

# Meeting Minutes from the 4<sup>th</sup> Meeting of the UK National Decade Committee

*“Working together to develop the science we need for the ocean we want”*

15<sup>th</sup> March 2023, 10:00-16:00

National Oceanography Centre, European Way, Southampton SO14 3ZH

**Minutes prepared by:** UK NDC Secretariat.

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## **AGENDA ITEM 1: Welcome and Introductions**

The interim Co-Chairs, Stephanie Ockenden (Defra) and Lowri Griffiths (FCDO), welcomed Committee members both in-room and online, introduced the Secretariat Team and guest notetakers. Alan Evans (NOC) introduced the facilities, working groups and research conducted at the National Oceanography Centre, Southampton. Congratulations were extended to Lowri Griffiths, and all others involved in BBNJ negotiations.

The draft agenda was approved with no additional items added under any other business.

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## **AGENDA ITEM 2: Meeting Aim, Objective and Updates**

The Co-Chairs outlined the aims and objectives of the meeting, to continue to lay the foundations for the UK’s National Decade Committee’s activities in its initial phase of work, and to conclude work by initial Task Teams and agree future structures and priorities to advance objectives under the Committee’s Terms of Reference. Decade and IOC updates were provided by the Co-Chairs, the Secretariat and Alan Evans (UK representative to the IOC):

1. All actions from December virtual NDC meeting have been completed, the work of Task Team 5 having been paused indefinitely as other tasks were prioritised.
2. The application and candidate pack for the role of Chair is now live, with a closing date of Thursday 13<sup>th</sup> April (extended from 7<sup>th</sup> April), with Committee members asked to disseminate through own networks and share to those who may be interested ([New Opportunity: UK National Decade Committee seeks Chair for UN Ocean Decade](#)).
3. Ocean Decade (IOC-UNESCO):
  - Highlights from two Focal Points meetings this year (Jan and Mar) include:
    - 15<sup>th</sup> April 2023: the next Decade Call opens with a focus on Challenges 1 and 2 (Marine Pollution and Ecosystem Restoration and Management)
    - April 2023: NDC manual published.
    - 7<sup>th</sup> May 2023: deadline for Monitoring and Evaluation Report
    - June 2023: IOC Assembly, Paris
    - 15<sup>th</sup> October 2023: 6<sup>th</sup> Call for Decade Actions
    - 10-12 April 2024, UN Ocean Decade Conference, Barcelona, Spain

- Focal Points have received a draft version of the NDC Manual providing informal guidance on committee structure and function. The manual provides a consideration of different approaches adopted by existing committees in an informal/conversational manner. It is not intended to replace existing guidelines. The Secretariat will check with IOC if the draft can be shared with Committee members.
4. For the next UK NDC annual report to IOC-UNESCO, information is required on Early Career Ocean Professionals (ECOPs – those who self-identify as being early in their career in any field related to the Ocean, in general, this is being in the first 10 years of their profession).
  5. The Committee were provided with a summary of the agreed role of the Secretariat (full document shared prior to the meeting). Secretariat responsibilities fall under four broad categories: Core functions, coordinating functions, communications and reporting. Under reporting, the Secretariat are currently required to provide the IOC with an annual form to report on the basic activities conducted by committees. This may become a more detailed and formal requirement in future.
  6. The Committee were informed that The London Royal College of Arts are now a Decade Implementing Partner<sup>1</sup>. Steph Ockenden, as interim UK NDC co-chair, attended an RCA event as part of a RCA Decade Grand Challenge in collaboration with RNLI, where Post-graduate Students were given a task to create projects to tackle Decade challenges -for more details see [here](#).
  7. Co-Chairs provided an update on the work of HMG in response to the Decade, with Defra championing the Ocean Decade through its ongoing NDC and G7 work. This also includes the Global Ocean Decade Programme for Blue Carbon (GO-BC) which seeks to establish a robust evidence base to further global thinking on blue carbon habitats as effective Nature-Based Solutions (NBS) to climate change. Whilst Defra provide funding for the GO-BC Secretariat, there is no central funding to support UK Decade programmes.
  8. A broader conversation across the Committee considered the funding questions, noting the Committee could in future consider a role in guiding stakeholder to identify funding routes, whilst being clear there was no funding pot within HMG/the Committee. Discussion included the need to consider ethical considerations with respect to funding sources, and where many institutions will already have policies in place within organisational guidelines.

#### **ACTIONS:**

- Secretariat to share draft NDC Manual if agreed by the IOC.
- Committee members who self-identify as ECOP (defined as less than 10 years' experience) to inform Secretariat by 14/04/23.

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### **AGENDA ITEM 3: UK NDC Vision and Communications**

Agenda Item 3 provided an opportunity for the Vision and Communication Task Teams (1 and 2) to deliver updates on progress since the last Committee meeting. Matt Frost provided an update from Task Team 1 for progress on the vision statement.

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<sup>1</sup> [The Royal College of Art – Ocean Decade](#)

- Taking on board the feedback from the Committee, Task Team 1 developed the final vision statement:  
*“To amplify the UK’s collective voice in accelerating transformational ocean science to facilitate the delivery of a clean, healthy and resilient, productive, predicted, safe, accessible, inspiring and engaging ocean and seas”.*
- The statement provides clarity for those who have no prior knowledge of the Committee, aiming for close ties to the UN Decade statement.
- The Team ensured it was clear that the Committee’s aim is to support and facilitate Decade actions, not to deliver.
- It was agreed that the statement may split up into shorter ‘punchy’ statements for communication materials if the wording is not changed.
- The Committee were reminded that the statement will refer to one ‘ocean’, rather than ‘oceans’ in line with the UN Ocean Decade statement.

Following the presentation, the full Committee gave unanimous endorsement of the final vision statement. Amy Bray and Natalie Fox provided an update from the communications Task Team 2.

- Via the online poll the Committee voted in favour of using the name Ocean Decade UK on communication materials/online resources.
- The Ocean Decade international communications team endorsed the use of the UN Decade logo and its modification for the UK NDC.
- The Team have been developing content to be published to the website once ready, with documents available on the NDC Google Drive Folder for review by the Committee.
- The Team is developing a press release and presentation on Ocean Decade UK which can be used as promotional content for external stakeholders (available in draft form).
- The Team plan to produce a film to showcase the National Decade Committee and asked members to suggest ‘Ocean Heroes’ or provide contacts of those who may be able to help support with the filming process.
- Natalie was approached by Dr Pamela Buchan of Exeter University (Citizens of the Sea PhD) around opportunities to work with the Committee and support the UK’s response to the Decade, including offering to be a staff member to work on NDC strategy and wider UK-Decade strategy.
- June 8<sup>th</sup> is World Ocean Day for schools. AB may be visiting the event in Bristol to host an activity.
- Natalie is looking at designing an inclusive Decade by speaking to diverse groups about their personal experiences with the ocean. One volunteer has consented to recording a short video of their experience which may be used for promotional/website material.
- Richard Hixson indicated that a friend could provide high quality video footage if funding is tight.

The final update around inclusivity in the Decade prompted a discussion about how the NDC can meaningfully support Equality, Diversity and Inclusion (EDI) given the lack of BAME representation within both the UK Committee and the wider marine community. Co-Chairs agreed that this should be a consideration for the Committee and would raise the issue again during Agenda Item 6, to tie in with discussions on Committee infrastructure.

The Secretariat then provided an update on the progress of the website.

- The website test page is now live and can be edited/developed, providing the basic framework and structure for initial online communications.
- The website is hosted by Cefas and follows Crown accessibility guidelines.
- The site has managed access profiles for editing and publishing. Whilst the development of materials will be responsibility of the Committee, the final publication of material will be controlled by the Secretariat to ensure content is within policy guidelines.
- Training materials are available for website customisation and content population, which will be disseminated to relevant Committee members in due course.

Actions to conclude the work of Task Team 2 were summarised, as follows.

#### **ACTIONS:**

- Communications sub-committee to develop a standardised template for slides and presentations, reflecting the new UK NDC branding.
- Committee to review [website content document](#) produced by Task Team 2 and saved on the NDC Google Drive.
- Committee members invited to submit photographs and bios to be used for website content (previous photos/bios provided last year will alternatively be used). Members are requested to inform the Secretariat by 14/04/23 if they do not want their information to be made public).
- It was note that wider proposals for comms activities should be picked up and considered as part of future Sub-Groups and workstream plans, discussed in Agenda Item 6.

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#### **AGENDA ITEM 4: Stakeholder Engagement**

The Co-Chairs introduced Agenda Item 4, an opportunity for Task Team 4 to provide an update on the stakeholder mapping task. Richard Hixson presented on behalf of the Team.

- Seven stakeholder maps were generated using the Mindmeister software suite: Marine Social Science and Research; Science and Evidence; Government Bodies; Healthcare; Culture and Heritage; Marine and Coastal Industries; and funding opportunities.
- The Team have been working on a single login set up but there are options for multi-login option which would require further finances.
- A full description of mapping tools and features were presented, which enable notes, annotations and links between stakeholder entries (see slide pack for full details of Mindmeister software).

A broad discussion was held around why the data is being collected and mapped, and how it will be used. The discussion highlighted several reasons why stakeholder maps are a valuable resource for the committee.

- Mapping helps to provide a structure to identify where the Committee is enabling others to make change by forging new connections. This links back to the goals of the vision statement – to facilitate, not deliver.

- Mapping promotes inclusivity by identifying stakeholders and communities who are not represented. By identifying who we know, we can also identify who we don't know and should prioritise connecting with.
- The mapping is currently UK centric, but is a tool which should be utilised internationally, in line with the Ocean Decade goals. A future consideration could be to connect UK stakeholders with international partners and developing nations.
- It is a useful tool to be used internally, enabling the Committee to keep track of who is communicating with us and who our members have links with. We should take care to keep the Committee vision in mind and not use the stakeholder contacts as a generic 'mailing list'.
- Maps are incredibly useful for drawing links and facilitating partnerships between multiple stakeholders, referring to earlier discussion on funding to help identify potential sources of contribution.
- For ECOPs, it is a useful resource for providing summaries of organisations and their roles, links between departments and administrations. An element could or should be public facing to support career development for professionals.
- Purpose of stakeholder mapping is to narrow down and identify who the key stakeholders are that we need to target engagement with. Maps can be utilised to engage with Decade Calls for stakeholders in relevant fields.

A key issue for consideration was raised by the Co-Chairs regarding data handling and GDPR around stakeholder mapping and whether the information would be used publicly or internally. Potential mitigation strategies discussed included:

- The Secretariat could act as the data controller to adhere to Cefas/HMG GDPR requirements and avoid the confusion of multiple data handlers.
- Providing only the name of the institution with a link to the organisation website, where contact can be made directly, alongside the name of the Committee member who has links to the stakeholder. The omission of personal details could mitigate against GDPR issues.
- It was agreed to re-address decisions around a GDPR strategy in Agenda Item 6.

Task Team 4 then led an interactive activity in which Committee members were invited to annotate and provide feedback on handouts of stakeholder maps. Online attendees were directed to the Jamboard activity for online versions of the stakeholder maps (see [Stakeholder maps - Jamboard](#)).

#### **ACTIONS:**

- Stakeholder engagement Team to make updates following feedback and create a plan for the future of the maps.

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### **AGENDA ITEM 5: Decade Calls and Actions**

The Co-Chairs introduced Item 5, a session on Decade Actions and Calls to inform a future work plan. The differences in Decade action terminologies were reiterated to the Committee to avoid confusion throughout this session:

A **Decade programme** is typically global or regional in scale and will contribute to the achievement of one or more of the Ocean Decade challenges. It is long-term (multi-year), interdisciplinary and will consist of component projects and potentially enabling activities.

A **Decade project** is a discrete and focused undertaking. It may be regional, national or sub-national and it will typically contribute to an identified Ocean Decade programme.

A **Decade activity** is a one-off standalone initiative (such as an awareness-raising event, a scientific workshop, or a training opportunity). It will enable a programme or project or directly contribute to an Ocean Decade Challenge.

A **Decade contribution** supports the Ocean Decade through provision of a necessary resource (e.g., funding or an in-kind contribution). A contribution can support either the implementation of an Ocean Decade Action or the coordination costs of the Ocean Decade.

The Committee was provided a brief overview of past Decade Calls, highlighting the number of endorsements at each stage (see [SlidePack](#)). The 5<sup>th</sup> Decade Call was announced in mid-March, to open on 15<sup>th</sup> April, which provides the Committee with a one-month window to facilitate engagement with stakeholders relevant to the announced challenges.

Co-Chairs then handed to the first guest speaker, Richard Hill of Ocean Generation (online), to present his UK endorsed programme<sup>2</sup> 'Ocean Intelligence':

- The Ocean Intelligence programme was endorsed by the IOC in 2021, following the first Decade Call for Action.
- The programme spans four pillars of engagement: Our Ocean; Ocean, Not Oceans; Our Impact; Our Future.
- The programme focuses on three ways to talk to young people:
  - Introduce – an app game developed for children aged 3-11 to learn the basics of Ocean Science.
  - Educate – development of an Ocean Academy for children aged 7-16.
  - Empower – development of the Wavemakers programme to help young adults aged 16-25 to start their careers in Ocean Science/Industry.
- A hybrid approach to the Ocean Academy is currently in progress. The initial focus was on school visits, but the scope has expanded to work across educational zones such as museums and aquaria. Classrooms are a great place to start but it can be difficult to fit the available information into curriculum time, so alternative/digital distribution is being explored.

Richard Hill explained that the key issue faced by the Ocean Intelligence programme is lack of funding. So far, they have had minimal benefits from being an endorsed Decade partner and believe that access to the wider network would be of great benefit.

IOC-UNESCO resources are currently being underleveraged, as Ocean Intelligence is not yet formally part of the Ocean Literacy programme. Ocean Generation aspires to partner with the Committee to gain a better awareness of available networks and for the

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<sup>2</sup> Note: This is listed as a Project in the list endorsed actions provided to the Secretariat by the IOC-UNESCO.

Committee to help facilitate collaboration, to become a more active member of the IOC-UNESCO family. Committee members made the following offers of contact:

- Natalie Fox invited a potential offer to collaborate with Ocean Generation on the development of a workshop for World Ocean Day for schools.
- Antony Firth offered to provide connections with International Maritime Museums as they consider how to engage with the Decade and environmental issues.
- Emma McKinley offered to discuss opportunities with the Ocean Literacy programme.

Christine Sams was then invited to provide an overview of NOC's endorsed programme<sup>3</sup> 'Connecting communities to Atlantic Ocean observing':

- The programme follows as an extension of the EU funded AtlantOs Connect project, which aimed to better connect ocean observation patterns across the Atlantic Ocean.
- The application process for endorsement from the IOC was relatively straightforward, as the programme was already established. For the most part, the process itself just involved filling out the required forms.
- The endorsed programme is currently drawing together a review paper to collate all the current evidence produced by countries involved in Atlantic observing, with the aim to facilitate better connections between these communities.
- The project would still be running without endorsement, but the opportunity to work with the Ocean Decade will help to amplify programme outputs. Endorsement by IOC-UNESCO provides further credibility to the work.
- Building a stronger community between endorsed partners would be helpful in gaining an understanding of the scope of Decade activities across the UK.
- Practical challenges of the programme are mostly dependent on funding, which helps to sustain momentum.

The Co-Chairs invited both guest speakers to contribute to a broad Q&A session regarding the endorsement process; committee engagement with the wider stakeholder community; and the facilitation of UK contributions to the Decade through existing Decade partners and for future Decade Calls. Several key considerations/ future actions were raised:

- Reach out directly to Decade endorsed programmes and projects to ask what the Committee can do for them and ask what the community can do for the Committee.
- The networks that the Committee could provide would be of benefit to those running Decade programmes, to facilitate new connections which could provide contributions to ongoing work.
- Sharing of knowledge is important to promote connectivity. Showcasing the work being done among Decade partners (a webinar series, as an example) would provide an opportunity to raise greater awareness among the Decade networks.
- The Committee is in the process of developing materials to be made publicly available such as the stakeholder maps, film and promotional content to be utilised via the website and social media. Suggestions for online engagement included:
  - A series of 60 second videos showcasing on the UK NDC website each UK endorsed Decade Programme.
  - A FAQ document or website section presenting experiences of Decade partners, which could be referred to by those hoping to apply for endorsement.

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<sup>3</sup> This is listed as a Project in the list endorsed actions provided to the Secretariat by the IOC-UNESCO.

- Short videos highlighting the differences in Decade Action terminology (programmes, projects, activities, contributions)
- It can be difficult to understand what current programmes and projects are doing, so a survey or questionnaire could be sent out to known partners for more information. Responses could be used for promotional material (with consent from partners).
- There is a desire to engage more from both sides, so a more in-depth discussion between the Committee and Decade programmes (preferably face to face) would be a valuable opportunity to build connections and generate a network. Suggestions included:
  - In-person activities for, or prior, to the Ocean Decade Conference in Barcelona in 2024.
  - A workshop with UK Programme or Project leads could be included at the next in-person meeting, with the intention to build a strong network and connect Decade actions across the UK and consider how to support matching funding and lessons learned.
  - A workshop or conference with stakeholders and Decade partners would be a good opportunity to see how projects endorsed early on have been progressing.
- If endorsements help with getting funding in the UK, it might help to get a statement from UK government. Resource constraints are a common problem among partners and funding should become a key topic for conversation at the next NDC meeting.
- It is important to reach out directly to the community to see how the Committee can help with Decade Calls, e.g., through newsletters. This would need agreed text re calls to communicate across all networks.

It was reiterated that the Committee can't do everything and should be conscious of priorities. Task Team 5 (on pause) can raise awareness, but not necessarily a lot else, as the Committee's role would be to support stakeholders rather than design anything. Clarifying terminology would also help to address issues with exclusivity.

#### **ACTIONS:**

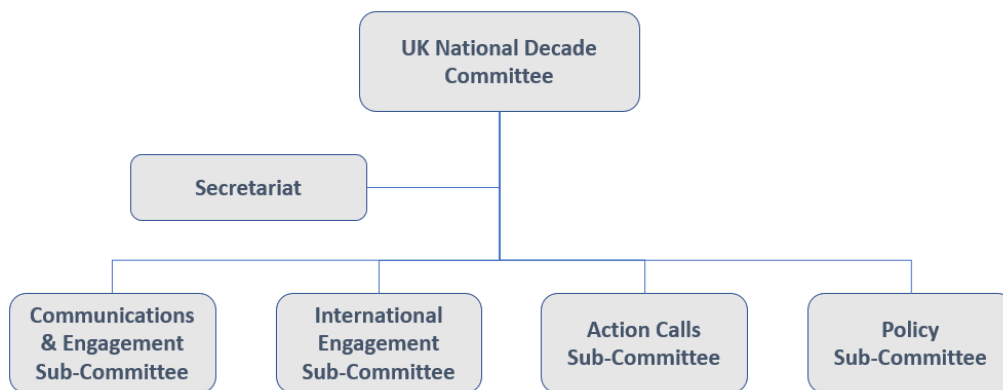
- Immediate action to draft a communication to share with UK stakeholders to inform them of the upcoming Decade call, opening 15 April.
- The Committee should reach out to UK actors across the Decade space to enquire about programmes, projects, activities and experiences of the endorsement process and how they wish to engage with the Committee (using a survey or questionnaire format).
- The new website should list UK Decade actions to showcase and support co-ordination, with videos/descriptions and contact details, based on content provided by Decade actors and subject to their approval.
- The Committee should develop an FAQ document to aid with Decade Calls and endorsement processes, and post this on the new website.
- To consider incorporating a workshop with stakeholders and Decade actors into the next in-person meeting, to share experiences, further discuss the role of the Committee in supporting the Decade, support networking and facilitate collaboration.
- To consider a discussion on funding as an agenda item at the next Committee meeting.



## AGENDA ITEM 6: Committee Infrastructure and Ways of Working

Agenda Item 6 provided Task Team 3 an opportunity to update the Committee of progress made on the internal infrastructure document and to consider ways of working moving forward.

Hayley Roberts presented the revised structure of the Committee, acknowledging the Committee's feedback on former complexities. The structure has been simplified and consolidated into four sub-committees, each supporting the four main objectives of the Committee as outlined in the Terms of Reference (communications and engagement; international engagement; action calls; policy). Members can self-select which sub-committee(s) they wish to work with based on own interests and expertise.



Vision (Task Team 1) and Internal Infrastructure (Task Team 3) Teams can be phased out as all tasks are complete. The Initial Communications (Task Team 2) Team may move into the communications sub-committee, but the Stakeholder Engagement Team should decide which sub-committee will be responsible for managing maps once updated. Once sub-committees are established, they can develop for themselves the most practical ways of working. The following key points were raised in discussion:

- Sub-committee/committee work should be cross-referenced with Terms of Reference.
- Consider what we think a successful Decade looks like and what we want to achieve across and within sub-committees.
- It is useful to develop a structure for the future of the Committee, but this does not constitute a workplan. Terms of reference are ambitious and scalable. The committee can't do everything at once and a workplan will be important to pace the work.
- Sub-groups should identify actions and draft a work plan to agree with the committee. Once plans are agreed, sub-groups would be expected to work autonomously to carry out actions, making day-to-day decisions, but larger decisions should be brought to the full Committee in plenary for overall agreement. Presentations in plenary will report on progress and ask for clarification on larger issues.
- Some similarities fall across sub-committees (such as communications and policy), so there will need to be clarity of work ideas and collaboration for certain tasks.
- It would be good to continue the coffee chats where members have capacity.
- Interaction with existing connections to UK Decade Actions were discussed. Individual actions and commitments are undertaken in an individual/organisational capacity. When nominated as Committee member, you are representing the committee – and you may usefully signpost Committee work and support connections.

All members of the Committee gave full endorsement of the proposed structure.

Discussion returned to the stakeholder mapping and actions on GDPR, highlighting the need for timelines, and asked all Committee members to comment online. The stakeholder mapping team lead found discussions useful and provided ideas to incorporate, including on GDPR aspects.

The Co-Chair referred to EDI discussions and suggested taking account of EDI concerns on the website and in work plans. Options include development of a Task Team to focus on EDI within the Committee and across the Ocean Decade landscape, or for EDI work to be cross-cutting. The following points were raised:

- EDI is a very large topic, and it is important to have realistic expectations of what we hope to achieve. The Committee should consider how it will permeate into the work of all sub-committees.
- EDI considers a broad array of characteristics. We need to ensure there are text descriptions on photos, easy to read text, sensible use of colours, subtitles on videos and many other easily achievable components to encourage access for all.
- The committee is to consider how and why our meetings are run (especially in-person meetings, e.g., days lost, childcare, carbon footprint) and climate change.
- EDI is about identifying the gap and committing to closing it. The Committee must first recognise intersectionality, then define a strategy and assign a Team to monitor it to ensure that it is being driven forward.
- An EDI Task Team should come together to develop initial actions that the NDC can take to become more inclusive. This Task Team would be reviewed at further meetings to determine its permanency and requires representatives from every sub-committee, to ensure that EDI is prioritised and driven within all areas of the Committee's work.

#### **ACTIONS:**

- Committee members to self-select which sub-committee(s) they wish to join.
- Secretariat to confirm sub-groups, and for existing actions to be assigned to sub-groups by the Secretariat.
- Mid-term action for Subgroups to devise a draft work plan for next meeting, guided by the Terms of Reference and actions.
- Committee to form an EDI focused Task Team to identify ways of encouraging inclusion. Members to contact Secretariat if they would like to volunteer.
- Secretariat to consider responsibility of GDPR/data hosting for stakeholder maps, and requirements and ways forward to ensure NDC activities are GDPR-compliant.

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#### **AGENDA ITEM 7: AOB, Next steps and Close**

Steph summarised the outcomes of the meeting - the Committee's endorsement of name, logo, vision statement and internal structure, the latter being crucial for workplans to be taken forward. The key themes from the day's discussion were summarised as building networks; engaging with existing decade programmes; EDI and funding.

The Secretariat will use a doodle poll to select the next meeting dates, with a virtual meeting in June and an in-person meeting proposed for Plymouth in September. Lowri

and Steph are currently acting as interim Co-Chairs and expect the independent chair to be appointed by May, who will be in attendance for the next meeting.

The Co-Chairs thanked all Committee members for attending and issued apologies for strict timekeeping due to travel restraints. Further thanks were extended to the team at NOC for hosting the meeting.

Steph announced that she will be leaving the Civil Service for a new role, and Lowri extended thanks on behalf of all members for her dedication to initiating the Committee.

Meeting actions were summarised as follows:

<b>Number</b>	<b>Action</b>	<b>Deadline</b>	<b>Owner</b>
1	Secretariat to share NDC Manual with members, when the final version of the Manual is provided by IOC-UNESCO in (date tbc) April 2023. Secretariat to check with IOC if the draft can be shared with Committee members.	28/04/23	Secretariat
2	Committee members to notify the Secretariat via email whether they consider themselves an Early Career Ocean Professional (ECOP), for the information to be included by the Secretariat in annual reporting to IOC-UNESCO. Sign-up also available on the NDC Google Drive: <a href="#">ECOP-form</a> – Google Doc	14/04/23	Committee members
3	Committee members to inform the Secretariat if they wish to update their biographies (including photos) prior to the upload to the UK NDC website in April.	14/04/23	Committee members
4	Committee members to confirm that they give permission for their photos to be used on the UK NDC website.	14/04/2023	Committee members
5	Committee members to complete the <a href="#">Sub-Committee Sign Up - Google Sheets</a> (emailed by Secretariat on 16/03/23), giving preferences for volunteering in the sub-committees.  Also to inform Secretariat if wishing to volunteer in a Equality, Diversity and Inclusivity (EDI) Task Team.	14/04/23	Committee members
6	Create a slide template that includes the Committee's agreed name and logo.	28/04/23	Communications sub-committee
7	Populate website content, review and check ahead of website launch.	28/04/23	Communications sub-committee & Secretariat

<b>Number</b>	<b>Action</b>	<b>Deadline</b>	<b>Owner</b>
8	Plan announcement to launch the Committee website when it is ready.	05/05/23	Communications sub-committee & Secretariat
9	Action Calls sub-committee to consider facilitating UK engagement with upcoming Decade Calls (Call 5 opening 15 <sup>th</sup> April 2023).	28/04/23	Action Calls sub-committee
10	Develop a Frequently Asked Questions (FAQs) document, detailing NDC members' experience with Decade endorsement process.	01/05/23	Actions Call sub-committee
11	Sub-committees to start drafting respective workplans.	Next UK NDC meeting	Agreed Sub-Committees
12	Consider the following agenda items in plans for future NDC meetings: <ul style="list-style-type: none"> <li>• Funding</li> <li>• Hosting a workshop with external stakeholders to inform them of the NDC, discuss ways of working and how we can support.</li> <li>• Policy on inviting observers to NDC meetings</li> <li>• How the NDC can incorporate, support and promote Equality, Diversity and Inclusivity (EDI) within Committee work</li> </ul>	Next UK NDC meeting	Committee members & Co-Chairs
13	Secretariat to investigate dates and arrangements for Committee meetings: proposed w/c 5 or 12 June 2023 (or sooner) for a virtual meeting. Either 14 or 18 September 2023 for an in-person meeting. Matt Frost to check if September meeting at Plymouth Marine Laboratory can be hosted over 2 days. New Doodle Poll to be sent to Committee members.	28/04/23	Secretariat

## **Annex A: Attendance list**

### **Interim Co-Chairs**

1. Lowri Griffiths (FCDO)
2. Stephanie Ockenden (Defra)

### **Committee Members**

3. Lydia Bach (University of Glasgow) (*Virtual Attendee*)
4. Amy Bray (Another Way charity)
5. Victoria Chinery (The United Kingdom Hydrographic Office (UKHO))
6. Antony Firth (Historic England)
7. Natalie Fox (Early Career Ocean Professionals Programme) (*Virtual Attendee*)
8. Matt Frost (Plymouth Marine Laboratory)
9. Michelle Frost (Edinburgh Napier University)
10. Francesca Ginley (Marine Conservation Society) (*Virtual Attendee*)
11. Donal Griffin (Fair Seas) (*Virtual Attendee*)
12. Richard Hixson (County Durham and Darlington NHS Foundation Trust)
13. Emma McKinley (Cardiff University)
14. Sien van der Plank (University of Exeter)
15. Gina Reinhardt (University of Essex)
16. Hayley Roberts (Bangor University)
17. Aline da Silva Cerqueira (King's College London & ZSL)

### **Devolved Administrations**

18. Barbara Berx (Scottish Government) (*Virtual Attendee*)

### **UK IOC Representatives**

19. Alan Evans (National Oceanography Centre (NOC))

### **Secretariat**

20. David Hughes (Cefas)
21. Suzanne Painting (Cefas)
22. Zain Razvi (Defra)

### **Apologies**

23. Colin Armstrong (Northern Ireland Executive)
24. Bekah Cioffi (Welsh Government)
25. Ed Hill (NOC)
26. Frances Mynott (Cefas)
27. Natasha Simmonds (University of Aberdeen)

### **Invited Presenters**

28. Richard Hill (Ocean Generation)
29. Christine Sams (National Oceanography Centre)

## Notetakers

30. Daisy Bates (University of Southampton)

31. Georgina Evanson (University of Southampton)

## Observers

29. N/A

## Annex B: Initial Task Teams

Initial Task Team		Tasks	Volunteers	Leads/ Champions
1	Vision	<ul style="list-style-type: none"> <li>•Mission statement/offer statement</li> <li>•Role/objectives of the committee (building on ToR)</li> </ul>	Donal, Lydia, Matt, Aline, Alan, Antony, Steph, Amy, Victoria, Emma	
2	Initial and immediate communications	<ul style="list-style-type: none"> <li>•Standardised Presentations and Infographics</li> <li>•Initial Comms</li> <li>•Branding</li> <li>•Website</li> <li>•Event calendar</li> </ul>	Amy, Francesca, Victoria, Natalie, +Secretariat/Cefas Communications Team (for website)	
3	Internal infrastructure	<ul style="list-style-type: none"> <li>•Ways of working with each other and the IOC and its architecture for Decade</li> <li>•Committee skills audit</li> <li>•Meetings</li> <li>•Monthly virtual coffee meets</li> <li>•Links with IOC framework</li> <li>•Tools</li> <li>•Framework for working (iterative)</li> </ul>	Gina, Hayley, +Secretariat, Zain	
4	Stakeholder engagement	<ul style="list-style-type: none"> <li>•Mapping</li> <li>•Alignment of committee member networks</li> <li>•Engagement plan</li> <li>•IOC expert roster</li> </ul>	Richard, Sien, Michelle, Matt, Aline, Antony, Emma, Natasha	Richard
5	Facilitating UK engagement with the next Decade call	<ul style="list-style-type: none"> <li>•Basic comms of Decade Call</li> <li>•FAQs</li> <li>•Webpage</li> <li>•Basic mapping of who to immediately engage with, including own networks</li> <li>•Take a learning approach for the next call</li> </ul>	Amy, Natalie, Bee, Alan, Richard, Lowri	