

UK- Environmental Observation Framework

11th Management Group Meeting

10.00-15.00, 7th October 2010

Room 301, Ergon House, Defra, London

NOTE OF MEETING

Invitees:

Mike Segal	Defra (Chair)
Andrew Watkinson	LWEC
Beth Greenaway	UK-EOF
Bruce Truscott	Met Office
Cathy Johnson	DECC
Owen Dowsett	ERSC
Ian Davidson	Defra (item 1-4.5)
James White	Defra (item 3)
Keith Porter	NE
Lawrence Way	JNCC
Liz Fox	Defra
Peter Costigan	Defra
Richard Walmsley	EA
Robert Lowson	EEA/GMES/SEIS
Ruth Boumphrey	UK Space Agency (by telephone)
Sally Reid	NERC
Wendy McKinley	DOENI (by telephone)
Amber Vater	UK-EOF (notes)
Andrea Leedale	UK-EOF

Apologies

David Allen	CCW
Katherine Raymond	WAG
John Custance	Defra
Mary Barkham	LWEC
Michael Schultz	NERC
Nathan Critchlow-Watton	SEPA
Richard Howe	FC
Ron Stagg/ Maggie Gill	SG

1. Welcome and introductions

- 1.1. Mike Segal (UK-EOF chair) opened the meeting and welcomed Owen Dowsett (ESRC) and Andrew Watkinson (LWEC). A tour de table was carried out including teleconference attendees.

2. Update and progress

Paper A – Minutes and actions from the 10th MGM

- 2.1. The minutes of the previous meeting were accepted. Outstanding actions were discussed. Updates regarding actions 8 and 12 were provided during the meeting. Mike explained progress made in contacting the Commission with regards to the current EU legislative burdens on the UK. Feedback received from Nick Banfield had been positive, and there was a general agreement to gather the evidence needed to make a clear case for change.

Paper B – Progress and highlights report

- 2.2. Beth provided an overview of the significant amount of work completed by the secretariat since the 10th MGM, including the completion of the new website and the successful Socio-economic workshop. The secretariat participates in the activities of member organisations (e.g. MSCC, Defra Monitoring Review) and Members need to continue communicating with the secretariat to ensure its potential was being realised.
- 2.3. An update from the 7th DAG meeting was given. There had been significant progress in getting agreement (from the main data and information initiatives and organisations) that real collaboration and a step towards joint delivery was needed. The members agreed to produce a joint paper to for the LWEC Partners Board, led by Defra, NERC and the British Library. The paper will outline a common vision and propose practical steps for joining up UK environmental data and information sharing initiatives.

Action 1: Secretariat to distribute the data paper (to be submitted to LWEC Partners Board) to MG members for comment, by 25th October 2010

Action 2: Members to provide any major comments on the data paper to be submitted to the LWEC Partners Board, to the secretariat, by 27th October 2010 or to express support for the work through their LWEC rep when the papers are circulated on 3rd November

- 2.4. Beth described the progress made with the catalogue update. 27 organisations had submitted information, but of the large organisations, updates and costs had not been received from Defra, EA and Cefas. Liz assured the group that contacts had been made within Defra to provide this information, so a follow up from UKEOF would be beneficial. All updates received to date are due to be processed (made available on line) by the end of October. There have been staff issues which have delayed progress; Matthew Long has been recruited to the team to help with the catalogue 1.5 days per week until December.

Action 3: Amber and Liz Fox to coordinate the Defra catalogue updates, by 29th October 2010

Paper C – Income and expenditure (2010/11)

- 2.5. The current UK-EOF finances and contributions were noted. All have paid except the EA who had only recently received their invoice. There is likely to be an underspend which will provide a cushioning to the proposed reduced income UK-EOF were expecting next year (2011/12).
- 2.6. It was announced that DECC had now been added to the co-funding agreement as contributing in kind. The co-funders agreement has been amended following the merger with LWEC and this will be circulated as the basis of next FY agreement.

3. UK-EOF Strategic analysis

Paper D – Strategic analysis – methodology and potential

- 3.1. Amber outlined the potential for UKEOF to begin to interpret the information held in the UKEOF catalogue and assess their relevance to the main science and policy

- *Is analysis of the UKs suite of observations is now necessary and timely?*
 - *What are the main questions?*
 - *Will organisations be willing to undertake a review of their own activities?*
 - *Which analysis should be carried out?*
 - *Do members agree an online secure access system will be valuable?*
- 3.2. Members agreed that it was now timely, sensible and appropriate for the UK-EOF to carry out a strategic analysis of the UK suite of existing observations. There needs to be a collective opinion on the activities the UK undertakes. There is a need to answer what is the £300m/yr spent on? Members discussed the questions an analysis should address. It was highlighted that not all questions were easily answered; some requiring quantitative answers and others, subjective answers. A distinction should be drawn between the facts that can be drawn out (e.g. longest running time series) and the more subjective analysis such as least valuable to UK plc It was agreed that the ways in which the analysis will be used should be carefully thought about. The relative scores were much more important than the absolute scores.
- 3.3. It was suggested that mapping/highlighting how organisations depend on each of the activities, would be useful to ensure that information about who uses which activities is available, when considering efficiency savings.
- 3.4. Members suggested that impact of an activity would need to be considered and would be useful to apply to the analysis. Bruce Truscott gave the example of weather parameters and their impact on public forecasting, flood warnings, transport requirements and the MoD.
- 3.5. The time series bandings were discussed and it was suggested that the IPCC bandings to describe 'length of time' that an activity has been running, could be investigated to ensure UK-EOF groupings align with established international classifications.

Action 4: Secretariat to continue with the strategic analysis starting with a clean up of the catalogue and an aggregation/grouping exercise, by 12th December 2010

Action 5: Secretariat to consider the questions to apply to the strategic analysis, 29th October 2010, focusing on the factual questions first

Action 6: Secretariat to consider how to map organisation dependencies and other potential ways of analysing the activities for the strategic analysis, by 29th October 2010

- 3.6. Bruce Truscott provided a summary of the Met Office 'sanity checking' trial. The Met Office had produced an internally prioritised list of activities and then used the UK-EOF methodology to apply their own scoring. Bruce described that the UK-EOF method results in an outcome that did not seem to identify the key activities or the relative importance of what the Met Office undertakes. It is likely that this is due to the Met Office being able to consider the level of impact made by each activity and consider other factors such as uniqueness. Bruce concluded that;
- The internal UK-EOF secretariat assessment results in a rather different prioritised ranking than would be expected by Met Office experts

- Key observing capabilities are not recognised by the EOF method if they are not part of the description
 - Application of the UK-EOF method by Met Office does not clearly draw out priorities if the total score across the headline issues is used
 - Several other issues should be considered before the scoring could lead to decision making including:
 - Impact
 - Uniqueness
 - Application within Met Office services complex
- 3.7. Members strongly welcomed this development and expressed their thanks to the Met Office for taking part. They felt this was a very helpful validation of the approach. Members agreed it would be useful for the initial scoring given by the secretariat to each activity, to be checked by each Member organisation. Lawrence Way offered to undertake a review of the biodiversity activities. It was agreed that Lawrence would work with the secretariat to align biodiversity activities and aggregate them to a standard level to increase the quality of the biodiversity activity information in the catalogue before any scoring was done.
- 3.8. Richard Walmsley agreed that the EA would carry out a similar exercise and try and coordinate this with SEPA. Wendy McKinley agreed that NIEA would also contribute, however timescales would mean this would not be possible within the next month. Bruce agreed that the Met Office would continue to trial the prioritisation and provide input to the process.

Action 7: JNCC to carry out an aggregation exercise for biodiversity activities, with support from secretariat, 29th October 2010

Action 8: Members to contact the secretariat when they are able to undertake a checking for their organisation, as required

Action 9: Secretariat to allocate time to spend with organisations in regards to undertaking checking exercises, as required

- 3.9. Members discussed the usefulness of building an online secure access system to allow access to cost and strategic analysis information alongside all the other information in the catalogue. Members agreed the £25K estimated spend to update the catalogue facility and website front end with secure access. Work being undertaken for the socio-economic scoping study could have implications on the catalogue and therefore a short term catalogue plan is required. Liz Fox agreed to comment on the plan.

Action 10: Secretariat to proceed with plans to develop the catalogue to hold a secure online access system for Members to view cost and Strategic Analysis information, to be delivered by January 2011

Action 11: Secretariat to send the catalogue upgrade plan to Liz Fox for comment, 22nd October 2010

Action 12: Liz Fox to provide feedback on the catalogue upgrade plan, 29th October 2010

4. The future direction of the UK-EOF

Paper E – The value of socio-economic observations to the UK-EOF

- 4.1. Andrea outlined the aims of the social-economic work and updated the group on the recent progress and workshop that was held on the 29th September 2010. It was acknowledged that both natural and social/economic communities differ significantly, however there was enthusiasm and support shown at the workshop to make the first step towards linking up and sharing data.
- 4.2. The likely implications on other workstreams were outlined. It was suggested that the user base of the catalogue could increase, and the content of the catalogue could be expanded to incorporate significant social and economic observations. This would encourage interdisciplinary working and opportunities for collaboration between natural and social/economic scientists.
- 4.3. Members discussed the potential issues that could arise if the UK-EOF were to extend its scope. Data reuse was highlighted as a problem which currently affects all areas of science, and one which could escalate with interdisciplinary data sharing. The secretariat should use the next few months to investigate and propose how far and how fast UKEOF should go in this area of socio economic observations.
- 4.4. The workshop report including recommendations for further work will be available by the end of October 2010. UK-EOF is due to meet with the UK Data Archive stored large numbers of social datasets in November, to discuss possible ways of collaboration. It was agreed that the way forward and the extent of resource allocation would be discussed at the 12th MGM (January 2010). Owen Dowsett agreed to continue to support the UK-EOF work on behalf of the ERSC and would consider formal support via the co-funders agreement.

Action 13: Secretariat to send a copy of the Socio-economic report to the Members for review when available in November 2010

Action 14: Members to provide feedback to the secretariat about the socio-economic report, 26th November 2010

Action 15: Owen Dowsett to inform the secretariat whether ESRC are able to continue to support the UK-EOF as a co-funder, before the LWEC board meeting on 22nd November 2010

- 4.5. An LWEC and ESRC 'Understanding society' workshop will be held in January 2011. If dates clash with the 12th MGM (27th January 2011), and if Management Members will be attending this workshop, the date of the 12th MGM may change.

Action 16: Secretariat to inform Members of the LWEC/ESRC workshop date and confirm if there is a need to change the date of the 12th MGM, by 22nd October 2010

Paper F – Strawman – UK-EOF beyond 2010

- 4.6. Beth introduced the options for the continuation of the UK-EOF in light of the forthcoming public spending cuts. Options were given for cuts between 25% and 40% cut to UK-EOF contributions.
- 4.7. Members expressed their strong agreement that UK-EOF should continue to run, and that it was appropriate to consider a significant reduction in resources in the light of

- 4.8. Some comments were made around the UK-EOF suggesting its aim should be more visionary. It should take its lead from Defra and NERC and should remain the driver for better coordination. The UK-EOF forum puts the UK in a strong position to influence Europe.
- 4.9. UK-EOF's role in facilitating collaboration is seen as a valuable aspect and key to making real efficiency savings. Organisations would be more likely to continue funding the UK-EOF if it continued and enhanced the opportunities to coordinate shared agendas over the next 6 - 12 months. The possibility of the UK-EOF acting as a forum to coordinate and deliver shared strategies in the future was also considered. For this to work the governance and organisational cultures need to shift.
- 4.10. Andrew Watkinson suggested that UK-EOF needed to demonstrate how well UK monitoring is joined up. Monitoring will clearly have an important role in the future and technology and public participation will have an increasingly important role. Robert Lawson stated that the UK was the best coordinated member state in the EU for providing monitoring information.
- 4.11. How the UK-EOF could report on UK monitoring was discussed. It was suggested that a 'US GEO' style report could be produced. Members acknowledged it was important to show that the £300 million spent on observations was being spent in the right places. Identifying the datasets which are useful for informing policy, science and required for legislation would be key. Members agreed that this could be something to discuss after the Spending Review when organisations have made the necessary efficiency savings.
- 4.12. Members expressed their willingness to continue providing financial contributions along the scale suggested in the paper to the UK-EOF. However firm commitments can no be made until after the Spending Review. Members were requested to notify the secretariat as soon as they were able to confirm their contributions.

Action 17: Members to confirm financial contributions to the secretariat, as soon as possible and before 27th January 2011

- 4.13. Members acknowledged that the UK-EOF needed to go beyond the original scope (in the delivery plan) to be able to meet the new LWEC needs. It was agreed that a paper outlining the UK-EOF's contribution to understanding and coordinating UK monitoring efforts and how this fits into LWECs objectives should be presented to the LWEC Partners Board at the meeting on the 22nd November 2010. There is likely to be rapid changes in the activities in the future due, for example to the use of new technologies and implementation of 'citizen science'

Action 18: Secretariat to send Members the draft UK-EOF paper to submit to the LWEC Partners Board for comment, by 25th October 2010

Action 19: Members to send comments on the UK-EOF paper to the secretariat, by 27th October 2010

Action 20: UK-EOF to submit a paper to the LWEC Partners Board in reference to the future of the UK-EOF, by 29th October 2010

4.14. Members discussed the proposal that UK-EOF coordinate the mapping of all monitoring sites in the UK. Keith Porter suggested that Natural England were already providing this facility for some organisations and would do so for others if required. Although many organisations seemed to be undertaking similar activities, no one was coordinating this for the UK as a whole. UK-EOF will provide an overview of what is being done by whom at the 12th MGM.

Action 21: Keith to send a list of organisational sites already mapped by NE to the secretariat, 23rd October 2010

Action 22: Members to send information (i. do organisations have all their sites mapped in a file format that can be used by others? ii) who is mapping their sites, or whose sites do they map) to the secretariat to coordinate and present at the 12th MGM, by 29th October 2010

4.15. Members were asked to review their UK-EOF statement of priority (Paper F: Annex F3 which is in the delivery plan from January 2010), in light of recent changes to organisations and their requirements from the UK-EOF.

Action 23: Members to review and resubmit 'Statement of Priority' (Paper F: Annex F3) to the secretariat if changes are required, by 25th October 2010

5. Collaborative opportunities

Paper G – Member Updates

5.1. **Defra** - Ian Davidson gave an overview of the progress made with the Defra Monitoring Review. The draft report outlines 3 main recommendations. These broadly outline plans to share knowledge, resources, strategies and priorities. All themes require a change in culture, process and will affect the whole Defra network. A senior meeting was due to be held later that day to decide the way forward with the parent project the Laboratories and Agencies review. The Secretary of State has written to all Defra family asking for a step change in activities one of which is monitoring effort. As a result of this, there is likely to be future work but it is unclear when or who this will involve.

5.2. Mike Segal informed the group that his letter to Alan Thorpe had been well received and that NERC were supportive of finding areas to collaborate and improve the way their organisations work. Peter Costigan described the Defra bilateral with NERC. A series of discussions had been held with the NERC centres and there were several actions being taken forward from these meetings, to work towards increasing collaborative opportunities.

5.3. Members discussed the increasing need to involve the general public in monitoring activities. Many organisations stated they were investigating the potential of public involvement. Richard Walmsley and Wendy McKinley informed Members that their organisations were currently supporting public involvement to collect data and suggested this was a potential way forward for other organisations. Robert Lowson confirmed that this was common across Europe and the EEA were supportive and currently interacting with the public through its Eye on Earth initiative. Bruce Truscott announced that the Met Office were to launch a public amateur recording system in association with the Royal Meteorological Society.

- 5.4. It was acknowledged that NE and JNCC were involved in the volunteer aspect of the Countryside Survey and that this was a significant join-up already. Mike Segal suggested UK-EOF could be a forum to continue these communications as although there were areas of significant work, more coordination could be achieved.

Action 24: UK-EOF to provide opportunities for Member organisations to communicate about public participation, ongoing

- 5.5. Peter Costigan requested Members comment on the England Natural Environment White Paper (<http://ww2.defra.gov.uk/environment/natural/whitepaper/>) particularly the evidence needs chapter which includes observations. .

Action 25: Members to provide comments on the Defra White Paper (directly via the web link above), by 30th October 2010

- 5.6 Liz Fox will call the Devolved Administrations to discuss how GMES/SEIS information was delivered. Members agreed that a general data update and the Defra line on coordination of GEO/ GMES and SEIS would be useful at the 12th MGM. Liz agreed to provide a Defra data update at each MG.

Action 26: Liz Fox to provide a Defra view of GEO/ GMES/ SEIS update at future MG meetings, ongoing

Action 27: Secretariat to provide a data initiative update at the 12th MGM, 27th January 2011

- 5.7 **NIEA** - Wendy McKinley informed Members of the new NIEA management strategy to enhance the coordination of monitoring and data sharing in NI. Wendy expressed how the work undertaken by the UK-EOF, especially the catalogue and Data Advisory Group, had been very useful for NIEA as a starting point to pull information together. It is anticipated that a business case would be finalised by December 2010, when NIEA would look for further support from the UK-EOF. An update about the progress NI had made with INSPIRE was provided. Wendy highlighted that although UK-EOF was providing support for many of the UK and EU initiatives, some were out of scope and NIEA were looking elsewhere for help e.g. UK Location.
- 5.8 **NE** - Keith Porter provided an update to the Members to inform them of the progress made with the NE catalogue and the NE network for long term monitoring sites.
- 5.9 **JNCC** - Lawrence Way described how JNCC were looking at the emerging evidence for Wales and Scotland. Forward planning strategies were being considered for future realignment and cuts that JNCC were likely to face. Reappraising the monitoring suite was highlighted as one area to undergo investigation. The use of new technologies (remote sensing etc) to replace traditional collection methods would be considered, if the required detail was available via these methods. The use of volunteer infrastructure was again highlighted as a way forward to continue delivering monitoring activities.
- 5.10 **Met Office** - Bruce Truscott explained that 1, 4 and 10 year planning rounds were being put in place in reaction to cost efficiency scenarios. Bruce described how the Met Office were addressing data policy and data access challenges and were working with other government bodies. Sharing facilities and infrastructure is being investigated. Bruce was keen to gain knowledge from the group about using volunteers and the secretariat offered to publicise the public amateur recording system once it's in association with the Royal Meteorological Society if requested.

Action 28: Bruce Truscott to discuss voluntary contributions with Lawrence Way, by 29th October 2010

Action 29: Bruce to send a link to the secretariat to advertise the public amateur recording system website in the next newsletter, if agreed by the Royal Meteorological Society, by 26th November 2010

Action 30: Secretariat to publish the public amateur recording system website in the next UK-EOF newsletter, if sent by Bruce Truscott, as required

- 5.11 **EA** - Richard Walmsley described how the EA had moved towards local teams carrying out local scale monitoring with increasing use of volunteers. The move towards modelling to provide data was described. The EA aim to maintain some long term datasets but the focus is on shorter term investigations to understand and mitigate mans impact on the environment
- 5.12 **NERC** - Sally Reid stated that until budgets were known NERC were unable to provide any indication of their funding contribution and future monitoring plans. Peter Costigan added that the NERC Virtual Observatory was being developed to combine observations with modelling and experimental monitoring to become less dependant on long term monitoring.
- 5.13 **SEIS, GMES and EIONET** - Robert Lowson provided an update from SEIS, GMES and EIONET initiatives. GMES is currently setting the framework for operational services. GMES user perspectives were currently being collated to ensure an appropriate requirements structure is built, so GMES is providing useful functions to its users. Robert described how the EU space policy was using GMES as a communications pillar.
- 5.14 The EEA is looking at cheaper ways to deliver monitoring using earth observations. Developing tools and systems to monitor the environment using earth observation technology, and substituting scientists for citizens are being considered to promote cost efficiency.
- 5.15 EU legislative demands for monitoring are perceived to be a considerable burden on Member States. This was raised by Mike Segal with the Commission and there is an opportunity for the UK to discuss further. These discussions should be based on clear evidence of what monitoring activities are undertaken only for legislative purposes and do not contribute to other science and policy goals. Members discussed the current work by Defra to identify what the UK carries out for EU legislation. This will now be combined with the UK-EOF strategic analysis and catalogue to initiate discussion, in the UK and then if necessary, at EU level. It was acknowledged that any change could take a considerable amount of time to be realised.

Action 31: Secretariat to work with Defra to collate the evidence to stimulate further discussion at the 12th MGM, January 2011

- 5.16 **UK Space Agency** - Ruth Boumphrey requested comments from the Members on the UK Space Agency Innovation and Growth Strategy recommendation 5 (UK government to procure earth observations services for UK public sector needs). Ruth will be taking an overview of the UK public needs (data and services) to the next council meeting. Members discussed the recommendation and the group raised the issues that earth observations can not currently meet all observation needs. Mike

Action 32: Members to send comments on UK EO service requirements to Ruth Boumphrey, 22nd October 2010

Paper H - GEO Update: Summary of proposed UK contributions to GEO

- 5.17 Liz Fox outlined the significant progress made by the UK-EOF on identifying a set of UK datasets that can be submitted from UK organisations to the GEO CORE. Cathy Johnson was requested to respond on behalf of DECC and Sally Reid was asked to ensure NERC contributions are sent through in time for the Ministerial Summit. Mike Segal will be representing the Secretary of State at the Ministerial summit and will be giving a 3 minute statement of UKs GEO activities and the data it will submit. Some of the most significant datasets such as the NBN will be highlighted in the speech; others will be given in paper form.

Action 33: Cathy Johnson to respond to the GEO CORE call, by 15th October 2010

Action 34: Sally Reid to ensure NERC responds to the GEO CORE call, 15th October 2010

6. AOB, Proposed dates/locations of next meetings

- 6.1. The CEH Vertebrate Monitoring knowledge exchange proposal was acknowledged by the Members. It was agreed that UK-EOF as a whole is not a forum to endorse any proposal. It was useful to be informed of such proposals and member organisations with a key interest could respond directly. Wendy highlighted that the call did not express if Northern Ireland was included and this message should be conveyed to CEH. UKEOF would like to be informed if the proposal is funded so the work can be coordinated.

Action 35: Secretariat to respond to CEH in regards to the Knowledge Exchange Call, 15th October 2010

- 6.2. The venue and date for the 12th MGM is tentatively 27th January 2011, at Polaris House, Swindon depending on the ERSC/ LWEC workshop. **[Post meeting note the meeting will now be 26th January]**
- 6.3. The 3rd Champions Teleconference will be held on the 6th December 2010 (13.00-14.30).

Meeting closed at 15.10

Table of Actions

	Action	By Whom	By When	Status
1	Secretariat to distribute the data paper (to be submitted to LWEC Partners Board) to MG members for comment	Secretariat	22 nd October 2010	Complete
2	Members to provide comments on the data paper to be submitted to the LWEC Partners Board, to the secretariat	All Members	29 th October 2010	Complete
3	Amber and Liz Fox to coordinate the Defra catalogue updates	Amber & Liz Fox	15 th October 2010	Ongoing
4	Secretariat to continue development of the strategic analysis tool, starting with a clean up of the catalogue and an aggregation/grouping exercise	Secretariat	12 th December 2010	
5	Secretariat to consider the questions to apply to the strategic analysis, 29 th October 2010, focusing on the factual questions first	Secretariat	29 th October 2010	Complete
6	Secretariat to consider how to map organisation dependencies and other potential ways of analysing the activities for the strategic analysis	Secretariat	29 th October 2010	Complete
7	JNCC to carry out an aggregation exercise for biodiversity activities, with support from secretariat	JNCC	29 th October 2010	Complete
8	Members to contact the secretariat when they are able to undertake a sanity checking for their organisation	All Members	as required	To discuss at 12 th MGM
9	Secretariat to allocate time to spend with organisations in regards to undertaking checking exercises	Secretariat	as required	On going
10	Secretariat to proceed with plans to develop the catalogue to hold a secure online access system for Members to view cost and Strategic Analysis information	Secretariat	January 2011	To discuss at 12 th MGM
11	Secretariat to send the catalogue upgrade plan to Liz Fox for comment	Secretariat	22 nd October 2010	Complete
12	Liz Fox to provide feedback on the catalogue upgrade plan	Liz Fox	29 th October 2010	Complete
13	Secretariat to send a copy of the Socio-economic report to the Members for review when available in November 2010	Secretariat	November 2010	Complete
14	Members to provide feedback to the secretariat about the socio-economic report	All Members	26 th November 2010	Non received
15	Owen Dowsett to inform the secretariat whether ESRC are able to continue to support the UK-EOF as a co-funder, before the LWEC board meeting	Owen Dowsett	22 nd November 2010	Complete
16	Secretariat to inform Members of the LWEC/ESRC workshop date and confirm if there is a need to change the date of the 12 th MGM	Secretariat	22 nd October 2010	Complete
17	Members to confirm financial contributions to the secretariat	All Members	27 th January 2011	To discuss at 12 th MGM
18	Secretariat to send Members the draft UK-EOF paper to submit to the LWEC Partners Board for comment		25 th October 2010	Complete

19	Members to send comments on the UK-EOF paper to the secretariat	All Members	27 th October 2010	Complete
20	UK-EOF to submit a paper to the LWEC Partners Board in reference to the future of the UK-EOF	Secretariat	29 th October 2010	Complete
21	Keith to send a list of organisational sites already mapped by NE to the secretariat	Keith Porter	23 rd October 2010	To discuss at 12 th MGM
22	Members to send information (i. do organisations have all their sites mapped in a file format that can be used by others? ii) Who is mapping their sites, or whose sites do they map) to the secretariat to coordinate and present at the 12 th MGM	All Members	29 th October 2010	
23	Members to review and resubmit 'Statement of Priority' (Paper F: Annex F3) to the secretariat if changes are required	All Members	25 th October 2010	
24	UK-EOF to provide opportunities for Member organisations to communicate about public participation	Secretariat	Ongoing	Ongoing
25	Members to provide comments on the Defra White Paper (directly via the web link above)	All Members	30 th October 2010	Complete
26	Liz Fox to provide a Defra view of GEO/ GMES/ SEIS update at future MG meetings	Liz Fox	Ongoing	Ongoing
27	Secretariat to provide a data initiative update at the 12 th MGM		27 th January 2011	To discuss at 12 th MGM
28	Bruce Truscott to discuss voluntary contributions with Lawrence Way	Bruce Truscott & Lawrence Way	29 th October 2010	
29	Bruce to send a link to the secretariat to advertise the public amateur recording system website in the next newsletter, if agreed by the Royal Metrological Society	Bruce Truscott	Ongoing	Ongoing
30	Secretariat to publish the public amateur recording system website in the next UK-EOF newsletter, if sent by Bruce Truscott	Secretariat	as required	Ongoing
31	Secretariat to work with Defra to collate the evidence to stimulate further discussion at the 12 th MGM	Secretariat	January 2011	To discuss at 12 th MGM
32	Members to send comments on UK EO service requirements to Ruth Boumphrey	All Members	22 nd October 2010	Complete
33	Cathy Johnson to respond to the GEO CORE call	Cathy Johnson	15 th October 2010	Complete
34	Sally Reid to ensure NERC responds to the GEO CORE call	Sally Reid	15 th October 2010	Complete
35	Secretariat to respond the CEH in regards to the Knowledge Exchange Call	Secretariat	15 th October 2010	Complete