

**Minutes of 16th European Marine Biological Resource Centre (EMBRC) UK
Node meeting – 16th July 2018 – telephone conference call**

Present:

David Paterson - University of St Andrews / MASTS (Chair)
Ian Davies – Marine Scotland (Vice chair)
Gavin Grewar - Marine Scotland
Martyn Cox - Marine Scotland
Alistair Main – University of St Andrews
Iveta Makejusova - Marine Scotland
Melody Clark – British Antarctic Survey

Beatrix Schlarb-Ridley – British Antarctic Survey
Axel Miller – SAMS
Anuschka Miller – SAMS (Comms Group chair)
Matt Frost - Marine Biological Association
Willie Wilson - Marine Biological Association

Apologies:

Vincent Janik – University of St Andrews
Jon Parr - Marine Biological Association

Claire Gachon - SAMS

1. Election of UK Node Science Rep and Chair

1. There had been one nomination, Prof Nick Owens, Director of SAMS. Nick was unanimously elected as the EMBRC UK Node chair and confirmed as the UK node science representative to the EMBRC General Assembly.

2. Minutes and review actions of 15th meeting

2. Minutes were agreed as an accurate record of the meeting. The Actions were all completed or would be covered as part of the agenda, except for a few actions carried forward:

ACTION 14.14: JP to follow up matter with Nick Pade to make MEDIN DAC connections. M Cox to keep on future agenda. Nothing to report at this meeting but to keep on future agenda.

ACTION 15.1: *External funding and resources* - map of funding opportunities – this was still not available but would be invaluable to assist with determining where to invest effort in application preparation. DP raised at last General Assembly meeting and reported that funding map still not been published. Agreed to keep on agenda for future.

ACTION 15.13: email DMP with names of potential contributors [for INFRADEV proposal]. It was noted that both SAMS and MBA would be contributing to the work package on ‘sustainability and engaging with regional funding’. The deadline for the proposal was not until mid-2019. There hadn’t been any other work packages identified for involvement. It was noted that any Node partner could attend preparation meetings on behalf of the whole Node (as happened for the ASSEMBLE+ application) but at this stage, as the Node was not a legal entity, the Node could not be an application partner itself to receive funding. Using MAST-Scotland as an umbrella body for the Node could be explored for this if necessary.

ACTION 15.9: DMP to check with accounts [re *Payments* – to EMBRC HQ].

ACTION 15.10: DMP to check current [T&S] reconciliation in time for next meeting.

It was confirmed that these were both currently up to date.

ACTION 16.1: M Cox to arrange upload of minutes of 15th meeting to web site.

3. 2nd General Assembly meeting update

3. ID and DP were present at the GA. The first half day was given over to the official launch of EMBRC. The second half day was relatively brief and focused on the organisation of the General Assembly and the creation of a Working Group to discuss the Rules of Operation. A process has been agreed for this with a view to create a body of text, supported by annexes that could be amended as necessary. Alistair Main represented the UK on the Working Group which was due to meet soon.

4. It was also noted that there were a number of job changes currently happening at EMBRC HQ and that the post of Executive Director was the subject of open competition.

4. Committee of Nodes update

5. There wasn't anything to update from the Committee of the Nodes. It was noted that a formal mechanism was being implemented to provide updates from the CoN to the General Assembly.

5. Liaison Officer

6. Martyn introduced the paper that had been circulated and highlighted the need for additional resource to assist the Node gain greater benefit from its position within EMBRC. There was general support in principle for a Liaison Officer to act on behalf of all Node partners and for it to be a proactive role. A number of points were agreed in discussion:
 - a. the benefits were not necessarily shared equally between partners, as evidenced by the table of benefits to date, which caused some difficulties for an internal business case based on sharing costs equally. Also not all partners were eligible for all potential EU funding streams e.g. regional funds.
 - b. the current benefits table didn't highlight the necessary costs accumulated to reap those benefits which would be considered in any internal business case.
 - c. it would be ideal if a LO post could be funded by UKRI and this should be explored. As EMBRC was being included on the UK Road Map, and was already on the ESFRI Roadmap, this should strengthen the case for central funding. Axel had completed a questionnaire to cover both phase 1 and 2 of the recent UKRI Road Map development.
 - d. there was a need to approach UKRI as well as continuing to explore the possibility of internal candidates. MS, BAS and MBA agreed to consider further whether there would be a member of staff with suitable experience and time available. SAMS confirmed they didn't have anyone suitable.
 - e. having someone working part time should suffice for now and this can be reviewed. Covering of appropriate T&S would also be necessary.

- f. it might be more cost effective for some partners to host due to different approaches to covering overheads.
- g. there were a number of comments on the circulated job specification

ACTION 16.2: MC contact UKRI about possible funding.

ACTION 16.3: MS, BAS and MBA to by Friday 20th July.

ACTION 16.4: ALL provide ID (cc MC) with comments on job description by Friday 20th July.

6. UK MoU / Consortium Agreement

- 7. There was a brief discussion about the UK MoU / Consortium Agreement based on the paper circulated. It was agreed to take a phased approach with the intention of completing an adjusted draft for signing at the 1st October meeting. Gavin has kindly agreed to do this, using the contacts from when the agreement was first developed. A second phase could then be taken forward to reflect the agreed Rules of Operation.

ACTION 16.5: Gavin to circulate revised draft.

7. Communications Group

- 8. Anuschka reported on the progress of the Comms Group to date and the outcome of its first meeting. The slightly amended Terms of Reference for the group were agreed, as was its intention to meet face-to-face once per year with T&S being covered as per the arrangements for the existing partners T&S. It was noted that the Comms Group intended to meet within a month of all UK Node meetings.
- 9. A first draft of promotional material with EMBRC branding had been circulated. This would now be finalised by the Comms Group, as would a PowerPoint presentation for use by partners to promote EMBRC activity, mainly internally. Coordinating use of social media would come later. The Group had also agreed to identify (and promote) all training opportunities in their organisations so that they could be added to the EMBRC portal.
- 10. It was also noted that EMBRC HQ was due to recruit a Comms Officer but nothing had been heard on this yet. Comms Group was going to try to access editable files of EMBRC central promotional etc. material to simplify the job of our Comms group.

ACTION 16.6: Comms Group was access EMBRC central promotional material

8. AOB

- a. EMBRC-UK metadata and biobank database – See Action 14.14 from last meeting – agreed to keep on agenda. Nothing to discuss at this meeting but agreed to keep on agenda.
- b. Monetary / non-monetary benefits of EMBRC membership – it was agreed to update this table as appropriate given its usefulness in demonstrating the benefits of EMBRC working.

ACTION 16.7: ALL to check table and update as necessary.

- c. Node email address – it was agreed in principle to develop a UK Node email address such as info@embrc.uk for use as a general contact on our web site with the Comms Group to oversee managing of the address.

ACTION 16.8: DP to discuss with Jane.

- d. UK ERIC update – it was noted that Ian and Martyn were attending an UK ERIC update on Tuesday and would report back to the Node.

- e. Plymouth University Dive Centre - Melody had been in contact about working with EMBRC. It was agreed that MBA would follow this up.

ACTION 16.9: Matt F to talk to PUDC.

9. Date of Next Meeting

11. The next meeting was the planned face-to-face at MBA Plymouth on 1st October. It was agreed to find a date for a telephone conf call ahead of the next general Assembly due on 20th November.

ACTION 16.10: M Cox to organise date for tele conference in November.

Martyn Cox
Marine Scotland
July 2018

EMBRC Web page <https://embrc.uk/>