

### **Full Steering Group Meeting No 3**

**Venue:** Home Office, London  
**Date:** Wednesday 19 October 2006  
**Start:** 13:40

#### **Present:**

Beth Greenaway (Defra) Chair; Stephen Dye (MCCIP Secretariat); Paul Buckley (MCCIP Secretariat); Kathy Kennedy (Cefas); Patsy Falconer (Cefas); Emily Lewis-Brown (WWF); Kevin O'Carroll (DTI); Richard Westaway (UKCIP); Matt Frost (MECN); Olly Watts (RSPB)

#### **Video-conference:**

Martyn Cox (Scottish Executive); Evanthia Karpouzli (Scottish Executive); John Baxter (SNH); John Hamer (CCW)

#### **Apologies:**

Dan Laffoley (Natural England); Craig Wallace (NERC – RAPID); Victoria Paris (WAG); Larissa Naylor (EA); David Connor (JNCC); Chris Reid (SAHFOS); Brendan Forde (DoENI); Stephen Roast (EA)

**(Note:** SG agreed MCCIP minutes are to be more streamlined and easier to follow by having brief notes on discussion points, their conclusions and resulting actions.)

Defra chaired the meeting and introductions were made. The Home Office was chosen as the only venue available for video conferencing with large numbers of people in one place.

### **Agenda Item 1 – Action points from previous meeting of 05 Sep 06**

There were many outstanding actions from the previous meeting of 05 Sep 06. Those still outstanding and any new actions arising from this meeting are summarised in Annex 1.

The following are action points outstanding from previous meeting. There are no updates to report.

- Action:** **MCCIP Secretariat** to chase IACMST's involvement in the Partnership and also the seabed development group's involvement (via Crown Estate) **ASAP**.
- Action:** **MCCIP Secretariat** to relay OSPAR requirement through to Keith Brander **ASAP**.
- Action:** JNCC to circulate OSPAR requirements to SG. **MCCIP Secretariat to follow up ASAP**.
- Action:** **MCCIP Secretariat, NE and EA** to prepare financial strategy, possibly in time for ARC launch or for the coming new year (2007).

It was agreed that this is necessary but given the other actions required this can be completed after the **ARC 2006 Launch**.

**Action:** **MCCIP Secretariat** to progress funding discussions with Defra GA. **To Revisit after ARC 2006 Launch.**

Other outstanding action points from previous meeting of 05 Sep 06 are updated as follows.

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| <b>Action:</b>     | Defra and Scottish Executive to seek quote from Ministers endorsing MCCIP newsletter and provide update at next meeting.   |
| <b>Update:</b>     | MCCIP Secretariat advised newsletter has been delayed. (Partners were previously asked to submit relevant “news-worthy” information (e.g. new initiatives that their organisations are undertaking on Marine Climate Change) for the MCCIP newsletter.) Nothing had been received from partners to date. |
| <b>Action Oct:</b> | <b>MCCIP Secretariat</b> to provide deadlines for newsletter submission when newsletter template available; onus on partners to provide information to the Secretariat; quote from ministers for the first newsletter shall be based on comments following ARC 2006 launch.                              |

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| <b>Action:</b>     | NE and SAHFOS to provide form of words for relationship agreement. It was agreed that clarification required on the scope, links and differences between the MCCIP and the SAHFOS Web encyclopaedia. This would be provided prominently on both websites so that both funders and public audience were clear. |
| <b>Action Oct:</b> | Required for ARC launch 29 Nov 06.<br><b>MCCIP Secretariat</b> to chase.<br><b>Secretariat note:</b> Link from MCCIP website to SAHFOS website and then to encyclopaedia icon whereby explanation of MCCIP has been provided.   |

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| <b>Action:</b> | Discuss how do we further develop ARC and aim to firm arrangements for, e.g. an annual conference. |
| <b>Update:</b> | To be discussed as an agenda item (see item 2b below).   |

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| <b>Action:</b>     | Case-study (presented at previous meeting by EA) to make ARC more understandable and user friendly to the lay reader. Case study was also to show in the interactions and interconnections within a marine ecosystem which do not come across in a tabular format. Comments to EA requested by 15 Sep 06. |
| <b>Conclusion:</b> | EA not present at 18 Oct 06 meeting but advised unable to progress in time for ARC launch. SG members asked to follow up, but no one able to action within time frame.  |

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| <b>Action:</b> | Defra GA to advertise MCCIP at cross regional-event. |
| <b>Update:</b> | Action completed                                     |

The following action was **completed**. However, SG members felt further clarification

was needed within the BIC communiqué text.

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| <b>Completed Action:</b> | Brendan Forde & Kathryn Humphrey (KH) to forward BIC notes to the Steering Group.   |
| <b>Discussion:</b>       | The following text on the communiqué needed clarification to ensure MCCIP remit was understood within BIC.<br><i>“The Council agreed on a number of proposals for work going forward including participation in the Marine Climate Change Partnership, the sharing of best practice, participation in a workshop on the development of adaptation strategies, and the establishment of a working group on indicators of climate change impacts and adaptation.”</i> |
| <b>New Action:</b>       | <b>MCCIP Secretariat</b> to provide DOE NI & Defra GA with text to ensure that remit of MCCIP is clarified to BIC members.  |

### **Agenda Item 2 Business Plan**

a) The Business Plan for the partnership is the key strategic document which outlines what MCCIP is, what it will deliver, by whom and why. It was felt at the Sept SG meeting that it is important that this is available on the web at the time of the ARC launch. The Scottish Executive (SE) had agreed to lead the redrafting with input from other members and the Secretariat. Although this was not yet fully complete the SG was grateful for the work the SE had put in to date. Agreed this action to be completed by the SE for the 27 Oct 06 in order for the SG to re-read and agree the Plan by 17 Nov 06.

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| <b>Previous Action:</b>  | <p>a) MCCIP Secretariat to submit amendments re project dates, milestone dates, annual review within work programme section of Business Plan. <b>Status:</b> Completed</p> <p>b) SG to feed business plan comments through to Scottish Executive (SE) by 30 Sep. <b>Status:</b> No comments received from other members since last meeting.</p> <p>c) Ensure business plan reflects Steering Group Terms of Reference.</p> <p>d) SE to update business plan as above.</p> |
| <b>New Action:</b>       | <b>SE</b> to finish business plan updates and circulate to SG by <b>27 Oct 06</b> .   |
| <b>New Action:</b>       | <b>SG</b> to feed comments to SE by <b>17 Nov 06</b> as revised business plan needed in time for ARC launch.  |
| <b>Secretariat note:</b> | All actions completed   |

b) Cefas led a discussion to seek the views of the SG on what they expect of MCCIP post-ARC launch - ARC is only one of the MCCIP products.

**Discussion:** It was agreed that an ARC 2006 evaluation was required – e.g. feedback on the product, the launch, the users opinions. It was also felt that previously identified gaps in knowledge (as part of ARC 2006 process) should be explored further. SG members agreed there were 2 stages to MCCIP post-ARC:

- 1) Need for evaluation of ARC launch, content etc. The ARC card itself invites feedback through the website. Therefore an online questionnaire will be used.

A time-scale such as 8 weeks would be needed post-launch for a considered evaluation of both the card by the users and by the Secretariat of the responses.

- 2) Need for a strategic forward-look – what would MCCIP deliver in 2007? E.g. an annual conference; expansion of the partnership; the design and production generic presentation material? In the future, should MCCIP consider adaptation and mitigation as part of its remit? Is there a need for a formal events programme? Agreed there was also a need for a review of the funding situation / financial strategy.

**Conclusion:** It was agreed that two *separate* Steering Group meetings would be held to discuss above. It was further noted that the strategic meeting should preferably be face-to-face.

**Action: MCCIP Secretariat** to prepare on-line questionnaire needs to be ready for ARC launch **29 Nov 06**.

**Action: SG** meeting to be held (location tbc) on **Thu 14 Dec 06** to discuss strategic-forward look. This was also timely as the Secretariat and Cefas would be having an internal strategic meeting 13 Dec 06.

**Action:** A further meeting to be held Jan/Feb 2007 for ARC 2006 evaluation. This will be arranged at 14 Dec 06 meeting. **Secretariat Note:** Next SG meeting now Jan 07, further details tbc.

### **Agenda Item 3 Present ARC redrafts - i) designs ii) text and iii) ARC website progress (also includes agenda item 4 – ARC discussion)**

#### **i) Designs**

Two versions of the ARC design were presented to the SG. These versions were the “bulleted text” and the “tabular” format. These had been circulated to the SG in an e-mail from the MCCIP Secretariat late evening Tue 17 Oct. Apologies made for lateness of these submissions.

Discussion followed on design – tabular v text.

**Conclusion:** it was agreed that the tabular format of the ARC design was better, easier to read and this format is to be used in taking final design forward.

Feedback was requested on the general “look” of the ARC. Comments were made on the picture content of the ARC, in particular the map on the front-cover page. The Secretariat stressed imminent deadline for final draft of ARC (words and design) (needs to be at designers **COB Fri 20 Oct 06**) and it was agreed that pictures could be replaced only if they were similar size to those already there.

It was strongly agreed that a general map of the UK was needed for the front cover page of the ARC. Further the ‘power’ of the pictures was acknowledged as they do give strong messages. Therefore we should be sure they do not send out the wrong message.

**Action: MECN** to seek appropriate map from Hadley Centre or PML and send to MCCIP Secretariat **by 4pm Fri 20 Oct 06**. UKCIP map to be sourced as back-up if required. Request made for images to be more evenly spread throughout publication if possible. **Secretariat note:** Action completed.

It was further acknowledged that given the tight timescales of the process, it was not advisable to have to sign off the product by committee again.

### **ARC Sign off process**

The Secretariat would make the decisions. However, given the strategic importance of the ARC beyond a science product, a small subset of the SG would act to sign off the product before it goes to print. **Secretariat note:** The group will consist of DLF, JB, ELB, MC and BG. Editorial checking will be by Dave Morris at Cefas.

#### **ii) Text**

##### **Front Cover**

There was discussion on quote on the front-cover page. Concerns raised over “political” aspect of current quote (Al Gore). SG was asked for other suggestions.

**Action: CCW** to provide recent quote from David Attenborough to the MCCIP Secretariat **by 4pm Fri 20 Oct 06**. **MCCIP Secretariat** to source recent Kofi Annan quote. **Secretariat note:** Action completed.

There was discussion on using the MCCIP logo with/ without the words “Marine Climate Change Impacts partnership” on the front-cover page. It was agreed that it was better to use the words in the logo. This allowed the use of ‘we’ on the cover. Other small amendments were made to the front cover wording.

In general, it was agreed that the front cover page was OK.

##### **Introduction section**

There was discussion on this section. Some members preferred to use text from the front-cover page of the bulleted version of the ARC and have this incorporated into this section. The section would also be reordered to account for all members’ views.

**Action: MCCIP Secretariat** to update this section as discussed and add to the proof to be sent out on Tues 24<sup>th</sup> Oct. **Secretariat note:** Action completed.

##### **How sure are we? section**

There was discussion on the use of the graphics system (high, medium or low confidence) and some SG members asked what benefit it was offering to users. They expressed concern that readers would use it as a “traffic light system” i.e. would infer a judgement of good or bad over the whole section (not just the confidence).

**Action:** It was agreed to remove the graphics from this section (and hence each row of the table) and to put a more detailed explanation on how we arrived a high, medium or low confidence on the website. **MCCIP Secretariat.**

**Secretariat note:** Action completed.

**Action:** Some of the individual sections had a confidence star. This was a result of confidence level being selected by the Secretariat where none was given by contributing scientists. **MCCIP Secretariat** to check that contributors are amenable to the confidence selected. **Secretariat note:** Action completed.

### **Back-cover page**

There was a discussion regarding the necessity or otherwise of naming Expert Panel. It was agreed that that EAP process for ARC 2006 would be treated the same as any other peer-reviewed process and experts would remain anonymous.

**Action:** SE to remove EAP names from business plan. **Secretariat note:** Action completed.

Concern was expressed that ARC content contained too much jargon. It was mentioned that the Secretariat was seeking to gain the Plain English “crystal mark” for next year’s ARC.

**Action:** SG to submit **final** comments on ARC content to the Secretariat by **4pm Fri 20 Oct 06**. **Secretariat note:** Action completed.

**Action:** **MCCIP Secretariat** to send REVISED PDF “in camera” version to SNH, Defra and NE **by noon Tuesday 24 Oct 06**. SNH to discuss at the Eurosite Annual General Meeting in Orleans, France. Defra and NE to use at DGFISH / DG Maritime meeting on Climate impacts in European Seas. **Secretariat note:** Action completed.

### **iii) ARC website progress**

The Secretariat confirmed that the website was being progressed in time for ARC launch 29 Nov 06.

### **iv) Welsh Translation**

Although it was not thought necessary at the last meeting, CCW have since confirmed that a Welsh translation of the ARC would be highly desirable for Welsh Ministers and the Welsh public. There was general encouragement of this and the MCCIP Secretariat confirmed their commitment to undertaking this aspect (it was also part of original tender bid).

**Action:** **20 Oct 06** CCW to confirm approved translator list.

**Action:** **MCCIP Secretariat** to commence translation process once ARC 2006 finalised.

**Action:** **CCW** to advise word area for translation from English to Welsh (i.e. how would this affect ARC page numbers, layout etc.)

**Action:** **CCW** to advise on the number of Welsh translation copies required.

**Secretariat note:** All actions completed.

## **Agenda Item 5 ARC Launch plans and distribution of report card**

### **ARC Launch Event**

The Chair confirmed the following launch plans (which have been drawn up in consultation with a few of the SG members) and asked for feedback from the SG.

- Evening Launch
- Wed 29 Nov 06
- Atrium, Nobel House, London
- 1800 – 1945
- 2-3 keynote speakers (tbc) – Minister: Ian Pearson or Ben Bradshaw (both available); approach made to Hadley Centre and WWF rep as additional speakers. Awaiting update at time of meeting.

- Possible “question & answer session” for press; rolling PowerPoint presentation;
- ARC distribution to invitees on arrival
- 100 guests in total
- drinks & nibbles

Discussion on evening or lunchtime launch - it was agreed evening would be preferable. It was also agreed that there had to be a “Q&A” session to make event more attractive to the Press.

**Action: WWF** to send e-mail with advice on suitability of newspapers to MCCIP Secretariat and Defra; **WWF** to approach Neil Oliver as a keynote speaker - provide updates **by Fri 27 Oct 06**. **Secretariat note:** Action completed.

**Action: SG** members to send any updates for ARC Launch invitation list to Cefas **by Fri 27 Oct 06**. **Secretariat note:** Action completed.

### **Press Release**

It was agreed that there would be ONE press release – as an MCCIP release. Defra Press Office would lead the press release and would write a first draft with collaboration from other partners.

SE highlighted the fact that we need to consider “the story we wanted ARC to tell” when preparing the press release. It was agreed that the overall message was important. Chair asked for comments on message ARC wished to send out.

It was agreed that the top three messages were:

- Everything in the seas is changing
- The contents of the ARC are all connected as an ecosystem
- People will have to adapt

**Action: Defra** to ensure that this message was conveyed in press release.  
**Secretariat note:** Action completed.

This is a separate action for the **MCCIP Secretariat**: Copies of final ARC 2006 needed to be at Defra, Scottish Executive, Welsh Assembly and DOE NI **by noon Tue 28 Nov 06** in time for following day launch. **Secretariat note:** Action completed.

### **Agenda Item 6 Discussion regarding MCCIP delivery priorities for next FY**

Incorporated at item 2.

### **Agenda Item 7 DONM**

Strategic Meeting Thu 14 Dec 06, location tba. (See item 2). **Secretariat Note:** Next SG meeting now Jan 07, further details tbc.

**AOB** – Thanks were given to MCCIP Secretariat for the efforts to date to get to current position. It was noted that consideration would need to be given to the management of the Partnership as it grows in size and needs to deliver multiple products.

**Disclaimer** – It was felt appropriate to include a disclaimer on the back-cover page to show that contents of annual report card are the considered view of the partnership based on available evidence.

**Action: MCCIP Secretariat** to consider.

**The meeting closed at 17:15.**

## **ANNEX 1 - ACTION LIST SUMMARY FOR UPDATE AT NEXT SG MEETING**

- Action 1:** **MCCIP Secretariat** to chase IACMST's involvement in the Partnership and also the seabed development group's involvement (via Crown Estate).
- Action 2:** **MCCIP Secretariat** to relay OSPAR requirement through to Keith Brander.
- Action 3:** **JNCC** to circulate OSPAR requirements to SG. MCCIP Secretariat awaiting response.
- Action 4:** **MCCIP Secretariat, NE and EA** to prepare financial strategy. To Revisit after ARC 2006 Launch.
- Action 5:** **MCCIP Secretariat** to progress funding discussions with Defra GA. To Revisit after ARC 2006 Launch.
- Action 6:** **MCCIP Secretariat** to provide deadlines for newsletter submission when newsletter template available; onus on partners to provide information to the Secretariat; quote from ministers for the first newsletter shall be based on comments following ARC 2006 launch.
- Action 7:** **MCCIP Secretariat** to provide DOE NI & Defra GA with text to ensure that remit of MCCIP is clarified to BIC.
- Action 8:** **MCCIP Secretariat** to prepare on-line questionnaire for ARC feedback ASAP.
- Action 9:** **MCCIP Secretariat** to arrange ARC evaluation meeting at next SG meeting Jan 07.