

Meeting minutes: 3rd meeting of the Ocean Decade UK National Decade Committee

Meeting date and time: 5 December 2022, 13:30-15:30
Online meeting

Minutes prepared by: UK-NDC Secretariat

1. Welcome, Aims & Objectives of the meeting

The interim Co-Chairs, Lowri Griffiths (FCDO) and Stephanie Ockenden (Defra) welcomed all attendees to the meeting and noted apologies from members who were unable to attend (see Annex A for Attendance List).

The meeting aims were described as:

- To continue to lay the foundations for the UK's National Decade Committee's activities in its initial phase of work
- To build on discussions, actions and activities from the Workshop in September 2022.

Meeting Objectives:

- To assess Task Team progress, discuss highlighted issues, and agree priorities for next steps.

The draft agenda was approved with no additional items added under any other business. The Committee were also asked to approve the draft Workshop Report, Summary Report and Summary Notes from the September 2022 workshop (emailed by the Secretariat on 28/10/22 and 04/11/22).

Actions

- Workshop reports to be finalised and circulated as final versions by the Secretariat. Deadline: 14/12/22.

2. Updates from Defra, UK representatives to IOC, and Secretariat

Ed Hill highlighted the October 2022 IOC-UNESCO circular letter, updating on Decade Actions. This included information on 52 endorsed Actions from Decade Call 2; of which 50 are Ocean Decade projects and 2 Ocean Decade contributions. One of the contributions with UK lead: OSPAR Quality Status Report 2023. Decade Call 3 closed end of August; that was focused on Challenge 3 and 4. Executive Secretary reports in letter that 25 programmes and 35 submissions were made under the challenge themes. Decade Expert Roster review panel met in November and the first set of announcements is expected in early 2023. Decade Call 4 is open and closes 31st January 2023. Call looking for submissions related to Challenge 6 and 8 of the Ocean Decade.

Alan highlighted that the IOC led Ocean Decade sessions at COP 27, related to IOC Africa and ECOPs.

Ed provided a brief overview of attending the Royal Society's Ocean and Marine Science Policy Programme launch event, held on 24th November 2022. Event focussed on the science-policy interface and early career professionals, as well as the programme

being an endorsed Decade Action. Members of Secretariat and Committee also attended the event.

Bee asked how the programme outputs will link with the Committee. Zain gave a quick overview of the purpose and intended outcomes of the programme. There is to be a workshop output, which includes a break-out session discussing the Ocean Decade.

Richard Hixson highlighted it would be useful to know what Decade Actions are being /not being endorsed by the IOC, if the Committee was contacted by stakeholders about Decade Actions (calls for Actions). Lowri suggested the Secretariat speak with the IOC-UNESCO contact points, about how to obtain information on Decade Actions that are endorsed/not endorsed. Su: Secretariat frequently get updates from IOC on endorsed actions rather than submissions but could find out if it's possible to know what is being submitted.

Steph provided a brief update from attending COP27. Key aspects at the event included maintaining momentum from COP26 through looking at inclusion of Ocean in various aspects of UNFCCC (e.g. negotiated outcome text, Global stock-take) and wider showcasing of the Ocean and ocean science through the events. Showcasing at the event included UK Decade Actions e.g. Global Ocean Decade Blue Carbon Programme (GO-BC), Digital Twins Programme, Ocean Acidification Programme, and IPCC UK experts speaking at the event.

Ed: NOC and PML were partners alongside other institutes, that led an Ocean Pavilion. Ocean Pavilion was a focal point/hub, with lots of visibility from event attendees.

Antony Firth: Climate Heritage Network at COP27 aimed to increase awareness of maritime culture in the Ocean Decade. [Climate Heritage Network lauds landmark Culture Outcomes at COP27; Redoubles Efforts to Win More Holistic Recognition — Climate Heritage Network](#)

Frances gave a quick update on the status of discussions within the Secretariat, with the Co-Chairs and with Task Team 2, regarding options and considerations for an initial webpage with some pages and initial functionality, to provide a web presence ahead of a fuller website development, at a later date. Having a web presence is considered a high priority for the Committee; aiming for end of March 2023 to get a webpage developed and live. In next few months, Secretariat to work with the Task Team 2 (who are to engage with wider committee and co-chairs), to determine scope of website design, initial webpage created and published.

Actions

- Secretariat to speak with the IOC-UNESCO contact points, about how to obtain information on Decade Actions that are endorsed/not endorsed. Deadline: 13/01/23.

3. Progress and Updates by Initial Task Teams

During the agenda item, each of five Task Teams (see Annex B) were asked to summarise progress, highlight priorities for actions, reflect on experiences of ways of working together, highlight any issues and particular challenges related to the Task or WoW, and feedback on platforms used to work together (such as the GSF, Zoom, Slack).

Task Team 1: Vision

Update from Matt Frost: Task Team 1 met in early November to consider NDC Operational Guideline and need to connect with wider committee, given overlap with

other task teams work. Vision statement needs to support and align with other objectives that are framework: the Ocean Decade vision and Committee objectives as per the Terms of Reference.

Initial, proposed statement from the task team: *“To identify, enhance and amplify the UK’s collective voices to inspire and accelerate the transformational ocean science, search and actions required to facilitate and deliver a successful impactful UN Ocean Decade for the UK and beyond”*.

Task Team 1 wanted to hear from Committee members for comments on the initial vision statement. There was discussion amongst the Committee about the text in the vision statement.

Donal highlighted Committee vision would need work in terms of what impactful will look like (for outcome of the Committee's work as much as decade outcomes). Also, that vision will need input from other task teams. Richard highlighted it would be better to remove ‘successful’ and instead to word as ‘impactful’. Ed highlighted that the ‘ocean we want’ is in the Ocean Decade outcomes, but also the UK shared vision about clean, healthy, safe, productive and biologically diverse oceans and seas, could be used to help define the vision outcome(s). Matt highlighted it could be included in the vision text, the UK vision statement text, or refer instead to delivering the outcomes of the Ocean Decade to link directly to the Ocean Decade objectives. Suggested the team could replace impactful and successful terms with outcomes.

Steph highlighted that the Ocean Decade is also about sustainable development.

Bee suggested to be succinct, could mirror the UN Ocean Decade vision (science we need for the ocean we want) in the Committee’s vision? Matt: Task team 1 to take suggestions from today’s meeting to discuss and refine vision statement text.

Lydia: team were unsure if to include ‘we’ from the ocean decade vision in the UK-NDC vision, hence why not included in the vision draft text.

Following the meeting, Matt emailed the Secretariat with two versions of the proposed vision statement (1 and 2, below) to be shared with members for feedback. Once comments are returned then the Task Team 1 can finalise the statement for sign-off.

- 1) *“To identify, enhance and amplify the UK’s collective voices to inspire and accelerate the transformational ocean science required to facilitate and deliver the UN Ocean Decade outcomes for the UK and beyond”*

- 2) *“To identify, enhance and amplify the UK’s collective voices to inspire and accelerate the transformational ocean science required to facilitate and deliver an Ocean that is clean, healthy and resilient, productive, predicted, safe, accessible, inspiring and engaging”*

Actions

- Committee members to email Secretariat with comments on vision statement text in options (1) and (2) above. Deadline: 09/01/23.

Task Team 2: Initial and immediate communications

Update from Natalie Fox that Task Team 2 has been scoping ideas for content for initial website and content management, once website is live. Natalie shared a link during the

meeting to an online document with draft content ideas for a website. The Committee were asked for comments (in the document preferably), in the next 3 weeks.

The Task Team had asked the Committee previously to vote for a new, shorter committee name to use in communications going forward. The majority voted for 'Ocean Decade UK'. Steph asked for all Committee to endorse the Ocean Decade UK name for the Committee. This was agreed with no objections.

Task Team 2 are planning to meet to look at a long-term Communication and Engagement Strategy for the Committee. Matt had prepared a press release and could link in website to release text, once website is available.

Natalie highlighted where respective task team documents are to be stored centrally for others to access (Google Documents suggested).

Amy highlighted that the team contacted the Head of Communications at the IOC Ocean Decade and got permissions to use the Ocean Decade branding for the Committee's work, and to include Ocean Decade UK name and logo. Also, Amy is organising a short film on Ocean Decade activities – including interviews with stakeholders active in ocean science. If anyone from the Committee is interested to get involved or knows contacts for the film, then please contact Amy.

Zain highlighted that government representatives on the Committee can use Slack (one of the communication platforms being considered) but have restrictions on its use. In discussion it was decided there was a need to find an approach for a sharing platform that could be used by the Committee members, including government representatives on the Committee.

Actions

- Natalie sent a link to draft content ideas for a committee website. Can the committee comment on the ideas in the document – attached to this email with the meeting minutes. Deadline: 09/01/23.
NOTE: The Secretariat has created a shared Google Drive for the Committee, with a folder per Task Team. See [NDC_SharedDocuments](#)
- FCDO and Defra need to consider and decide and communicate decision on website options (Task Team 2 work related). Deadline: 16/01/23.

Task Team 3: Internal Infrastructure

Hayley Roberts provided an update on the team's work so far, based on a draft structures document that had been shared with the Committee prior to the meeting. Key points included a proposed Executive Committee to oversee strategic decisions and governance, informed by Plenary sub-committee and 6 standing sub-committees. The structure presented at the meeting was an initial draft and Task Team 3 are happy to take suggestions/ideas from others in the Committee for changes.

Matt Frost asked if there has been discussion about which of the sub-committees would be standing/ongoing vs short-term/temporary task teams? Hayley: proposed 6 sub-committees would be standing committees for the Ocean Decade. And possibly task and finish teams, if needed. Gina: We can look to combine sub-committees and were considering once management structure chosen, the current task teams would be disbanded.

Bee highlighted about resourcing the sub-committees and role in the structure in relation to the Secretariat? Gina: considering management sub-committee could take on tasks e.g. coordinating meetings. Executive Committee to help progress towards goal and

oversight. Members could self-select to sit on respective sub-committees, given time commitments. Matt asked about the number of sub-committees vs number of participants who could be involved across the sub-committees, and asked about nature and role of the Executive Committee. Gina: suggested sub-committees to meet quarterly. Executive committee decision making as much as supervising and coordinating role across proposed sub-committees.

Alan suggested Secretariat could work with the committee Chair to coordinate the task teams, as is currently in place.

Steph highlighted that the Secretariat intended to help keep momentum of work under the task teams. But it would be good to clarify structures, roles and responsibilities, including the Secretariat's support to the Task Teams, as well as practical ways of working amongst the Committee.

Actions

- Committee to comment via email to Task Team 3 members, on the draft governance structure document. Deadline: 09/01/23.
- Task Team 3 to consider options for ways of working/communication tools and revert back to the committee. Deadline: 09/01/23.
- Defra/Secretariat to confirm Secretariat role, and Chairs/Secretariat/Task Team to discuss comments and fit with ToR/Secretariat role. Deadline: 16/01/23.

Task Team 4: Stakeholder Engagement

Richard Hixson gave an update on the team's activity. The team has identified actions and priorities to work on and looked at how to map existing stakeholder groups, including online tools available. The team created an action list (in the minute note from Task Team 4, circulated by the Secretariat prior to this meeting). The team has also started drafting a stakeholder map.

Discussion took place about Task Team 4 having an idea of a vision but decided this will not be included but instead to defer to single Committee vision (being developed by Task Team 1).

Steph: Reflecting on earlier conversations, how the Committee would keep informed of Decade activity among wider UK community. Richard: Stakeholder mapping plus Decade Action contributions inter-related. Aiming to achieve balance.

Bee: asked if there's intention to consider typology of stakeholder types across stakeholder 'landscape'? Richard: team wanted to understand different categories e.g. science policy, communication, education etc, and typology of stakeholders. Also, how stakeholders guide Committee on which parts of Decade activity they link to and how. Two-way flow and responsibility between Committee and stakeholder community about engagement on Decade Actions and activity.

Actions

- Task Team 4 to further reflect on what the asks were for the committee to work with the Task Team. Discussion to continue via email (with Richard to lead). Deadline: 09/01/23.

Task Team 5: Facilitating UK Engagement with the 4th Decade Call (October 2022)

Bee led on the update and was interested to hear from wider Committee, as not had task team meeting in full. Considered that work of various task teams in progress as precursor and ahead of ability to respond to current Decade Action Call.

Bee highlighted that there has not yet been a public announcement about the Committee and that the current call may be too soon in the Committee's start-up process. Perhaps it would be useful to highlight the Committee exists. There could be a tweet publicly that signposts to Secretariat as the contact point.

It was highlighted that Natalie and Amy had started a stakeholder database of the Committee's own existing network contacts (Natalie shared link during the meeting today).

Amy highlighted the need to consider how members can facilitate engagement with Decade Action calls and wider stakeholders. Useful to develop Committee member guidelines for this purpose. Steph suggested drawing on experience of those on Committee who had already been involved in Ocean Decade activity calls.

Natalie highlighted that she could do a tweet with reference to information on [The Ocean Decade - National Action Ecosystem](#). She highlighted that as the UK Committee GSF administrator, she's had requests from outside the Committee to join the GSF UK group, but that the UK Committee group on GSF is a private group. Could consider if people interested to contact Committee about specific requests, then could contact the Secretariat initially. Steph highlighted it would be good to reflect on stakeholder engagement and future use of Committee meetings.

Actions

- Task Team 5 to pause the team's work for now, and resume with next Decade Call in 2023. Action for Secretariat to consider how to use future meetings to learn from engagement with existing/past Decade calls. Deadline: 09/01/23.

4. AOB

Lowri: items of AOB have come up through the item discussion so far. This included inviting observers to Committee meetings. Lowri suggested the Secretariat considers a way of working with observers in advance of the next meeting. There is the Royal Society programme for early career professionals, the NOC Association UN Decade Working Group, among other groups.

Lowri highlighted other AOB: date of next in-person meeting and work between now and next meeting (February 2023). Also, whether there is a need for more task teams or to focus on current task teams, and review at the next Committee meeting.

Actions

- Secretariat to email out the proposed dates for the next meeting and to share task team presentations and links from this meeting. Deadline: 14/12/22.

5. Next steps and actions

Steph summarised the meeting actions as follows:

Number	Action	Deadline	Owner
1	Committee members to email the Secretariat with comments on vision statement text in options (1) and (2) [in the meeting minutes], so that Task Team 1 can finalise the vision and this can be signed off.	09/01/23	All Committee members
2a	Natalie sent a link to draft content ideas for a committee website. Can the committee comment on the ideas in the document – attached to this email with the meeting minutes; please comment in the NDC Google Drive folder.	09/01/23	All Committee members
2b	FCDO and Defra need to consider and decide and communicate decision on website options (Task Team 2 work related).	16/01/23	Co-chairs and Secretariat
3a	Committee to comment via email to Task Team 3 members (Gina, Hayley, Secretariat, Zain), on the draft governance structure document (221130_UK NDC Structures_Task Team 3 pdf document attached).	09/01/23	All Committee members
3b	Task Team 3 to consider options for ways of working/communications tools and revert back to the committee.	09/01/23	Task Team 3
3c	Defra/Secretariat to confirm Secretariat role, and Chairs/Secretariat/Task Team to discuss comments and fit with ToR/Secretariat role.	16/01/23	Defra and Secretariat
4	Task Team 4 to further reflect on what the asks were for the committee to work with the Task Team. Discussion to continue via email with Richard as the lead.	09/01/23	Task Team 4
5	Task Team 5 to pause the team's work for now, and resume with the next Decade Call in 2023. Action for the team to consider how to use future meetings to learn from engagement with existing/past Decade calls.	09/01/23	Task Team 5
6	Secretariat to email out the proposed dates for the next meeting and to share task team presentations and links from this meeting.	14/12/22	Secretariat
7	Workshop reports to then be finalised and circulated as final versions by the Secretariat.	14/12/22	Secretariat

Number	Action	Deadline	Owner
8	Secretariat to speak with the IOC-UNESCO contact points about how to obtain information on Decade Actions that are endorsed/not endorsed.	13/01/23	Secretariat

Co-chairs thanked members for attending and the virtual meeting closed at 15:30.

Annex A: Attendance list

Interim Co-Chairs

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

Committee Members

3. Lydia Bach (University of Glasgow)
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)
8. Matt Frost (Marine Biological Association)
9. Michelle Frost (Edinburgh Napier University)
10. Donal Griffin (Fair Seas)
11. Richard Hixson (County Durham and Darlington NHS Foundation Trust)
12. Gina Reinhardt (University of Essex)
13. Hayley Roberts (Bangor University)
14. Natasha Simmonds (University of Aberdeen)
15. Francesca Bevan (Marine Conservation Society)

Devolved Administrations

16. Barbara Berx (Scottish Government)

UK IOC Representatives

17. Alan Evans (National Oceanography Centre (NOC))
18. Ed Hill (NOC)

Secretariat

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

Apologies

23. Colin Armstrong (Northern Ireland Executive)

- 24. Bekah Cioffi (Welsh Government)
- 25. Aline da Silva Cerqueira (King's College London & ZSL)
- 26. Emma McKinley (Cardiff University)
- 27. Sien van der Plank (University of Exeter)

Invited Participants

28. N/A

Observers

29. N/A

Annex B: Task Teams

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