MEDIN Executive Team Meeting 13 - Minutes

**21st May 2015**

11:00-15:30, Department for Environment, Food and Rural Affairs (DEFRA), Noble House, Room 620, London

**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 | Gaynor Evans (Portal / Resources and Applications) - apologies |
| Mark Halliwell (UKHO) | Mike Osborne (Oceanwise) – Resources and Applications | Hannah Williams (Communications) - minutes |
| Graham Allen (NERC) – by telephone pm |  | Lesley Rickards (DACs and International awareness) - apologies |
|  |  | Sean Gaffney (Standards) - apologies |
|  |  | Robin McCandlis (DACs) - apologies |

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

**0.01** Ongoing.

**0.02** Ongoing**.**

**4.10**Permanent ongoing task for core team included in work programme. ***Remove from actions.***

**4.12** Complete**.**

***Action amended:*** Publish MEDIN Partners’ Data Policy Spreadsheet on MEDIN website.

**8.3** Action covered in the work programme. ***Remove from actions.***

**8.11** Defra contacted. They do not currently have a post contract evaluation process in place but a new internal evidence process being launched within DEFRA may include evaluation.

***Action 13.1:*** DH to report back on central evidence outcome at next Executive meeting.

**8.15** Complete. Details under Agenda item 7. ***Remove from actions.***

***Action 13.2:*** Review MEDIN’s role in products and services at each Executive Meeting

**9.1** In progress. Details under Agenda item 4a.

**9.2** HWBDMEG has not met since Richard Emerson left DEFRA. DEFRA is considering if it has the capacity to run the group. A review is being conducted by DEFRA of the existing evidence groups which may present a way forward for the group. ***Remove from actions.***

**9.18** The Bedern Convention agreed by DEFRA. CP meeting Historic environment DAC in July and will follow up signing the convention. ***Remove from actions.***

**10.1** Complete. ***Remove from actions.***

**10.3** Dr Dickon Howell, Acting Chief Scientific Advisor MMO has contacted CP and will attend the MEDIN Sponsor’s Board.

**10.9** MO/LRdiscussed the MEDIN model with Stephen Taylor from the Foreign and Commonwealth Office. There is the possibility to roll out the MEDIN model to the UK overseas territories, though extra funding would be required. The UK overseas territories would need to be made aware of MEDIN and the benefits of MEDIN.

***Action 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.

**11.1** In progress. Details under Agenda item 7.

**11.3** Ongoing Sponsors to be approached at beginning of June.

**11.9** Complete. ***Remove from actions.***

**11.15** Not done.

**12.1** In progress. Draft list submitted as a late paper to this meeting. Details under Agenda item 7.

**12.2** Not done. ***Remove from actions.***

**12.3** In progress.

**12.4** Complete. ***Remove from actions.***

**12.5** Complete. ***Remove from actions.***

**12.6** Complete. ***Remove from actions.***

**12.7** & **12.8** In progress. Actions will be revisited when the sponsors are approached for this FY (June).

**12.9** Complete. The distinction is that MEDIN report via, not to MARG. Any concerns from MEDIN will be raised at MSCC meetings in the group updates documents provided directly by CP. Also have MEDIN representative at MSCC. ***Remove from actions.***

**12.10 - 12.17**Complete. ***Remove from actions.***

### 2. Finance Report (P2)

CP is close to having finalised the finance summary for the last financial year. It now contains more detail and lists the external expenditure, although there are a couple of items that are still estimates.

No sponsors have changed their funding for this year but CP needs to work on renewing sponsorship agreements.

The original estimated total underspend of £128K presented to the Exec team in February has been amended to £140K.

Points raised during discussion of agenda item:

* The level of detail shown in the report is good for the Executive Team to see, but not necessary for external exposure to a wider audience.

***Action 13.4:*** CP to finalise finance report taking into account comment above.

### 3. Annual Report (P3)

CP presented the first draft of the MEDIN Annual Report 2014-15, inviting feedback from the Executive Team.

Points raised during discussion of agenda item:

* The format and colour coding are much more use friendly.
* Appendix B and C are also in the business plan. The reader could be directed to business plan by the inclusion of a hyperlink enabling these sections to be removed from the Annual Report.

Care would need to be taken to ensure that the version of Appendix B and C in the annual report and those in the business plan are identical.

* There are different numbers of MEDIN DACs reported (both 7 and 9) within the document.
* The objectives table could be condensed. Less detail is needed here.
* More details could be included on how the objectives fit into the timeframe of the 2014-19 MEDIN Business Plan.
* Any frustrations or challenges that have occurred during the financial year, resulting in objectives not being achieved or not fully achieved should be included in the ‘Look ahead for 2015-16’ section, along with a plan for tackling them; to highlight that any issues that have arisen have been recognised.
* Details need to be included about where the portal viewing values have been generated from as reported figure is slightly misleading.
* Google Analytics for the MEDIN Data Discovery Portal are still unavailable, limiting the ability to accurately judge how the Portal is being used.
* As part of the website redevelopment measures of success need to be defined. The redevelopment could then be built to include these ways of measuring (e.g. figures and stats).
* Once document has been approved by the Executive Team it is to be sent to the Sponsors along with a deadline date (2 weeks from date sent), by which the Sponsors can respond with any comments and feedback.

***Action 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.

***Action 13.6:*** CP to circulate updated Annual Report around the Executive Team. This is to include a deadline date by which the Executive Team can respond with any comments and feedback.

### 4. Work Plan and Progress

#### Work Plan (P4) CP

CP presented the 2015-16 Work Plan, inviting feedback from the Executive Team. The plan has been approved by the Sponsors and incorporates a couple of additions to the document which were requested by them.

1. Sponsors board requested that only high priority development projects are focused on this financial year due to limited team resources.
2. Additional work to be carried out in 2016-17.
3. Overheads are included in the staff costs.

Points raised during discussion of agenda item:

* Sponsors requested an examination of MEDIN’s role in UK INSPIRE compliance under work stream 2. This should be reflected in the work plan for work stream 2.
* DEFRA are setting up a centre of excellence for Earth observation. This could be relevant to the WS 2 development task to establish links with providers of UK satellite data in order to allow relevant satellite data to be discovered on the MEDIN portal, thus expanding MEDIN coverage. DH happy to act as point of contact.
* Is there a way to improve the information gathered on who is using the portal, what data they are downloading and for what purpose? Could the portal record it on a voluntary basis as a questionnaire?
* Timeline of work on UKDMOS. An update is being sent out first week of June and tender going out by the end of June.
* The first stage of the Portal upgrade process will be a focus group with representatives from key user groups. Could put a feedback questionnaire on the website ahead of the focus group meeting to allow capturing immediate feedback.
* KPI’s need to be reviewed. Need to ensure that there are sensible targets with sensible objectives.

***Action 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.

***Action 13.8:*** MC to send CP an annotated table of the KPIs in the 2015-16 Work Plan.

***Action 13.9:***- All to send additional comments on the 2015-16 Work Plan to CP.

#### Work Stream Updates (P6)

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

Points raised during discussion of agenda item:

* WS2: Low response to the next workshop (3 confirmed). This could result from the time of year or that a large surge of attendees came from encouragement by the Crown Estate, which may now have been saturated.
* WS5: Pilot study to create a web map service of wrecks including data from UKHO and EH is now available. The link has been sent to MarineSpace to test it as a use case and OceanWise is awaiting feedback.
* WS6: The Partners meetings (Open Meeting) format was established last year. The date could be around the Sponsors board time to encourage as may sponsors to come to the partners meeting. Possible dates 18th or 20th November 2015.
* WS7: MARG meeting attended, main discussion around Charting Progress 3 and if it would be useful.

UKMMAS strategy is being refreshed and draft has been sent to CP. CP will circulate this around the Executive Team.

PSEG meeting attended, discussed the review of access to industry data work which MEDIN is co-funding. CP has seen the intermediate report and final report to appear by the end of June.

Meeting with EA. CP is having a problem getting a response.

### 5. Sponsors Board Meeting (P6)

PL presented the Sponsors board minutes and invited the Executive Team to provide feedback.

Points raised during discussion of agenda item:

* Sponsors are asking DACS to provide data on numbers of requests and other similar metrics (paragraph 4 in P6). Not all DACs have prioritised producing stats in 2014-15 as they have focused on archiving data. Do DAC’s need to be persuaded to look into providing this information? The DACs annual report will be available by the end of June, which may show more details. The issue of providing and recording metrics has comes up in many meetings between data centres, marine and otherwise. There is currently no consensus.. Some Portals and centres which require registration to download data are under pressure to allow anonymous downloads; only keeping registration as an option. Metrics for numbers of downloads would still be available but no information would be available on where the data were going or being used for.
* Clarification should be provided on the link between UKDMOS and MEDIN.

***Action 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.

### 6. Data Clause and Data Strategy refresh (P7 & P8)

CP gave an overview of the agenda item and invited the Executive Team to provide feedback.

These are 4-5 years old and need checking, updating and publishing on the website.

Points raised during discussion of agenda item:

Data Clause

* Data clause has the ability to be used in a variety of places so could be altered and adapted. This needs to be made clear that this is a basic structure and can be altered as needed.
* Need to include an encouragement that the relevant attributes need to be provided with the data for re-use.
* Point b) under MARINE DATA ACQUISITION, needs to include 'and specified'.
* Examples can be removed.
* FAQ’s can be moved to website and replaced with a link.
* Point d) under MARINE DATA ACQUISITION timeframe for contacting the MEDIN DAC should be 3 months.
* Point e) under MARINE DATA ACQUISITION, the term OPERATOR could be changed to COMMISSIONING BODY.

Data Strategy

* Data strategy brought up at the MARG/MEDIN data task group as the version currently on the MEDIN website requires updating.
* Executive Team are content that a “light touch” approach is taken to the Data Strategy.
* Updated Data Strategy document should be put on website, and flagged with MSCC (send to secretariat) and the MARG/MEDIN data task group.

***Action 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.

***Action 13.12:*** CP to send the updated Data Clause and Data Strategy Document to the Sponsors board prior to being published on the website.

***Action 13.13***: CP to add “updating the Data Strategy” to work stream 7 in the 2014-15 work plan.

### 7. Marine products and Services

#### List (P9)

The Executive Team asked for a list of possible products that MEDIN would consider signposting on the MEDIN portal. MO and CP presented a draft list to the Executive Team and invited any initial feedback.

The list (P9) included the spatial reference layers which come under products which were identified as part of the marine data action plan. The Core Team, should they take on the management of this list, will need to identify if the web layers are available for request, downloadable and/or as a web app, or web feature service along with information regarding the licensing. More information will be provided to the next Executive team meeting to provide a steer for moving forward.

Points raised during discussion of agenda item:

* For services the INSPIRE definition would need to be used and there is a schema available for service metadata. There is no corresponding information currently available specifically for products.
* Could apply standards and guidelines used for datasets to products as they are produced from underlying datasets, but would need these datasets to be traceable, and so additional requirements may be needed.
* The ultimate aim would be to have a catalogue of these services and products on the MEDIN Portal. This would be monitored by the core team in the same way as for datasets.
* If this could be aligned with ORE Catapult work it could produce a possible source of funding.

#### Non-endorsement clause

CP gave an overview of the agenda item:

The Marine products and services subgroup asks if MEDIN decides to make marine data products discoverable, whether a non-endorsement clause is required for both data products and datasets?

Points raised during discussion of agenda item:

* The fact that the products would be available on the website could be viewed as an endorsement, so wording would have to careful.
* Could the users be encouraged to report problems with the products?
* If MEDIN decides to include data products on the portal, MEDIN will need to advertise the opportunity so that it is clear that this in an open service and not purely as a means of particular organisations advertising their products and services.
* The subgroup could develop some criteria for products and services as a way of QC.

### 8. AOB

#### NOC governance

GA gave an overview of the possibility of a change of governance to NOC.

The likelihood of the change of governance has reduced slightly as NERC and NOC are revisiting the previous decision to give NOC charitable status following recent government announcements.

A possible alternative could be that NOC could separate from NERC but not from the government but the timeframe for any decisions being made is very unclear.

Points raised during discussion of agenda item:

* GA would need to inform MEDIN about any potential difficulties around BODC hosting MEDIN.
* Continued discussions to be held following further information. Once decisions have been made this information will need to be taken to the Sponsors Board and to MSCC.

### 9. Date for next meeting.

Tuesday 22nd September 2015, National Oceanography Centre, Liverpool

### Papers

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| --- |
| 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.docx  P6\_MEDIN\_SPONSOR\_BOARD\_DRAFT\_MIN\_2\_March\_2015.docx |
| P7\_MEDIN\_Data\_Clause\_revised.docx |
| P8\_MEDIN\_MSCC\_Data\_and\_InformationStrategyPaper\_final.docx  P9\_Catalogue Products and Services.xlsx |

### Actions Table

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| --- | --- | --- |
| 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 |  |
|  |  |  |
| 4.12 | **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).  ***Action amended:*** Publish MEDIN Partners’ Data Policy Spreadsheet on MEDIN website. |  |
| 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.  *All DACs have checked the data holdings. RM to assess where the gaps are.* |  |
| 10.3 | **CP** to follow up letter to MMO.  *Dr Dickon Howell, Acting Chief Scientific Advisor MMO has contacted CP and will attend the MEDIN Sponsor’s Board.* |  |
| 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. |  |
| 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. |  |
| 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) |  |
| 12.3 | **HW** to compile list of MEDIN partners for inclusion on the website and make the MEDIN sponsors more visible on the website.  *Compiling list has started.* |  |
| 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 revisited 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.  *To be revisited when sponsors approached for this FY* |  |
| 13.1 | **DH** to report back on central evidence outcome at next Executive meeting. |  |
| 13.2 | Review MEDIN’s role in products and services at each Executive Meeting |  |
| 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 Stephan Taylor, at the next Executive Team meeting. |  |
| 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. |  |
| 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. |  |
| 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. |  |
| 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. |  |
| 13.8 | **MC** to send CP an annotated table of the KPIs in the 2015-16 Work Plan. |  |
| 13.9 | **All** to send additional comments on the 2015-16 Work Plan to CP. |  |
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| 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. |  |
| 13.12 | **CP** to send the updated Data Clause and Data Strategy Document to the Sponsors board prior to being published on the website. |  |
| 13.13 | **CP** to add “updating the Data Strategy” to work stream 7 in the 2014-15 work plan. |  |
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