MEDIN DAC WG Meeting 7

13:00-17:30 Wednesday 8th November 2017, Uni. Liv. in London, London

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| **Attending** |
| Jon Parr – Chair (JP) | MBA | Robin McCandliss – minutes (RM) | MEDIN |
| James Ayliffe (JA) | BODC | Peter McKeague (PM) | HES |
| Chelsea Bradbury (CB) | The Crown Estate | Mary Mowat (MM) | BGS |
| Mary Brown (MB) | Cefas | Chris Perring (CPE) | UKHO |
| Gareth Burns (GB) | AFBI | Clare Postlethwaite (CP) | MEDIN |
| James Cooke (JC) | UKHO | Jens Rasmussen (JR) | Marine Scotland |
| Gareth Edwards (GE) | RCAHMW | Lesley Rickards (LR) | MEDIN |
| Gaynor Evans (GEV) | MEDIN | Martyn Sunter (MS) | Met Office |
| Dan Lear (DL) | DASSH | Peter Thijsse (PT) | MARIS |
| Louisa Matthews (LM) | ADS |  |  |
| **Apologies** |
| Paul Henni | BGS | Kay Thorne | BODC |
| Charlotte Miskin-Hymas | MEDIN | Sarah Ward | UKHO |
| Judith Thomas | UKHO |  |  |

1. **Round table introductions**

The meeting started with everybody introducing themselves. Welcome to new members: Martyn Sunter, temporarily representing the Met Office; James Cooke and Chris Perring representing UKHO; Gareth Burns representing AFBI.

1. **Review actions last meeting**

**Table 1:** Actions from DAC WG meeting on 15th June 2017

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| **New actions from DAC WG meeting 15th June 2017** |
| **Action** | **Progress** |
| 6.1 | **Clare Postlethwaite** to ensure UKDMOS/MEDIN document is made available on MEDIN website once finalised. | Ongoing – document finalised, not yet on website due to staff changes in MEDIN team |
| 6.2 | **Robin McCandliss, Jens Rasmussen and Mary Brown** to liaise regarding FishDAC reaccreditation, to allow for a joint submission in 2017/18.  | Done |
| 6.3 | **Lesley Rickards** to initiate an email discussion to redefine/clarify the metrics we report for the DACs, to ask for what web tools different DACs are using to pull out their stats (e.g. Google analytics etc.), and to report back at next DAC WG meeting. | Done – on agenda |
| 6.4 | **Fraser Cunningham** (Met Office) and **Louisa Matthews** (ADS) to check whether any their data comes under INSPIRE. | Done |
| 6.5 | **Lesley Rickards** to add a column for clarifications and ask all DACs to update the table along with explanations in the clarifications column. | Done |
| 6.6 | **Mary Mowat** to consult with UKHO about where resource locators in the MEDIN catalogue should point to for data that are held both at BGS and UKHO. | Ongoing |
| 6.7 | **Clare Postlethwaite** to include adoption of wider accreditation scheme for DACs in next MEDIN Business Plan. | On agenda for next Business Plan - closed |
| 6.8 | **Jon Parr** to look at DAC Work Plan 2017/18 and update with terms that give it more zing. | Done |
| 6.9 | **Robin McCandliss** to add business plan development into next DAC agenda | Done |
| 6.10 | **Clare Postlethwaite** to put out call for small projects by 23rd June. | Done |
| 6.11 | **DACs** to feed ideas for improving the MEDIN DAC web pages to CP/LR/RM. | On agenda - closed |
| 6.12 | **Clare Postlethwaite** to add this international use of MEDIN data guidelines by EMODnet to annual report. | Done |
| 6.13 | **Mary Mowat** and **Chelsea Bradbury** to liaise to identify data sets that are present via TCE and BGS and ensure that it does not appear in MEDIN catalogue twice. | Ongoing |
| 6.14 | **Chelsea Bradbury** to update on progress with generating list of small consents works for MEDIN at next DAC WG meeting. | On agenda - closed |
| 6.15 | **Louisa Matthews** to collate information on what licences the DACs use for industry data. | On agenda - closed |
| 6.16 | **Clare Postlethwaite** to arrange dates for MEDIN mega meeting in Q3. | Done |
| **Actions outstanding from earlier DAC WG meetings** |
| 5.1 | Clare to push Defra about archiving datasets for MSFD | Closed – Richard Moxon (Defra) has acknowledged that there may be a cost to archive data. |
| 5.2 | DACs to report whether they could archive snapshots of the MSFD data sets with DOIs | On hold. Need clarity from Data Task Group about exactly what is required. |
| 5.3 | Add re-accreditation timetable to web-site; Lesley to pass to Hannah | Closed – Information is in annual report. |
| 4.1 | Clare to make the Archive data URL field mandatory in UKDMOS.*As of 11/10/16 14/276 have real time URL, 76 have archive URLs. This will be checked again following content update.* | On hold. No updates to UKDMOS due to changes in MEDIN core team. |
| 3.1 | Following Clare/Lesley review,send a template to DACs that lists UKDMOS monitoring programmes; DACs to check list and identify the programmes where DACs should be/are publishing and where other services are publishing. | Ongoing. Needs LR to check list. |
| 3.8 | DACs provide input to Hannah Williams to indicating which INSPIRE themes are applicable to their data to include on MEDIN website. | Closed |
| 2.15 | Clare to arrange an autumn workshop in Scotland with MPA organisations to ensure suitable data management plans are in place. Should involve BGS, DASSH, JNCC, SNH, Marine Scotland, Natural England and any other DACs that are interested. | Done |
| 2.18 | Clare to speak to JNCC about possibility of them becoming a Bird DAC.*No further progress. Concentrating on litter and noise in 2016/17.* | On hold. Though at last Sponsor’s meeting, JNCC mentioned they may be interested in becoming a Bird DAC. |

**3. Review of DAC Work Plan 2017/18**

3(a) Direct access to data

In 2017, MEDIN provided funding to three DACs (BGS, BODC and DASSH) for projects to increase direct access to data. At the previous meeting, progress updates indicated that there was still some work to be finished to complete the projects and the DACs were asked to provide an update.

* DASSH reported that their metadata tool needs to be finalised before the online minting tool is completed.
* BGS estimated that there was 2-3 weeks’ worth of coding left to do and the work to link backscatter survey data would be completed.
* All BODC records held in the MEDIN catalogue now have direct access to data. There is some work to do to expose legacy data sets and provide a direct link.

The DACs were urged to complete the work to ensure users of the MEDIN portal can benefit from the developments.

3(b) Small-scale projects

A call for small-scale projects to increase access to industry data was advertised in July, but only one application for funding was received. The reason for fewer applications this year was down to the timing of the call, rather than being due to amount of funding on offer or the industry data requirement.

The DACs would like another call next year. In addition to this, it was decided to invite bids up to £15K, with the proviso that the funding is spent by the end of this FY. The theme has been broadened out to include direct access to data, industry data and monitoring data.

***Acton 7.1: Clare Postlethwaite to issue another call for small-scale projects to be completed by end of this FY.***

3(c) Update on Crown Estate Scotland data

In July 2017, Clare Postlethwaite met with Crown Estate Scotland (CES) and Martyn Cox (Scottish Government). As CES devolved from The Crown Estate (TCE) in April 2017, they no longer have access to the Marine Data Exchange (MDE) to manage their data and are looking for an alternative mechanism. Clare Postlethwaite used the documentation prepared for the pilot study to archive MDE data at the DACs to help inform CES about the process involved and indicate the likely archive costs. A follow-up meeting with CES is arranged for 29th November 2017.

3(d) INSPIRE compliance update

Lesley Rickards has produced a table to show the status of INSPIRE compliance across the DACs, a concise version of which will be published on the MEDIN website. There are a couple of areas where further clarification is required and she asked that the DACs check this table.

***Action 7.2: DACs to check their status for INSPIRE compliance is portrayed correctly in the INSPIRE table. Respond to Lesley Rickards before 22nd December 2017.***

3(e) Metrics for annual report

Lesley Rickards encountered issues when compiling the statistics for the DAC annual report, especially variability in the information received for number of datasets accessed/requested. Different DACs are providing different information for this metric, making it difficult to make comparisons. In particular:

* It is difficult to get consistency across DACs, but there should be consistency within a DAC across years.
* The metric should focus on being as close to download as possible, not just someone landing on a page.
* Suggestion that by taking metrics from the MEDIN portal, it would be consistent across the DACs.

The MEDIN Sponsors are very interested in the breakdown of MEDIN users. DASSH are able to provide this information because NBN captures it. HES and BGS are unable to capture this level of information. ADS attempted to previously, but it was dropped as getting requesters to provide this information was perceived to be a barrier to open access.

***Action 7.3: All DACs to feedback to Lesley Rickards by 22nd December 2017 whether they can provide a breakdown each year of who is using their data.***

**4. DAC network status**

4(a) Update from DACs

The DACs gave a brief verbal update on latest progress.

4(b) DAC accreditation process

The Marine Meteorology DAC has submitted its reaccreditation, received feedback and once clarifications have been received, it will be completed. The FishDAC Marine Scotland and Cefas reaccreditation documents have been received and are currently being reviewed.

It was noted that ADS is also due for reaccreditation. Marine Data News should announce the reaccreditation of DACs.

***Action 7.4: Lesley Rickards/Robin McCandliss to send ADS the DAC reaccreditation form.***

***Action 7.5: Charlotte Miskin-Hymas to include recent DAC reaccreditations in MDN.***

Lesley Rickards has a MEDIN ✓ logo that accredited DACs could use on their webpages. The DACs are in favour of sharing completed accreditation forms with other DACs that are going through the process.

CoreTrustSeal ([www.coretrustseal.org](http://www.coretrustseal.org)) has been discussed previously as an option for accreditation of DACs, which could replace the MEDIN accreditation process in the future. There are some DACs who are currently applying for accreditation with Core Trust Seal (e.g. ADS) so the plan is to get feedback from ADS once they have been through the process on how worthwhile it would be to adopt the Core Trust Seal as a means for accrediting MEDIN DACs.

4(c) EMODnet Data Ingestion project update

Lesley Rickards reported that there is some funding in the EMODnet Data Ingestion project at BODC that will be used to ingest some of the MDE Atlantic and Argyll array data as a proof-of-concept exercise. BODC is working through an example data set, and the plan is for BGS and DASSH also to ingest a few example data sets (BGS is a partner in the project and DASSH has some funding through EMODnet Biology). In the longer term EMODnet Data Ingestion will investigate making MDE an EMODnet Data Ingestion node, to enable efficient sharing of metadata.

**5. DAC Work Plan**

5(a) Next year’s work plan

The MEDIN Sponsors have identified five priorities for next FY, which can inform the DAC’s key targets in the work plan for 2018/19.

* Enhanced publicity – MEDIN 10th birthday, extended partners meeting in April 2018, additional publicity during the year, highlighting MEDIN’s successes.
* Increasing direct access to data
* Access to monitoring data
* Interoperability – ensuring the systems remain appropriate
* Cost-benefit examples

The DAC WG agreed the following key targets for next year’s work plan:

KT 1.1:Archiving - maintain or improve upon 2012 levels of archiving across the DAC network, demonstrate use of centralized archiving guidelines.

KT 1.2: Data Access: DACs demonstrate direct access to data and INSPIRE compliant view and download and agree timetable for further publishing.

KT 1.3: Accreditation: Provide support to at least one further DAC to join the network (e.g. Northern Irish component of Heritage DAC, JNCC as a Bird DAC).

KT 1.4 (new): Metadata quality: Achieve 100% for validation of metadata records in the MEDIN portal.

5(b) Next MEDIN Business Plan: For the next business plan, DACs are to input into requirements on interoperability, thoughts on new technology and where MEDIN should be going. This information will be taken to the MEDIN Partners’ meeting, planned for April 2018.

***Action 7.6: Jens Rasmussen to form a small, technical focus group to explore increasing volumes and complexity, support for machine-to-machine access, unstructured data, semantic linking and feedback to DAC WG at its next meeting.***

**6. Promoting the DAC Network**

Charlotte Miskin-Hymas (new MEDIN communications lead) is currently working on the refresh of the MEDIN website. LR presented (and subsequently circulated) some slides to show what Charlotte is proposing, and asked DACs to provide comments and feedback.

***Action 7.7: DACs to provide comment and feedback on proposed changes to MEDIN web pages by end November 2017.***

**7. Coordinated data archiving**

7(a) Pilot of coordinated approach to multidisciplinary data

The MEDIN Helpdesk has not had any multidisciplinary submissions to report on. The guidance has been advertised in MDN.

7(b) The Crown Estate Small Works Consents data

TCE is now charging for Small Works Consent licences. There is a clause in the licence to say that data should be made available to MDE in a MEDIN compliant form. The data from Small Works surveys will be classed as either open or non-open on MDE and exposed to the MEDIN portal.

For data that TCE is not interested in holding, they will share this with the DACs to see if they are interested in holding it. CB will feedback progress on this to the DACs at the next WG meeting.

7(c) Pulling together ornithology data on MDE into one data set

Chelsea Bradbury presented an example of recent work done by an intern to pull together bird data from different wind farm data sets on MDE, to form a bird dataset. The work showed that there are useful end products that can be made from diverse data on MDE. The bird data could be made available to a future MEDIN bird DAC.

**8. DAC Data Access Services**

8(a) Metadata validation requirements

Peter Thijsse (MARIS) gave a presentation on the MEDIN portal redevelopment and outlined the issue of additional validation of the MEDIN metadata before it gets published on the new portal. Currently, none of the MEDIN records are passing these additional validation checks. The group agreed the new interface and tools are a significant improvement.

The new portal has a tool to help the DACs analyse the errors in the metadata.

* Each DAC (and similar data provider e.g. NRW) will have a user login to access the validation tool.
* For DACs with multiple nodes (e.g. FishDAC), each node will have its own log in.
* The catalogue is refreshed daily, but this can be adjusted to happen more immediately if DACs are carrying out corrections and need to revalidate.
* Each DAC needs to assess the scale of the issues in their metadata.
* The validation requirements will be relaxed for up to a year to allow DACs time to address their records.
* By next DAC WG meeting, the top 3-5 issues will have been addressed, as a minimum.
* The MEDIN Maestro tool should be compared with the MARIS validation tool.

***Action 7.8: Peter Thijsse to provide a validation tool log in for each organisation***

***Action 7.9: Louisa Matthews to discuss OASIS metadata validation issue with Gaynor Evans and Peter Thijsse***

***Action 7.10: Robin McCandliss to arrange a DAC WG teleconference in early 2018 for DACs to report progress in fixing metadata validation issues.***

***Action 7.11: Jens Rasmussen to validate metadata records using both Metadata Maestro and MARIS tool and report back to DAC WG at teleconference in early 2018.***

8(b) Metadata quality check

A check of readability and understandability of MEDIN metadata was carried out by the core team in March 2017. The overall results were presented at the last DAC meeting and each DAC received an individual report.

The DACs felt that it was a useful exercise and should be repeated. Issues raised included some DAC metadata is third party and can’t easily update the metadata (e.g. DASSH, OASIS).

***Action 7.12: DACs to provide Clare Postlethwaite (by 29 Nov) with statement for Sponsors and Executive Boards on usefulness of metadata checks, and outline changes made and not made.***

While there was a plan to repeat the exercise in Q4, it was agreed that effort should be put in to address getting records through the MARIS validation checker this year. It was agreed that the core team effort will be directed at ensuring DACs are using the validation tool and addressing major issues in the metadata.

8(c) Licence for industry data

Louisa Matthews carried out a survey across the DACs on what licences they use, particularly for industry data. The majority of DACs use Open Government Licence (OGL) for much of their data. For data generated by external parties held at DACs, there were bespoke licences in many cases.

The type of licence used is affected by both the origin of the data and the type of reuse that is allowed. There is no one-size-fits-all licence for the MEDIN DACs. MEDIN recommends using an open licence (e.g. CC-by, OGL) wherever possible.

***Action 7.13: Robin McCandliss and Charlotte Miskin-Hymas to identify where to include a statement on licenses on the MEDIN website.***

8(d) Codefest

The MEDIN codefest planned for Q3 this year will be rescheduled for next financial year due to time constraints. Instead, MEDIN funded two representatives (from BODC) to attend an EMODnet codefest in Q3.

The DACs agreed that another MEDIN hack day, focusing on UKDMOS data, would be useful and should be included in the 2018/19 work plan.

**9. AOB**

9.1 Date of next meeting

Poll for meeting dates in mid-late April.

**ACTION LIST**

**New actions from DAC WG meeting 8th November 2017**

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| **Action** | **Progress** |
| 7.1 | **Clare Postlethwaite** to issue another call for small scale projects to be completed by end of this FY. | Call issued. Projects in progress (completed?) |
| 7.2 | **DACs** to check their status for INSPIRE compliance is portrayed correctly in the INSPIRE table. Respond to Lesley Rickards before 22nd December 2017. |  |
| 7.3 | **All DACs** to feedback to Lesley Rickards by 22nd December 2017 whether they can provide a breakdown each year of who is using their data. |  |
| 7.4 | **Lesley Rickards/Robin McCandliss** to send ADS the DAC reaccreditation form. | Done. ADS have returned it,  review in progress. |
| 7.5 | **Charlotte Miskin-Hymas** to include recent DAC reaccreditations in MDN. | Delayed to next edition of MDN in 2018 |
| 7.6 | **Jens Rasmussen** to form a small, technical focus group to explore increasing volumes and complexity, support for machine-to-machine access, unstructured data, semantic linking and feedback to DAC WG. | Done. Group fed report back to Clare and was presented at Exec and Sponsors meetings in March 2018. |
| 7.7 | **DACs** to provide comment and feedback on proposed changes to MEDIN web pages. |  |
| 7.8 | **Peter Thijsse** to provide a validation tool log in for each organisation | Done |
| 7.9 | **Louisa Matthews** to discuss OASIS metadata validation issue with Gaynor Evans and Peter Thijsse |  |
| 7.10 | Robin McCandliss to arrange a DAC WG teleconference in early 2018 for DACs to report progress in fixing metadata validation issues. | Postponed due to portal bug needing resolution in early 2018. Progress to be reported at DAC WG 17th April |
| 7.11 | Jens Rasmussen to validate metadata records using both Metadata Maestro and MARIS tool and report back to DAC WG at teleconference in early 2018. |  |
| 7.12 | DACs to provide Clare Postlethwaite (by 29 Nov) with statement for Sponsors and Executive Boards on usefulness of metadata checks, and outline changes made and not made. |  |
| 7.13 | Robin McCandliss and Charlotte Miskin-Hymas to identify where to include a statement on licenses on the MEDIN website. | In progress |
| **Actions outstanding from earlier DAC WG meetings** |
| 6.1 | **Clare Postlethwaite** to ensure UKDMOS/MEDIN document is made available on MEDIN website once finalised. |  |
| 6.6 | **Mary Mowat** to consult with UKHO about where resource locators in the MEDIN catalogue should point to for data that are held both at BGS and UKHO. | Ongoing |
| 6.13 | **Mary Mowat** and **Chelsea Bradbury** to liaise to identify data sets that are present via TCE and BGS and ensure that it does not appear in MEDIN catalogue twice. | Ongoing. Mary has provided a list of the data held by BGS but TCE still need to carry out a review of data that they already hold. Hopefully this should be done in the next three months. |
| 5.1 | **Clare Postlethwaite** to push Defra about archiving datasets for MSFD | Ongoing.  |
| 5.2 | **DACs** to report whether they could archive snapshots of the MSFD data sets with DOIs | On hold. Need clarity from Data Task Group about exactly what is required. |
| 5.3 | Add re-accreditation timetable to web-site; **Lesley** to pass to **Charlotte** | Done. Accreditation timetable sent to Charlotte |
| 4.1 | **Clare Postlethwaite** to make the Archive data URL field mandatory in UKDMOS.*As of 11/10/16 14/276 have real time URL, 76 have archive URLs. This will be checked again following content update.* | In progress |
| 3.1 | Following Clare/Lesley review,send a template to DACs that lists UKDMOS monitoring programmes; DACs to check list and identify the programmes where DACs should be/are publishing and where other services are publishing. | Ongoing. Needs LR to check list. |
| 3.8 | DACs provide input to Hannah Williams to indicating which INSPIRE themes are applicable to their data to include on MEDIN website. | Ongoing. HES, UKHO, Met office and BODC have provided info. |
| 2.13 | Hannah to request 4 images from each DAC and give information on the format required. Then to mock up some pages and circulate them before the next meeting. | Ongoing – Charlotte is looking at the refresh of the website. |
| 2.15 | Clare to arrange an autumn workshop in Scotland with MPA organisations to ensure suitable data management plans are in place. Should involve BGS, DASSH, JNCC, SNH, Marine Scotland, Natural England and any other DACs that are interested. | Done |
| 2.18 | Clare to speak to JNCC about possibility of them becoming a Bird DAC. | On hold.  |