

**10<sup>th</sup> Management Group Teleconference**  
**Thursday 7<sup>th</sup> November 2013 10.30-12.30**

**Note of Meeting**

**Meeting aims:**

1. **Review the UKEOF work plan**
2. **Confirm future funding levels from members**
3. **Update on UKEOF activities**

**Attendees:**

David Allen	NRW	Paul Longbottom	SNH
Tim Ashelford	Defra	Andy Nisbet	NE
Helen Beadman	UKEOF	Terry Parr	CEH
Alan Brewer	FC	Bruce Truscott	Met Office
Stefan Carlyle	EA	Liz Tucker	Defra
Jodie Clarke	UKEOF	Andrea Turner	UKEOF
Nathan Critchlow-Watton	SEPA	Amber Vater	NERC/UKEOF
Beth Greenaway	UKSA	Rich Walmsley	EA
Sophie Isaacs	UKEOF	Lawrence Way	JNCC
Cathy Johnson	DECC	Doug Wilson	EA (Chair)
Caryn le Roux	WG		

**Apologies:**

Mary Barkham	LWEC	Joanna Drewitt	SG
Hannah Collins	ESRC	Shaun Russell	WERH
Bill Eason	NERC	Mike Stephenson	BGS
Ben Ditchburn	FC		

**1. Welcome and Introductions**

The Chair welcomed members to the teleconference.

**2. Minutes and Actions from 20<sup>th</sup> Management Group Meeting**

- 2.1 The minutes and actions from the 20<sup>th</sup> Management Group Meeting were checked and agreed.
- 2.2 In delivering Action 9, Beth Greenaway is planning to hold a workshop in March 2014 at Harwell for UKEOF and the Defra EO Applications Group (Defra contact Kathy Bass) to help provide the two groups with a better understanding of the opportunities available from space. This supports the recommendations from the recently published House of Commons Science and Technology Committee Report: Work of the European and UK Space Agencies. A toolkit will also be developed for "Space for Smarter Government", which Beth would like to test on UKEOF. It was agreed that an update will still be given at the February MGM, followed by the workshop in March.

**ACTION 1: Beth Greenaway to circulate the House of Commons Science and Technology Committee report on the work of the European and UK Space Agencies by 22<sup>nd</sup> November.**

**3. UKEOF work-plan**

- 3.1 Helen Beadman introduced the Delivery Plan which has recently been updated.
- 3.2 It was agreed that condensed forms of the Terms of Reference for all UKEOF working groups should be included in Annex 2.
- 3.3 Annex 1 of the Delivery Plan – "Priorities of the UKEOF Funders and Management Group Members" was highlighted and members were asked to review the Annex to check its relevance to their organisation.
- 3.4 EEA membership was discussed and Beth Greenaway mentioned that Chris Steenmans from EEA may be keen to be part of the space workshop mentioned in 2.2 above.
- 3.5 It was highlighted that UKEOF currently does not formally have a Champion. Previously this role was held by Bob Watson but this has not been raised with Ian Boyd since he came into post. It

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was agreed that the Champion should have an environmental focus and because of the monitoring related work Ian is sponsoring within the Defra ONE programme he would be well placed. Doug Wilson to discuss with Tim Ashelford about taking this up with Ian Boyd at a suitable time.

**3.6** It was agreed that it would be useful to expand the 'Update and Progress from Partners' agenda item at face to face MG meetings to ensure intelligence, especially in the light of financial pressures, is shared and important issues are not missed between organisations.

**3.7** Helen Beadman gave an update on the FCERM proposal. The scoping meeting was successful but there is currently no funding to take the work forwards. The MG were asked if contribution from UKEOF was an option. Discussion around this highlighted that although this could be a valuable exercise, it would be better for UKEOF to focus on projects that address generic issues with a wider application. It was also questioned whether the issue is with data or if there is a different underlying problem, e.g. alignment of observing activities.

**ACTION 2: Helen Beadman to amend the Delivery Plan to include condensed Working Group Terms of Reference by 29<sup>th</sup> November**

**ACTION 3: Organisations to check Annex 1 of the delivery plan to ensure it is still relevant to their organisations, and let Helen know of any comments by 29<sup>th</sup> November.**

**ACTION 4: Doug Wilson to discuss approaching Ian Boyd regarding being UKEOF Champion with Tim Ashelford by 11<sup>th</sup> February 2014.**

**ACTION 5: Helen Beadman to go back to Vicki Rhodes regarding the FCERM proposal and offer that UKEOF could look at any broader, generic issues and to discuss what the underlying problem is by 29<sup>th</sup> November.**

### **4. Future Funding Levels**

**4.1** Helen Beadman gave an introduction to the paper and requested that organisations return any outstanding 2013/14 cofunding agreements.

**4.2** Organisations were asked if they could verbally confirm intentions for funding in 2014/2015:

**4.2.1** Defra will maintain a budget of £100,000 and is in the process of sorting out the contract

**4.2.2** DECC hopes to make a financial contribution next year but this is to be confirmed

**4.2.3** SEPA will continue the same level of contribution

**4.2.4** Met Office will continue with in-kind support

**4.3** Beth Greenaway updated that there is lots of money around integrating datasets and suggested that UKEOF consider a combined bid for TSB funding. This was received positively by the MG and will be considered after the workshop in March.

**4.4** Helen Beadman highlighted that the Risk Log in the UKEOF delivery plan has been updated, and that funding is currently the greatest risk to UKEOF. It was requested that an additional risk be added to the log to reflect the risk associated with multiple partner funding.

**ACTION 6: All to confirm funding intentions for 2014/15 and to flag up any issues as soon as possible.**

**ACTION 7: All to look at the risks and let Helen Beadman know of any comments by 29<sup>th</sup> November.**

**ACTION 8: Helen Beadman to add a Risk to the Log on multiple partner funding by 29<sup>th</sup> November.**

### **5. Citizen Science Working Group Update**

**5.1** Jodie Clarke gave an update on the work of the Citizen Science Working Group.

**5.2** David Allen noted that there is currently a lot of activity in Citizen Science and that it is important the UKEOF complements, rather than duplicates these activities. UKEOF is maintaining links to the newly formed British Ecological Society Citizen Science Special Interest Group through Helen Roy and will be inviting Dr Linda Davies, who is heading up the European Citizen Science Association, to a future UKEOF Citizen Science working group meeting. Rich Walmsley highlighted that GO Science are carrying out a study to produce an Observational Evidence Strategy for Plant and Animal Health, with a clear view on the use of Citizen Science.

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**5.3** Jodie Clarke gave details on the questionnaires designed to monitor the impact of the UKEOF Citizen Science Guide and Report, and encouraged the MG to respond to it and circulate within their organisations.

**ACTION 9: Rich Walmsley to provide the UKEOF Secretariat with further details regarding the GO Science Observational Evidence Strategy for Plant and Animal Health by 22<sup>nd</sup> November**

**ACTION 10: Nathan Critchlow-Watton to send the SEPA report 'A Strategic Framework to Support the Implementation of Citizen Science for Environmental Monitoring' to the Secretariat to disseminate when published**

### **6. Coincidence Mapping Workshop Update**

**6.1** Sophie Isaacs gave an update on the progress of the project, following the workshop, including the proposed next steps.

**6.2** It was clarified that it is not UKEOF's job to repeat this project across the country. Once the impact of the project is known, the key lessons can be promoted through MG organisations. It is likely that cost savings will be more apparent in larger organisations which have high density, high spend monitoring. Smaller, local organisations are more likely to benefit from the knowledge gained and links provided through the exercise.

**6.3** There was agreement to revisit how the outcomes from this project should be applied more widely at the February MGM.

**ACTION 11: Secretariat to include a session on Coincidence Mapping outcomes and next steps at the February 2014 MGM.**

### **7. DAG Update**

**7.1** Stefan Carlyle gave an update on the 17<sup>th</sup> DAG Meeting and the very successful Technologies Workshop, held in Edinburgh in September.

**7.2** An update was given on the Catalogue upgrade and Rich Walmsley described the approach to storing metadata records in Data.gov.uk to comply with the INSPIRE EF theme in data.gov.uk. Discussions are on-going with the major data providers, to help ensure that data can be provided to update the Catalogue with minimal effort.

**ACTION 12: All to inform the Secretariat of events in Spring and Summer 2014 where the upgraded Catalogue can be demonstrated by the February 2014 MGM.**

**ACTION 13: Bruce Truscott to talk to James Penman about the Met Office's records in the Catalogue by 31<sup>st</sup> December.**

### **8. UKEOF Progress and Update**

**8.1** Andrea Turner gave an update on the climate project report, which is currently undergoing final checks.

**8.2** Helen Beadman and Terry Parr gave an update on the LWEC Realising Nature's Value task. Caryn le Roux and Andy Nisbet expressed interest in being part of this group.

**8.3** Sophie Isaacs gave a Communications update. The website is being finalised and is due to launch on 18<sup>th</sup> November.

**ACTION 14: Caryn le Roux and Andy Nisbet to email Terry Parr to express interest in joining the ecosystems group by 29<sup>th</sup> November**

### **9. Update and Progress from Members**

**9.1** Caryn le Roux gave information on the environmental data hub being developed. This is in early stages and there may be a role for UKEOF further down the line.

**9.2** Amber Vater informed the group that NERC's new strategy was launched on the 4<sup>th</sup> November and is available at <http://www.nerc.ac.uk/publications/strategicplan/business.asp>.

### **10. Proposed dates/locations of next meeting(s)**

**10.1** The 21st Management Group meeting is being held in Lancaster on 11<sup>th</sup> February. The 11<sup>th</sup> Management Group Teleconference is being held on 21<sup>st</sup> May 10.30-12.30.

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**10.2** A Doodle Poll will be circulated for the later Management Group dates in 2014 and the UKSA workshop in March.

**ACTION 15: Sophie Isaacs to send a Doodle Poll to members for the later 2014 MG meeting dates and the UKSA workshop by 22<sup>nd</sup> November.**

### 11. Any Other Business

**11.1** Liz Tucker introduced Tim Ashelford as the new representative for Defra

**11.2** The Chair thanked Liz Tucker for her contribution to UKEOF and wished her well in the upcoming year.

**Table of Actions**

<b>Actions</b>	<b>Owner</b>	<b>Deadline</b>
<b>1</b> Beth Greenaway to circulate the House of Commons Science and Technology Committee report on the work of the European and UK Space Agencies by 22 <sup>nd</sup> November	Beth Greenaway	22 <sup>nd</sup> November
<b>2</b> Helen Beadman to amend the Delivery Plan to include condensed Working Group Terms of Reference by 29 <sup>th</sup> November	Helen Beadman	29 <sup>th</sup> November
<b>3</b> Organisations to check Annex 1 of the delivery plan to ensure it is still relevant to their organisations, and let Helen know of any comments by 29 <sup>th</sup> November	All	29 <sup>th</sup> November
<b>4</b> Doug Wilson to discuss approaching Ian Boyd regarding being UKEOF Champion with Tim Ashelford by 11 <sup>th</sup> February 2014.	Doug Wilson Tim Ashelford	February 2014 MGM
<b>5</b> Helen Beadman to go back to Vicki Rhodes regarding the FCERM proposal and offer that UKEOF could look at any broader, generic issues and to discuss what the underlying problem is by 29 <sup>th</sup> November	Helen Beadman	29 <sup>th</sup> November
<b>6</b> All to confirm funding intentions for 2014/15 and to flag up any issues as soon as possible.	All	February 2014 MGM
<b>7</b> All to look at the risks and let Helen Beadman know of any comments by 29 <sup>th</sup> November.	All	29 <sup>th</sup> November
<b>8</b> Helen Beadman to add a Risk to the Log on multiple partner funding by 29 <sup>th</sup> November	Helen Beadman	29 <sup>th</sup> November
<b>9</b> Rich Walmsley to provide the UKEOF Secretariat with further details regarding the GO Science Observational Evidence Strategy for Plant and Animal Health by 22 <sup>nd</sup> November	Rich Walmsley	22 <sup>nd</sup> November
<b>10</b> Nathan Critchlow-Watton to send the SEPA report 'A Strategic Framework to Support the Implementation of Citizen Science for Environmental Monitoring' to the Secretariat to disseminate when published	Nathan Critchlow-Watton	February 2014 MGM
<b>11</b> Secretariat to include a session on Coincidence Mapping outcomes and next steps at the February 2014 MGM	Secretariat	February 2014 MGM
<b>12</b> All to inform the Secretariat of events in Spring and Summer 2014 where the upgraded Catalogue can be demonstrated by the February 2014 MGM	All	February 2014 MGM

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<b>13</b>	<b>Bruce Truscott to talk to James Penman about the Met Office's records in the Catalogue by 31<sup>st</sup> December</b>	Bruce Truscott	31 <sup>st</sup> December
<b>14</b>	<b>Caryn le Roux and Andy Nisbet to email Terry Parr to express interest in joining the ecosystems group by 29<sup>th</sup> November</b>	Caryn le Roux Andy Nisbet	29 <sup>th</sup> November
<b>15</b>	<b>Sophie Isaacs to send a Doodle Poll to members for the later 2014 MG meeting dates and the UKSA workshop by 22<sup>nd</sup> November.</b>	Sophie Isaacs	22 <sup>nd</sup> November

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