

internationally-funded observation programme which the UK is dependent on but doesn't fund, presented within the constraints of a standard pro forma. Areas to strengthen were discussed, for example the types of services that would be affected (such as societal benefits/impacts).

3.2 The importance of infrastructure in support of environmental observations (Annex B2)

3.2.1 The Management Group supported the approach suggested in Annex B2, specifically that it is essential to highlight the infrastructure required to underpin UK capacity, and this would be most effectively presented to the Committee as a full paper rather than a single case study. A series of short (half page) case studies illustrating crucial infrastructure requirements will be needed to support the paper, set out as text boxes (as in Annex B2). The following case studies were volunteered and accepted by the Chair as useful to support the paper:

- Monitoring sites, with a focus on terrestrial biodiversity in the UK (particularly National Nature Reserves) - Andy Nisbet
- Data Centre Network – Gwyn Rees
- Communications and data transmission (eg archiving data to make climate data available) - Bruce Truscott
- Managing and storing data (eg using INSPIRE infrastructure) – Liz Tucker
- Hydrometric Network - Rich Walmsley
- Maintaining the volunteer force (training, recruiting and nurturing) - Lawrence Way

3.2.2 Due to the tight schedule leading in to the Observations Committee on 31st January, case studies are needed by **Monday 21st January**.

3.2.3 The difficulty in distinguishing between programme and infrastructure spend in some situations was discussed, and it was agreed that this link should be raised in the paper. It was also suggested that any new case studies developed for the Committee should include a section on infrastructure.

3.3 Horizon scanning

3.3.1 The importance of horizon scanning as an early warning of risks to funding for observations was acknowledged, and the best approach for keeping the Observations Committee informed was considered. GO Science will be looking at case studies of how Departmental (both inter- and intra-) funding has had a demonstrable impact on policy or economic growth, and Amanda Charles requested input.

3.3.2 Cathy Johnson flagged up on-going discussions concerning funding for observations of sea surface temperature, prior to the launch of SLSTR in 2014/5. These observations were previously funded to calibrate/validate data from the AATSR satellite instruments, but with its demise the funding is now not secure. Unless funding is agreed there will be a gap in measurements. A meeting is scheduled for later this week but unless agreement is reached this issue is likely to pass to the Observations Committee.

3.3.3 It was agreed that mechanisms need to be in place to ensure that only the most critical issues should go to the Committee, once all other avenues to resolve the funding issues have been exhausted, and that all cases must first pass through a robust assessment before being presented.

3.3.4 There was a discussion about whether we rely on the community to flag issues, or be more proactive; and whether to take an ad hoc or systematic approach. Doug Wilson

reminded the Management group that although UK-EOF supports the Observations Committee, we are not responsible for it.

ACTION 1: Bruce Truscott to add short text to the NOAA satellite case study about the types of services (eg societal benefits) which would be impacted by the loss of these observations and if possible an indication of the scale of these secondary impacts. Deadline: 21 January.

ACTION 2: Andy Nisbet, Gwyn Rees, Bruce Truscott, Liz Tucker, Rich Walmsley, Lawrence Way to send short case studies to Helen Beadman to support Annex B2 paper. Deadline: 21 January.

ACTION 3: All to send examples of how Departmental (both inter- and intra-) funding has had a demonstrable impact on policy or economic growth, to Amanda Charles. Deadline: asap.

ACTION 4: Amanda Charles and Helen Beadman to consider developing a paper to go to the Observations Committee to detail the process a case study should go through before being presented to the Committee

4. Progress and Updates (Paper D)

4.1 Helen Beadman presented Paper D Progress and Updates paper, and identified highlights. These included:

- The Coordinating Climate Observations project start-up meeting was held on 15th January, with the steering group and Jacqueline Parker, lead contractor from Team Projects Ltd. As part of the work, the contractor has been asked to identify and approach key experts to discuss identifying GCOS standards relevant to the project. As the quality of the outputs will depend on the information we make available to the contractor, the Management Group may be approached to ask for cooperation from colleagues within their own organisation. The next meeting is scheduled for 26th February.
- The Data Advisory Group (DAG) is running a workshop on 19th February, and has asked for nominated participants from Management Group organisations.
- The UK-EOF Review workshop will take place on 6th February. Adele Gardner is project managing the work within NERC. Management Group members are invited to check that their organisation is represented - Liz Tucker has a list of invitees. It is hoped that there will be input from all UK countries. Key points from the workshop will feed into the final report from the UK-EOF Review, which is due end of March. The Review and its report will be presented and discussed at the 19th Management Group meeting (April).
- Sonny Rathod left the secretariat in January to take up a promotion at the Biotechnology and Biological Sciences Research Council (BBSRC). She will be replaced from 11th February by Sophie Isaacs, who will be working full time with UK-EOF. This brings the secretariat back up to full capacity again.
- Having just finished co-funding agreements for 2012/13, we now need to start on 2013/14. Management Group members are asked to confirm their intended level of funding for 2013/14, and to anticipate receiving the new co-funding agreement to sign followed by an invoice for payment.
- Future plans for the coincidence mapping work were discussed, including the value of involving all UK countries, and the role of the UK-EOF secretariat in taking this forward.
- The current status of CAMERAS was raised, and Joanna Drewitt tasked to investigate.

ACTION 5: All to anticipate contact from Jacqueline Parker from Team Projects Ltd (starting work on the UK-EOF Coordinating Climate Observations project) and to provide contacts as requested.

ACTION 6: Richard Howe to nominate a Forestry Commission representative to attend the 19th February DAG workshop. Deadline: before 19th February.

ACTION 7: All to ensure their organisation is represented at the 6th February UK-EOF Review meeting (Liz Tucker has the list). Deadline: before 6th February.

ACTION 8: Secretariat to schedule next MGM for mid-April, following the UK-EOF Review Report (mid-March).

ACTION 9: Caryn Le Roux, Rich Walmsley, Richard Howe, Nathan Critchlow-Watton, Ed Mackey to confirm funding intentions to UK-EOF for 2013/14 (including amount where relevant). Deadline: end February.

ACTION 10: Joanna Drewitt to update the Management Group on the status of CAMERAS. Deadline: 19th Management Group Meeting (April).

5. Finances Update (Paper F)

5.1 Helen Beadman guided the Management group through the Finances paper, flagging up the following issues:

- We have been able to reduce the amount of uncommitted funds since last year, by progressing several projects previously on hold, principally the upgrade of the catalogue.
- Following the outcome of the Review, we anticipate allocating most of the uncommitted funds from 2013/14 to support the new workplan. This would avoid excessive carry-over next year (which would be welcomed by NERC).
- Contact Helen for further details of the finances if required.

6. UK-EOF Catalogue Upgrade (Paper C)

6.1 Phil Trembath (CEH Lancaster) was welcomed by the Group, and initiated a discussion on the UK-EOF catalogue update, covering the following issues:

6.2 What is the purpose of the catalogue?

- to assist our organisations to manage and use our networks for strategic planning purposes, showing what data are available and how they can be used;
- it is useful as a tool to allow organisations to respond to enquiries and reporting obligations;
- as a definitive list of environmental observation activities.

6.3 What currently works well within the catalogue?

- it provides a top level signposting towards organisations which hold useful data;
- as the accuracy and timeliness of data held increases, so does the value of the catalogue.

6.4 What should the catalogue do in the future?

- Linking observations with geographic location was seen the key component of any catalogue upgrade;

- INSPIRE compliance is needed;
- Quality of data held is paramount, so keeping these data updated is a priority, and the responsibility of data providers (Table in Paper C);
- Responding to the needs of a range of data consumers, beyond our current reach, eg public sector, local authorities, researchers, NGO sector? Private sector?
- Using standard (national/international) conventions to reference individual locations/stations;
- Compatibility with user organisations' data systems, to enable easy updates (currently difficult to get colleagues to provide data, and time data entry into catalogue is manual);
- Providing easy access to observation data.

6.5 Phil Trembath reminded the Management group of the timetable for the upgrade work:

Schema development and planning	Oct – March 2013
User tool development	April – Oct 2013
Assessment tool	Nov – March 2014

6.6 There was some debate about how best to guide the catalogue development work to ensure all Management Group members were happy with the final product, and an agreement to look at the composition of the Project Board .

ACTION 11: Joe Gillett to check the ESRC input into the catalogue, for example to ensure there is a link to data held by the UKDA and UKDS on behalf of ESRC grant holders.

ACTION 12: All to confirm the correct contact person in their organisation is included in the Table in UK-EOF Catalogue Upgrade (Paper C).

ACTION 13: Amber Vater to work with the Catalogue Upgrade Project Board and the DAG to decide the best way to provide guidance for the Catalogue Upgrade project, for example consider broadening membership of the group.

ACTION 14: Amber Vater to report progress on catalogue update contract at 18th (and subsequent) Management Group Meeting in April.

7. Citizen Science Lessons Learnt (Paper E)

7.1 Andrea Turner briefly updated the Management Group with recent publicity from the launch of the Citizen Science Guide and report, and requested that Management Group members send her any additional information on publicity within their organisations. The Management Group reported that the Guide was well received within their organisations.

7.2 Lessons learnt from the publication process (Paper E) were discussed briefly. It was agreed that the standard wording for use in future publications should be re-drafted to make clearer the active role that UK-EOF played in the process, for example 'commissioned' rather than 'funded by'. The UK-EOF brand also needs strengthening through a clearer Mission Statement, this will be addressed after the UK-EOF Review and brought to the April Management Group Meeting.

ACTION 15: All to update Andrea Turner with details of publicity within their organisations relating to the citizen science Guide and Report. Deadline: before 6th February steering group meeting.

ACTION 16: Andrea Turner to re-draft standard publication texts to strengthen the visibility of the UK-EOF role (eg commissioned vs funded), including a Mission Statement, and report back to 19th Management Group Meeting (April).

8. Member Updates

8.1 Mary Barkham reported that the LWEC evaluation report and response are available on the LWEC website: <http://www.lwec.org.uk/news/2013/january/lwec-evaluation-highlights-successes>. UK-EOF is flagged within the report as an example of a successful LWEC programme. The new LWEC Executive Management Committee has been set up and will decide the priority focus areas for the partnership, to be carried out through time-limited task forces. Specific tasks will be given to UK-EOF where appropriate. LWEC accreditation activities will stop, as this approach was not considered sufficiently useful.

8.2 Shaun Russell updated the Management Group on developments in Wales. The Living Wales programme <http://wales.gov.uk/topics/environmentcountryside/consmanagement/nef/?lang=en> contains two strands - Natural Resource Management; and establishment of a new single body, Natural Resources Wales. The first Green paper, launched in January 2012, sets out proposals for the Natural Environment Framework. The next steps in delivering Wales' new approach to managing its natural environment were also launched in a Written Statement. Shaun will confirm UK-EOF's interest in maintaining links with Wales to colleagues.

8.3 Mary Barkham highlighted an LWEC (and therefore UK-EOF) opportunity to engage with the new Satellite Applications Catapult, which will be based at Harwell, Oxfordshire <http://www.harwelloxford.com/node/311>. Catapults, formerly known as Technology and Innovation Centres, are centres of excellence that bridge the gap between business, academia, research and government.

8.4 Joe Gillet reminded Management Group that the NOAA consultation is open until 23rd January, and encouraged input.

8.5 Doug Wilson acknowledged the change in Natural England representation on the Management Group from Keith Porter to Andy Nisbet, and gave a formal thanks to Keith. Keith is one of the longest standing members of the Management Group, and his concerted efforts on behalf of UK-EOF have been much appreciated.

ACTION 17: Doug Wilson to ensure UK-EOF maintains appropriate contacts within Wales, once the new structure of Natural Resources Wales has been finalised.

ACTION 18: Mary Barkham will request Management Group input into the new Satellite Applications Catapult when relevant.

9. Proposed dates/locations of next meeting(s)

9.1 It was agreed that the next meetings should be: 19th MGM mid/end-April (London); 9th MGM teleconference (June); 20th MGM September.

ACTION 19: Secretariat to identify dates for 2013 Management Group meetings.

LIST OF ACTIONS

Actions		Owner	Deadline
1	Bruce Truscott to add short text to the NOAA satellite case study about the types of services (eg societal benefits) which would be impacted by the loss of these observations and if possible an indication of the scale of these secondary impacts.	Bruce Truscott	21 January
2	Andy Nisbet, Gwyn Rees, Bruce Truscott, Liz Tucker, Rich Walmsley, Lawrence Way to send short case studies to Helen Beadman to support Annex B2 paper.	Andy Nisbet, Gwyn Rees, Bruce Truscott, Liz Tucker, Rich Walmsley, Lawrence Way	21 January
3	All to send examples of how Departmental (both inter- and intra-) funding has had a demonstrable impact on policy or economic growth, to Amanda Charles.	Management Group	asap
4	Amanda Charles and Helen Beadman to consider developing a paper to go to the Observations Committee to detail the process a case study should go through before being presented to the Committee	Amanda Charles, Helen Beadman	ongoing
5	All to anticipate contact from Jacqueline Parker from Team Projects Ltd (starting work on the UK-EOF Coordinating Climate Observations project) and to provide contacts as requested.	Management Group	ongoing
6	Richard Howe to nominate a Forestry Commission representative to attend the 19th February DAG workshop.	Richard Howe	before 19th February
7	All to ensure their organisation is represented at the 6th February UK-EOF Review meeting (Liz Tucker has the list).	Management Group	before 6th February
8	Secretariat to schedule next MGM for mid-April, following the UK-EOF Review Report (mid-March).	secretariat	ongoing
9	Caryn Le Roux, Rich Walmsley, Richard Howe, Nathan Critchlow-Watton, Ed Mackey to confirm funding intentions to UK-EOF for 2013/14 (including amount where relevant).	Caryn Le Roux, Rich Walmsley, Richard Howe, Nathan Critchlow-Watton, Ed Mackey	end February
10	Secretariat to provide an update at the next MGM on the Coincidence Mapping workstream.	secretariat	19th MGM (April)
11	Joe Gillett to check the ESRC input into the catalogue, for example to ensure there is a link to data held by the UKDA and UKDS on behalf of ESRC grant holders.	Joe Gillett	asap
12	All to confirm the correct contact person in their organisation is included in the Table in UK-EOF Catalogue Upgrade	MG	asap

	(Paper C).		
13	Amber Vater to work with the Catalogue Upgrade Project Board and the DAG to decide the best way to provide guidance for the Catalogue Upgrade project, for example consider broadening membership of the group.	Amber Vater	ongoing
14	Amber Vater to report progress on catalogue update contract at 18th (and subsequent) Management Group Meeting in April.	Amber Vater	19 th MGM (April)
15	All to update Andrea Turner with details of publicity within their organisations relating to the citizen science Guide and Report.	Management Group	before 6th February
16	Andrea Turner to re-draft standard publication texts to strengthen the visibility of the UK-EOF role (eg commissioned vs funded), including a Mission Statement, and report back to 19th Management Group Meeting (April).	Andrea Turner	19th MGM (April)
17	Doug Wilson to ensure UK-EOF maintains appropriate contacts within Wales, once the new structure of Natural Resources Wales has been finalised.	Doug Wilson	ongoing
18	Mary Barkham will request Management Group input into the new Satellite Applications Catapult when relevant.	Mary Barkham	ongoing
19	Secretariat to identify dates for 2013 Management Group meetings.	Secretariat	ongoing