

1. Welcome and Introductions

- 1.1. The Chair welcomed Members to the first Executive Team meeting of the refreshed UK-IMON network and articulated the aims of today's meeting which were to finalise the Terms of Reference for the network and to better develop UK-IMON's group structure and work plan. If time permitted, there would also be discussion on how best to deliver UK-IMON's objectives and grow the network's structure to effectively include key contributors to UK ocean observing and its many stakeholders. The Chair reminded Members that the network should aim to have clear and demonstrable actions in seeking to fulfil its objectives ahead of the next MSCC Plenary meeting in March 2020.
- 1.2. Members introduced themselves and explained their interest in being part of the UK-IMON Executive Team.

2. Update from Chair

- 2.1. The Chair provided a precis of action leading up to today's meeting. The UK-IMON initiative commenced in November 2011. By 2014 it had a strategy which provided aims, objectives and terms of engagement for the group and a MoU was signed in 2015 by participant organisations of the UK-IMON 'project'. Although UK-IMON did make some early achievements, including commissioning scoping studies into future observing capability, a lack of sustained funding caused work to stall on meeting the objectives of its 2014 strategy.
- 2.2. A paper was tabled at the September 2018 MSCC Plenary meeting asking Plenary Members what the aims of UK-IMON should now be, making clear that any decision by the MSCC would require resourcing. Members were asked to commit resource from their organisations to both develop a two-year work plan and to fund and host a UK-IMON leading role.
- 2.3. In December 2018, the NOC agreed to support a UK-IMON Chair at the level of 0.2 FTE from the beginning of the 2019/20 financial year, funded from the National Capability – National and Public Good Programme. NOC's proposal was for Matthew Palmer to take over from Jon Turton as Chair. This was agreed by the UK-IMON Executive Team and was subsequently approved at the March 2019 MSCC Plenary meeting.
- 2.4. At this time the next steps for UK-IMON were envisaged as being to:
 - Re-affirm observing networks/capabilities that will contribute to the UK-IMON and assess the present availability of their data, its timeliness and suitability;
 - Identify additional observational data sources that are not readily available and investigate the potential for their delivery;
 - Document gaps in coverage of key marine variables and identify opportunities and technologies that can help address those gaps;

- Improve national co-ordination with IMarEST OOSIG, NPOP and MEDIN by cross representation at meetings.
- 2.5. Subsequent to this meeting, it was decided that additional leadership of UK-IMON would be required due to the large workload of the Chair, and Alejandro Gallego volunteered to become Vice-Chair – a position endorsed by all. Some changes have taken place within the UK-IMON Executive Team. James Fishwick has replaced Tim Smyth as the PML representative, Penny Holliday has joined as the NOC representative, and Adam Mellor will join as co-representative of AFBI with Matt Service. Matt Frost will represent the MBA, which now includes the CPR following the merger with SAHFOS. Executive Team partnerships have been created with MCCIP and HBDSEG (Matt Frost), OPEG (Stephen Dye), MEDIN (Clare Postlethwaite), NPOP (Jason Holt & John Siddorn) and EuroGOOS (Penny Holliday, John Siddorn & Veronique Creach). Members asked that a representative from the Environment Agency be sought **ACTION: Chair.**
- 2.6. As well as his Chairing of UK-IMON, Matthew is also a member of the NPOP Executive Committee, which was previously underrepresented on *in situ*, and will be looking at where NPOP Activity Groups and UK-IMON can work together. Matthew is also a member of the Marine Facilities Advisory Board (MFAB) and Vice-Chair of OPEG. Originally sitting under OPEG for reporting, UK-IMON is now a Partnership Initiative of the MSCC and reports directly to the MSCC's Executive Team, although it will continue to have strong links with OPEG.
- 2.7. The Chair stressed the good work that has been done by UK-IMON to date and how the network must ensure they do not repeat what has already been done. He referred Members to the original MoU which had identified observing programmes and core variables which contribute to UK-IMON.

3. Finalise UK-IMON Terms of Reference (ToR)

- 3.1. The extant Terms of Reference were split into four sections for consideration:
- Remit
 - Structure
 - Objectives
 - Measures of Success.
- 3.2. Much discussion took place on all four points, with the network's remit causing most debate. Without first defining objectives and requirements it proved hard to finalise remit and measures of success, although all agreed wording should be consistent in all UK-IMON documents **ACTION: Chair.** The meeting asked for efforts to be made to further engage the biological community and, going forward, Sophie agreed to ensure this community is accurately reflected in the UK-IMON ToR **ACTION: Sophie Pitois.** Comments were captured by the Chair who agreed to amend Terms of Reference and Objectives and send to Members for comment **ACTION: Chair.**

4. Development of the UK-IMON group structure

- 4.1. The Chair shared his latest iteration of a group structure, including limited time Action Groups, which will, amongst other tasks, assess what is 'best practice' for the community and disseminate this information accordingly to ensure integrated systems work together to build a community and maintain a programme of activity for national public good. These Action Groups will report to the UK-IMON Executive who will have the veto over any recommendations from the Action Groups and who will, in turn, report to the MSCC, updating the MSCC Plenary twice per annum. In addition, UK-IMON will have Partner Members although the description of what constitutes a Partner Member and an Executive Member has yet to be written **ACTION: Chair.**
- 4.2. The meeting agreed that the NCEO should be approached to join UK-IMON to represent the EO community on the Executive **ACTION: Chair.** Other potential Executive Members to be approached are; JNCC, Environment Agency, The Crown Estate, Natural Resources Wales, the Northern Ireland Environment Agency, Scottish Environment Protection Agency and the Marine Management Organisation. Jon to provide Chair with correct point of contact within MMO **ACTION Jon Rees** and the Chair to then contact all the above organisations **ACTION: Chair.** Additionally, the OOSIG Members to identify appropriate industry contacts and advise Chair accordingly **ACTION: OOSIG Members.**
- 4.3. One Member asked that going forward, as members of the Executive retire or leave, that thought be given to the gender balance of the Executive. The same Member also advised the Executive that the word 'Network' can mean different things to different people; for example, within the GOOS community, 'Network' means a network of platforms and not people. The Executive decided that this should not cause problems going forward.

5. UK-IMON two-year work plan

- 5.1. The meeting discussed future activities. Whilst UK-IMON does have a website, this will need updating. It is currently hosted by PML so James to discuss with colleagues whether PML wishes to retain and advise Chair **ACTION: James Fishwick.** If PML do not wish to retain, Chair to look into NOC hosting site **ACTION: Chair.**
- 5.2. Members agreed on the proposal to hold a UK-IMON symposium once a year, which would engage the broader observations community. Members asked if this open meeting can be tagged onto a larger event such as MASTS, Challenger Society, MATS, OB, Oi.
- 5.3. An immediate task should be to initiate an Observations Modelling Activity Group under the auspices of NPOP (**ACTION: Chair and Jason Holt**).
- 5.4. One OPEG activity was to update the catalogue of the current UK marine observing network but this has not been done in recent years. Matthew to begin the refreshment process with a view for completion by February 2020 **ACTION: Chair.**

5.5. A gap analysis will need to be completed to document the status of data delivery and accessibility. Marine strategies relevant to the UK (both commercial and statutory reporting - for example, the Evidence Groups) will need to be collected and reviewed to identify gaps, to review what is being observed and whether those observations are fit for purpose. Additionally, a summary of where relevant strategies can be accessed will need to be collated and posted on line **ACTION: Chair.**

6. Funding

6.1. The Chair is funded one day per week for UK-IMON out of National Capability, National Public Good Funding. The meeting debated whether UK-IMON should be funded by sponsorship, perhaps using the MEDIN model of sponsors paying a set amount per year and, in return, get to comment on the MEDIN Business Plan. A lack of resource also makes the gap analysis exercise crucial as the identification of gaps may then attract funding.

6.2. Jon Turton reminded meeting that the Met Office's £6K contribution to the funding of OPEG/UK-IMON/JCOMM activities has yet to be allocated for this financial year. The Chair to invoice Met Office **ACTION: Chair.**

7. Any other business

7.1. There was no any other business.

8. Date of next meeting

8.1. A trawl for a date for the next meeting will take place in the New Year **ACTION: Chair/MSCC Secretariat.**

ACTIONS		
Action	Responsibility	Update
Approach Environment Agency and invite to join UK-IMON Executive	Chair	
Ensure wording consistent across all UK-IMON documents	Chair	
Ensure biological community accurately reflected in UK-IMON outputs	Sophie Pitois	
Amend ToR and Objectives and send to Executive for comment	Chair	Circulated for comment 11 October 2019
Define role of Executive Member and Partner Member	Chair	
Ask NCEO to join UK-IMON Executive	Chair	
Provide Chair with MMO contact	Jon Rees	

Invite JNCC, The Crown Estate, Natural Resources Wales, the Northern Ireland Environment Agency, the Scottish Environment Protection Agency and MMO to join UK-IMON	Chair	
Advise Chair of appropriate industry contacts	OOSIG Members	
Advise Chair whether PML content to continue to host UK-IMON website	James Fishwick	
If not, investigate NOC hosting site	Chair	
Initiate NPOP Observations Modelling Activity Group	Chair and Jason Holt	
Begin process of updating catalogue of current UK marine observing network	Chair	
Initiate gap analysis into status of data delivery and accessibility and collation of relevant strategies	Chair	
Invoice Met Office for £6K	Chair	
Trawl for date of next meeting	Chair/MSCC Secretariat	