

# Meeting Minutes from the 5<sup>th</sup> Meeting of the UK National Decade Committee

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

29<sup>th</sup> June 2023, 10:00-13:00 (Online)

Minutes prepared by: UK NDC Secretariat.

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## AGENDA ITEM 1: Welcome and Introductions

The newly appointed Chair, Matt Frost (PML), welcomed the Committee and thanked members for their support on his new role within the NDC.

Members were reminded of the NDC vision statement *“To amplify the UK’s collective voice in accelerating transformational ocean science to facilitate the delivery of clean, healthy and resilient, productive, predicted, safe, accessible, inspiring and engaging ocean and seas”*. Matt shared his vision for the Committee moving forward - to shift the focus of the work towards delivering clear outcomes. The Committee will begin to become more outward looking, using the whole of society approach to reach groups, organisations beyond the traditional stockholders (academia), and to prioritise key actions.

Members were reminded that work done in Sub-Committees will be brought back to plenary for decisions.

The Chair thanked the former interim co-chairs Stephanie Ockenden (formerly of Defra) and Lowri Griffiths (FCDO) and introduced new ex-officio members Caroline Culshaw (Defra), Dave Carlin (Defra) and Max White (Defra).

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## AGENDA ITEM 2: Meeting Aims, Objectives and Actions

Background Document: [Paper 2 – UK NDC Meeting 4 Minutes & Actions \(March 2023\)](#)

The Chair outlined the aims and objectives of the meeting: to continue laying the foundations for the UK’s National Decade Committee’s activities in the next phase of work; to provide feedback on progress made by Sub-Committees; and to agree future priorities to advance delivery of the NDC vision.

The Secretariat provided an update on Actions set at the previous meeting on 15<sup>th</sup> March 2023 (see [Progress on Actions From March Meeting](#), shared by email) and highlighted that the following outstanding Actions were to be discussed in Agenda Item 5:

- Action Calls Sub-Committee to consider facilitating UK engagement with upcoming Decade Calls.
- Develop a Frequently Asked Questions (FAQ) document, detailing NDC members’ experience with the Decade endorsement process.

It was confirmed that the IOC's [Best Practice Manual](#) is available to view on the NDC Google Drive.

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### **AGENDA ITEM 3: Updates**

Background Document: [Paper 3 - Secretariat Updates](#)

The Secretariat provided an overview of updates in Paper 3:

- The NDC Annual Report was submitted to the IOC on 9<sup>th</sup> May 2023, including details on Early Career Ocean Professional (ECOP) status and Decade activities led by the Committee and its members.
- The Focal Points meeting in April 2023 highlighted newly Endorsed Actions, promoted Decade Call 5, and called for volunteers for four NDC working groups; a presentation on Youth Advisory Councils established by [Heirs To Our Ocean](#) was featured.
- On World Ocean Day on 8<sup>th</sup> June 2023, Matt Frost's appointment as Chair of the UK NDC and the launch of the [UK NDC website](#) were announced via social media by Cefas; the Decade Co-ordination Unit (IOC-UNESCO) announced publication of the NDC Best Practice Manual and the [main programme](#) of the 2024 Ocean Decade Conference.

It was highlighted that the structure of the IOC-UNESCO Ocean Decade is complex, and an organogram would be a useful document for reference. Feedback from the IOC on NDCs Annual Reports will be provided to Committee members once received by the Secretariat; it was suggested that the format should be used to track progress and inform workplans.

The Chair reported that the UK representatives to the IOC were unable to attend the meeting due to the concurrent meeting of the IOC Assembly in Paris. An update on discussions from the IOC Assembly will be provided to the Committee in due course.

It was highlighted that pre-registration and a call for satellite events has opened for the 2024 Ocean Decade Conference in Barcelona. The Chair opened the floor to discussion on how the UK NDC can engage and build a presence at the conference. A number of key thoughts were raised by the Committee:

- Resourcing is a key consideration should the Committee choose to register an event.
- Conference attendance is a good opportunity to engage with other NDCs and identify what the UK NDC may be able to achieve in future. A 'light touch' to start will help to determine how best to go about engaging.
- A smaller event such as hosting a reception to announce the UK NDC's presence will promote engagement with UK Endorsed contributors and other NDCs.
- The Committee could reach out to UK endorsed programmes/project leads to identify who will be attending, to facilitate showcasing UK Decade Actions to a global audience.
- Attendees would need to be clear on linkages between the UK NDC and UK government (policy).
- The Conference Programme can be utilised to develop an event steered towards the highlighted themes of the main sessions.

Discussions on engagement with the Ocean Decade Conference will be continued outside of the meeting, with the International Engagement Sub-Committee and others who are hoping to attend.

#### **ACTIONS:**

1. Secretariat to add organogram of IOC Decade structure to Google Docs and website.
2. Secretariat to request IOC feedback on NDCs' Annual Reports (how they are used by the IOC, next Focal Points meeting, date tbd) and utilise for planning and tracking progress.
3. UK representatives to the IOC to share updates from the IOC Assembly.
4. Committee members to inform Secretariat if planning to attend the 2024 Decade Conference as an individual or with their organisation.
5. Task Group or International Engagement Sub-Committee to meet and discuss plans for UK NDC involvement in the 2024 Decade Conference.

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#### **AGENDA ITEM 4: Feedback from UK NDC Sub-Committees**

Background Documents: [Paper 4.1 - UK NDC Structure](#), [Paper 4.2 - EDI Presentation](#)

The Chair provided a reminder of the new Sub-Committee structure as agreed by the Committee at the March meeting, and highlighted his intention to meet with each Sub-Committee before the next in-person meeting in September.

The Secretariat presented an update on the website, demonstrating suggested new content pages: Sub-Committees, UK Endorsed Actions, Stakeholder Mapping and Videos/Blogs. The Communications and Engagement Sub-Committee and Chair have access to the back-end of the website to develop and save content. The Secretariat will be responsible for publishing content until an agreed quality assurance process is in place. Generic email addresses for Sub-Committees can be created, if required.

Sub-Committees each provided updates on activities and progress since the last meeting (see also Agenda Item 5, and Annex B for Sub-Committee memberships).

#### Communications and Engagement

The Communications and Engagement Sub-Committee provided an update on progress since March 2023:

- Stakeholder maps have been uploaded to the website and await publishing by the Secretariat (no sensitive information is contained, only links to stakeholder websites). Now finalised, the Sub-Committee hopes to begin taking steps to communicate directly with stakeholders.
- Multiple options for infographics, branding, logos and standardised slides were presented, with a request for feedback from the Committee for final endorsement.
- It was suggested that during the in-person Committee meeting in September, stakeholders are invited to an event to engage with local actors and community groups.

A discussion was held around how best to engage both as a Committee and with stakeholders at the September meeting. There was unanimous support for a 2-day meeting to encourage more meaningful engagement. It was suggested that 1.5 days be

allocated to Committee activities to maximise time for discussion, with half a day allocated to engagement with stakeholders.

It was suggested that the Committee should consider whether to engage with stakeholders thematically or by location, and to ensure that engagement has coherent intent as opposed to networking. The Defra lead indicated support for outreach events combined with NDC meetings and suggested that forward Agendas target different types of stakeholders. It was noted that clear Terms of Reference are needed for meaningful engagement.

### International Engagement

A brief update was given on discussions held by the International Engagement Sub-Committee, noting the difficulty in finding suitable timeslots for all members to attend meetings.

- The primary focus of discussion has been engagement with the Ocean Decade Conference. It was also noted that the World Ocean Summit returns to Lisbon in 2024 with a focus on ocean health and sustainable blue economy, which could provide an opportunity for NDC interaction. UK government will have a conversation re planning, so we should feed in now.
- It was suggested that a key contact be nominated within each Sub-Committee, to enable discussion of cross-cutting themes.
- It was suggested that a process be developed to better integrate and co-ordinate various meetings. This was re-visited under Agenda Item 8.

### Policy

Updates on progress were shared by the Policy Sub-Committee:

- The Sub-Committee intend to draft a number of policy briefs to inform decision-makers of the Ocean Decade and raise awareness of the UK NDC to a wider audience.
- Briefs could be designed as a themed series of documents and videos to be routinely uploaded to the website, beginning as an introduction to the Ocean Decade from a policy perspective.
- The first brief is to be developed before the September meeting, to be presented in plenary.
- Stakeholder maps will be used to identify a key circulation network.

A discussion was held around the ways in which the Committee will identify and correspond with key stakeholders. It was noted that many ex-officio members already have connections with key policy makers and may be able to act as a conduit for communicating updates from the UK NDC. It was agreed that briefs put forward to seniors and ministers should be kept simple and concise, providing summaries of some of the heavier material delivered by the IOC. It was requested that policy representatives could provide a simple statement of government support and endorsement for the Ocean Decade.

### EDI Group

The Chair led a discussion on an Equality, Diversity & Inclusion (EDI) group, referring to Paper 4.2 submitted by a Committee member. All Committee members acknowledge a

strong need to incorporate EDI best practices across all activities of the NDC and raised the following points:

- With limited resources, development of a further Sub-Committee or group may not be feasible. Maintaining awareness of EDI issues across all existing Sub-Committees will reduce likelihood of information becoming siloed into one task force.
- EDI considerations should be outward looking to facilitate the Decade as a whole. External input could be requested.
- The Committee should reflect upon how the UK NDC can give a voice to under-represented communities, e.g. on the NDC website.
- Many of the UK endorsed actions are hosted by large, well-funded organisations. It would be beneficial to revisit stakeholder maps to identify smaller groups who are not yet being represented through Endorsed Actions.

It was agreed that EDI considerations should be discussed throughout all future tasks and activities carried out by Sub-Committees and in plenary.

#### **ACTIONS:**

6. Communications and Engagement Sub-Committee to email branding documents out for feedback from the Committee.
7. Sub-Committees to appoint a key contact point.
8. Policy representatives to provide a statement of government support for the Ocean Decade.
9. Policy Sub-Committee to produce the first draft policy brief to present at the September meeting.

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#### **AGENDA ITEM 5: Sub-Committee – Decade Action Calls**

Work by the Decade Action Calls Sub-Committee addressed three main points:

- How to engage with interest parties in a standardised manner: ideas include a generic email address for the Sub-Committee and using social media platforms to engage directly with stakeholders (working alongside the Communications & Engagement Sub-Committee).
- How to respond to interest in engaging and collaborating? Suggestions included identifying committee expertise, developing FAQs, emails.
- How to clearly articulate the way in which the endorsement process works, and to define a role for the UK NDC in how it can support applicants. The Sub-Committee identified a need to know more about the process.

A number of Committee members indicated that they had been approached with questions regarding endorsements that they were unable to answer. To provide further clarity on the process, it was suggested that all incoming questions could be collated and reported back to the Secretariat. Once answers are identified, they will be fed into the FAQ document developed by the Communications and Engagement Sub-Committee. Additionally, it was further emphasised that the Committee should feel empowered to query the IOC at any time with questions around Decade processes.

#### **ACTIONS:**

10. Capture and collate questions received from parties interested in endorsement and report back to Secretariat.

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### **AGENDA ITEM 6: Linking with other NDCs**

The invited speaker from Brazil's NDC was unable to attend; a brief discussion was held around communication with global NDCs. It was agreed that connecting with other groups (facilitated by the Secretariat through Focal Points) would be an excellent way of learning from what others have achieved, as well as providing opportunities to showcase UK action. It was also noted that the Committee could encourage engagement with International Frameworks, which could be considered as 'thematic NDCs'.

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### **AGENDA ITEM 7: Next in-person meeting**

Following unanimous endorsement of hosting a 2-day event, the Chair welcomed suggestions for agenda items and potential invitees for the next in-person meeting in Plymouth, September 2023. The following suggestions were raised:

- Inviting Gideon Henderson, Chief Scientific Adviser at Defra, interested in joining an upcoming NDC meeting to gain a better understanding of Committee structure.
- Inviting observers to attend from interested parties:
  - The Decade Working Group chaired by Angela Hatton could be a useful group to contact alongside The Challenger Society. This may provide opportunities to collaborate on issues such as EDI.
  - The Cultural Heritage Framework are heavily involved in the Decade and may be interested in attending a future meeting.
- Extending invitations to a number Plymouth-based UK Endorsed Projects and Programmes with an opportunity to showcase their work.
- Engaging with other NDCs to share activities.
- Developing a UK NDC policy re contentious issues, if asked, e.g. by journalists.

For future meetings beyond September, the Committee should seek to host meetings away from the south.

### **ACTIONS:**

11. Committee members offering to host the March 2024 in-person meeting, to contact LG and inform Secretariat.
12. All Committee members to send suggestions for September meeting Agenda to Secretariat.
13. Prepare draft agenda for September NDC meeting.

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### **AGENDA ITEM 8: AOB, Next steps and Close**

- AF provided feedback on the meeting of the UNESCO 2001 Convention on Cultural Heritage (for the preservation of underwater heritage). The Ocean Decade is a high-profile agenda item, and it was suggested that the UK NDC reach out to provide a briefing to the new UK ambassador to UNESCO.
- Upcoming events where Committee members could represent the UK NDC:

- Scotland: marine science conferences include Marine Science Scotland (MASTS) (slot showcasing the Decade/NDC suggested), Challenger 2024, AGU Conference.
- EurOceans 2023, Spain.
- LG offered to provide a briefing on the Decade and UK NDC to the All Party Parliamentary Group (APPG) for the Ocean: a cross-party collective of MPs supporting and promoting ocean research and awareness within Parliament.

It was suggested that a spreadsheet is used by all Committee members to populate with upcoming events and conferences, in which the UK NDC may have a presence. The Secretariat will also continue to engage with Focal Points from Brazil and other NDCs for future opportunities to connect.

The Chair thanked all Committee members for attendance and contribution to discussions.

### **ACTIONS:**

14. Secretariat to provide a spreadsheet on Google Drive for Committee members to populate with upcoming events and conferences.
15. Investigate possibility of other NDCs for potential involvement/presentation at September meeting.

**The meeting ended at 13:00**

## **Summary of Actions**

Meeting actions are summarised as follows:

<b>No.</b>	<b>Action</b>	<b>Deadline</b>	<b>Owner</b>
1	Add organogram of IOC Decade structure to Google Docs and website.	14/07/2023	Secretariat
2	Request IOC feedback on NDCs' Annual Reports and utilise for planning and tracking progress.	tbd	Secretariat; all Committee members
3	UK Representatives to the IOC to share updates from the IOC Assembly.	14/07/2023	UK Representatives
4	Committee members to inform Secretariat if planning to attend the 2024 Decade Conference as an individual or with their organisation.	14/07/2023	All Committee members
5	Task Group or International Engagement Sub-Committee to meet and discuss plans for UK NDC	14/07/2023	Task Group; International

No.	Action	Deadline	Owner
	involvement in the 2024 Decade Conference.		Engagement Sub-Committee
6	Communications and Engagement Sub-Committee to email branding/standard documents for feedback from the Committee.	15/07/2023	Communications and Engagement Sub-Committee; All Committee members
7	Sub-Committees to appoint a key contact point.	15/07/2023	All Sub-Committees
8	Policy representatives to provide a statement of government support for the Ocean Decade	15/07/2023	Policy representatives (LG, CC)
9	Policy Sub-Committee to produce the first draft policy brief to present at the September meeting.	23/08/2023	Policy Sub-Committee
10	Capture and collate questions received from parties interested in endorsement, and report back to Secretariat.	11/08/2023	All Committee members
11	Committee members offering to host the March 2024 in-person meeting, to contact LG and inform Secretariat.	15/07/2023	All Committee members
12	Inform Secretariat of any suggestions for Agenda Items at the September in-person meeting.	15/07/2023	All Committee members
13	Prepare draft agenda for September NDC meeting.	09/08/2023	Chair; Secretariat
14	Populate a spreadsheet for upcoming events and conferences on Google Drive. See <a href="#">UK NDC Upcoming Events - GoogleDrive</a> or navigate via Secretariat's Google Folder ( <a href="#">NDC Google Folder</a> )	15/07/2023	All Committee members + Secretariat
15	Investigate possibility of other NDCs for potential involvement/presentation at September meeting.	30/07/2023	Secretariat



## **Annex A: Attendance list**

### **Chair**

1. Matt Frost (Plymouth Marine Laboratory)

### **Appointed Members**

2. Aline da Silva Cerqueira (King's College London & ZSL)
3. Antony Firth (Historic England)
4. Donal Griffin (Fair Seas)
5. Francesca Ginley (Marine Conservation Society)
6. Gina Reinhardt (University of Essex)
7. Hayley Roberts (Bangor University)
8. Lowri Griffiths (FCDO)
9. Michelle Frost (Edinburgh Napier University)
10. Natalie Fox (Early Career Ocean Professionals Programme)
11. Richard Hixson (County Durham and Darlington NHS Foundation Trust)
12. Victoria Chinery (The United Kingdom Hydrographic Office (UKHO))

### **Ex-officio Members**

13. Barbara Berx (Scottish Government)
14. Caroline Culshaw (Defra)
15. Dave Carlin (Defra)
16. Max White (Defra)

### **Secretariat**

17. David Hughes (Secretariat)
18. Suzanne Painting (Secretariat)

### **Appointed Members – Apologies**

1. Amy Bray (Another Way charity)
2. Emma McKinley (Cardiff University)
3. Lydia Bach (University of Glasgow)
4. Natasha Simmonds (University of Aberdeen)
5. Sien van der Plank (University of Exeter)

### **Ex-officio Members - Apologies**

6. Ed Hill (National Oceanography Centre, UK delegate to the IOC)
7. Alan Evans (National Oceanography Centre, UK delegate to the IOC)
8. Bekah Cioffi (Welsh Government)
9. Colin Armstrong (Northern Ireland Executive)

### **Secretariat - Apologies**

10. Frances Mynott (Secretariat)

## Invited Presenters

Andrea Cancela da Cruz (Brazil NDC) - Unavailable

## Annex B: Sub-Committees

<b>Sub-Committee</b>	<b>Members</b>	<b>Key Contact</b>
Communications & Engagement	Amy Bray Francesca Ginley Natalie Fox Richard Hixson Victoria Chinery	TBC
International Engagement	Alan Evans Emma McKinley Lowri Griffiths Matt Frost Natasha Simmonds	TBC
Decade Action Calls	Aline da Silva Cerqueira Ed Hill Lydia Bach Gina Reinhardt Sien van der Plank	TBC
Policy	Antony Firth Bee Berx Donal Griffin Hayley Roberts Michelle Frost	TBC

## Annex C: Agenda

# 5<sup>th</sup> UK National Decade Committee Meeting

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

**Thursday 29<sup>th</sup> June 2023, 10am to 1pm**

<b>10:00 Item 1. Welcome</b>
<b>10:10 Item 2. Meeting Aims and objectives</b> Paper 2: Minutes and Actions from the meeting on 15 <sup>th</sup> March 2023 Background document: UK NDC ToR (Sept 2022).
<b>10:20 Item 3. Updates</b> Paper 3: Secretariat updates. <ol style="list-style-type: none"><li>1. Secretariat (Paper 3)</li><li>2. UK representatives to the IOC.</li><li>3. Ocean Decade Conference 2024.</li></ol>
<b>10:35 Item 4. Feedback from UK NDC Sub-Committees</b> Paper 4.1 Task Team 3 Report; Paper 4.2 EDI presentation <ol style="list-style-type: none"><li>1. New Sub-Committee structure (Paper 4.1).</li><li>2. Website update from secretariat</li><li>3. Feedback from Sub-Committees (updates on activities, actions, discussion and prioritisation of next steps). <i>7 minute presentations.</i><ul style="list-style-type: none"><li>• Sub-Committee 1 Communications &amp; Engagement.</li><li>• Sub-Committee 2 International Engagement.</li><li>• Sub-Committee 3 Action calls Sub-Committee (to report back under agenda item 5).</li><li>• Sub-Committee 4 Policy.</li></ul></li><li>4. Proposal for new EDI sub-committee (Paper 4.2).</li></ol> Q&A
<b>11:30 Refreshment Break</b>
<b>11:45 Item 5. Sub-Committee - Decade Action Calls</b> <ul style="list-style-type: none"><li>• Feedback from Sub-Committee 3 and update on activities and Actions. <i>7 minutes.</i></li><li>• Plenary discussion to inform a work plan and prioritise next steps.</li></ul> Background documents: The scope of Call for Decade Actions No. 05/2023; list of UK linked Decade Actions (programmes, projects, contributions, activities).
<b>12:15 Item 6. Linking with other NDCs</b>
<b>12:30 Item 7. Next in-person meeting</b>
<b>12:45 Item 8. AOB, Next steps and Close</b>
<b>13:00 End</b>