

ENVIRONMENT RESEARCH FUNDERS' FORUM
UK- Environmental Observation Framework
Minutes of the Management Group Meeting (6)
3rd September 2009
Cinema- Polaris House Swindon

Invitees

Ian Davidson	(Chair) Defra
Peter Costigan	Defra
Clifford Henry	DOE NI (teleconference)
Dave Charlton	DOE NI (teleconference)
Richard Walmsley	EA
Lawrence Way	JNCC
Paul Mason	GECC Obs. group chair
Bruce Truscott	Met Office
Helen Sellars	Forestry Commission
Michael Schultz	NERC
Sally Reid	NERC (observer)
Tom Leatherland	SEPA (teleconference)
Ron Stagg	SG
Shaun Russell	WERH
Mary Barkham	Head ERFF Secretariat
Beth Greenaway	UK-EOF Programme Manager
Gemma Truelove	UK-EOF (Notes)
Andrea Leedale	ERFF and UK-EOF SoN
Amber Vater	UK-EOF

Apologies

Keith Porter	Natural England
Roger Coppock	Forestry Commission
Richard Evans	WAG
Robert Lowson	EEA / GMES / SEIS
Cathy Johnson	DECC
Andy Shaw	NCEO Strategy/ BNSC
Doug Wilson	EA

Papers for the UK- EOF 6^h Management Group 3rd Sept 2009

Paper A	Minutes of the last meeting and actions
Paper B	Progress and updates to the UK-EOF programme
Paper C	Income and Expenses
Paper D	Strategic Analysis outline
Paper E	Statement of Need
Paper F	Capability Analysis – methods and lessons learnt
Paper G	Calculating our Investments in Observations WS4a
Paper I	Outline of intent for a decision matrix
Paper J	Update and timelines for UK business case 'Data Sharing' and implications for UK-EOF delivery plan

Draft Minutes

1. Welcome and introductions

- 1.1 The chair welcomed members to the 6th UK Environmental Observation Framework (UK-EOF) Management Group meeting. Apologies were given and there was a tour de table.
- 1.2 The UK-EOF are working towards two major deliverables to be considered at the ERFF Main Board meeting in November - the 2009 Strategic analysis and draft Decision Making Framework. In this meeting the group needed to discuss the progress made and plans for these and ensure that there was enough resource commitment from the Management Group to deliver these in near final draft form for the 8th October Management Group meeting.

2. Update and progress

Paper A: Minutes of the last meeting

- 2.1 There were two outstanding actions from the previous meeting which had been added to the actions for discussion at this meeting. There were no comments from the group and the minutes were agreed as correct.

Paper B: UK-EOF Highlights, Progress and updates overview of changes to milestones

- 2.2 Beth Greenaway gave an overview of the progress made since the last Management Meeting. A considerable amount of consultation and evidence gathering had taken place in all workstreams including the Statement of Need, Data Initiative and Investment Study. The focus was now to synthesize and analyse this evidence towards the development of the Strategic Analysis and Decision Making Tool.
- 2.3 The MG were asked to note the timeline for progress on this work and were asked to a) help to write the documents b) put in place adequate sign-off time for the documents within their organisations and c) brief the ERFF Main Board representatives within their organisations.
- 2.4 The Management Group noted the considerable progress made, vast amounts of evidence gathered and the overall scale of the consultation that had occurred. They agreed the proposed plan as detailed in Paper B towards the two main deliverables for the ERFF Main Board in November. These documents should describe the concept of how decisions about environmental observations should be made, the evidence for that decision making process and the progress the UK-EOF has made towards collecting that evidence.
- 2.5 It is important to communicate at this point (to the ERFF Main Board and wider community) where the UK-EOF had progressed our understanding of observations since the ADAS study in 2006. The work is still ongoing however and there are many remaining challenges.
- 2.6 The next Management Group (8th October) will consider near final drafts of these documents. Therefore the secretariat will circulate drafts as early as possible in September to get feedback from the Management Group. All new work will be stalled but the work will continue to consolidate progress made in each of the individual workstreams into the Strategic Analysis.

Action 1: Secretariat to proceed with delivery of a draft Strategic Analysis and Decision Making Framework by 8th October for the ERFF Main Board as a priority over other work until November 2009.

- 2.7 The appointment of a Band 5 Data Manager post was ongoing and that the advertisement will be released in early September. Management Group were asked to circulate this to appropriate staff within their organisations and to use internal advertising routes.

Action 2: Secretariat to send the details of the Data Manager post to MG members. Each Management Group member is asked to note the secondment opportunity and to circulate to staff via internal advertising routes.

- 2.8 The chair noted the major progress that had been made in the last 4 months in the data collection and re-engagement with the community and thanked the secretariat and all other contributors for their input.

Paper C Income and expenditure in Yr2 (9/10)

- 2.9 The Management Group noted and agreed the UK-EOF revised budget for 2009/10. Full details of income and expenditure will be provided at the January 2010 meeting where members will also be asked to confirm their commitments to the UK-EOF for 2010/11.
- 2.10 There was one outstanding contribution from the Environment Agency which was stalled due to ongoing discussion with NERC regarding the co-funding agreement. Michael Schultz confirmed that NERC were now happy to move forward with the EA proposal for the co-funding agreement which would allow the Environment Agency to make their contribution. Michael would inform the group when this had been finalised.

Action 3: Michael Schultz to inform the MG and secretariat when NERC and the EA have finalised the format of the co-funding agreement.

- 2.11 The budget was agreed as proposed in Paper C. Each Management Group Member was asked to advise the secretariat as early as possible if their organisation's financial commitment in 2010/11 would differ from that in 2009/10.

Action 4: Management Group members to advise the secretariat as early as possible if their organisation's financial commitment in 2010/11 would differ from that in 2009/10.

Paper D Strategic Analysis Outline

- 2.12 The group discussed plans for the Strategic Analysis. Input was required from the MG to:
- Approve the outline plans and contents for the document
 - Advise the secretariat of how to align the report conclusions and recommendations to take into account other initiatives
 - Ensure that appropriate input was available from their organisations
- 2.13 It was agreed that it would be useful if all MG members wrote a short description of their organisation's priorities within the UK-EOF in order to steer the analysis and decision making tool documents and to inform the future plans of the framework.

Action 5: MG members to send the secretariat the most important thing that their organisation would like to see achieved through the UK-EOF by 21st September.

- 2.14 The Strategic Analysis document should describe the evidence required for the decision making process and also detail our progress so far towards collecting that. It should reflect that the UK-EOF is a process which will be achieved over at least 5 years and discuss the risks in achieving the vision. It should also stress that the effort is paying off and that the overall principles of the UK-EOF approach have been proven as valid. It should be a progress document which highlights key decisions to be made by the ERFF Main Board and the ongoing challenges for the UK-EOF programme.
- 2.15 The group agreed that the title should be changed to reflect this purpose and it was renamed 'UK-EOF Progress and Future Challenges'.

Action 6: Title to be changed from “UK-EOF Strategic Analysis” to “UK-EOF Progress and Future Challenges”

- 2.16 It was discussed and agreed that each chapter should be structured in the following way:
- Past – what were/are the issues to be addressed?
 - Present – where are we now and what have we done to get there?
 - Future – where we need to be to achieve the aims of the Framework and the future challenges.
- 2.17 The proposed length, contents and chapter headings were considered correct but the secretariat were asked to redraft the structure of the document and send this out for comment before drafting the document.

Action 7: Secretariat to redraft the structure of the “UK-EOF Progress and Future Challenges” document and send to the MG for comment by 14th September 2009.

Action 8: MG members to comment on redrafted structure by 18th September 2009.

- 2.18 The timescales for writing and commenting upon the document are tight and the document needs to be near-final by the 1st October for the 8th October meeting. It was agreed that the draft documents and all supporting evidence would be placed on Central Desktop for the MG members to comment on. It was agreed that all significant comments on the document should be received by the 1st October.

Action 9: Secretariat to draft the “UK-EOF Progress and Future Challenges” document and make this and the supporting evidence available on Central Desktop for comments by the MG

Action 10: MG to give any significant comments to the secretariat on the document by the 1st October

3. What do we want? ‘Towards a Statement of Need’ WS1 Paper E

- 3.1 Andrea Leedale gave an overview of the progress made in the various aspects of the Statement of Need workstream. The draft document ‘Towards a Statement of Need’ is out for public comment and 6 domain workshops had been held since the last MG meeting. The group were asked to comment upon how this information should be synthesized for the strategic analysis.

Paper E1: The SoN Report – consultation response

- 3.2 The document 'Towards a Statement of Need' will be out for consultation (available on the ERFF website) for 6 weeks until the 11th September. MG members were asked to send any comments by this date.

Action 11: MG members to comment upon the 'Towards a Statement of Need' document that is currently out for consultation by 11th September.

- 3.3 Few comments had been received so far but those which had been received were mostly positive. They stressed the importance of good data management and one respondent queried whether there was too much emphasis on climate change.
- 3.4 Although August was not the ideal time, it was agreed that the process had been suitably consultative, the document having been contributed to extensively by the MG and experts before its release and during the Statement of Need workshops (approx. 200 individuals consulted in total).
- 3.5 This will be a live document and developed throughout the life of the UK-EOF. The workshop report and wash-up meeting notes will be added to the document 'Towards a Statement of Need' to maintain continuity. Further work would be stalled until after the analysis document had been discussed at the ERFF Main Board meeting in November.

Paper E2: The workshops, requirements tables and wash-up meeting

- 3.6 6 domain workshops had been held in June and July 2009. A workshop report had been drafted and all the observation 'requirements' have been captured and written up in the appendices of this report. The requirements tables need further development to for example, tease research questions from those requiring environmental observations and to group or characterise the sub-issues within the tables. The MG were asked to comment on this by the 21st September 2009.

Action 12: MG members to comment upon the Statement of Need Workshop Report by 21st September 2009.

- 3.7 The MG agreed that the Statement of Need Workshop Report should also be circulated to all workshop attendees with the same timetable for comments.

Action 13: Secretariat to send the Statement of Need Report to all workshop attendees by 8th September 2009.

Statement of Need Wash-up meeting

- 3.8 A meeting was held on 2nd September with the chairs and rapporteurs of the 6 domain workshops to discuss the key messages and cross-cutting issues. Unfortunately none of the invited social scientists could attend and a separate societal needs meeting will be scheduled.

Action 14: Secretariat to schedule a meeting to discuss the societal needs aspects of the Statement of Need process.

- 3.9 It was noted that the Observation The secretariat have started a crude mapping of the issues between domains to identify the cross-cutting issues. Several different scenarios linking issues in different domains (see Annex 1a and 1b) were identified and discussed. The workshop report was very well received.

And the domain chairs are keen to contribute further as the Statement of Need Process develops.

- 3.10 Feedback from this meeting will be included in the Statement of Need package for the 'Progress and Future Challenges' document.

Paper E3 Agreement of key messages and SoN package for Strategic Analysis

- 3.11 The following key messages from the Statement of Need process had been highlighted:
- Most needs fell into one of the existing 9 fundamental issues identified within the Statement of Need although some new issues were found.
 - Research questions needed to be teased from the observation requirements.
 - It was easier to identify issues than precise measurement requirements.
 - Some gaps have been identified e.g. Forestry
 - The capability analysis proved to be challenging (see Paper F)
- 3.12 The MG were asked to comment upon:
- The level of detail that the Statement of Need process should go into (comprehensive evidence base or high level indicators)
 - The proposed package for the Strategic Analysis.
- 3.13 All thought that it would be a challenge to summarise all of the Statement of Need work into the analysis document for consideration by the Main Board and that the document must stress that this is an ongoing and longer-term process that will be developed over the life of the framework.
- 3.14 The section on 'who is collecting what and why' should be moved from chapter 4 into chapter 3 regarding the Statement of Need – in order to explain the major contributors to the UK's portfolio and their remits.
- 3.15 Chapter Three should summarise the evidence collection process and include some discussion of the issues and whether they are at the right level. The group would like an example of the types of detailed information that the analysis is based on, in a succinct form.
- 3.16 The secretariat agreed that they had enough information to begin to draft the chapter (once the structure had been approved) and would make the drafts available for comment on Central Desktop. As soon as they are available.

Action 15: Secretariat to draft Chapter Three of the UK-EOF Progress document and make this available on Central Desktop by 21st September for comment by the MG.

4. What are we already doing?

Paper F Capability Analysis – methods and lessons learnt

- 4.1 Amber Vater described the initial efforts that had been made through the Statement of Need Workshops to begin to answer the following questions:
- How close are we to collecting the evidence we need?
 - Do we have the capability in the UK to meet current requirements
- 4.2 At the workshops attendees had been asked to use a traffic light tables (see Annex 2) to highlight where observation requirements as articulated in the morning were and weren't being met from this year to 2025. Where requirements weren't being met attendees were asked to highlight the reasons for this i.e. funding or not having the science, technical knowledge or correctly skilled people.

- 4.3 Overall the table format worked well. The table and traffic light system allowed a significant amount of information to be summarised in one place. The lack of adequate secure funding was highlighted in all areas as an issues affecting our ability to meet the requirements of the UK. Delegates did not feel confident in commenting upon whether activities or programmes were secure over the long-term and did not generally have knowledge of observation activities being undertaken outside their specific research area.
- 4.4 It has been recognised that, if these tables are to be used and completed a much more comprehensive understanding of the programmes and activities needs to be available. This is a large piece of work requiring experts plus an expanded UK-EOF catalogue (including a maintenance plan for the UK-EOF catalogue in order that it can provide the level of detail and accuracy of information required).
- 4.5 In discussing the level of detail required it was noted that there were two groups of users for this analysis – decision makers and funders of observations and data users. The former group would require a higher level of detail than the latter. The work is valid but only after the requirements have been ‘stabilised’. There fore plans for this work are to be discussed at the January 2010 meeting and all work will be stalled until then.

Action 16: Development of the Capability Analysis tables to be suspended until the January 2010 MG meeting.

- 4.6 The ‘Progress and Future Challenges’ document should detail the methodology currently used, show the scale of the task and describe what information is needed to fill-in the tables and carry out the analysis in the future.

The Environmental Observation Activity Catalogue – Demo

- 4.7 The first version of the catalogue had been released on 10th August 2009 and publicised through the UK-EOF newsletter. Gemma Truelove have an overview of the developments made so far i.e. what had been developed and why and gave a demonstration of the current search and download facilities available at www.ukeof.org.uk.
- 4.8 Since December 2008 the secretariat had been exploring options for the development of the catalogue and had chosen to develop a version of the ERFF Research Database, populated as far as possible by information from the ERFF Monitoring Database, UKDMOS, JNCC Terrestrial Biodiversity Monitoring Database and information which had been submitted by the UK-EOF Management Group Members and other major public funders of observations.
- 4.9 The search interface allows users to search according to Who, What, Where and Why observations are being undertaken? Information is displayed per observation activity or programme and various displays are possible from limited detail to a full spreadsheet download of all the information contained for each record.
- 4.10 Users are also able to use the spreadsheet download to update the information held for their organisation. They submit changes in the spreadsheet to the secretariat who will update the catalogue on a monthly basis.
- 4.11 The catalogue is a significant step forward towards a discovery tool and represents our current best knowledge of observations. It is however partially populated and only partially up to date and requires development in terms of contents, structure and functionality and in the metadata/information model. These developments will take place in later phases of the Data Initiative.
- 4.12 The focus of the secretariat in the next year before these technological developments will be to update the contents of the catalogue at the programme

and activity level, particularly if this is required for the capability analysis and decision making tool. All agreed that the information in the catalogue about observation programmes and activities was a key resource for completing the capability analysis in future and that an ongoing programme of maintenance should be developed and agreed by all organisations.

- 4.13 The MG acknowledged that very good progress had been made and had found the catalogue search front-end impressive as it was very easy to use and understand. The key question was where the data gaps are and how confident can users be in the search results?
- 4.14 The MG agreed that an automatic upload or 'harvesting' of information would be a valuable development in the catalogue functionality as it would allow organisations to realise the benefit of the resource without additional data preparation. There are also existing domain specific catalogues, nationally and internationally and the UK-EOF catalogue should seek to link where appropriate to these resources. All agreed that even if this effort required bespoke arrangements for each of the 20 MG organisation that this would be a good investment of time as would allow organisations to realise the benefits of the catalogue and therefore continue to use it/maintain it.
- 4.15 However whilst an automatic upload response was identified as an appropriate goal, it was noted that some organisations may be closer to achieving this than others and that, even with the agreement to move towards this, it would take time to change organisational processes.
- 4.16 The development of INSPIRE compliance through the new data model was approved, especially if this allows organisations to achieve this through the catalogue.
- 4.17 More detailed information would be required for the data users of the catalogue and for the capability analysis as identified by the secretariat in the next steps for the development of the catalogue.
- 4.18 The ERFF Main Board submission and presentation should celebrate the progress made in the catalogue development so far, highlighting its importance for use in the capability analysis and decision making tool in the future and the information required to do that. It should also detail what it can already be used for, including some fundamental tests of the current information within domains.

5. How do we make better decisions?

Paper I: Outline of intent for a decision matrix

- 5.1 One of the main longer-term outcomes of the UK-EOF is to develop a tool or process to enable and empower the UK and each organisation to make more transparent decisions and contributions to national and international programmes and investments and to work in partnership.
- 5.2 The development of this tool has recently been accelerated by Defra and NERC due to the current economic climate and the difficult resourcing decisions that will need to be taken imminently and before the UK-EOF evidence collection is complete.
- 5.3 A meeting is scheduled between Bob Watson, Steven Wilson and Ian Davidson on 17th September to discuss this tool and Paper I was an outline of the report which would go to this meeting as a stimulus for discussion. The MG were asked to comment on the paper, advise if and how a decision making framework would be used by their organisation and advise of any sensitivities and issues.
- 5.4 Michael Schultz thanked the group for bringing this work forward and went on to stress that the decision tool is the most important deliverable for NERC through the UK-EOF and is what NERC will use to judge the success of the

programme. NERC will have to make difficult decisions in the short term and wants a structured organisational (rather than top-down national level) approach to determining the importance of activities to other organisations and to setting up future co-funding agreements. *Hypothetical* examples given were:

- NERC may want to invest further in the monitoring of terrestrial atmospheric greenhouse gases and will need to compare how much is invested in research and compliance and consider how to coordinate this investment with that of government departments.
- CEH may need to e.g. reduce its spend on terrestrial monitoring and will need to determine where the reduction on this investment would have the least impact.
- A particular instrumented field site may be proposed to be shut down. How will NERC estimate the impacts of this, both within NERC and in the wider science community?

5.5 The chair summarised that there were three elements required for comprehensive decision making:

- A decision making tool or framework to follow
- Evidence for populating the tool
- A Forum to discuss the decisions to be made

Paper I details the proposal for a tool, evidence collection has been occurring through the Statement of Need workshops and catalogue population and ERFF would be the forum for discussion.

5.6 It was agreed that the decision making framework was more important than e.g. completing the catalogue as evidence collection would take several years whereas strategic direction was more of a priority due to the economic climate and the difficult resourcing decisions that would be needed to be taken in the short term as a result.

5.7 The tool should be a framework for consultation and sharing proposals within the ERFF forum and consider national, international and organisational requirements. It should be a set of steps or logic tree for mapping requirements to the observing system and would be used for stopping, starting and reviewing investments and the dependencies upon them.

5.8 It was agreed that the title should be changed from a decision making tool to a decision making framework.

Action 17: Secretariat to change the title from ‘Decision Making Tool’ to a ‘Decision Making Framework’

5.9 The secretariat agreed to write up this discussion and present the progress made so far at the meeting on the 17th September.

Action 18: Secretariat to summarise the Management Group discussion and present the progress towards a ‘Decision Making Framework’ to Bob Watson, Steven Wilson and Ian Davidson on the 17th September

Action 19: Secretariat to make the progress towards a ‘Decision Making Framework’ available on Central Desktop for comment before the next Management Group meeting.

6. What resources are we using? Financial Mechanisms WS4

Paper G: Calculating our Investments in Observations WS 4a

6.1 Gemma Truelove detailed progress made since the last MG meeting to revise the estimate of the UK’s spend on environmental observations and asked the

group to discuss and agree the format the information should take for the 2009 Strategic Analysis.

- 6.2 Revised guidance had been sent in May 2009 as actioned at the last MG meeting which had highlighted the key information the secretariat required for the analysis in order to answer the following questions:
- What is the UK investing in environmental observations?
 - In what key areas (i.e. domains) are these investments made?
- 6.3 20 organisations had been asked to submit information for the Strategic Analysis, including all those represented on the MG. 11 out of 20 had provided new information in the format requested. 2 organisations had not provided any information. Information had been submitted at various different levels of aggregation.
- 6.4 Table 1, Paper G showed the information gathered so far, separated by organisation and domain. Where no new information had been submitted, the most up-to-date information submitted as part of previous iterations of the study had been used. Domain level information in italics had been estimated from organisation returns. Where domain level information was blank no information had been received.
- 6.5 The group agree that the table was the correct way to represent the information within the 'Progress and Future Challenges' document but that it was not clear where contributions in kind were included and that therefore a specific column for these estimates should be added to the table.

Action 20: To report overall and domain level spend in the UK-EOF Progress document in the tabular format shown in Table 1, Paper G with the inclusion of a 'contributions in kind' column.

- 6.6 The group had various comments concerning omissions to the table and it was agreed that the group should be given a further week to make amendments to the information shown.

Action 21: All to send further details for inclusion in Table 1, Paper G by 9th September, including:

- **EA to send domain level spend to the secretariat;**
 - **JNCC to review the Biosphere spend and send the revision to the secretariat;**
 - **NERC to review figures and provide domain level spend;**
 - **Defra to provide domain level spend and review and advise on the CEFAS contribution detailed in Table 1, Paper G**
- 6.7 The 'Progress and Future Challenges' document should highlight the progress made since October 2008 in collecting this information. Known gaps should be highlighted and difficulties in collecting the information should be acknowledged.
- 6.8 It was noted that since 2008, use of a common method to estimate costs had resulted in very different levels of information being received. The secretariat queried whether a minimum common level of information could be agreed which may progress the workstream more quickly. The group agreed that the information gathering should be suspended until 2010 following an in-depth discussion of the cost information required by the UK-EOF to achieve its aims (including the decision making tool) at the January 2010 MG meeting.

7. Valuing Environmental Data

Paper J: Timelines for UK business case and implications for UK-EOF delivery plan

- 7.1 Lawrence Way introduced Paper J which details progress made in the UK-EOF Data Initiative. The proposal now addresses the previous concerns of the MG. The overall deliverables have not changed but it is now clear that the Data Initiative describes action required by and for UK Plc rather than for the UK-EOF alone. The function of the UK-EOF within the Data Initiative would primarily be one of facilitation and coordination of initiatives. Lawrence noted that culture change would be the most important factor in the success of the Data Initiative. The strong links with the UK Location Programme would be valuable and it would be important to maintain these and links to other international activities such as GEOSS.
- 7.2 The group were asked to note the progress made and the consultation taken on the Data Initiative through the Data Solutions workshop and in the initiation of a Data Advisory Group (DAG).
- 7.3 The DAG has members from the majority of MG organisations and includes experts with links to international data initiatives which should help the Data Initiative maintain its relevance within an international context.
- 7.4 The development of the catalogue is a major deliverable for the Data Initiative in the short-term and MG organisations were asked again to review, update and maintain this information on an ongoing basis.

Action 22: Each MG organisation to update the information held in the UK-EOF catalogue using the method described at www.ukeof.org.uk

- 7.5 Written comments on the catalogue were received from Welsh organisations and joint work will be arranged to improve the references to Welsh data in the current catalogue.

Action 23: Joint work will be arranged in order to improve the references to Welsh data within the UK-EOF catalogue

- 7.6 In depth discussion of the Data Initiative was being delayed until the January 2010 meeting. The MG were asked in the interim to send comments to the secretariat on the general actions proposed in Paper J by the 21st September.

Action 24: Full Discussion of the Data Initiative to take place at the January 2010 MG meeting

Action 25: MG members to comment on the general actions proposed in the Data Initiative, as detailed in Paper J by 21st September.

8. ERFF/UK-EOF Communications

- 8.1 The UK-EOF communications plan will be added as an agenda item for discussion at the January MG meeting.

Action 26: UK-EOF Communications Plan to be included as an agenda item at the January 2010 MG meeting

- 8.2 A review of ERFF is currently underway to determine what form it will take between 2010 – 2013. A workshop is being held on the 29/30th September and

MG members were asked to attend where possible or send in any comments to Mary Barkham.

Action 27: MG members to contact Mary Barkham if they can attend or have comments on the ERFF Review meeting to the 29/30th September in Reading

9. Updates from members and related initiatives and AOB

UK Location Programme / Interoperability Board – Beth G

- 9.1 The UK-EOF now has a seat on the UKLP Interoperability Board. The first meeting was also the 3rd September and David Lister was attending on behalf of the UK-EOF. It is likely that UK-EOF data plans will form a pilot for the programme.

GECC review and working with GECC Obs. - Mary Barkham, Paul Mason

- 9.2 The GECC review had not reached any definite conclusions regarding its ongoing role and the decision would be taken at a meeting to be arranged by Bob Watson. GECC overlaps with ERFF but not completely - the remit and membership do differ slightly. In the interim before these decisions have been made it has been advised that the GECC Observations work with group members working closely with UK-EOF.

NERC National Capability update – Michael Schultz

- 9.3 NCAG are now further forward with their action plan. This will be in 2 parts; part 1 will introduce the current landscape and scope of NCAG and highlight the key issues and the second part will make recommendations for funding. Only part 1 will be published externally.

Large Facilities Roadmap Consultation

- 9.4 Mary Barkham made the group aware that the RCUK Large Facilities Roadmap was out for consultation until the 9th November. Michael Schultz chairs the RCUK group and can answer any comments that the group has regarding this.

National Ecosystem Assessment - Peter Costigan

- 9.5 The project started in April and is coordinated under LWEC. It is UK wide and includes Defra, NERC and the devolved administrations.
- 9.6 It is led by an expert panel of 25 people and co-chaired by Bob Watson and Steve Albon (Macaulay Institute)
- 9.7 The secretariat is WCMC (Cambridge) who are responsible for the coordinating the activities and employing lead authors for particular sections of the assessment. There are also user and sponsor groups.
- 9.8 The first report will be released in early 2010 and will report the status and trends in ecosystems and ecosystem services. The second report will be released in early 2011 and will report the impact of different climate change scenarios on ecosystem services.

10. Date and format of next meetings

- 10.1 The next full meeting will be held on 8th October 2009 in London in the Defra buildings (Nobel House).

Action 28: Next MG meeting to be held in London (in the Defra buildings) on 8th October 2009.

10.2 The 8th Management Group meeting is proposed for 19th January 2010. The secretariat will trawl for a venue.

Action 29: Secretariat to trawl for a venue for the MG meeting on 19th January 2010.

10.3 The group were asked to note that the next ERFF Main Board meetings will be held on 13th November 2009 and 25th January 2010.

10.4 The group were asked to consider the way in which the information contained within the “Progress and Future Challenges” document should be represented to the ERFF Main Board at the meeting on 13th November. This will a unique opportunity to have a 3 hour slot with senior staff.

Action 30: Each MG member to consider the format for the ERFF Main Board presentation before the meeting on the 8th October.

Meeting Closed 15.00

11. Table of Actions

No.	Action	Whom	Deadline	Status
Paper B – UK-EOF Progress and Updates				
1	Secretariat to proceed with delivery of a draft Strategic Analysis and Decision Making Framework by 8 th October for the ERFF Main Board as a priority over other work until November 2009.	Sec	8 th October	Complete
2	Secretariat to send the details of the Data Manager post to MG members. Each Management Group member is asked to note the secondment opportunity and to circulate to staff via internal advertising routes.	Sec	Mid September	Complete
Paper C – Income and Expenditure				
3	Action 3: Michael Schultz to inform the MG and secretariat when NERC and the EA have finalised the format of the co-funding agreement.	MS		Ongoing
Paper D – UK-EOF Strategic Analysis				
4	Management Group members to advise the secretariat as early as possible if their organisation’s financial commitment in 2010/11 would differ from that in 2009/10.	Sec.	asap	Ongoing
5	MG members to send the secretariat the most important thing that their organisation would like to see achieved through the UK-EOF by 21 st September.	All	21 st September	Incomplete
6	Title to be changed from “UK-EOF Strategic Analysis” to “UK-EOF Progress and Future Challenges”	Sec.	asap	Complete
7	Secretariat to redraft the structure of the “UK-EOF Progress and Future Challenges” document and send to the MG for comment	Sec.	14 th Sept	Complete

8	MG members to comment on redrafted structure	All	18 th Sept	Incomplete
9	Secretariat to draft the "UK-EOF Progress and Future Challenges" document and make this and the supporting evidence available on Central Desktop for comments by the MG	Sec.	21 st Sept onwards	Incomplete
Paper E – UK-EOF Statement of Need				
10	MG to give any significant comments to the secretariat on the document before the next Management Group Meeting.	All	1 st October	Complete
11	MG members to comment upon the 'Towards a Statement of Need' document that is currently out for consultation.	All	11 th September	No comments received
12	MG members to comment upon the Statement of Need Workshop Report.	All	21 st September	No comments received
13	Secretariat to send the Statement of Need Workshop Report to all of the attendees.	Sec	8 th September	Complete
14	Secretariat to schedule a meeting to discuss the societal needs aspects of the Statement of Need process.	Sec.	8 th October	Ongoing 9 th Nov
15	Secretariat to draft Chapter Three of the UK-EOF Progress document and make this available on Central Desktop for comment by the MG.	Sec.	21 st September	Ongoing
Paper F – Capability Analysis				
16	Development of the Capability Analysis process to be suspended until the January 2010 MG meeting		January 2010	Ongoing
Paper I – Decision Making Tool				
17	To change the title to a 'Decision Making Framework'	Sec	asap	Complete
18	Secretariat to summarise the Management Group discussion and present the progress towards a 'Decision Making Framework' to Bob Watson, Steven Wilson and Ian Davidson on the 17 th September	Sec.	17 th September	Complete
19	Secretariat to make the progress towards a 'Decision Making Framework' available on Central Desktop for comment before the next Management Group meeting.	All	8 th October	Incomplete
Paper G – Investment Study				
20	To report overall and domain level spend in the UK-EOF Progress document in the tabular format shown in Table 1, Paper G with the inclusion of a 'contributions in kind' column.		8 th October	Complete
21	All to send further details for inclusion in Table 1, Paper G by 9 th September, including: <ul style="list-style-type: none"> EA to send domain level spend; JNCC to review the Biosphere spend; NERC to review domain level spend; Defra to provide domain level spend and review and advise on the CEFAS contribution detailed in Table 1, Paper G 		9 th September	Complete
Paper J – UK-EOF Data initiative				

22	Each MG organisation to update the information held in the UK-EOF catalogue using the method described at www.ukeof.org.uk .	All	Ongoing	Ongoing
23	Joint work will be arranged in order to improve the references to Welsh data within the UK-EOF catalogue	Sec. and welsh orgs.	asap	Ongoing
24	Full Discussion of the Data Initiative to take place at the January 2010 MG meeting.	All	January 2010	Ongoing
25	MG members to comment on the general actions proposed in the Data Initiative, as detailed in Paper J by 21st September.	All	21 st September	None received
Communications and AOB				
26	UK-EOF Communications Plan to be included as an agenda item at January 2010 MG meeting	Sec.	January 2010	Ongoing
27	MG members to contact Mary Barkham if they can attend or have comments on the ERFF Review meeting to the 29/30 th September in Reading	All	29/30 September	Complete
Date and Format of next meeting				
28	Next MG meeting to be held in London (Defra buildings) on 8 th October 2009.	Sec.	8 th October	Complete
29	Secretariat to trawl for a venue for the MG meeting on 19 th January 2010,	Sec.	8 th October	Ongoing
30	Each MG member to consider the format for the ERFF Main Board presentation before the meeting on the 8 th October.	All	8 th October	Ongoing