



Darwin Plus DPLUS065: Mapping the coastal habitats of the Falklands and South Georgia.

Summary Minutes - Project Management Group (PMG)
Monday 11th June 2018 (15:00-16:00hrs BST)
SAERI Office / JNCC Office – Room 3)

Attendees:

Tara Pelembe (Chair) (SAERI)
Neil Golding (Secretariat) (SAERI)
Paul Brewin (SMSG Ltd)
Denise Blake (FIG)
Paul Robinson (JNCC)
Michael Harte (OSU)
Gwawr Jones (JNCC)

Apologies

Sue Gregory (GSGSSI)

Agenda:

1. Approve agenda, AOB & sign-off minutes from PMG (27/03/18)
 - *ALL members approved the agenda and minutes from the PMG on 27th March 2018. These minutes are now considered signed-off.*
2. MoU
 - *The MoU has been signed by all parties with the exception of OSU. MH stated that this was being addressed at OSU by Jim. NG stressed that this does require signing as soon as possible.*
3. Review project plan and budgets
 - Environmental Studies Budget - call for projects? (Denise)
DB stated that the deadline for ESB project proposals will be Friday 3rd August 2018. NG to ensure that the Coastal Mapping project bid (for Year 2 (out of 3))(is submitted by this time. NG clarified that this funding was essential to support the ground validation/fieldwork stage of the project.
 - Update on Darwin Change Request – submitted 10th May (Neil)
A formal change request was made to Darwin on 10th May 2018, which captured the fact that funds originally allocated to the purchase of WorldView satellite imagery were not

required following the securing of the Digital Globe Foundation grant by OSU on behalf of the Coastal Mapping project. Therefore, it was proposed to reallocate this funding to cover:

- Development of the Google Earth Engine user interface*
- Acquisition of aerial/subtidal remote sensing data and associated costs*
- Training and certification in drone-flying for the project manager*

This change request was accepted in writing (email) by Darwin on 21st May 2018.

- Associated Research Agreement addendums with change request above. (Neil) NG confirmed that following the approval of the change request (above), it was necessary to issue an addendum to the OSU Research Agreement, as these funds had originally been allocated to OSU, but the deliverables had since changed (i.e. no WorldView data was being purchased). NG will follow up with MH and John Haargard regarding this requirement.*
 - 3 month summer placement for Brandi Black (OSU) (Michael/Neil) NG outlined a proposal to bring Brandi Black down to the Falklands to work with him during July/August on the coastal mapping project. It should be noted that Bran was not originally costed into the project, yet has undertaken a significant amount of work. Employing Bran through a summer placement would allow her to dedicate further time to the South Georgia broad scale modelling, contribute directly to the stakeholder prioritisation workshop and develop workflows for the fine scale modelling which is the next phase of the project. A portion of the funds originally allocated to satellite imagery purchasing (detailed above) would be reallocated for this purpose. ALL agreed with this proposal.*
4. Feedback from Project Stakeholder Group (held 24th April 2018) (see minutes in email attachments).
 - NG provided feedback on the first project stakeholder group meeting (minutes were reviewed by the PMG). At the PSG, the project was well received, with a useful discussion after the presentation was given by NG. The approved summary minutes of the PSG will be made available on the project website*
 5. Digital Globe Foundation grant – access to data & licence restrictions
 - MH provided some clarification for the use of the Digital Globe data provided through the Digital Globe Foundation grant. It is provided for the sole use of the Coastal Mapping project, and project partners may use this data to deliver the Coastal Mapping project. It must not be used for commercial gain – it is solely provided under an academic licence for research. If partners wish to use this data on another piece of research, approval should first be sought from DGF (through contacting MH at OSU). NG also clarified that DGF should be mentioned in all project outreach (especially social media). NG has provided a document to all project partners which has communications/outreach details for each partner. This is also available on **TRELLO**.*
 6. Review project risk register
 - NG reviewed and provided an updated Risk Register document. The document was reviewed for this meeting and approved by the PMG.*
 7. Review project issues log
 - NG reviewed and provided an updated project issues log. The document was reviewed for this meeting and approved by the PMG.*

8. PMG to sign off M&E plan

- *A final draft of the M&E plan was circulated for review ahead of the meeting. There were no comments from the PMG, and the document was considered final. The document is also available on **TRELLO**.*

9. Review project communications

- Social media

NG provided an overview of social media outreach undertaken by the project. NG stated that the project will be aiming to Tweet and post on Facebook weekly, to maintain public awareness of the project down in the Falklands and further afield.

NG gave a radio interview about the project on Falkland Islands Radio (a recording of this can now be found on the project website).

10. Fieldwork:

- Subtidal fieldwork – planned October/Nov 2018 (Chris Goldfinger trip)
NG confirmed that a fortnight dedicated to subtidal fieldwork is scheduled for 25th October, when Chris Goldfinger from OSU will be visiting the Falklands and working with SAERI and SMSG to collect subtidal data to validate the broad scale models.
- CDC-P drone course update
NG completed the CDC-P Commercial Drone pilot course theory on 30th-31st May 2018 as well as the Flight Assessment on 5th June 2018. NG is now in the process of applying to the UK CAA for a PFCO (Permission for Commercial Operation), which is taken into consideration by the Falkland Islands Civil Aviation Department. Undertaking research using drones is a grey area regarding necessary authorisations. This qualification will be extremely valuable when applying for the South Georgia drone research permit issued by Air Safety Support International (ASSI), as well as the Falkland Islands Research Licence.
- 2019 South Georgia expedition update
NG confirmed that planning for this expedition is underway. NG is liaising with Bob Burton, and had a meeting with Bob and Marcus Brittain from Cambridge Archaeological Unit on 8th June 2018 to discuss progress with planning.
- Falklands fieldwork update
NG confirmed that once the Stakeholder prioritisation workshops have been completed we will have a much clearer idea of where there is a desire for fine scale mapping to be undertaken. This will largely drive where fieldwork is undertaken in the Falkland Islands. In addition, the fieldwork will need to deliver additional ground validation points for the broad scale mapping, due to deliver for the Falklands at end Sept '18.

11. AOB

- Annual Report (2) “There is good progress towards Outcome completion and most Outputs have been achieved, particularly the most important.”
The project annual report submitted to Darwin at the end of April '18 received favourable reviews, and received a score of 2 out of 5 (1 being the highest). The annual report reviewer stated that “If the Outcome indicator provided more clarity and

*measurability, the reviewer feels this project could have received a Grade 1, especially given the good project management and governance, but, as it stands, it is not possible to clearly establish how much progress the project has made towards its Outcome.” NG will discuss this outcome indicator with **TP**.*

Annex I:

Work plan for Bran during summer placement

1. *WP1:*
 - a. *Developing workflow and undertaking geo-referencing of 1956 aerial imagery following tests*

2. *WP2:*
 - a. *Development of subtidal Stage I model for South Georgia & integration with existing Stage I terrestrial model.*

3. *WP3:*
 - a. *Development of fine scale (Stage 2) models using Digital Globe imagery, both for SG and FI*
 - b. *Participate in fieldwork (both ground validation and nested drone imagery surveys) to gain a better understanding of FI coastal habitats.*
 - c. *Work with the PM to facilitate the Stakeholder Workshop for SG and FI w/c 6th August.*

4. *WP5:*
 - a. *Consideration of potential workflow for integration of Digital Globe and VHR drone imagery into Google Earth Engine (GGE) model.*
 - b. *Above includes installation of AgiSoft PhotoScan (academic licence) on Coastal Mapping laptop for project use.*
 - c. *Development and refinement of the GGE user interface for broad scale mapping, to allow informed (but not experienced) users the ability to upload their own ground validation datasets and re-run models without expert intervention.*