding can be carried forward. ***Remove from actions.***

### 2. Finance update

#### Finance update (P2) LR

LR updated the group on the finance status of MEDIN (paper P2 MEDIN 2014-15 Finance Update). An under spend of £128K is predicted for 2014-15 due to significant understaffing this financial year. The group acknowledged the reasons behind the under spend and suggested amendments to the text to ensure The MEDIN Sponsors’ Board fully appreciate the reasons too. These included:

* Need to be careful in wording of reports.

E.g. “*This is due to an increase in cost of some ongoing contracts and a more accurate representation of how DASSH funds are split between work stream 2 and 3.”*

* When representing the end of year finances report to the Sponsors’ Board, need to highlight the work that has been done, as well as noting what work hasn’t been done due to staff shortages etc. and highlight that this has had a detrimental effect on MEDIN .i.e. MEDIN did not have the following percentage staff time, which has meant that the following work has not been done.

***Action 12.4:* CP to re-phrase wording in the summary sections of the Finance update (P2) regarding the split of DASSH funds between WS2 and WS3.**

***Action 12.5:* CP to include summary of staff shortages and the work affected at the beginning of the Financial Report, prior to it being sent to the Sponsors.**

#### Sponsorship situation CP

CP gave an overview of the item:

*MSCC do not want to sign the sponsorship agreement and want all Sponsors to move to a funding agreement. Sponsors were approached to see if they were happy to be invoiced whilst situation was being resolved, to which most agreed. NRW requested a signed contract but have no problem in supplying the funding. Confirmation still needed from AFBI, HR Wallingford and MCA.*

#### Finance Agreements (P3) CP

CP presented P3, the form that the funding agreement will take between NERC and the Sponsors for the next financial year. There is a concern that under this new agreement MSCC will not have a sufficient oversight of MEDIN. The ‘Background’ paragraph of the agreement should be sufficient for NERC and the Sponsors, but the group agreed it would also be desirable for MSCC to provide something, such as a letter or MoU acknowledging that MEDIN is a sub group and NERC is tasked to manage MEDIN, including the finances.

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Points made from discussion of agenda item:

* Opinion that the document is not consistent.
* Annex B should be removed.
* Major changes could raise red flags to the Sponsors such as the new clause 8.2 and the change in title from arrangement to agreement.
* Need to highlight the Sponsors board and meetings as information about the governance of MEDIN.
* Concern expressed, particularly from private sector Sponsors (OceanWise), that MEDIN is reporting to MSCC via MARG. Further clarity is needed to explain the logic of this new chain of communication.
* Opinion expressed that MEDIN should also be in communication directly with MILG another sub-group of MSCC.

***Action 12.6:* MC to supply CP with tracked changes for the Finance Agreement.**

***Action 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.**

***Action 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.**

***Action 12.9:* CP and PL to speak to MSCC Secretariatto clarify the reasoning behind MEDIN reporting to MSCC via MARG.**

### 3. Work stream progress

#### Work Stream updates (verbal update and P4) Work stream leaders

Work stream leaders highlighted progress with each work stream. There were no issues for the Executive Team to address this quarter. The group made several recommendations for improving progress reporting.

* Avoid gaps in the document where no explanation is given for why the work has not been completed or not done. Reasons behind the ‘status’ of the deliverable need to be better explained.
* Terminology used for ‘status’ could be changed to better represent the progress of the deliverable using project management terms, ‘on track, ’at risk’, ’delayed’, ‘complete’ , combined with colour coding or symbols.
* SG provided additional sheet of information regarding progress with WS2 (see [Appendix I](#_Appendix_I)).

### 4. Work Plan 2015-16 (P5) CP

CP gave an overview of the item:

*Sponsors board asked that operational and development work was defined in the work plan for 2015-16 with the expectation that it will be predominantly operational as that is the phase MEDIN is in. The budgeting assumes the continuing financial support so could be subject to change.*

Points made from discussion of agenda item:

#### Work stream tasks/High Level Objectives

* The Sponsors requested that the budget need to be split between the operational and developmental tasks for each work stream along with staff time allocated to each task.
* Opinion expressed that there should be a large number of developmental tasks which outstrip the likely budget available to allow the Sponsors to pick the ones that they think MEDIN should be focusing on.
* Opinion expressed that there may be a danger that the Sponsors could view the developmental tasks as tasks that are not required and cut the budget accordingly.
* A third category could be added for ‘aspirational’ work or tasks that could be carried out, but not funded from the MEDIN core budget.
* Should be presented to the Sponsors at the total level and work stream level broken down into operational and developmental. Do not need to present the individual tasks.
* Concern expressed over the similarities between the success criteria for the high level objectives in the Work Plan 2015-16 and Work Plan 2014-15.

***Action 12.10:* Work streams to provide information on the time required for each tasks in the Work Plan 2015-16 in number of days**

***Action 12.11:* CP to split the budget allocated for each work stream into operational and developmental tasks in the Work Plan 2015-16.**

***Action 12.12:* Exec board to contact CP with any issues they may have with the work stream tasks as outlined in the Work Plan 2015-16.**

***Action 12.13:* Exec board to send CP any suggested track changes to the success criteria of the high level objective (pg.23) in Work Plan 2015-16 by 20th February 2015.**

#### Proposed development projects

The proposed developmental tasks at the end of the document are suggested ways in which MEDIN could spend the carry over money from the 2014-15 year budget. The proposed tasks arose from the MEDIN review, questions to the helpdesk and stakeholder feedback from the DACs, MEDIN workshops and other forums.

Points made from discussion of agenda item:

* The group agreed that the Sponsors’ Board should be asked to prioritise the proposed projects but some further work was required in preparing the list of projects to make it simpler for the Sponsors’ Board to understand what is being proposed.
* “Restyle of the MEDIN Portal” should be changed to “Improve the usability of the MEDIN Portal”, as it is not about the look of the Portal but about its ease of use.
* Concern expressed over where the projects had come from and that many of them are linked. A closer look needs to be taken at what the underlying problems are, what mechanisms are needed to solve these problems and what would be the cost?
* For the Sponsors board the Portal development tasks from WS3 should be removed and grouped with the Portal based projects, treating them as a single entity. The Sponsors informed that these are the projects MEDIN would like to pursue and inform them of the exercise MEDIN will carry out looking at usability and functionality.
* The smaller projects which are unrelated to the Portal could be grouped together and presented as tasks which are worthwhile pursuing.

***Action 12.14:* CP to revise section 6 regarding the proposed development projects in the Work Plan 2015-16 prior to presenting it to the Sponsors board.**

***Action 12.15:* GA and CP to draft a software development project plan for the Portal and report back to the Exec board by 17th February 2015.**

### 5. Sponsors Board Meeting

#### Agenda PL

The group agreed that, as the next Sponsors’ Board meeting was an additional one to give the Sponsors’ advance sight of the 2015-16 Work Plan. The Agenda should focus on the Work Plan.

#### End users of data (P6) PL

Points made from discussion of agenda item:

* The document is intended to identify who MEDIN’s target audience. Subsequent work can look into how well MEDIN is reaching the target groups. To be signed off by the Sponsor’s board.

***Action 12.16:* Exec board to send CP any suggested track changes to the ‘end user of date’ document by 20th February 2015.**

### 6. Data use projects

#### ORE Catapult (Use cases) CP

CP gave an overview of the item:

*Use case projects have started and are due to report back at the end of March. CP is in liaison with ORE Catapult so will receive the information as it comes in. This will help to guide some of the MEDIN development work.*

#### JNCC ‘Data requirements and use’ (P7) UW

UW gave an overview of the item:

*Overall there is clear support for MEDIN principles but a lack of recognition. It is difficult to identify use cases and information around cost benefit as not able to spot where MEDIN data has been used and it is often used in conjunction with something else. The project is on hold dependant on what is generated by ORE Catapult and PSEG driven review to indicate if there is still a need for it to continue.*

Points made from discussion of agenda item:

* Important to see what comes out of other work before deciding if the review should be continued.
* Opinion expressed that the report misrepresented the views given by Marine Scotland; there is a feeling that the overall theme of the report is negative. MS/MSS would like the opportunity to discuss this at a later date.

#### PSEG ‘A review of access to industry data’ UW

CP gave an overview of the item:

*Work co-funded by MEDIN with MMO, Crown Estate and Marine Scotland and organised by PSEG, looking at access to industry data, including a section on use cases. Project is due to report in May.*

### 7. Meeting updates

#### MILG, IMON, MEDIN/ORE Catapult workshop. MO, LR, GE

MO, LR, GE gave overviews of the item:

***MILG:*** *All data related MILG actions have been grouped into one action so that there is a visible strategy.*

***IMON****: Met in January having undergone a strategy refresh. The observing programmes that come under UK-IMON have been identified and an action plan drawn up.*

*OPEG has been having a refresh parallel to this, so had an update on the IMON, OPEG relationship.*

*MOU has been developed for those participating in IMON which includes information about having to have a data management plan in which MEDIN and standards are mentioned.*

***MEDIN/ORE Catapult workshop:*** *Various DACs, MEDIN core team member and various other interested parties looked at how we can work with ORE Catapult to make it easier to access data as there are overlapping remits. Outputs of the workshop were an idealised spec of what the Portal could look like, the first of the proposed projects which was to make the web map service from the DACs available via the MEDIN Portal; and a conclusion that paid for products should be made discoverable on the MEDIN portal.*

### 8. UKMMAS Strategy Update **CP**

CP gave an overview of the item:

*Have not received the updated UKMMAS documents so haven’t been given the opportunity to comment on it yet.*

### 9. AOB

#### State rights to data within EEZ CP

CP gave an overview of the item:

*SW has asked us to consider whether we sufficiently implement the UNCLOS agreement for getting research data from foreign ships in UK EEZ.*

Points made from discussion of agenda item:

* Notification are received which go into the cruise inventory, but have not chased up data to date. This is something that we can do in the future if it is wanted.
* MEDIN is not currently covering this data.
* Some of this data already comes to the UK through institutes and is freely available

***Action 12.17:* LR to look into what data from non-UK ships surveying in UK waters already comes to the UK and report back to the Exec board.**

### 10. Date for next meeting.

To be in three months’ time, date to be decided by DoodlePoll.

### Papers

|  |  |
| --- | --- |
| P1\_MEDIN\_Exec\_minutes\_091214.docx  P2\_ MEDIN\_Finance\_update\_to\_090215\_v1.docx  P3\_Sponsor-NERC\_Funding\_Agreement\_for\_MEDIN.docx | P4\_BriefReviewofWorkStreamProgress.docx  P5\_MEDINWorkProgramme\_201516\_draft.docx  P6\_Main\_End\_Users\_of\_MEDIN.docx  P7\_JNCC\_Summary\_of\_Data\_Review\_Interviews.docx |

### Actions Table

|  |  |  |
| --- | --- | --- |
| Action | Description | Status |
| 0.01 | **STANDING ACTION on all** to send corrections to minutes to CP |  |
| 0.02 | **STANDING ACTION on all** to send articles for the next Marine Data News |  |
| 4.10 | **Core team** to investigate and implement ways of improving visibility of Portal. |  |
| 4.12 | **SG** 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). |  |
| 8.3 | **CP** to follow up and plan visits / discussions with EA at an appropriate level according to the response to the PL letter. |  |
| 8.11 | **CP** to investigate whether DEFRA have a post contract evaluation document.  *(action revised at team meeting 12, see minutes for further details)* |  |
| 8.15 | **CP:** To set up group to define MEDIN’s role in products and services. To include (at least) the identified members. (linked to action 11.1)  *First teleconference of this group held 31/3/15* | Completed |
| 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. |  |
| 9.2 | **DH** to report back to the Executive Team on HWBDMEG. |  |
| 9.18 | **CP** to sign “Bedern Convention” (subject to agreement from Defra). |  |
| 10.1 | **LR** to ensure all DACs provide metrics of data requests (FishDAC and MetOffice not currently reporting this) for inclusion in annual report.  *DACs have included as many metrics as they can.* | Completed |
| 10.3 | **CP** to follow up letter to MMO. |  |
| 10.9 | **MO** and Steve Hall, NOC to produce a paper for Executive team about expanding MEDIN to include overseas territories, so that necessary resources can be identified. |  |
| 11.1 | **CP** to draft a paragraph on MEDIN position on products for Exec Team to discuss. (Linked to action 8.15) |  |
| 11.3 | **DH and CP** to negotiate with sponsors about moving to a funding agreement. | Ongoing |
| 11.9 | **CP** to take lead on producing a paper on the main end users with input from various parties (e.g. DH and SW).  *Paper has been signed off by MEDIN Sponsor’s Board* | Complete |
| 11.15 | **CP** to provide input to EMODNet’s Portal on human activities. |  |
| 12.1 | **MO/CP** to collate a list of existing data products and services and report to Exec at next meeting. (linked to action 8.15, 11.1) |  |
| 12.2 | **LR** to circulate summary of discussion with Rob Thomas regarding why MERMAN does not satisfy the criteria of a DAC |  |
| 12.3 | **HW** to compile list of MEDIN partners for inclusion on the website and make the MEDIN sponsors more visible on the website. |  |
| 12.4 | **CP** to re-phrase wording in the summary sections of the Finance update (P2) regarding the split of DASSH funds between WS2 and WS3. |  |
| 12.5 | **CP** to include summary of staff shortages and the work affected at the beginning of the Financial Report, prior to it being sent to the Sponsors. | Completed |
| 12.6 | **MC** to supply CP with tracked changes for the Finance Agreement**.** | Completed |
| 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.  *To be revisted when sponsors approached for this FY* |  |
| 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. |  |
| 12.9 | **CP** and PL to speak to MSCC Secretariat to clarify the reasoning behind MEDIN reporting to MSCC via MARG. |  |
| 12.10 | **Work streams** to provide information on the time required for each tasks in the Work Plan 2015-16 in number of days | Completed |
| 12.11 | **CP** to split the budget allocated for each work stream into operational and developmental tasks in the Work Plan 2015-16. | Completed |
| 12.12 | **Exec board** to contact CP with any issues they may have with the work stream tasks as outlined in the Work Plan 2015-16. | Completed |
| 12.13 | **Exec board** to send CP any suggested track changes to the success criteria of the high level objective (pg.23) in Work Plan 2015-16 by 20th February 2015. | Completed |
| 12.14 | **CP** to revise section 6 regarding the proposed development projects in the Work Plan 2015-16 prior to presenting it to the Sponsors board. | Completed |
| 12.15 | **GA** and CP to draft a software development project plan for the Portal and report back to the Exec board by 17th February 2015. | Completed |
| 12.16 | **Exec board** to send CP any suggested track changes to the ‘End users of data’ document by 20th February 2015. | Completed |
| 12.17 | **LR** to look into what data from non-UK ships surveying in UK waters already comes to the UK and report back to the Exec board. |  |

### Appendix I

**WS2 Standards Executive Meeting Update for 12 February 2015.**

09/02/2015 Sean Gaffney

**Work Programme Key Target achievement**

KT2.1 – Promotion of MEDIN data guidelines.

* Becky Seeley of DASSH promoted MEDIN at an international conference (IMCC – International Marine Conservation Congress) in 2014. HW is working on some outreach activities which will further promote the use of the Data Guidelines and the Discovery Standard and I will be liaising with her on this. Uptake of Metadata Maestro is also increasing annually, suggesting wider integration into UK marine organisations.

KT2.2 – Hold at least 4 workshops.

* 3 workshops have already been held, two on the Discovery Metadata Standard and one on Data Guidelines for Geological Data. There is a final workshop for this FY, set to take place at DASSH on 17 – 18 March, concentrating on Data Guidelines for Biological data. KT2.2 should then be fully reached by end of FY2014/15.

KT2.3 – Ensure coordination with national and international initiatives.

* At present, I am still getting up to speed on the data specifications for INSPIRE and GEMINI. I am making steady progress however, and have registered with the INSPIRE Hub so I will be able to determine by end of FY 2014/15 as to whether we are in conformance with INSPIRE and if not, the 2015/16 Work Plan can be updated to include the necessary remedial action.

**Review of Deliverables by Quarter**

All Q1 deliverables completed apart from:

* Commissioning Guidance on Archive Standard for Collating Data – this agreed at last Exec meeting to be shifted back to next FY.
* Review INSPIRE data specifications – see comments above about KT2.3

All Q2 deliverables completed apart from:

* Review discovery metadata for products – this is still in progress but will be complete by time of March Standards Working Group meeting.
* Convert at least one Data Guideline to new format – this agreed at last Exec meeting to be shifted back to next FY.

All Q3 deliverables completed apart from:

* Publish new data guidelines – awaiting feedback from DASSH on Transect and Quadrat guidelines. DASSH say this feedback should be available by the end of the week and therefore, I am hopeful of publishing these guidelines by beginning of March.
* Convert at least one data guideline to new format – Side scan sonar guideline written and sent to BGS for review, but feedback received in Q4, necessitating editing before publication can begin.
* Request feedback from MSCC members on uptake of data guidelines – MSCC contacted again on this but no response to date.

Q4: Deliverables as follows:

* Hold at least one workshop – as previously mentioned, this to happen in March at DASSH.
* Request download statistics for MEDIN tools and data guidelines – statistics for Metadata Maestro usage available in summary table below. Data guidelines and ARC GIS layer not available for this year due to technical issues. Requested statistics for online tool from DASSSH.
* Convert at least 1 data guideline to new format – this delayed due to problems with the side scan sonar guideline written in Q3 having to be edited as a result of feedback. However, it is still expected that this deadline will be met by end FY.
* Standards Work Plan for 2015 – 16. In progress. Draft to be presented to Exec Team.
* Standards Annual Report – not yet begun.

**Other outputs from 2014/15 Work Programme**

* Maintenance of Discovery Metadata Standard and tools – this is ongoing, with regular feedback from MEDIN core team to DASSH. On joining the MEDIN team, one of my first roles was to provide detailed feedback on issues with the online tool to DASSH, which has enabled them to improve the latest version of the software.
* Review and publish met mast data guideline – this is in progress. Feedback has been received on the draft document from the Crown Estate and it will now be passed onto the Met Office for their perusal before being sent out for final review. This hopefully should be published before end of FY2014/15 or in Q1 of FY 2015/16
* Establish links with providers of UK satellite data – postponed to Q1 of FY2015/16

Feedback received from MoD as well on draft underwater noise guidance. As a result of feedback, this should be published in Q1 of FY2015/16.

Metadata Maestro download statistics to date

|  |  |  |  |
| --- | --- | --- | --- |
| Financial Year | Total downloads | Downloads in this FY | New users in this FY |
| 2011/2012 | 164 | 164 | 105 |
| 2012/2013 | 265 | 101 | 66 |
| 2013/2014 | 396 | 131 | 73 |
| 2014/2015 | 485 | 89 | 41 |

This, even discounting the registrations and use of the online tool, therefore exceeds the success criteria for total tool downloads/registrations in HLO1 (which was set at 450).

**HLO Review**

HLO1 – as displayed above, tool downloads/registrations have increased above previously determined success criteria.

HLO2 – awaiting report from DACs before publication on website can commence

HLO3 – As I am still getting accustomed to the role, an assessment of MEDIN obligations under INSPIRE has not yet taken place, but I hope to begin this process before end FY.

HLO8 – Statistics to assess whether guidelines are being adopted across the whole marine sector have not yet been received from MSCC. Workshop feedback to date has been very good, with some useful suggestions for improvements which will be acted on in the next FY.

HLO10 – this will occur over coming months when I liaise with HW about her work, highlighting MEDIN to academia.

[Back](#_3._Work_stream)