

10th Meeting of the UK National Decade Committee

Meeting Minutes

18th – 19th September 2024, Historic England, York

Attendees

Members Present: Matt Frost (Chair), Aline da Silva Cerqueira (online), Antony Firth, Emma McKinley (online), Gina Reinhardt (online), Hayley Roberts (online), Michelle Frost (online), Natalie Fox (online), Richard Hixson, Sien van der Plank, Victoria Chinery (online).

Ex-Officio: Alan Evans (NOC), Anamul Islam (Secretariat), Caroline Culshaw (Defra), David Hughes (Secretariat), Frances Bird (Defra), John Siddorn (NOC, online), Lowri Griffiths (FCDO), Suzanne Painting (Secretariat).

Apologies: Amy Bray, Donal Griffin, Francesca Ginley, Lydia Bach, Natasha Simmonds.

Ex-Officio Apologies: Barbara Berx (Scottish Government), Bekah Cioffi (Welsh Government), Colin Armstrong (Northern Ireland Executive), Dave Carlin (Defra)

Invited Speakers: Annie Edwards (University of Edinburgh: 'Cultural Heritage Framework Programme'), Adrian Martin (NOC: 'UK funding landscape for supporting Decade Actions'), Marie-Alexandrine Sicre (LOcean, IPSL: 'National Decade Committee of France').

Item 1: Welcome & Introductions

Purpose

To take stock of the UK's National Decade Committee's activities so far; reflect upon successes and achievements; provide opportunity for Sub-Committees to work together and develop the next stages of workplans. To provide updates from the Secretariat, UK Delegates to the Intergovernmental Oceanographic Commission (IOC) and Sub-Committees on progress made since the June meeting.

Introductions

The Committee were welcomed to Historic England's York Office by Charles Smith, Policy Director of Historic England and government advisor on the UK's historic environment. Charles provided an overview of the work undertaken at Historic England, with relevance to engagement with the UN Decade of Ocean Science for Sustainable Development. The Chair also welcomed John Siddorn, Chief Executive of the National Oceanography Centre, to the Committee in his new role as UK delegate to the IOC.

Item 2. Minutes and Actions

Minutes from the June meeting were agreed, and actions were reviewed. An outstanding action around the scoping of a UK marine science event to align with an NDC stakeholder reception was discussed. Whilst the Ocean and Coastal Futures Conference in January would likely be too soon to host an event alongside, it could be used as an opportunity to promote a reception later in the year.

Members were encouraged to inform the Secretariat of any intentions to submit abstracts to the conference, which could include information on the UK NDC and potential activities. The Secretariat will also 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 internal spreadsheet of upcoming events and conferences.
- Add any UK NDC activities undertaken/presentations given by the Committee to the internal IOC reporting document

ACTIONS:

- Members to notify the Secretariat of abstract submissions to Coastal Futures, which could be used to promote activities of the NDC (All Committee members).

Item 3. Secretariat Updates

Updates on the Ocean Decade

The Secretariat provided Committee members with the following updates:

- The next informal Focal Points meeting, led by international representatives of NDCs, will take place on Monday 23rd September and will be attended by the Chair. Discussion points of interest will be shared with the Committee.
- There has not yet been an official announcement or communication of the next Call for Decade Action, which is expected to launch in October.

Social Media Updates

Committee members were notified of the following updates to the UK NDC website and LinkedIn profile:

- A new website blog page has been created to share members' experiences in attending Ocean Decade activities. The first entry detailed committee member Natalie Fox's attendance at the Ocean Literacy World Conference in Venice.
- Endorsed Actions website pages have been updated to include two new endorsed projects: Atlantic Meridional Transect'onomic Network (Plymouth Marine Laboratory); and Empower Ocean (Women in Ocean).
- Committee members were reminded to review their personal biographies on the website on a regular basis.
- A successful LinkedIn campaign, led by the Action Calls Sub-Committee, provided a series of posts related to application tips for the Call for Decade Action #7. The campaign earned good engagement with stakeholders. Further campaigns by other Sub-Committees would be welcomed.

Item 4. IOC Delegate Updates

The Committee were provided with updates following the 57th Session of the IOC Executive Council: Ocean Decade Outcomes. The main focus of the 57th session was to discuss the mid-term evaluation of the Decade of Ocean Science for Sustainable Development, to be conducted by an independent consultancy and managed by UNESCO. The primary users of the mid-term evaluation shall be the global and decentralised coordination and governance structures, namely the Decade Coordination Unit within UNESCO-IOC, UN-Oceans members, IOC Governing Bodies, the Decade Advisory Board, Decade Coordination Offices, Decade Collaborative Centres, etc. Secondary users shall include national entities such as National Decade Committees and other relevant bodies of UN Member States, plus the focal points of the Endorsed Decade Actions and all other actors involved in

Decade initiatives. UK delegates to the IOC emphasised the need for member states and NDCs to feed into the evaluation and the Chair agreed to raise the upcoming process at the next Focal Points meeting with other NDC representatives. Committee members have been asked to review questions outlined in the Mid-term Evaluation Terms of Reference, which address five priority issues:

- Governance and co-ordination
- Resource mobilisation
- Science and knowledge delivery
- Tracking progress, engagement, inclusivity and outreach
- Leveraging of Ocean Decade to contribute to IOC vision and evolution

The Committee will endeavour to collate and put forward any further questions members may have with regards to the mid-term evaluation. It was suggested that a legacy working group could be initiated to ensure that developments and successes of the Decade continue beyond 2030. Finally, it was raised that the DCU are currently scoping locations for the 2027 Ocean Decade Conference, with preference shown for a meeting in the global south. The Chair will highlight the opportunity to our contacts at the Indian NDC to explore this further.

ACTIONS:

- Review priority issues and questions for the Ocean Decade mid-term review by consultants (Management Group; All Committee members).
- Draft UK NDC questions to feed into Ocean Decade mid-term review (Management Group, All Committee Members).
- Provide draft responses to UK NDC questions for Ocean Decade mid-term review (All Committee Members).
- Discuss 2027 Decade Conference hosting with contacts at Indian NDC (Chair).

Item 5. UK NDC Communications Strategy

The Communications and Engagement Sub-Committee presented both the final draft of the Strategic Communications Plan and a 3-page Revised Strategy for publication. The Sub-Committee requested wider input into the population of the table outlined key audience groups and means of engagement with them. Discussion highlighted the following outcomes:

- Resource constraints limit the scope of audiences the Committee can actively engage with, therefore known networks should be utilised to disseminate information more broadly. The Committee could seek to collaborate with relevant organisations (e.g. RSPB, National Trust, Coastal Culture Network) to provide Ocean Decade content for newsletters, websites etc.
- A focus on targeted social media campaigns can improve reach to multiple audience groups (e.g. LinkedIn for science/policy stakeholders, Instagram for public engagement).
- The threefold vision of the document (delivering on societal engagement and involvement; supporting transformative Ocean Science through the work of the NDC; achieving the 'science we need for the ocean we want') commits all members to follow these messages when producing communication content. This ensures that all materials reflect the voice of the whole committee (and not just the Sub-Committee/individuals).
- The Committee may seek to collaborate with and support existing Decade Endorsed Actions (e.g. GenOcean, Cultural Heritage Framework Programme) at events such as UNOC and the 2027 Ocean Decade Conference.
- The Stakeholder Map can be utilised to determine where stakeholders may fit into the audience group table. This exercise will be useful in collating a list of potential invitees for an NDC stakeholder event.

On completion of the strategy document, the Communications and Engagement Sub-Committee shared their intention to begin working on a social media campaign to demystify the Vision 2030 white papers through a series of LinkedIn posts, providing a condensed summary of the outcomes. The summaries can also be utilised to raise awareness of the Ocean Decade across ministers and policy makers following the change in UK government. Committee members are welcomed to volunteer to take on a White Paper to summarise.

ACTIONS:

- Volunteer for LinkedIn post on each Vision 2030 white paper/Decade challenge (All Committee members).
- In communications strategy: revisit 3-fold vision, prioritise gaps in the strategy, identify & contact select stakeholders (Communications Sub-Committee).

Item 6. Terms of Reference and Membership Review

The Committee were presented with amendments to the UK NDC Terms of Reference made by the Management Group. Discussions around the following points were addressed:

- The objectives and activities of the Committee have been streamlined in order to ensure that actions are achievable. ToR objectives were discussed in further detail in agenda item 9.
- It was agreed that the Committee should endeavour to produce an annual report to highlight activities and successes as stated in the original ToR. Whilst no annual reports have been completed so far, it was suggested that a retrospective report could be written first (to be published in June). Annual reports can be useful tools to report back on policy to ministers, provide evidence of funding needs for potential investors, and to generate online interest through social media campaigns. An annual report template will be provided in due course.
- The Committee will continue to support the invitation of observers to meetings as stated in the original ToR document. Whilst there is no formal process for meeting observers, invitees will be welcomed on an ad-hoc basis.

The Committee were informed that a small number of members will not be returning for a second 3-year term beginning in January 2025. The Management Group will therefore begin the recruitment process in due course to seek 3-4 new members prior to the next in-person meeting in March. Committee members were asked to highlight any gaps in current skills and representation to ensure that the 'whole of society' approach is continued to be reflected in the UK NDC. Those suggested included industry professionals (e.g. fishing), the art community, and finance. It was agreed that an advertisement will be circulated online and across newsletters from mid-October.

ACTIONS:

- Provide feedback on ToR review (All Committee Members).
- Provide final copy of ToR for signoff by Management Group (Secretariat).
- Defra reps to provide a template for annual reporting, for review at next Management Group meeting (Management Group).
- Advert for recruitment to be prepared and posted by mid-October (open for a minimum of 6 weeks) (Secretariat; Management Group).

Item 7. Proposed UK NDC Engagement: National and International

The International Engagement Sub-Committee highlighted the decision to rename the group as the 'Engagement Sub-Committee', to better represent the full scope of their work. Two engagement opportunities for the UK NDC were discussed in this agenda item.

International: UN Ocean Conference (UNOC) in Nice, June 2025

The June 2025 UNOC will be preceded by the One Ocean Science Congress (OOSC), also scheduled to include a week-long science festival held across venues in Nice, France. Another NDC focused satellite event is currently being planned, likely to be led in part by the UK NDC Chair. Negotiations for the Conference declaration are underway and the Committee will be provided with updates once the formal panel is announced. It was suggested that a Task and Finish Group be set up to focus on preparations and engagement with the Conference. Any members wishing to join, or chair, the Task and Finish Group were encouraged to inform the Secretariat as soon as possible. It was noted that whilst attendance at the UNOC main venue is restricted to accredited observers from member states, the external events (as well as OOSC) are more freely available for interested parties to attend. Further information will be provided to members in due course. Any Committee members attending in representation of the UK NDC will need to consider how time and resource is spent across the two weeks.

National: UK NDC Stakeholder Event

It was suggested that the proposed UK NDC stakeholder event could take place this financial year in March 2025, to coincide with the next in-person Committee meeting. It was agreed that a London-based event would maximise in-person attendance, and FCDO representatives agreed to explore the opportunity to host the event at Lancaster House. It was also suggested that a second Task and Finish Group be created to begin planning the event, with a relatively short lead-time on delivery.

ACTIONS:

- Members to notify Secretariat of intentions to attend UNOC (All Committee Members).
- Volunteer to join the Task and Finish Group for either, or both, events (All Committee Members).
- Share rules on the accreditation process for those wishing to attend UNOC (Chair).
- Provide feedback on planned Decade and NDC activities at UNOC (Chair).

Item 8. UK engagement with the Ocean Decade

In this session, three guest speakers were invited to present on Decade-related topics, followed by a plenary discussion to discuss how the UK NDC can better engage with the Decade.

Cultural Heritage Framework Programme: Guest speaker: Annie Edwards (University of Edinburgh).

Annie Edwards, research assistant with the Cultural Heritage Framework Programme (CHFP), introduced the mission of the CHFP, 'to transform ocean protection by incorporating cultural heritage into ocean science'. The aim of the programme is that by the end of the Decade of Ocean Science, the historical dimension of people's relationships with the sea will be integrated within ocean science and policy. As a Decade-endorsed contribution, the programme covers a range of objectives in-line with the Ocean Decade:

- Showcase integration of heritage and ocean science
- Develop capacity / Early Career support
- Enable greater diversity and representation
- Encourage Ocean Literacy, public engagement, and outreach
- Encourage effective and efficient communication between cultural heritage stakeholders, other marine science stakeholders, policy and decision makers, traditional communities and the general public, and Ocean Decade-affiliated institutions.

The CHFP is funded through philanthropy, notably the Lloyds Register, who worked closely with programme managers to find solutions which work for both parties. Whilst Decade endorsement was not the key motivation for achieving this funding, the objectives and outcomes of the work align well

with the vision of the Decade. The CHFP hope to work closely with the UK NDC to collaborate on public engagement and facilitate connections with other endorsed actions and stakeholders.

Funding Ocean Decade Actions: Guest speaker: Adrian Martin (National Oceanography Centre).

Dr Adrian Martin of the National Oceanography Centre leads on two Decade-endorsed programmes: BIO-Carbon and JETZON. This session provided an overview of the funding landscape for supporting UK-based Decade actions across three sources: Natural Environment Research Council (NERC), UK Government, and the UN Ocean Decade.

- NERC utilises a bottom-up approach to funding activities, which encourages the UK scientific community to present ideas for prioritisation. Funding scales range from small requests (e.g. scholarships) to largescale requests (e.g. major, multidisciplinary programmes). It is therefore the responsibility of the scientist/group to include reference to the Ocean Decade within their own bids. Applications are then assessed by peer review before grants are made.
- The UK government funds three Decade programmes through Defra. Other potential sources of government funding could be considered through the Biodiversity Challenge Funds, the Global Centre on Biodiversity for Climate, and the Blue Planet Fund, which includes a competitive grants programme.
- The Ocean Decade Foundations Dialogue is an informal network of over 25 philanthropic funding organisations, which aims to identify priority areas of action for philanthropic engagement to further the achievements of the Ocean Decade and commit to exploring support for actions.

It was highlighted that to a large extent, the work of UK Decade Programmes is limited by the current level of available funding.

National Decade Committee of France: Guest speaker: Marie-Alexandrine Sacre (Centre National de la Recherche Scientifique).

Marie Alexandrine Sicre is a Senior Scientist at the Centre National de la Recherche Scientifique (CNRS) based in the Laboratoire d'Océanographie et du Climat: Expérimentation et Approches Numériques (LOCEAN) in Paris, France. Marie is the Focal Point for the National Decade Committee of France. This session focused on the achievements of the French NDC so far, as well as future plans particularly around the UN Ocean Conference in Nice, 2025.

- NDC France has a total of 38 members representing the marine scientific community. The Committee often meet in smaller sessions and working groups to focus on specific tasks such as ocean literacy and connections with the IOC.
- The NDC develop quarterly newsletters to showcase the work of the Committee and host an annual national symposium, each year focusing on a specific field of work. Focus for the conferences are typically determined by recent national endorsements, and events aim to support early career ocean professionals (ECOPs) through attendance and presentations.
- Similar to the UK NDC, funding directions do not fall directly within the remit of the French NDC, who have limited access to funding streams to support NDC activities. However, the Committee has been able to provide ten fellowships to PhD students since its inception.

The Committee were provided with updates on the OOSC and UNOC events for 2025, which will include three special events focused on One Ocean; Blue Economy; and Coalition on Coastal Cities. The call for satellite event proposals is open until November and it is expected that there will be another NDC focused event following its' success in Barcelona.

Item 9. Sub-Committee Breakout Groups: ToR

In this agenda item, Sub-Committees met to review the objectives and activities set out in the ToR and identify relevance and alignment with their own workplans. The three key objectives of the Committee are to:

1. Inspire UK engagement with the UN Ocean Decade: through raising awareness and championing the UN Ocean Decade across the UK and different sectors and keeping the UK ocean community up to date and aware of opportunities within the UN Ocean Decade.

It was highlighted that whilst responsibility for championing the Ocean Decade and UK NDC lies with all Committee members, certain activities under this objective are best conducted by specific groups:

- **Policy** – Policy briefs to raise the profile of the Decade.
 - **Action Calls** – Keep records of UK endorsements and encourage submission of Decade Actions.
 - **Communications** – Define strategy for engagement with stakeholders.
2. Act as the national focal point for UK engagement with the UN Ocean Decade: working as the central point of contact to coordinate and communicate updates to and from the IOC-UNESCO, including through support to the UK Delegation to the IOC, and build relationships with other National Decade Committees to promote international collaboration.

The Committee has strong links with the IOC through its UK delegate members, ensuring that information and updates are shared in both directions. The Secretariat and Chair receive regular updates from the Decade Coordination Unit (DCU), which is disseminated across the Committee. The Committee will continue to invite members of other NDCs to its future meetings, to strengthen relationships and learn from others' successes.

3. Communicate research and policy priorities outlined by the UN Ocean Decade: support the UK ocean community, including policy and research funders, to respond to the UN Ocean Decade Vision 2030 priorities as part of our national contribution to the UN Ocean Decade, promoting and enabling delivery of transformational ocean science to meet its societal outcomes.

All Committee members will contribute to this objective through a variety of Sub-Committee activities:

- **Policy** – Support the UK's policy approach to the UN Ocean Decade, including its vision for engagement, which can be translated by partners into Decade Actions.
- **Action Calls** – Play an active role in facilitating interaction and dialogue between stakeholders in the UK and abroad to promote co-design and co-delivery of Actions.
- **Engagement** – Engage with key stakeholders and networks in the UK ocean community to amplify the objectives of the UN Ocean Decade and the UK National Decade Committee.
- **Communications** – Provide support across activities to ensure delivery of information is reflective of the Committee's communication strategy.

A full summary of notes from Sub-Committees are collated in the internal ToR Objectives summary document.

Item 10. 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 workplans, to be discussed on Day 2.

Item 11. Recap of Day 1 and aims for Day 2

The Chair introduced the aims for day 2, to consider the Committee objectives outlined in the ToR when developing next stages of Sub-Committee workplans.

Item 12. Sub-Committee Breakout Groups: Workplans

Sub-Committees were provided time to meet and revise workplans based on items raised in Day 1. Members were encouraged to consider the ToR objectives and presentations from guest speakers to determine how to best progress with activities for the upcoming year. Feedback from breakout sessions was delivered in plenary in agenda item 13.

Item 13. Feedback Session on Workplans

Decade Action Calls

The Action Calls Sub-Committee presented two key objectives in their workplan:

1. Encourage and support UK submissions to Decade Calls for Action
2. Maintain and publish a record of UK endorsed Decade Actions

A number of actions were highlighted in order to achieve the Sub-Committee's objectives for this stage of their workplan:

- Develop a new fortnightly LinkedIn campaign in support of the Call for Decade Action #8, looking at both national and international programmes advertising endorsements.
- Produce a standardised slide deck including an introduction to the UK NDC, an introduction to the Decade Call, and a summary of frequently asked questions.
- Create an overview of existing newsletters with a view to contact stakeholders on order to advertise the Call for Decade Action.
- Prepare a standardised list of questions to ask representatives of international NDCs at future meetings.
- Regularly update the spreadsheet and NDC website with the latest UK endorsed actions.

Communications

The Communications Sub-Committee highlighted the following actions agreed in the breakout session:

- Revisit the Strategic Communications Plan using the revised version of the ToR, to ensure that the team can deliver on the Committee objectives.
- Revisit the audience group table in the strategy, to identify why engagement with each group is necessary and to identify the best method of communication for each (e.g. LinkedIn for professionals, Instagram for wider public, targeted age groups etc).
- Clarify which areas require new content creation versus curation. Existing content from Decade-endorsed stakeholders can be utilised (with consent) rather than being reproduced by the Committee.
- Ensure that other Sub-Committees provide direct and concise requests when seeking help from the Communications team.

Policy

The Policy Sub-Committee presented the next steps highlighted in their workplan:

- The first Policy Brief will require some revision due to the change in UK government. A key issue in distribution is identifying the list of policymakers the Committee wish to circulate information to.

As a first step, the revised brief will initially be published online via the website and LinkedIn to generate interest.

- The suggestion to provide summaries of the Vision 2030 white papers in agenda item 5 could also be reflected in upcoming Policy Briefs to disseminate the outcomes in a reader-friendly manner.
- A need was highlighted for an increased number of Sub-Committee members, as well as a persistent Chair. Ex-Officio and Devolved Administration representatives are important for engaging with policy communities and should therefore be considered to further assist the Sub-Committee.

Engagement

The Engagement Sub-Committee proposed the establishment of two Task and Finish Groups for upcoming events.

UK NDC Stakeholder Event

- The stakeholder event may consider the new UK government and policy priorities, drawing direction from the Vision 2030 outcomes.
- A one-day meeting in March, alongside the next in-person UK NDC meeting could be held to bring together policy and Ocean Decade communities.
- The Committee could draw inspiration from the French NDC and consider annual stakeholder events based around future Committee meetings.
- FCDO representatives will scope availability of Lancaster House in London to host the event.

UN Ocean Conference

- The task and finish group will need to consider what the NDC role will be at UNOC and decide on which activities to participate in once an agenda is publicised.
- An information note or Policy Brief document could be created to publicise the UNOC event within the UK scientific community, highlighting an NDC presence.
The task and finish group could consider options for the NDC to become affiliated with other UK stakeholders, inspiring collaboration with other Decade actors.
- Lowri Griffiths highlighted the intention to chair the task and finish group.

ACTIONS:

- Breakout Group to email summary notes to the Secretariat and Chair (Sub-Committee reps).

Item 14. Forward Agenda

The next virtual Committee meeting was scheduled for December 12th at 10am. The Chair highlighted the wish to continue to hold intersessional meetings with each Sub-Committee before the next in-person event in March 2025. The Management Group will update the ToR working document considering Committee feedback, providing all members with the opportunity to review the final document prior to sign-off. A standard template will be developed to aid Sub-Committees in reporting back to plenary following breakout groups, and feedback is welcomed on the current structure of meetings to maximise productivity. Finally, the Management Group will begin working on the recruitment advertisement for circulation.

ACTIONS:

- Send links to Google Sheet with external UK NDC contacts and UK NDC website templates for the Decade (Secretariat).
- Secretariat to send calendar invite for next meeting, 12th December 2024 (Secretariat).
- Provide template for Sub-Committee papers for meetings (Chair).

Item 15. AOB

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	Notify Secretariat of abstract submissions to Coastal Futures, which could be used to promote NDC stakeholder event.	30 th Oct	All
2	Review priority issues and questions for the Ocean Decade mid-term review by consultants (January 2025).	20 th Oct	Management Group (MG); All
3	Draft UK NDC questions to feed into Ocean Decade mid-term review.	11 th Oct	MG; All
4	Provide draft responses to UK NDC questions for Ocean Decade mid-term review.	30 th Oct	All
5	Discuss India's interest in hosting 2027 Decade Conference with Srivi.	30 th Oct	Chair
6	Volunteer for LinkedIn post on each Vision 2030 white paper/Decade challenge.	18 th Oct	All
7	In communications strategy: revisit 3-fold vision, prioritise gaps in the strategy, contact select stakeholders, etc.	30 th Oct	Communications Sub-Committee
8	Find defra template for annual reporting, for review at next Management Group meeting.	10 th Oct	CC; MG
9	Provide template for Sub-Committee papers for meetings.	18 th Oct	Secretariat; Chair
10	Provide feedback on ToR review.	18 th Oct	All
11	Provide final copy of ToR for signoff by MG.	25 th Oct	FB; Secretariat
12	Advert for recruitment to be prepared and posted by mid-October (open for a minimum of 6 weeks).	11 th Oct	MG; Secretariat
13	UNOC and/or UK Stakeholder Event: 1) Inform Secretariat if you plan to attend 2) Volunteer to be on the Task and Finish Group, as a member or Chair 3) Share rules on accreditation for UNOC 4) Matt Frost to provide feedback on Decade activity and NDC activity at UNOC.	11 th Oct	1,2: All 3,4: Chair
14	Breakout Group to email summary notes to the Secretariat and Chair.	5 th Oct	Representative from each SC
15	Send links to Google Sheet with external UK NDC contacts and UK NDC website templates for the Decade. Improve searchability of UK NDC LinkedIn page.	5 th Oct	Secretariat

16	Secretariat to send calendar invite for next meeting, 12 th December 2024, 10:00-13:00.	23 rd Sept	Secretariat
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Agenda

Day 1: Wednesday 18th September 2024

Time	Item	
09:30-10:00	Refreshments (Hotham Room)	
10:00-10:20	1	Welcome & Introductions Verbal: MF
10:20-10:30	2	Minutes and Actions Paper 2.1: AI
10:30-10:45	3	Secretariat updates Verbal: SP, DH
10:45-11:00	4	IOC-delegate updates Paper 4.1: AE
11:00-11:30	5	UK NDC Communications Strategy Paper 5.1: VC
11:30-12:00	6	ToR and membership review Paper 6.1: MF
12:00-12:30	7	Proposed UK NDC engagement: National & International Slides: Int Eng. SC
12:30-13:30	Lunch (Winn Room)	
13:30-15:00	8	UK engagement with the Ocean Decade Verbal: MF; Speakers
15:00-15:30	Refreshments (Winn Room)	
15:30-16:50	9	Sub-Committee breakout groups Papers 9.1, 9.2: MF
16:50-17:00	10	Summary and Close of Day 1 Verbal: MF
19:30	Dinner at local restaurant (venue tbd)	

Day 2: Thursday 19th September 2024

09:00-09:30	Refreshments (Winn Room)	
09:30-09:40	11	Recap of Day 1 and aims for Day 2 Verbal: MF
09:40-11:00	12	Sub-Committee Breakout Groups Paper 12.1: MF
11:00-11:15	Refreshments (Winn Room)	
11:15-11:50	13	Feedback session on Work Plans Verbal: MF; SC reps
11:50-12:00	14	Forward Look Verbal: MF
12:00-12:15	15	AOB Verbal: MF
12:15-12:30	16	Summary and Close Verbal: MF
12:30-13:00	Lunch (Winn Room)	