

# UK- Environmental Observation Framework

17<sup>th</sup> Management Group Meeting

8<sup>th</sup> November 2012, 09:30-14:30

Scottish Government, Victoria Quay, Edinburgh, EH6 6QQ

## Note of Meeting

### ATTENDEES

Helen Beadman	UK-EOF	Michael Schultz	NERC
Jodie Clarke	NERC	Bruce Truscott	Met Office
Nathan Critchlow-Watton	SEPA	Liz Tucker	Defra
Joanna Drewitt	SG	Andrea Turner	UK-EOF
Richard Howe	FC	Amber Vater	UK-EOF
Caryn Le Roux	WG	Richard Walmsley	EA
Keith Porter	NE	Andrew Watkinson	LWEC
Gwyn Rees	CEH	Lawrence Way	JNCC
Sonny Rathod	UK-EOF	Doug Wilson (Chair)	EA

### APOLOGIES

David Allen	CCW	Shaun Russell	WERH
Ian Davidson	EEA	Peter Stephenson	ESRC
Pat Corker	DOE NI	Elizabeth Seaman	UKSA
Cathy Johnson	DECC		

### 1. Welcome and Introductions

- 1.1 The Chair thanked Scottish Government for their hospitality and welcomed members to the meeting. The Chair invited suggestions for any other business. Links to indicators was raised and would be bought up under AOB if it was not covered in the meeting.

### 2. Minutes and actions from the 8<sup>th</sup> MG teleconference

- 2.1 It was noted that Lawrence Way chaired the meeting but not shown in the minutes, an amendment will be made in the minutes.

**ACTION 1: Sonny Rathod to amend minutes and upload final version to Central Desktop**

### 3. Update from CAMERAS meeting (7<sup>th</sup> November)

- 3.1 The Chair emphasised that there was a strong sense of commonality in the work of the two programmes and a strong prompt to consider how UK-EOF can effectively facilitate building of collaborations at a UK level.

- 3.2 There was a good appetite to work together across the devolved administrations and ensure that the work at country level was brought together via EOF at the UK level.
- 3.3 It would be useful to continue to explore other thematic work areas when developing the UK-EOF future work plan i.e. climate science and water.
- 3.4 There may be potential to develop Monitoring Action Plans at a UK level in relevant areas. It was noted that while Wales and Scotland have their own plans, England would need to coordinate an exercise should UK-wide themes develop, possibly linked to Defra's Strategic Alignment workstream on monitoring as well as working with other relevant organisations.
- 3.5 Taking on board the benefit gained in the exchange of information at the CAMERAS meeting it would be worthwhile to consider rotation of Management Group (MG) meeting locations.

**ACTION 2: Nathan Critchlow-Watton to share Monitoring Action Plans with UK-EOF**

**ACTION 3: Helen Beadman to consider rotating location of future MG meetings**

#### **4. Sustainable Funding Mechanisms**

- 4.1 Helen Beadman presented Paper B and outlined the actions needed from the MG.
- 4.2 Helen thanked the MG for their input into the papers for the third Government Chief Scientific Adviser (GCSA) meeting on funding observations.
- 4.3 There was discussion about how to best support the Observations Committee in a constructive way and what the Committee may need from the MG. Given the early stages of the Committee the MG will discuss this in the near future possibly after the Committee's first meeting and once Terms of Reference for the Committee are finalised.
- 4.4 The UK-EOF, with input from UK-EOF partners will facilitate the development of two further case studies for the first Observations Committee meeting. It was agreed by the MG that these case studies should be discussed at the next MG meeting in January ahead of the first Observations Committee meeting scheduled for the 31<sup>st</sup> January 2013.

**ACTION 4: MG to provide Helen with comments of Terms of Reference for the Observations Committee by 12 November 2012**

**ACTION 5: MG to provide Helen with comments on covering note of list of long-term observations by 22 November 2012**

**ACTION 6: MG to develop the 2 case studies (International and Infrastructure) for presentation at the Observations Committee meeting.**

## **5. UK-EOF Catalogue**

- 5.1 Amber Vater presented Paper C and explained the Project Initiation Document had been signed off by the Chair on behalf of the Management Group as agreed.
- 5.2 Amber informed the MG that UK-EOF partner organisations will need to supply additional information between now and March 2013 to help aid development of the Catalogue upgrade.
- 5.3 There was discussion about how best information can be gathered with minimal risks (i.e. timing/mechanisms), what level of information the catalogue upgrade requires and how development can be joined up between management and technical expertise. This includes ensuring the right people are represented on the membership of the Data Advisory Group
- 5.4 It was noted that it should be scoped how the upgraded Catalogue and the Scottish Environment Web initiative could interact together.

**ACTION 7: Amber to circulate DAG members to MG for cross-check and membership suggestions**

**ACTION 8: Amber to identify how to take forward information requirements for Catalogue upgrade and communicate to MG i.e. small cluster meetings**

## **6. Citizen Science (CS) and Natural Environment Observations**

- 6.1 Andrea Turner presented Paper D and provided the MG with a hardcopy proof version of the CS guide to look at.
- 6.2 The MG agreed on the good timing for publication of the guide and noted that UK-EOF will need to be sensitive when considering how to disseminate and communicate the guide to the volunteer sector and focus on how collection of observation will be useful rather than direct how data should be collected by volunteers.
- 6.3 Communication and dissemination suggestions from the MG included targeted seminars e.g. at Defra and circulation of the guide to various relevant networks.
- 6.4 There was discussion about continuation of the CS Steering Group. It was emphasised that for the Steering Group to continue it would need to be able to state what its aims and outcomes would be.

**ACTION 9: Andrea Turner to draft and circulate a communications plan to the MG for the Citizen Science guide and report**

**ACTION 10: Andrea Turner to circulate draft press release for Citizen Science report to the MG**

## **7. UK-EOF Update and Progress**

- 7.1 Helen Beadman presented Paper E and highlighted developments in the current UK-EOF activities.
- 7.2 It was discussed whether the possible development of a climate theme could fit under the Coordinating Climate Observations activities. This will be kept under review.
- 7.3 JNCC, NE and SG were able to confirm financial commitments for 2013/14 for their respective organisations.
- 7.4 It was agreed by the MG that there should be a further discussion on finances at the January 2013 meeting, when commitments from partner organisations as well as carry over for 2013/14, will be better known.
- 7.5 It was requested that the partner contributions table be reformatted to acknowledge the in-kind contribution from all members, plus financial contribution from those members that provide it.

**ACTION 11: MG who were not able to confirm their financial commitment at the meeting should inform Helen on intended commitments for 2013/14**

**ACTION 12: Helen Beadman to provide a breakdown of expenditure, and projection for 13/14 of the UK-EOF budget at the next MG meeting**

## **8. UK-EOF Review**

- 8.1 Under this item, first Andrew Watkinson updated the MG about the recent LWEC evaluation. He told the MG that the LWEC Partners Board have considered the recommendations of the evaluation and implemented them as felt appropriate. An Executive Management Group has now been set up which is a small subset of the Partners Board. LWEC will also have a greater emphasis and focus on impact so a range of task forces will be set up across the LWEC challenges which will be time-limited (2-3 years). Andrew told the MG that what has not yet been considered is what role LWEC will play in the context of its networking activities e.g. Envirobase and UK-EOF. It was noted that UK-EOF is a specific programme under LWEC and there is no reason why this would change.
- 8.2 Liz Tucker and Michael Schultz explained to the MG that though the UK-EOF review is being funded by NERC and Defra all of the UK-EOF partners will have the opportunity to input.
- 8.3 The UK-EOF secretariat is carrying out the procurement process to secure an independent contractor for the UK-EOF review exercise and it is hoped to finalise this as soon as possible.

**ACTION 13: Michael Schultz/Liz Tucker to let MG know of review timescales once finalised**

**ACTION 14: MG to let Michael or Liz know of nominations for volunteer from the MG to sit on review steering group (Complete – confirmed as Lawrence Way)**

## **9. Update from Members**

### **9.1 Devolved Welsh Government**

Caryn Le Roux confirmed the new name for the Welsh body will be Natural Resources Wales.

### **9.2 Environment Agency**

Richard Walmsley informed the MG that the EA are working with others on a consolidated evidence workstream as part of the Defra Strategic Alignment Programme (one of six workstreams). This involves monitoring across the Defra network to develop a common evidence gathering programme and how to deliver this. Workshops will be held in December and January and will be England focussed, although will reflect wider needs across the UK. This is a risk-based approach and the MG expressed an interest in getting feedback on how this goes.

### **9.3 The Natural Environment Research Council**

Michael Schultz informed the MG that the Research Councils UK Strategic Framework for Capital Investment was due to be launched on 9 November by the Coalition Government. The Framework is thematically based with the 'understanding how our world works' being most relevant to UK-EOF.

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

10.1 The MG agreed it would be useful for the next meeting to be face to face rather than the usual telecon given the aim of the meeting: to finalise two case studies for the Observations Committee meeting at the end of January 2013.

10.2 The Chair offered to host the next meeting in Bristol and was noted by the MG with thanks.

10.3 The next MG meeting after that will take place during March time in London.

**ACTION 15: Sonny Rathod to fix date for January 2013 meeting**

**ACTION 16: Sonny Rathod to canvas for dates for following MG meetings as soon as possible**

## **11 Any other Business**

11.1 It was decided to add how to promote links to indicators on the agenda for the next MG meeting

## LIST OF ACTIONS

Actions		Owner	When
1	Sonny Rathod to amend minutes and upload final version to Central Desktop	Sonny Rathod	Asap
2	to share Monitoring Action Plans with UK-EOF	Nathan Critchlow-Watton	Asap
3	Consider location rotation of future MG meetings	Helen Beadman	Ongoing
4	Provide Helen with comments of Terms of Reference for the Observations Committee	All MG	12 Nov 2012
5	Provide Helen with comments on covering note of list of long-term observations	All MG	22 Nov 2012
6	Identify 2 cases for presentation at the Observations Committee meeting in January 2013	Helen Beadman	Dec 2012
7	Circulate DAG members to MG for cross-check and membership suggestions	Amber Vater	Asap
8	Identify how to take forward information requirements for Catalogue upgrade and communicate to MG i.e. small cluster meetings	Amber Vater	Asap
9	Circulate a communications plan to the MG for Citizen Science once drafted	Andrea Turner	Asap
10	Circulate draft press release for Citizen Science report to the MG once drafted	Andrea Turner	Asap
11	MG who were not able to confirm financial commitment for their respective organisations at the meeting should inform Helen on intended commitments	MG	14 Dec 2012
12	Provide a breakdown of expenditure under the UK-EOF budget at the next MG meeting	Helen Beadman	16 Jan 2013
13	Michael Schultz/Liz Tucker to let MG know of review timescales once finalised	Michael Schultz/Liz Tucker	Asap
14	MG to let Michael or Liz know of nominations for volunteer from the MG to sit on review steering group	All MG	Asap
15	Fix date for January 2013 meeting	Sonny Rathod	20 Nov 12
16	Canvas for dates for following MG meetings as soon as possible	Sonny Rathod	Jan 2013