

**Minutes of 18<sup>th</sup> European Marine Biological Resource Centre (EMBRC) UK  
Node meeting – 16<sup>th</sup> November 2018 – telephone conference call**

**Present:**

Nick Owens, SAMS (Chair)  
Ian Davies – Marine Scotland (Vice  
chair)  
Martyn Cox - Marine Scotland  
Alistair Main – University of St  
Andrews

Beatrix Schlarb-Ridley – BAS  
Anuschka Miller – SAMS (Comms  
Group chair)  
David Paterson - University of St  
Andrews / MASTS  
Jon Parr – MBA  
Andronikos Kafas, Marine Scotland

**Apologies:**

Melody Clark – British Antarctic Survey  
(BAS)  
Claire Gachon - SAMS  
Willie Wilson - Marine Biological  
Association (MBA)  
Heidi Tillin - MBA

Gavin Grewar - Marine Scotland  
Iveta Matejusova - Marine Scotland  
Axel Miller – SAMS  
Vincent Janik – University of St  
Andrews

**Welcome and Introductions**

1. Nick welcomed everyone to the meeting and introductions were made and apologies noted. Nick asked if there were any conflicts of interest amongst members at this meeting. None were raised.

**Minutes and review actions of 17<sup>th</sup> 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. Connections were being made re MEDIN so it was agreed to drop from actions from now.

**ACTION: 17.1:** *External funding and resources* - map of funding opportunities – MC to contact Paris HQ to ask about publication. Some details had been received but they were not a map of funding opportunities. It was agreed to raise under AOB at next week's General Assembly.

**ACTION: 17.2:** Nick Owens to check SAMS involvement [for INFRADEV proposal] with Axel. It was noted that it was proving difficult for both SAMS and MBA to participate in meetings due to them being held at short notice. Axel was able to attend forthcoming meeting in Paris by Skype. It was agreed to explore getting Andronikos involved as the new UK Liaison Officer.

**New ACTION 18.01:** Nick Owens to send relevant papers / emails to Ian and Andronikos & MBA.

**ACTION 16.8:** Agreed [*Node email address* [info@embrc.uk](mailto:info@embrc.uk)] will be taken forward when a Liaison Officer in place.

**New ACTION 18.02:** AK to explore with St Andrews / Comms Group.

**ACTION 16.9:** Matt F to talk to Plymouth University Dive Centre - Carry Forward.

**ACTION: 17.3:** WW to contact Plymouth University to check nature of association with MBA for applications and involvement with EMBRC. Talks had been held with PU as to the preferred way to involve them in funding applications. As the matter was still on-going it was agreed to keep as an action.

**ACTION 17.9:** MC to contact UKRI about possible funding. Follow up of previous action 16.2. Carry forward.

**ACTION 17.16:** GG to check statutes as to how to incorporate new UK infrastructure.

**New ACTION 18.03:** New Liaison Officer to make enquiries on hold to ensure new infrastructure (i.e. increasing the UK offer) is included.

**ACTION 18.4:** M Cox to arrange upload of minutes of 17<sup>th</sup> meeting to web site.

### **General Assembly matters update**

3. There hadn't been a General Assembly meeting since the last Node meeting but the next was due on November 20<sup>th</sup> in Ghent. It was understood that the Executive Director post application was on-going with a new person likely to be appointed in due course. What effect this may have on EMBRC's work was unknown.
4. Other posts within the EMBRC office were understood to be undergoing recruitment. It was hoped that there wouldn't be any delay in new staff being endorsed by the GA to ensure that necessary progress was made by EMBRC.
5. The Rules of Operation were a priority for the GA. AM reported that the RoO 2<sup>nd</sup> Working Group meeting was held 7-8 November and discussed the remainder of the clauses in draft 1.9. A revised draft was due to be circulated. For the time being it was understood that there was not a copy of the RoO to which EMBRC was working as that submitted with the application, with the statutes, was not formally agreed.
6. Liaison between the GA and the Committee of the Nodes (CoN) was being strengthened by, starting at GA3, a CoN observer attending GA meetings.
7. The importance of EMBRC by the European Commission as one of its flagship ERIC projects as demonstrated by inclusion in ESFRI Road Map (published in September <http://roadmap2018.esfri.eu/>) was noted.

**ACTION 18.5:** AM to circulate further draft of RoO when available, for comment from the Node.

**ACTION 18.6:** ID and DP to circulate summary of GA meeting to Node.

### **Committee of Nodes (CoN) update**

8. There were no matters to discuss for this meeting.

### **Liaison Officer**

9. Dr Andronikos Kafas (Marine Scotland) was welcomed as the EMBRC Liaison Officer. AK indicated he would be making a round of introductions. All members were invited to pass AK relevant documents to help him become familiar with the role and work of EMBRC. The LO post reports to both ID and NO (as chair of the Node).

**ACTION 18.7:** All to pass AK relevant documents.

**ACTION 18.8:** ID to check Rules of Operation for Liaison Officer role and any necessary communication to EMBRC Paris office.

### **UK MoU / Consortium Agreement**

10. It remained for Marine Scotland to sign the new Consortium Agreement once the letter of authorisation from UK Government to Scottish Government had been received from BEIS. This was in hand.

11. It was agreed to arrange a further Travel and subsistence reconciliation to cover the period to end 2018.

**ACTION 18.9** MC to arrange signature by Marine Scotland and then circulate signed copies of the Agreement.

**ACTION 18.10:** MC to inform Tanya at MASTS of decision for T&S reconciliation.

### **Communications Group**

12. Five members had attended the group's first face-to-face meeting at Marine Scotland's office in Edinburgh on 24 Oct. The day had focused on the web presence of the UK node. The outcome was to focus initially on improving the node's representation on the HQ [EMBRC web site](#), where information on the node is limited. The group agreed to follow the structure of the [Belgian node page](#). The steering committee agreed the proposal and DP was to provide the contact link to enable amendments to the website to be made. The group had also reviewed the current [UK node site](#) and agreed that a re-design and re-structure was desirable, but not a priority. Re-design will require resource and the decision was left open as to whether the benefit would justify the investment. UK Node minutes would remain on UK Node web site for the time being. It was noted that there wasn't an active EMBRC Comms Group yet. The group had expressed their concern that their lack of detailed understanding of EMBRC meant that articulation of clear messages was challenging and they would appreciate closer collaboration with the to-be-appointed LO.

**ACTION 18.11:** DP to provide name of relevant contact in Paris office for contact to be made and enquire about liaison over the web pages. Comms Group have a target of end January 2019 for updated page on EMBRC main site.

**ACTION 18.12:** AK to liaise with AM to establish what LO role can assist with.

### **AOB**

- a. EMBRC-UK metadata and biobank database – See Action 14.14 – agreed to keep on agenda. Nothing to discuss at this meeting. Best practice guidelines were in development.

### Date of Next Meeting

13. it was agreed to plan three further meetings:

- a. Jan / February, when it became clear of the need to discuss Brexit implications – MC to arrange Doodle poll
- b. Ahead of the General Assembly 4 – scheduled for 15/16 April 2019
- c. Face-to-face in summer 2019 at suitable time ahead of a GA. Doodle Poll to be arranged

**ACTION 18.13:** MC to arrange Doodle Polls.

Martyn Cox  
Marine Scotland  
November 2018