

UK Environmental Observation Framework

9th Management Group Teleconference

19th June 2013, 14:00-16.30

Note of Meeting

Main Meeting Aims:

- Discussion of UKEOF Review report and UKEOF forward plans
- Approval of the Communications Proposal
- Update on progress

Attendees:

| | | | |
|---------------|-------|---------------------|------------|
| David Allen | NRW | Bruce Truscott | Met Office |
| Helen Beadman | UKEOF | Liz Tucker | Defra |
| Ben Ditchburn | FC | Andrea Turner | UKEOF |
| Bill Eason | NERC | Amber Vater | UKEOF |
| Sophie Isaacs | UKEOF | Richard Walmsley | EA |
| Cathy Johnson | DECC | Andrew Watkinson | LWEC |
| Terry Parr | CEH | Doug Wilson (Chair) | EA |
| Paul Rose | JNCC | | |

Apologies:

| | | | |
|-------------------------|------|---------------|------|
| Mary Barkham | LWEC | Caryn le Roux | WG |
| Hannah Collins | ESRC | Andy Nisbet | NE |
| Nathan Critchlow-Watton | SEPA | Shaun Russell | WERH |
| Joanna Drewitt | SG | Lawrence Way | JNCC |

1. Welcome and Introductions

The Chair welcomed members to the teleconference. Paul Rose introduced himself as the JNCC representative for this meeting.

2. Minutes and actions of 19th MGM

- 2.1** The minutes and actions from the 19th Management Group meeting were checked and agreed.
- 2.2** Ben Ditchburn followed up on discussions from the 19th Management Group meeting about having a Forestry Commission representative on the Observations Committee.

ACTION 1: Helen Beadman to put Ben Ditchburn in direct contact with Amanda Charles regarding Forestry Commission representation on the Observations Committee.

3. UKEOF Review Outputs and Forward Plan for UKEOF

- 3.1** The Chair introduced Paper B, which details NERC and Defra's response to the UKEOF Review.

- 3.2 Bill Eason summarised the NERC response. NERC supports the continuation of UKEOF overall and will add a year's extension for financial year 2014/15 at the current rate of funding. However, funding for future years will be dependent on increased engagement with, and therefore more benefit to NERC.
- 3.3 Liz Tucker summarised Defra's overall position. Defra welcomed the Review as a chance to think about how to take UKEOF forwards. Defra will look to put in place a funding agreement for 2014/15 over the coming months.
- 3.4 There was discussion around UKEOF engagement with NERC, and the need to raise awareness about the work and benefits of UKEOF in all organisations. Bill Eason will be meeting with the NERC centres in the upcoming weeks, which may identify areas for the Secretariat to follow up on that would increase engagement with the centres.
- 3.5 There was discussion around the future activities of UKEOF, with regards to a new work-plan, and this will be discussed at the 20th Management Group Meeting in September.
- 3.6 It was agreed that UKEOF need to respond officially to the Review outputs by the end of July, and for the Management Group to approve this.
- 3.7 The roles of UKEOF and the Observations Committee were raised, it was agreed that clearly setting out the differing roles will be useful.

ACTION 2: Bill Eason to send a timetable of NERC centre talks to the UKEOF Secretariat by 28th June.

ACTION 3: All to discuss ideas for future UKEOF work activities within their organisations and to feed back to Helen Beadman by 5th August, with the aim to produce a short discussion paper for the September Management Group meeting.

ACTION 4: Helen Beadman and Doug Wilson to develop a response to the Review and to circulate to the Management Group by 28th June with comments requested by 12th July.

ACTION 5: Helen Beadman to follow up with Amanda Charles on the paper determining the different roles of UKEOF and the Observations Committee by 12th July.

4. Communications Proposal and Approval

- 4.1 Sophie Isaacs provided an update on the Communications proposal. The logo design was approved by the Management Group. Although there is an outstanding LWEC decision on the final green colour, this does not need to come back to the Management Group.
- 4.2 The "About UKEOF" wording will be approved after the teleconference by correspondence. Once the communications material has been approved, various items such as branded templates for documents and presentations will be made available to the Management Group for awareness-raising activities within their organisations and networks.
- 4.3 The UKEOF name was discussed and it was agreed not to change it as the risk of identity-loss is too great, and there are few suitable alternatives. However, the hyphen in the name has been dropped and the acronym should always be "UKEOF" going forwards.

ACTION 6: Sophie Isaacs to circulate finalised "About UKEOF" wording to the Management Group, for comment and approval by 21st June.

5. UKEOF Activities Updates:

5a. Coincidence Mapping update

5a.1 Sophie Isaacs provided an update on the Coincidence Mapping work which is progressing well.

5a.2 There was discussion around whether additional organisations needed to sit on the Steering Group. It was clarified that although the Steering Group does not have representatives from all Management Group organisations, any organisation that has monitoring activity in the Hampshire-Avon catchment will be contacted to take part in the case-study. The results of the case-study will be disseminated to all Management Group organisations to ensure knowledge is transferred more broadly.

5b. Co-ordinating Climate Observations

5b.1 Andrea Turner gave an update on the Coordinating Climate Observations work. The questionnaire had a very successful return rate, with 72 returned out of 82 sent out. The final report will be completed by 12th July.

5b.2 Andrea Turner and Cathy Johnson extended their thanks to everyone who had responded to the questionnaire and to the Management Group for their help in achieving this level of response.

5c. Citizen Science Working Group

5c.1 Andrea Turner gave an update about the Citizen Science work, which is progressing well, and gave details of new members that have joined the Working Group.

5c.2 Bill Eason mentioned that he will be visiting BGS soon, and this might be an opportunity to follow up on who would be the best representative from BGS to be on the Working Group.

5c.3 Bruce Truscott indicated that Aidan Green from the Met Office has changed jobs so may no longer be able to be involved in the working group.

ACTION 7: Bruce Truscott to find out from Aidan Green whether he can still sit on the Working Group in his new role, and if not to suggest a replacement, by 5th July.

5d. LWEC Tasks

5d.1 Helen Beadman gave an update about the LWEC tasks, which are still being finalised. LWEC and UKEOF have a good relationship, with UKEOF attending the LWEC directorate meetings, and UKEOF will become involved in these tasks when required.

5d.2 LWEC's annual event in November "Decision-Making in the Twilight of Uncertainty" was discussed, and UKEOF will be involved.

5d.3. Helen Beadman mentioned that there was the potential for UKEOF to be on the January agenda for LWEC's Business Advisory Board.

5e. Catalogue Upgrade update

5e.1 Richard Walmsley fed back from the Catalogue Project Board meeting and noted that although INSPIRE compliance is a useful outcome of the upgrade it is important not to lose focus on the primary reasons for why we have the catalogue and why it is important to maintain.

5e.2 Amber Vater gave an update on the communications plan for the Catalogue upgrade. There is a one page paper which gives details about the upgrade. The catalogue will be launched in Spring 2014.

5e.3 Amber Vater gave an update on the successful Data Suppliers Workshop which was attended by 6 out of the 8 major suppliers.

5e.4 Bill Eason flagged up the NERC Big Data Initiative and the potential opportunity with the catalogue launch to use it as a vehicle for engagement amongst the users of metadata.

ACTION 8: Amber Vater to circulate the catalogue upgrade paper to the Management Group by 28th June.

5f. Technologies Workshop Update

5f.a Amber Vater gave an update on the technologies workshop, explaining that the main focus will be on low cost personal monitoring techniques. This will be held in Edinburgh on 24th September, the day after the DAG meeting.

5f.b There was discussion over the attendee list and presenters for the workshop.

ACTION 9: Amber Vater to ensure John Tweddle from the Natural History Museum is invited to the technologies workshop by 12th July.

ACTION 10: Amber Vater to liaise with Bill Eason over NERC's funding programme on networks of sensors, as a possible route to engage the NERC community by 31st July.

ACTION 11: All to make relevant contacts aware of the workshop through the Secretariat by 31st July.

5g. Co funding agreement and finances

5g.1 Helen Beadman gave an update that the Environment Agency has now confirmed funding of £15,000 for 2013/14. Organisations should expect to receive the co-funding agreement soon for sign off, which will be followed by an invoice.

5g.2 Helen Beadman gave a general update on finances.

5g.3 Cathy Johnson responded to one of the Review recommendations that DECC should consider contributing financially. Cathy will discuss this with her manager and feed back to the Management Group, but indicated that it would be easier for DECC to contribute once they have seen the new work programme.

6. Proposed Dates/Locations of next meeting

6.1 The 20th Management Group Meeting will be held in Cardiff on 4th September

6.2 The 10th Management Group Teleconference will be held on 7th November in the morning.

ACTION 12: Secretariat to set up dates for the next two Management Group meetings by 28th August.

ACTION 13: Helen Beadman to discuss with Bill Eason about holding a Management Group meeting at a NERC centre by 28th August.

7. Any Other Business

The Chair extended thanks to everyone for their contribution to the Management Group and looked forward to reconvening in September.

Table of Actions

| Actions | Owner | Deadline |
|---------|--|--|
| 1 | Helen Beadman to put Ben Ditchburn in direct contact with Amanda Charles regarding Forestry Commission representation on the Observations Committee. | Helen Beadman Complete |
| 2 | Bill Eason to send a timetable of NERC centre talks to the UKEOF Secretariat. | Bill Eason Complete |
| 3 | All to discuss ideas for future UKEOF work activities within their organisations and to feed back to Helen Beadman by 5 th August, with the aim to produce a short discussion paper for the September Management Group meeting. | All 5 th August |
| 4 | Helen Beadman and Doug Wilson to develop a response to the Review and to circulate to the Management Group by 28 th June with comments requested by 12 th July. | Helen Beadman, Doug Wilson Complete |
| 5 | Helen Beadman to follow up with Amanda Charles on the paper determining the different roles of UKEOF and the Observations Committee. | Helen Beadman Complete |
| 6 | Sophie Isaacs to circulate finalised "About UKEOF" wording to the Management Group, for comment and approval. | Sophie Isaacs Complete |
| 7 | Bruce Truscott to find out from Aidan Green whether he can still sit on the Working Group in his new role, and if not to suggest a replacement. | Bruce Truscott Complete |
| 8 | Amber Vater to circulate the catalogue upgrade paper to the Management Group. | Amber Vater Complete |
| 9 | Amber Vater to ensure John Tweddle from the Natural History Museum is invited to the technologies workshop. | Amber Vater Complete |
| 10 | Amber Vater to liaise with Bill Eason over NERC's funding programme on networks of sensors, as a possible route to engage the NERC community. | Amber Vater Complete |
| 11 | All to make relevant contacts aware of the workshop through the Secretariat. | All 31 st July |
| 12 | Secretariat to set up dates for the next two Management Group meetings. | Sophie Isaacs 28 th August |
| 13 | Helen Beadman to discuss with Bill Eason about holding a Management Group meeting at a NERC centre. | Helen Beadman, Bill Eason 28 th August |