

## Work Package Leaders Group meeting Minutes

7th December 2005, Environment Agency, Bristol, UK

### Attendees

Shane Colgan (IEPA)  
Daniel Clement (ADEME)  
Mike Depledge (EA)  
Eeva Furman (SYKE)  
Simon Gardner Gardner (EA)  
Pekka Harju-Autti (FiMoE)  
John Holmes (Oxford University)

Caterina Jaderberg (SwEPA)  
Claire-Louise Palmer (NERC, on secondment to EA)  
John Seager (EA) - **Chair**  
Keela Shackell (EA)  
Sebastien Treyer (MEDD)  
Eric Vindimian (MEDD)

### Meeting opening

John Seager (Head of Science Programme Group) opened the meeting and welcomed Work Package Leaders to the Environment Agency offices, Bristol.

### Work Package 1 progress report

Simon Gardner Gardner gave a progress report on Work Package 1, 'Management and Co-ordination of the ERA-NET'

No comments on the Work Package 1 progress report were received.

### Work Package 2 progress report

Simon Gardner Gardner gave a progress report on Work Package 2 'Exchange of research programme information'

Eric Vindimian commented that we should be concentrating on content as well as classification and should keep the translation issue in mind. Organisation databases may not be available in English at this point in time. We also need to consider the software that organisations use. For example, an organisation may not use Microsoft Access as their database software.

It was agreed to send further information on MEDD's Neural Network database to the Work Package Leaders.

**Action: Eric Vindimian**

The group agreed that links with other ERA-NETS should be established and possibly included in the Advisory Board. It was agreed that an Organogram of other ERA-NETS and how they relate to each other should be sent to the Work Package Leaders.

**Action: Simon Gardner**

Pekka Harju-Autti raised the question of whether the database used for Work Package 2 should be static or dynamic. Pekka commented that it could be a waste of resources to have a static database. Sebastien Treyer suggested that more stress should be put on the strategic aspect. Caterina Jaderberg mentioned that this would be especially important if new participants join the SKEP consortium.

### Work Package 3 progress report

Eeva Furman gave a progress report on Work Package 3 'Best practise in research management'

Eeva gave an estimation that approximately 100 questionnaires are expected.

Sebastien Treyer commented on the good quality of the questionnaire and its structure. Sebastien raised the issue that other ERA-NETS are looking in to research management and SYKE/ FiMoE should engage with them. For example, CIRCLE and Snowman.

#### **Work Package 4 progress report**

Caterina Jaderberg gave a progress report on Work Package 4 'Dissemination and implementation of research'

Mike Depledge noted that we need to see the linkage between Science, Operations and Policy. Eeva Furman suggested that links are set up from the SKEP website to organisation's forthcoming events.

**Action: Keela Shackell**

Simon Gardner raised the issue that 'Science Meets Policy' does not have their own website. Shane Colgan suggested that we should explore the option of SKEP hosting the website for 'Science Meets Policy'.

**Action: Simon Gardner**

It was agreed that key documents and links with 'Science Meets Policy' should be on the SKEP website.

**Action: Keela Shackell**

#### **Work Package 5 progress report**

Shane Colgan gave a progress report on Work Package 5 'Plan and develop collaborative work areas'

#### **Work Package 6 progress report**

Sebastien Treyer gave a progress report on Work Package 6 'Investigate emerging issues for future research planning'

Mike Depledge mentioned the 'Horizon Scanning News' sent to internal Environment Agency staff. The electronic newsletter is written by the Horizon Scanning Team based in Bath. It was agreed that the Work Package leaders are including in the distribution list of the Horizon scanning news and possibly published on the SKEP website.

**Action: Keela Shackell**

#### **Group Discussion**

Following the work package progress reports there was an open discussion on -

- feedback on how they feel the project and work packages are developing
- approaches towards problem solving
- inter-linking the Work Packages effectively
- making effective use of external initiatives (for example, 'Science meets Policy')

There was concern over the duplication of work done by ERA-NETS and this should be discussed with Marco Weydert to identify the problem and find the solution. SKEP is positioning itself as a 'meta' ERA-NET. One which is not exclusively concerned with a single topic area or theme, and

which is concerned with the relationship between science and policy. Mike Depledge agreed to discuss this with Pierre Valette (DG-RTD) in January 2006.

**Action: Mike Depledge**

John Seager suggested drawing up and circulating a document on what the cross cutting territory will look like with regards to other ERA-NETS.

**Action: Simon Gardner**

It was noted that the SKEP newsletter was a good idea and that the length, content and frequency is fine with the work package leaders

A suggestion to include other ERA-NETS on the SKEP Advisory Board was noted.

**Action: Simon Gardner**

### **Presentation: Financial Management**

Keela Shackell gave a presentation on Financial Management issues

Work Package leaders asked for guidance regarding hosting Work Package Meetings in the future.

**Action: Keela Shackell**

### **Presentation: Science Policy Links**

John Holmes gave a presentation on Science policy links with a number of initiatives:

Environmental Research Funders Forum (ERFF)

A UK based forum which in 2006 will be conducting work into the Science Interpreter role, the management of research Programmes and provision of training in science communication

Trans-Atlantic Uncertainty Colloquium (TAUC)

A project joint-funded by the USEPA and the National Science foundation to create a US-EU institution which will analyse uncertainty at the science-policy interface and how this affects the decision-making process

Environment Canada

A project has been launched to better understand how policy analysts act as users, translators and brokers of scientific knowledge

'Science meets Policy' (SmP)

The recent SmP workshop in London in November 2005 highlighted the potential role of SKEP as a practical vehicle for the delivery of some of the aims and objectives of this inter-governmental initiative.

There was unanimous support from Work Package Leaders to pursue closer ties with the 'Science meets Policy' initiative

**Demonstration: Website content management**

Brendan McNamara gave a training session on the remote content management software developed by the Environment Agency web development team. Each Work Package Leader is responsible for their external facing page and their section in the members only section.

Work Package Leaders will be sent guidance and their usernames and passwords

**Action: Keela Shackell**

*Meeting Close*

**SKEP Co-ordination Team  
23/12/2005**