

**Minutes of 11th European Marine Biological Resource Centre (EMBRC) UK
Node meeting – 20th May 2016 – telephone conference call**

Present:

David Paterson - University of St Andrews
Colin Moffat – Marine Scotland
Martyn Cox - Marine Scotland
Alistair Main – University of St Andrews

Claire Gachon - SAMS
Gavin Grewar - Marine Scotland

Apologies:

Melody Clark – British Antarctic Survey
Beatrix Schlarb-Ridley – British Antarctic
Survey
Colin Brownlee – Marine Biological
Association

Nick Pade - Marine Biological Association
Mark James - MASTS
Axel Miller – SAMS
Vincent Janik – University of St Andrews

Welcome and introduction

1. David Paterson welcomed everyone to the meeting but noted that the high number of apologies on this occasion was disappointing

Agreement for UK Node chair / deputy chair

2. In the absence of any comments (Action 9.1) David Paterson was confirmed as chair of the UK Node. The UK Node also agreed that when at EIB meetings Colin and David speak with full delegated authority for the Node.
3. It was agreed that the position of deputy chair for the UK Node be held by the UK Node representative on the Committee of Nodes. Axel has indicated his agreement to this.

Minutes and review actions of 9th and 10th meetings

4. Minutes, subject to the amendments already submitted, were agreed as an accurate record of the meetings. The Actions were all completed or would be covered as part of the agenda, except for:
 - a. ACTION 9.4: UK Node members to pass Nick Pade any questions on FEC model by 2nd February.
 - b. ACTION 9.5: Nick Pade to report back on Faro meeting. C/F
 - c. ACTION 9.10: MBA to meet with PEMC and confirm how they will be involved and contribute financially. C/F

ACTION: 11.1 - it was agreed MC contact MBA re corresponding with NP in his absence.

- d. ACTION 9.6: Consider adding inventory of UK facilities to EMBRC web page in due course. It was agreed to place a list on UK Node web page.

ACTION: 11.2 - DP to pass MC list which will be circulated to check for accuracy before uploading to web site.

5. The outcomes for some actions were noted:

- a. ACTION 9.7: David Paterson confirmed that MASTS can provide communications assistance depending on how much required.

ACTION: 11.3 - DP and MC to discuss as required.

- b. ACTION 9.8: David Paterson confirmed that MAST-S would be sending out invoices to cover the 2016/17 subscription.

ACTION 11.4: MC to upload minutes of 9th and 10th meetings to web site.

EIB meetings

6. 12th meeting feedback – it was noted that the formal ERIC application was now submitted and the EU Commission decision was awaited.
7. 13th meeting (24th - 25th May) - the circulated agenda was reviewed and discussed. It was noted that Alistair Main was attending as an agreed (by EMBRC) observer at University of St Andrews' expense. The following comments were made and discussed:
 - a. Norway had yet to confirm their formal involvement in EMBRC.
 - b. Expenditure plan – the spread sheet noted a line on members' remuneration. The UK would clarify the position for any T&S return to the UK for attending meetings and clarify if the matter of the French HQ contribution, discussed at last meeting, had been agreed.
 - c. Liaison Officer role – was due to be discussed but the UK Node had indicated its position to EMBRC secretariat.
 - d. The remainder of the items for Day 1 were being presented for information and discussion of which the UK Node would be informed in due course if needed.
 - e. Financial Agreement – this still required signature. DP will clarify at EIB that it was the intention of MAST-S to sign the agreement in due course, subject to the Node Agreement being signed, and split the contribution equally among UK partners. MAST-S will receive the invoice from EMBRC. 2016/17 contribution expected to be €29,000 (approx.) and then €88,000 (approx.) after.

ACTION: 11.5 - CG to confirm with Axel that SAMS support this position.

- f. It was noted that signing the statutes created a 5 year commitment to EMBRC. There was currently a budget for the first two years (implementation period) with a further budget expected to cover the next three years.
- g. Approval of urgent rules of operation – the Node agreed that previous / existing rules had not been seen. It was also agreed that the voting mechanisms for the budget had been set in the statutes based on consensus to be sought for two meetings with a 2/3 rds majority at a third meeting. This should remain.
- h. EMBRC – CPMR MoU – there were no comments on this.

8. Committee of Nodes – update – this was not available to the meeting.

UK Node matters

9. UK Node MoU / Consortium Agreement – this was nearing completion. It was confirmed amongst partners that a 5 year commitment would be made to EMBRC except where there were legal circumstances that prevented this. A requirement for as notice to withdraw was discussed and agreed at two years.

ACTION: 11.6 – GG to finalise MoU with partners.

10. Payment of 2016/17 subscription – there was wording to cover this included in the MoU. MAST-S would issue invoices once the MoU had been signed.

11. Membership – Plymouth EMBRC Cluster update – was not available to the meeting.

12. T&S (update on December submission) – MAST-S would be issuing / receiving invoices to make the necessary reconciliation soon for the current balance which equated to about £3,300 per partner (total T&S of £20,000 (approx.)). It was agreed that a further round of T&S reconciliation would start to cover claims up to 30th June 2016.

ACTION: 11.7 – DP to circulate T&S reconciliation spread sheet.

ACTION: 11.8 – all to submit T&S claims to MASTS after 30th June.

AOB

13. There were two items, both meetings to which it was necessary to decide if the UK Node should send a formal representative at UK Node T&S expense.

- a. pp2EMBRC-WP3: WS on Practical Guidelines for Accessing and Providing Marine Genetic Resources, Crete, June 29-30 –

ACTION: 11.9 - CG would check within SAMS if there was any intended attendance.

- b. pp2EMBRC-WP4: WS on “Regions’ support to Blue Biotechnologies value chains in Europe”, Bilbao, June 21 – partners present did not identify a need to attend this workshop but appreciated that some partners were absent.

14. In light of the need to determine how the UK Node should be represented at science meetings, it was agreed that anyone wishing to attend a meeting on behalf of EMBRC UK Node, and receive T&S should, make a short justification and submit to David (as Node chair), Axel (as CoN Rep) and Martyn (as Scottish Gov. Rep). The Node agreed that these three would be able to make a decision and thereby commit to the T&S being shared between partners. In return, anyone being so funded to attend meetings would be required to submit a short report (in bullet point format) that covered the science implications for the Node as well as any wider implications for the UK more generally, and do so within 14 days of the meeting.

15. Date of Next Meeting – the next EIB meeting was scheduled for 20th September (to be confirmed). It was agreed that a face-to-face of the UK Node would be valuable but a substantive agenda would be need to justify the T&S, which could be shared as other T&S. It was suggested that a full day meeting be held with a ½ day EMBRC business (agreeing lines, experiences and EMBRC ambitions) with a ½ day to visit the host partner’s facilities to gain a better understanding. To make the concept work would require all partners to commit to attending.

ACTION: 11.10 - all partners to consider hosting a meeting.

ACTION: 11.11 – MC to circulate e-mail seeking a date for a meeting in early to mid-September and issue Doodle Poll.

Martyn Cox
Marine Scotland
June 2016

EMBRC Web page available on the Marine Scotland web site

<http://www.gov.scot/Topics/marine/science/EMBRC> includes a flyer that could be used to promote EMBRC.