

## 8<sup>th</sup> Meeting of the UK National Decade Committee

### Meeting Minutes

5<sup>th</sup> – 6<sup>th</sup> March 2024, Edinburgh Napier University

#### Attendees

**Members Present:** Matt Frost (Chair), Aline da Silva Cerqueira (online), Amy Bray, Antony Firth, Emma McKinley, Gina Reinhardt (online), Lydia Bach, Michelle Frost, Natalie Fox (online), Natasha Simmonds (online), Sien van der Plank (online), Victoria Chinery.

**Ex-Officio:** Alan Evans (NOC, online), Anamul Islam (Secretariat), Barbara Berx (Scottish Government, online), Bekah Cioffi (Welsh Government, online), Caroline Culshaw (Defra), David Hughes (Secretariat), Ed Hill (NOC, online), Frances Bird (Defra), Edward Atcherley-Symes (FCDO, online), Suzanne Painting (Secretariat).

**Apologies:** Donal Griffin, Francesca Ginley, Hayley Roberts, Richard Hixson.

**Ex-Officio Apologies:** Colin Armstrong (Northern Ireland Executive), Lowri Griffiths (FCDO).

**Invited Speakers:** Professor Karen Diele (Edinburgh Napier University), Elspeth MacDonald (Scottish Fishermen's Federation), Professor Bill Austin (GO-BC, University of St Andrews), George Biddulph (GO-BC Secretariat), Professor Kerry Howell (Challenger 150 – DOSI, University of Plymouth), Dr Philile Mbatha (One Ocean Hub; University of Cape Town, University of Strathclyde), Dr Milica Prokic (One Ocean Hub; University of Strathclyde); Dr Uday Bhaskar (India DCC) Dr Nimit Kumar (India DCC).

#### Item 1: Welcome & Introductions

##### Purpose

To continue to lay the foundations for the UK's National Decade Committee's activities in the next phase of work; to agree future priorities to advance delivery of the NDC vision and inform work plans. To provide updates from the Secretariat, UK Delegates to the Intergovernmental Oceanographic Commission (IOC) and Sub-Committees on progress made since December meeting.

##### Introductions

The Committee were welcomed to Edinburgh Napier University by Karen Diele, Professor of Marine Ecology and Head of the Centre for Conservation and Restoration Science (CCRS). Prof. Diele provided an overview of the work undertaken at the CCRS and expressed an interest in engaging with the UN Decade of Ocean Science for Sustainable Development.

#### Item 2. Minutes and Actions

Minutes from the December meeting were agreed, and actions were reviewed. The Secretariat will continue to provide the Committee with periodic email reminders for continuing actions to be completed by all members.

### **CONTINUING ACTIONS:**

- Share links to the UK NDC website more widely throughout networks.
- Update spreadsheet of upcoming events and conferences on Google Drive.
- Add any UK NDC activities undertaken/presentations given by the Committee to the IOC reporting document.

## **Item 3. Secretariat and UK Delegates to IOC Updates**

### **Updates on the Ocean Decade**

The Secretariat provided Committee Members with the following updates received from the Decade Coordination Unit (DCU) through the Focal Points network:

- As of 23<sup>rd</sup> February, there are now 38 National Decade Committees in operation with the Seychelles most recently establishing an NDC.
- 45 newly endorsed Decade actions have been announced, including 4 new UK-led actions: Nutrient Pollution – Global Action Network, Cefas (programme); Coastal Observation Lab in a Box (CoLAB), University of Edinburgh (project); The Climate Academy x The Ocean Decade, University of the Arts London (contribution); and ICRI Plan of Action 2021-2024, International Coral Reef Initiative (contribution).
- The Decade Advisory Board have appointed 10 new members, while 5 existing members have chosen to remain for a second term (including UK representative Gideon Henderson, Defra).
- A revised branding toolkit has been published by the DCU to better align content created for Decade initiatives and presentations.
- The next Call for Decade Action is expected on 15<sup>th</sup> April. The DCU aim to increase the contributions of in-kind and financial resources to Decade Actions during the next round. Programme leads have been advised to provide the DCU with specific requirements and priorities for in-kind or financial resources to be included in the Call documentation.
- The review period for the Vision 2030 white papers has now ended. NDCs have been asked to assist in producing implementation plans on a national level, however response to this has been mixed due to differing availability of resources. Some NDCs have opted to facilitate the process, some are overseeing the process, and some are less involved.

### **IOC Annual Reporting**

The Committee were advised that the DCU deadline for contributions to the annual IOC report (1<sup>st</sup> July 2023 – 30<sup>th</sup> June 2024) for NDCs is 10<sup>th</sup> May 2024. The DCU had previously asked NDCs to produce a 'country profile' to highlight both the activities of the NDC and promote national endorsed Decade Actions. The DCU will now produce these profiles internally based on the information submitted in each country's annual report. All activities undertaken by the Committee (under the remit of the Decade) should be included to ensure the UK NDC is accurately represented in the country profile. All reported activities should be visibly relevant to the Decade, whether conference presentations, community outreach or ocean literacy campaigns. The Secretariat and Management Group will preview the UK country profile ahead of publication.

No further updates were received from the UK delegates to the IOC, however the Committee were reminded that queries arising within the NDC can be raised at future IOC meetings where relevant to specific agenda items.

### **ACTIONS:**

- Contribute towards the NDC annual report to the IOC using the IOC Reporting Template on Google Drive (All Committee Members).

- Review UK NDC Annual Report to the IOC (Management Group).
- Share Agenda for next IOC meeting with the Committee (AE).

## **Item 4. Website Updates**

The Secretariat provided updates on the newly developed content on the UK NDC website: December Meeting Minutes (virtual); content updates on the Barcelona Conference page to highlight dates and satellite events; updates to the UK Endorsed Actions pages; and the development of a website QR code to be used on NDC presentation slides.

The Secretariat have successfully requested additional functionality to be added to the website, to be implemented imminently. This includes requests from previous meetings, including a rolling news item ticker on the website homepage; a Power BI plug-in to enable interactive upload of interactive maps and figures; reconfiguration of the navigation pane for clearer website navigation, and a built-in online form function. A breakdown of the website analytics highlighted an increase in website activity following Committee presentations at the Coastal Futures Conference in January, however overall engagement with the UK NDC website is still low, highlighting a need for greater promotion and development of content.

It was confirmed that a UK NDC LinkedIn page will be developed in the coming weeks, allowing for greater promotion of the Committee and acting as a signpost to the website. A social media best practice document is being developed by the Secretariat to outline the process for developing and publishing content. The title of the page was discussed by the Committee, with suggestions made for both 'Ocean Decade UK' (reflecting the brand identity developed in early meetings) and 'The UK National Decade Committee' (reflecting the formal title promoted by the DCU). It was agreed that a decision will be taken by the Management Group once provided with example title pages developed by the Communications and Engagement Sub-Committee.

### **ACTIONS:**

- Management group to approve UK NDC LinkedIn Profile name/strapline.

## **Item 5. Ocean Decade Conference: UK Engagement**

The International Engagement Sub-Committee / Barcelona Conference Task-and-Finish (T&F) Group provided updates on the Conference workplan and requested full Committee approval and sign-off of activities.

### **UK NDC Aims for the Conference**

Aims for the Conference are to raise visibility of UK contributions to the Decade, inspire wider UK engagement with the Decade and to connect with other NDCs to share and learn best practice. Aims will be achieved through a series of activities in both Barcelona and the UK.

### **Pre-Conference Community Engagement**

To raise awareness of the Conference with the UK community, the T&F group will gather intel on plans and activities from UK-based Decade actors and promote via the UK NDC website and LinkedIn pages. Talks will be given at UK events linked to the Conference, and a 'Save the Date' flyer will be circulated to provide opportunities for Decade actors to meet with UK NDC members in person in Barcelona. An internal events tracker has been developed to keep track of and promote UK-led activities. All Committee Members were asked to regularly update the document following further announcements.

### **UK NDC Conference Activities**

The UK NDC will take part in 3 events in Barcelona, including two satellite events. The NDC flagship event 'What can National Decade Committees do for you? Linking Global and National priorities through stakeholder engagement' will be co-hosted by the UK, India and Brazil. The event 'The Ocean Decade from a National Perspective: what does success look like?' will also be co-hosted by the UK NDC Chair and invites NDC members from all nations to meet and discuss ideas. Finally, the UK NDC will present a poster on 'who we are, our role, mapping UK Decade Actions, case studies (to include Unpath'd Waters) and contributions to Vision 2030'. The poster will be developed using a standardised template provided by the DCU using generic information, to allow for reuse at other events.

### **Communications Plan**

UK NDC in-country members will attend plenaries over the 3 days (including to contribute to Vision 2030 discussions and understand next steps). Members will attend the two NDC satellite events to learn from and collaborate with other NDCs, learn how stakeholders interact with NDCs and present the UK NDC poster. Members will also attend relevant satellite events aligned with UK NDC values/messages to learn and share more about the Ocean Decade Network. Communication content will be delivered via daily social media posts featuring 'highlights of the day', showcasing UK involvement in plenaries and side events. Interviews will be held with UK plenary speakers or on Vision 2030 panels, for inclusion in post-Conference reflections which will act as calls to action to the UK community to get involved in the Decade. A core script will be produced to support in-country networking and a standard interview template will be created to provide members with a series of questions to ask stakeholders. UK-based Committee Members will also contribute to Conference communications by sharing social media posts, attending livestreams and reporting back via news posts on the UK NDC website. The in-country delegation will work closely with the UK team to provide daily catchups via WhatsApp.

It was clarified that the main outcome of the Conference is to sign off and launch the Vision 2030 white papers, which will be a strong focus of post-Conference communications. All Committee Members approved the proposed tasks and agreed to continue to promote NDC Conference communications, amplifying social media posts from both personal and/or corporate accounts. It was agreed that a standard set of hashtags will be used to promote the UK NDC during the Conference period (including #OceanDecadeUK and #OceanDecade24).

### **ACTIONS:**

- Contribute towards the Ocean Decade Conference engagement by populating the events tracker/planner, sharing information/updates on social media through use of LinkedIn, hashtags, UK NDC website and QR code (All Committee Members).

### **Item 6. India NDC and DCC**

The Chair highlighted the importance of collaboration with other NDCs and welcomed guest speakers Dr Uday Bhaskar and Dr Nimit Kumar, representatives of the Indian NDC and Decade Collaborative Centre for the Indian Ocean Region (DCC-IOR) to present on the work being conducted in India under the Ocean Decade. The Indian NDC was one of the earliest NDCs formed in 2021 and works closely with the DCC-IOR, a regional structure representing many nations bordering the Indian Ocean. The DCC-IOR actively engages neighbouring nations with the Ocean Decade where some have yet to develop their own NDCs. The Centre also frequently consults with IOC Africa on regional Actions. Activities of both groups range from science coordination, outreach, education and training to

consultation on the Vision 2030 white papers and development of a national implementation plan. The DCC-IOR and NDC pride themselves on facilitating links between stakeholders, specifically bringing together Ocean Decade endorsed actors across India.

The presentation was followed by a brief discussion centred around NDC structures, engagement with stakeholders, and cultural considerations for the Ocean Decade. The presenters highlighted that the Committee was highly government-led in its infancy to provide a top-down approach, filtering down and disseminating information through all stakeholder levels to raise an awareness of the Ocean Decade. Following the first official meeting of the NDC the scope was broadened to include universities and NGOs who conduct research and deliver science to local communities, encompassing an 'all of society' approach, for example through public exhibitions (75 by the 75<sup>th</sup> anniversary of independence). This also extended to involve educators delivering ocean literacy campaigns.

Outreach and awareness are conducted both by the Committee and externally, with a strong focus on community involvement in Decade activities such as beach cleans and public exhibitions. Students are encouraged to engage with Decade activities and the NDC highlight opportunities for involvement in projects and research topics via social media. The NDC and DCC-IOR consider cultural heritage a priority for delivering a successful Decade, highlighting the importance of preserving and improving cultural connections in pushing forward the Decade agenda.

## **Item 7. Sub-Committee Updates and Work Plans**

### **Communications and Engagement**

The Communications and Engagement Sub-Committee provided updates on progress made since the last meeting. The Communications Strategy is nearing completion and is available for Committee Members to review and provide feedback. The document contains strong contextual background on the Decade and highlights best practices for engagement with several target audiences. The strategy will undergo a final review and sign off by the Management Group if no issues are highlighted by Committee Members. A broad events strategy is in development (separate to the strategy developed for the Barcelona Conference) to provide a standardised basis for the promotion of the Decade and UK NDC at non-Decade related events such as workshops and conferences. Social media platforms and guidance are in development and standardised templates will be created in line with the Ocean Decade branding toolbox.

### **International Engagement**

Much of the work conducted by the International Engagement Sub-Committee has been focused on the Ocean Decade Conference in Barcelona. Sub-Committee members are actively working to form connections with representatives of other NDCs through international conferences and events such as COP28. NDC Focal Points meetings provide an opportunity for the DCU to deliver updates to representatives across all 38 NDCs, however it has also been proposed that a forum could be a useful platform for Focal Points to come together for greater discussion and to assist the formation of new NDCs. It was also highlighted in discussion that there may be a responsibility for the UK NDC to better represent UK Overseas Territories (OTs), where most UK marine protected areas lie. This will be further investigated by the Management Group for future consideration. Finally, the Sub-Committee agreed that a virtual meeting following the Barcelona Conference will be held to identify the next set of priorities for their workplan.

## **Policy**

The Policy Sub-Committee highlighted their intention to publish the first in a series of policy briefs as soon as possible. The first brief, an introduction to the Ocean Decade, is nearing completion and the Sub-Committee will work with the Secretariat to develop a template structure for all future briefs. Briefs will aim to target policy makers to raise awareness of the Decade and to highlight the work of the UK Decade community. Publication of briefs will be responsive to major events along the Decade timeline, such as the publication of the Vision 2030 White Papers, Decade Calls for Action and Endorsement of UK Actions. Volunteers for other briefs (e.g. fisheries, Blue Carbon, oceanography) were requested.

## **Action Calls**

The Action Calls Sub-Committee presented an update on the development of two key deliverables – the FAQ document and strategy for the promotion of Decade Action Calls. The FAQ document highlights queries around the endorsement process and how to get involved with the Decade. With the document near completion, all Committee Members are invited to provide feedback prior to final review by the Management Group. The social media campaign for the next Call for Decade Action aims to utilise the NDC LinkedIn page to promote the call and provide advice on how to apply for endorsement. The campaign will provide case studies of UK endorsements to help provide clarity on the process.

All Sub-Committees highlighted the difficulties faced in reaching deadlines to deliver UK NDC work, due to heavy workloads and commitments in a personal capacity. A suggestion was made that at the next in-person meeting, more time would be allocated for Sub-Committees to focus on completing specific tasks. It was also noted that once the first round of deliverables is complete, the mechanics will be much better understood and Sub-Committees will face less pressure in delivering their workplans. It was unanimously agreed that a 1.5-hour timeslot should be introduced at the next in-person meeting for Sub-Committees to regroup.

## **ACTIONS:**

- Comment on final draft of Communication Strategy (All Committee Members).
- Comment on FAQ document prepared by Actions Sub Committee (All Committee Members).
- Finalise FAQ document and share with Secretariat (Action Calls Sub-Committee).
- Comment on first Policy Brief for website (All Committee Members).
- Share first Policy Brief for website with Management Group (Policy Sub-Committee).
- Review and approve Sub-Committee documents ahead of publication (Management Group).
- Share CFDA No. 7 on LinkedIn and website (Action Calls Sub-Committee).
- Decide on priorities for international engagement after the Barcelona Conference (International Engagement Sub-Committee).

## **Item 8. UK Engagement with the Ocean Decade**

This session invited a series of guest speakers to introduce their UK-based activities contributing to the UN Ocean Decade, followed by brief discussions on how to establish links and further develop the role of the UK NDC in supporting Decade activities. Talks were grouped under three themes:

**Decade involvement and/or coordination:** Guest speaker: Elspeth MacDonald (Scottish Fisherman's Federation, SFF).

This session provided an opportunity to hear from stakeholders not currently engaged in the Decade, to better understand how the UK NDC can help facilitate connections and encourage groups to seek

support from the Decade. Elspeth MacDonald, Chief Executive, provided an overview of the SFF as the representative body for 8 fishermen's associations in the UK. The SFF represents all fleet types and sectors and has a broad geographic membership across Scotland. Work was historically focused around international and EU legislation, however significant change in recent years has broadened the scope of work to consider protection of UK seas, biodiversity and climate change.

Discussions highlighted ways in which the UK NDC could support the SFF in interacting with the Decade. It was noted that many smaller industries do not have an awareness of the Ocean Decade and challenges, as work is highly localised and focused on immediate priorities. There has been an increasing demand for focused science and the SFF works closely with the Scottish Industry Science Network to call upon experts to work on specific challenges (including food security, offshore renewables, marine protected areas). Connections between industry and academia are desired, however limited resource availability has been the greatest barrier so far. The SFF works closely with local communities, specifically those with generational knowledge of the fishing industry. It was agreed that there could be greater consideration of cultural and social knowledge within policy, which is already beginning to be addressed by Defra's social sciences team.

**Decade Programmes:** Guest speaker: Professor Bill Austin and George Biddulph (GO-BC, video). Apologies were received from Gail Sant (Ocean Voices).

In this session, an overview of the Global Ocean Decade Programme for Blue Carbon (GO-BC) was presented by Professor Bill Austin (via video) and supported by Secretariat George Biddulph. GO-BC aims to enhance understanding of the ocean-climate nexus and generate new knowledge and solutions to mitigate the effects of climate change. Recognising the multiple roles BC ecosystems play beyond mitigation, including adaptation and resilience to the effects of climate change, allows GO-BC to address climate responses comprehensively, while supporting people and biodiversity. GO-BC actions will go beyond the traditional focus on coastal ecosystems to deliver new outcomes across estuarine-coastal-open ocean environments.

Discussion highlighted GO-BC's desire to better understand the UK Decade landscape, especially ahead of the Ocean Decade Conference in Barcelona. The Committee highlighted efforts that have been made to generate maps of UK endorsed actors and also the wider ocean stakeholder community in the UK, which are available on the UK NDC website. Opportunities for connecting stakeholders were discussed, including the potential for a UK meeting to bring together UK players in the Decade. Meetings could be thematically focused to help foster connections between endorsed actors in specific areas, including policy representatives.

**Decade Partners:** Guest speakers: Dr Philile Mbatha and Dr Milica Prokic (One Ocean Hub), Professor Kerry Howell (Challenger 150).

This final session focused on how the UK NDC can coordinate with existing Decade partners with endorsed actions. Drs Philile Mbatha and Milica Prokic were invited to provide an overview of One Ocean Hub, an endorsed Decade Implementing Partner. The Hub's multi-tiered international programme aims to bring together diverse disciplines, knowledge systems and knowledge holders to collaboratively advance inclusive, sustainable and just ocean governance, and provide a Transdisciplinary Toolbox for Transformative Ocean Governance to promote fair and inclusive decision-making for a healthy ocean whereby people and the planet flourish. The team includes backgrounds in environmental law, art, anthropology, ECOPs and women's and children's rights activism. One Ocean Hub has an endorsed project (Research Programme 4, linked with Challenger

150) focusing on the human right to science through capacity-building for deep sea science in the South-East Atlantic.

Professor Kerry Howell introduced Challenger 150, one of the Decade's first endorsed programmes and a UK flagship Decade programme for deep sea science. Challenger 150 is a global cooperative devoted to delivering the science needed to sustainably manage the deep ocean. At its heart is the development of deep-ocean expertise, particularly in economically-developing nations, in order to achieve a global generation of stewards working together to maintain the integrity of deep-ocean ecosystems.

Discussion highlighted great alignment between the UK NDC communications strategy and both Challenger 150 and One Ocean Hub's desires to further promote and publicise their work, both within the Decade network and beyond. The Communications and Engagement Sub-Committee suggested a further meeting with them to discuss the development of communications material for the Committee. A future policy brief could also be developed to highlight the work of the Decade Implementing Partner to be shared with policy makers to inspire greater continuity and connectivity. Funding was a key area of discussion, where it was highlighted that Challenger 150 began as a co-operative and funding was sourced under its own projects and initiatives. Under this framework no additional funds have been allocated to provide Secretariat support. Funding for the One Ocean Hub comes to an end this year, and it was suggested that raising the profile of the work through UK NDC communications could help facilitate connections with potential funders.

## **Item 9. Summary of Day 1**

The Chair provided a summary of outputs from the session and encouraged Committee Members to consider how presentations from invited speakers may influence or impact Sub-Committee work plans, to be discussed on Day 2.

## **Item 10. Aims for Day 2**

The Chair introduced the aims for Day 2, to discuss presentations on Day 1 and impacts on work plans, and to develop methods for responding to enquiries around the UK NDC and Ocean Decade. Following the announcement of Professor Ed Hill's upcoming retirement, the Chair extended his thanks on behalf of the Committee for Ed's ongoing support of UK ocean policy and for the efforts made to support the development of the UK NDC.

### **ACTIONS:**

- Thank Prof Ed Hill formally for his contributions to the UK NDC (Chair).

## **Item 11. Discussion of presentations on Day 1 and impacts on Work Plans**

Following stakeholder presentations on day 1, the Committee held discussions around impacts on work plans and ways of moving forward with stakeholder engagement. Key outcomes of the session were:

- A need to better engage the science sector with industry professionals to raise awareness of the Decade and expand upon resources required to improve scientific knowledge and outreach.
- Facilitating links between existing actions and potential funding donors, to help improve research output quality, provide secretariat and organisational support and improve communications strategies.

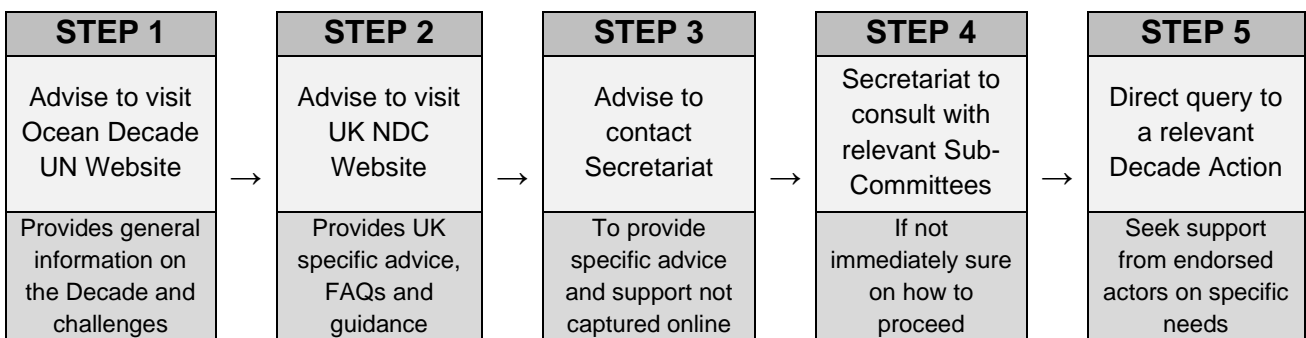


- Providing a space for UK actors to come together to discuss endorsements, Decade Actions and contributions, such as a specific forum or meeting.
- A need to engage with and connect stakeholders with government and policymakers to help further the outcomes of the Decade. A suggestion was made to liaise with the All-Party Parliamentary Groups (APPG) for Oceans on specific tasks and issues.
- Amplification of UK activities in the international Ocean Decade space to help create further links with regional and global programmes, broadening opportunities for collaboration.
- Building a database of contacts for parties the UK NDC have interacted with to keep track of progress, facilitate communication and promote the work of the Decade and the Committee through social media and the website.

## Item 12. UK Engagement with the Ocean Decade – Interactive Session

The Committee were presented with a series of anonymised queries received by the Chair and Secretariat, to develop a set of standardised steps to follow when responding to interested parties. Queries were grouped into categories including supporting the Ocean Decade, Decade challenges, endorsements/calls for action, and student involvement. Discussions led to the development of the step by step process outlined below.

For all queries, it was agreed that the initial step for responding to general questions is to direct towards the UN Ocean Decade website where information can be found regarding the structure and processes of the Decade. It was also suggested that those seeking endorsement should have a clear idea of which Decade Challenge(s) their work hopes to achieve. The UK NDC website will be promoted as the second step, to provide UK-specific advice, including guidance on the endorsement process and highlighting UK-led Decade Actions. If queries cannot be resolved by steps 1 and 2, interested parties will be invited to email the Secretariat for advice on the Decade. If the Secretariat do not immediately recognise the best way to proceed, they may extend the query out to relevant Sub-Committees, individuals or the Committee as a whole. A meeting may be arranged between UK NDC representatives and the interested party. Where queries are more complex or require specific thematic knowledge, the Committee may utilise connections with the UK Decade community to provide further advice.



Queries regarding student involvement present a unique set of challenges, as the UK NDC do not have the capacity to support or manage a volunteer programme for students. It was agreed that a student page could be developed for the website to provide contacts and opportunities for involvement through endorsed Decade Actions. The Committee may seek to approach the UK Decade community to advertise opportunities for student placements, volunteers and research projects.

#### **ACTIONS:**

- Share draft templates for responding to UK enquiries re engaging with the Decade (Chair).
- Develop a plan for student involvement in the Decade (Chair, EM).

### **Item 13. Communications and Engagement: Key Messages and Measuring Success**

In this session the Communications and Engagement Sub-Committee hosted an interactive activity to seek feedback from the Committee on the four key messages/values presented in the Communications Strategy. Key messages are to be considered by all Committee Members when developing and presenting content but are not a series of statements to be made publicly.

- **Ocean science is inclusive:** It was agreed that this aspirational statement was critical for consideration when developing communication materials. Under the ‘all of society’ approach, a key aspect of the Committee’s work is to provide a voice to previously excluded communities and minority groups.
- **Ocean science is for all:** It was highlighted that under the Decade, consideration needs to be made for how we define ‘science’ away from traditional understandings to better incorporate all sectors of society. When developing communications, Committee Members agreed that considerations should be made for the consequences of not meeting this value, highlighting the need for ‘transformational change’. Opportunities to showcase unique initiatives which are less well promoted will help address this key message.
- **Ocean science is accessible:** It was suggested that this key message could be incorporated into the inclusivity statement, ensuring that accessible content is created to promote inclusivity. It was highlighted that the ways of working defined in the endorsement documentation make strong considerations for inclusivity and accessibility, and therefore should also be of importance to the Committee’s communication strategy.
- **Ocean science involves action:** It was agreed that transformational change requires active participation, and this message can be related directly to Decade Calls for Action. The Committee will strive to promote active engagement in the Decade through all communication materials.

Whilst there were suggestions to reconsider or clarify some of the terminology used in the statements (such as rewording ‘is’ to ‘should be’ and ‘ocean science is..’ to ‘The Ocean Decade is...’) the Committee were in unanimous support of the key messages to be considered in all communications.

#### **ACTIONS:**

- Share final draft of Communication Strategy with all Committee Members (Communications and Engagement Sub-Committee).
- Comment on final draft of Communications Strategy (All Committee Members).
- Review/approve Communications Strategy (Management Group).

### **Item 14. Forward Agenda**

The Committee agreed upon the finalised date for the next virtual meeting on Wednesday 19<sup>th</sup> June (3 hours). It was reiterated that the next in-person meeting in September will include more focused time to bring Sub-Committees together. Fewer external speakers will be invited to ensure enough time is provided for Sub-Committees to complete tasks and further their workplans. The Secretariat will work with Committee Members to agree upon a venue for the next in-person meeting, with suggested locations including Cardiff and York.

A number of upcoming events were highlighted, which could provide opportunities to promote the UK NDC and Ocean Decade. These include the Challenger Conference 2024 to be held in Oban in September, and the announcement that the AGU Ocean Sciences Meeting 2026 (OSM26) will be hosted in Glasgow. OSM26 has been officially endorsed by IOC-UNESCO under the Ocean Decade. It was also highlighted that the National Oceanography Centre (NOC) will be hosting Group I of the IOC in late March. Committee Members were reminded to add upcoming events and conferences to the events tracker on the UK NDC Google Drive.

**ACTIONS:**

- Populate spreadsheet for upcoming events (separate from the Barcelona Conference).

**Item 15. Any Other Business**

No further business was raised for discussion.

**Item 16. Summary and Close**

All actions were summarised and agreed by the Committee.

**Actions**

No.	Action	Deadline	Owner
1	Thank Prof Ed Hill for his contributions to the UK NDC.	11 <sup>th</sup> March	Chair
2	Share Agenda for next IOC meeting with the Committee.	When available	AE
3	Contribute towards the NDC annual report to the IOC.	18 <sup>th</sup> April	All Committee Members
4	Contribute towards the Ocean Decade Conference, Barcelona: 1. Populate the planner 2. Share two #’s for social media 3. Share information/updates on social media (LinkedIn, #s, UK NDC website, QR code) 4. Send UK NDC poster to Secretariat for printing	18 <sup>th</sup> March 18 <sup>th</sup> March 18 <sup>th</sup> March 22 <sup>nd</sup> March	1. All Committee Members 2. Communications SC 3. Communications SC 4. Communications SC
5	Propose UK NDC LinkedIn Profile name and strapline.	8 <sup>th</sup> March	Communications SC
6	Share final draft of Communication Strategy with all Committee Members.	18 <sup>th</sup> March	Communications SC
7	Comment on final draft of Communication Strategy.	22 <sup>nd</sup> March	All Committee Members
8	Comment on FAQ document for Action Calls Sub Committee.	20 <sup>th</sup> March	All Committee Members

No.	Action	Deadline	Owner
9	Finalise FAQ document and share with Secretariat.	4 <sup>th</sup> April	Action Calls SC
10	Share first draft Policy Brief for website with Management Group.	18 <sup>th</sup> March	Policy SC
11	Share CFDA No 7 on LinkedIn and website.	Mid-April	Action Calls SC
12	Share draft templates to aid NDC responses to all UK enquiries re the Ocean Decade, Actions, Calls, and student engagement, as: <ul style="list-style-type: none"> <li>• Process diagrams/slides</li> <li>• Emails</li> </ul>	5 <sup>th</sup> April	Chair
13	Develop a plan for student involvement in the Decade.	15 <sup>th</sup> May	Chair, EM
14	Populate spreadsheet for upcoming events (separate from the Barcelona Conference).	22 <sup>nd</sup> April	All Committee Members
15	Decide on priorities for international engagement after the Barcelona Conference.	25 <sup>th</sup> April	International Engagement SC
16	Management Group to review/approve: <ol style="list-style-type: none"> <li>1. UK NDC Recruitment document</li> <li>2. UK NDC LinkedIn Profile name/strapline</li> <li>3. UK NDC Communications Strategy</li> <li>4. UK NDC Policy Brief for website</li> <li>5. FAQs for UK NDC website</li> <li>6. UK NDC Annual report to DCU and IOC</li> </ol>	<ol style="list-style-type: none"> <li>1. 25 March</li> <li>2. 15 March</li> <li>3. 25 March</li> <li>4. 28 March</li> <li>5. 28 March</li> <li>6. 30 April</li> </ol>	Chair, Defra, FCDO
17	Arrange next meetings: <ol style="list-style-type: none"> <li>1. Virtual: Wed 19<sup>th</sup> June, 09:30-12:30</li> <li>2. In-person: w/c 16<sup>th</sup> Sept, Cardiff/York, tbd</li> </ol>		Secretariat with CC, EM, LG and/or AF

## Meeting Agenda

### Day 1: Tuesday 5<sup>th</sup> March 2024

Time	Item		
09:30-10:00		Refreshments (Rivers Suite, Wilfred Room)	
10:00-10:30	1	Welcome & Introductions	Verbal, MF
10:30-10:40	2	Minutes and Actions	Paper, AI
10:40-11:00	3	Secretariat and IOC-delegate updates	Verbal, SP; AE
11:00-11:10	4	Website updates	Verbal, DH
11:10-11:50	5	Ocean Decade Conference: UK engagement	Verbal/slides, CC
11:50-12:20	6	India DCC and NDC	Invited Speakers
12:20-13:30		Lunch (Rivers Suite, Wilfred Room)	
13:30-14:35	7	Sub-Committee updates and work plans: <ul style="list-style-type: none"> <li>• Communications and Engagement</li> <li>• International Engagement (presented under Item 5)</li> <li>• Policy</li> <li>• Action Calls</li> </ul> Q&A	Papers/Slides – representative from each Sub-Committee
14:35-15:00		Refreshments (Rivers Suite, Wilfred Room)	
15:00-16:50	7	UK engagement with the Ocean Decade <ul style="list-style-type: none"> <li>• 10-minute talks (8min+2min Q&amp;A) from invited stakeholders on engagement with the Ocean Decade.</li> <li>• Discussion on how NDC can engage/support</li> </ul>	Verbal/Slides – invited speakers
16:50-17:00	8	Summary and Close of Day 1	Verbal, MF

### Day 2: Wednesday 6<sup>th</sup> March 2024

09:00-09:30		Refreshments (Rivers Suite, Wilfred Room)	
09:30-09:40	9	Recap of Day 1 and aims for Day 2	Verbal, MF
09:40-10:20	10	Discussion of presentations on Day 1 and impacts on work plans. Breakout groups and/or plenary session	MF
10:20-11:10	11	UK engagement with the Decade - interactive session with case studies	MF
11:10-11:50	12	Communications and Engagement – key messages and measuring success. Breakout groups and plenary	Communication & Engagement SC
11:50-12:00	13	Forward agenda	Verbal, MF
12:00-12:15	14	Any other business	Verbal, MF
12:15-12:30	15	Summary and Close	Verbal, MF
12:30-13:00		Lunch (Rivers Suite, Wilfred Room)	