

37th Meeting - Wednesday 24th and Thursday 25th January 2018
Venue: The Birmingham & Midland Institute 9 Margaret Street,
Birmingham B3 3BS. <https://bmi.org.uk/>

Minutes of the 37th meeting day 1: Wednesday 24th January 2018 (13.30 – 17.30)

Present: Clare Blencowe (CB, Chair), Tom Hunt (TH), Adam Rowe (AR), Mark Wills (MW), Sara Lovell (SL), Ian Egerton (IE), Gary Lewis (GL), Steve Whitbread (SW), Ian Carle (IC- Herts Environmental Records Centre, prospective Director), Pauline Campbell (PC-CEDAR, prospective Director)

1. Apologies & Introductions

Apologies received from: Nicky Court (NC), Ben Deed (BD), Lindsay Bamforth (LB), Hannah Cook (HC)

2. Conflicts of Interest

The CEDAR contract was raised by PC as a possible conflict of interest.

3. SBIF review (Ellen Wilson)

EW presented the results of the Scottish Biodiversity Information Forum (SBIF) review to date and outlined future steps. This was followed by a brief Q&A session. EW welcomed ALERC's views to the business case which is to be drafted by the end of March 2018 and be put to the Scottish government later in 2018 with a view to begin implementing it from 2019 onwards. It was agreed that ALERC needed to continue to engage in the SBIF review.

Action 1: EW to circulate the SBIF draft business case for ALERC's input.

4. What do we want to get out of these two days?

The notes below are transcripts of the thoughts/topics of discussion people felt were important to discuss over the 2 days.

ALERC needs:

To move quickly
Help our members

Are we still relevant?

What are we achieving?

Need to make progress towards automation and improve standards – sharing good practise

Focus and clear priorities

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| Calculate a figure for LERC running costs nationally |
| Supporting lower performing LERCs Recognising poor performance areas Accreditation Data standards |
| ALERC to be viewed as vital by LERCs and others |
| More ALERC members involved in ALERC's work |
| Need a clear picture of what ALERC is trying to achieve |
| ALERC to have a role in unlocking: Non-commercial data on Atlas-Closer working with NSS e.g. BTO, BWARS etc. – perk of the membership |
| Clarity of ANC's role: need to know what ANC is supposed to be doing (also, important to consider funding of ANC post) |
| Look at ALERC's objectives – Are these fit for purpose |
| Resourcing |
| Transition from being a reactive to being a proactive organisation Standards Influencing |
| Build value to being a member of ALERC Become more powerful Develop services to members |
| Bring Northern Ireland's voice to ALERC |
| Sustainability of Directors and Chair's roles |

The following item 12a. constitutes a minor agenda change to introduce and discuss the appointment of the new prospective Directors (the agenda then resumed as planned)

12a. Board of Directors – membership & recruitment: Prospective new Directors

CB welcomed both PC and IC and a brief discussion followed where both prospective Directors had the chance to outline what their contribution to the work of ALERC could be and the experience they could bring to the board. The board welcomed both PC and IC's willingness to support the work of ALERC and agreed in principle that both should be appointed as ALERC Directors.

Action 2: CB to confirm new ALERC Director appointments with PC and IC.

5. Workshop exercise: Establishing an overview of ALERC's current work areas

The notes below contain a summary and transcripts of the thoughts captured during the workshop.

Four broad work areas emerged from the discussion (the working remit/focus of each of the emerging work areas was also part of the discussion and is also noted below). It was also suggested that each of the work areas would be led by a Director and that there could be a number of task and finish groups within each work area dedicated to specific issues. The summary notes are as follows:

| Work Area | Description & Remit | Suggested members, including suggested working group chairs |
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| Company Business | Company Business | <p>This work area includes all aspects of ALERC's CIC business and resourcing, including any matters relating to the ANC post, as follows:</p> <ul style="list-style-type: none"> • Legal duties • Accounts and financial planning • Secretariat • ANC hosting, management of ANC role and ANC line management • Production of the annual report for members and AGM • Directors' portfolios and recruitment <p>ALERC's code of conduct and complaints* procedure were also suggested remits of this work area.</p> <p>*Complaints (LERC vs LERC; LERC vs ALERC; external vs LERC/ALERC – ties in with LERC MoU template)</p> | CB (chair), SL, MW, NC |
| Member Services | Data and Technology | <ul style="list-style-type: none"> • Collaborative working and developing joint tools • LERC systems e.g ORCA • Databases & systems • Recorder 6 • iRecord and Indicia • Data standards • Verification and validation • NBN Atlas • Replacement of access controls • National data sharing • Open data and licensing • Protected species alert layer (East of England example) • Lincolnshire initiative | IC (chair), SW, BD, AR NBN Atlas (AR & BD) |
| | Business Development | <ul style="list-style-type: none"> • Accreditation (including updating the criteria in line with recent relevant circumstance e.g. GDPR) • External contracts (e.g. Bid-Rex, CEDAR, WENP) – <i>noting link here to Company Business.</i> • Case Studies (these are a huge opportunity to showcase work of LERCs and highlight best practise to other LERCs, Government, funders, clients...) – <i>noting link here to Communications & Influencing.</i> • Promote a UK-wide network of LERCs (membership applications and membership renewals) • Generating business with regional and national costumers/collective negotiation (?) • EA SLA (and other national costumers) • Promote and develop good standards of practice • Enable exchange of ideas and sharing good practise | IE (chair) and current group membership |
| | Communications and Influencing | <ul style="list-style-type: none"> • Promote LERC services (note: services that LERCs can provide and getting data used)/strategic influence • Wildlife Link | MW (chair), CB, PC, SW |

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| | <ul style="list-style-type: none"> • Consultations • ALERC identity • Branding • Website and communications • Knowledge Hub and forum • Tone and language • Building and maintaining relationships • ALERC conference (note: look to maximise opportunity to deliver on ALERC objectives and bring new issues/opportunities to ALERC members' attention) • SBIF review • State of Nature Partnership | |
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Given the new suggested structure and Directors roles, GL volunteered to the position of Vice-chair.

It was agreed that each of the work areas should produce a concise work plan, outlining priorities and key areas of work. There will be need for different work areas to work collaboratively. There may also be some cross-over between working areas (so it needs to be clear who is leading on particular areas of work).

Action 3: As the Business Development group is the most established, IE to lead on producing a Business Development work plan. It is hoped that this can then provide a template which other work areas can follow, to produce an across-the-board look at ALERC's work areas and priorities. This can then be used to identify ANC priorities for 2018/19 and structure ANC work plan.

6. Workshop exercise: Looking further ahead

A SWOT analysis was done. The transcript is as follows:

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| <p>Strengths</p> <ul style="list-style-type: none"> • Knowledge Hub (Also lots of additional potential) • Massive data holdings • Skills • Knowledge • Relationships (very strong positive local relationships, including/especially with the local recording community) • Sophisticated and diverse funding mechanisms • Having the ALERC National Coordinator's post • Willingness to pay (to invest) among LERCs generally | <p>Weaknesses</p> <ul style="list-style-type: none"> • Many LERCs are not set up to deliver value added services • Website • Don't know what we're worth – We haven't got a figure for how much it costs to run the network • We appear too 'niche' • Poor profile + low profile of NBN as a whole • Not being able to justify membership • Lack of metrics for net gain analysis??? (or opportunity) • Marine biodiversity data (tools, expertise, funding) |
| <p>Opportunities</p> <ul style="list-style-type: none"> • Natural capital, ecosystem services – related services • Create members only products and benefits • NPPF review + Planning policy Wales + Scotland and N.I. • HRA processes changing • Net gain (maybe) | <p>Threats</p> <ul style="list-style-type: none"> • Funding cuts: cuts to LA budgets, HLF, lack of funding for ALERC • Potential unrealistic ambitions and uncertainty coming out of the SBIF review • Misconceptions around Open Data • To Scottish LERCs (and Local Authority LERCs?) • Weakening of requirements to get Biodiversity data |

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| <ul style="list-style-type: none"> • Feed into government targets for Biodiversity • Work in partnership with the likes of OEH to show the power of LERC data • Health and wellbeing agenda • Partnership bid to HLF for NBN 'stuff' | <ul style="list-style-type: none"> • Recorder 6 situation (including supported dictionary) • Local authority IT situations • Marine recorder |
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Day 1 of the meeting was concluded. Items 7-10 not discussed.

Minutes of the 37th meeting day 2: Thursday 25th January 2018 (9.00 – 15.00)

Present: Clare Blencowe (CB, Chair), Tom Hunt (TH), Adam Rowe (AR), Mark Wills (MW), Sara Lovell (SL), Ian Egerton (IE), Gary Lewis (GL), Steve Whitbread (SW), Pauline Campbell (PC-CEDAR, prospective Director)

11. Minutes and actions from previous meeting

The minutes of the 35th meeting were accepted.

Actions carried forward from previous meetings

| Meeting# / Action# | Action item <i>Full description of carried action</i> | Status <i>This column updated as a result of this meeting</i> | Who |
|---------------------------|---|--|---------------------|
| 22/16 | NC to establish DCLG contact re possible new Defra Guidance on LWS and 'introduce' ALERC. | Discharged: To be considered in the context of the priorities of the Communication and Engagement and Business Development working groups. Original suggested focus: presenting the result of recent research/statistics available on how local authorities are performing with regards to use of LERCs data in planning applications. | |
| 25/9 | Position Statement on working with DEFRA and BMSS present to DEFRA as a letter response from ALERC - Revise position statement, pending further progress Re: Natural England | Discharged: To be considered in the context of the priorities of the Communication and Engagement and Business Development working groups. | |
| 31/21 | TH to re-circulate ANC skills document via the forum so membership has the chance to consider how the ANC might be able to help with project work/contracts. | Carried forward | TH |
| 33/22 | Circulate how LERCs expenditure/core costs have been calculated by the SE LERC group and Welsh LERCs respectively. TH to encourage other LERCs to provide this (e.g. through regional networks) so that ALERC has a national figure for the cost of running the LERC network. | Carried forward: All to encourage other LERCs to provide this (e.g. through regional networks) so that ALERC has a national figure for the cost of running the LERC network (send information to IE by 09/02/2018) | TH/Directors |
| 33/24 | Continue to liaise with the NBN trust to clarify the definition of commercial vs non-commercial use with a view to agree a definition. | Completed/Superseded (see action 4 of this/37 th meeting regarding agreeing a process for dealing with misuse of NBNT Atlas data). | |

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| 34/1 | Decide which Director will be the contact for Wildlife Link when a new chair is appointed. | Carried forward Addendum: This is to be led by the Communications and Engagement work group. | All |
| 34/2 | Amend ALERC's articles of association and other documents as appropriate to include revised wording regarding the appointment of ALERC Directors and Honorary Officers. Once drafts are produced, they will be submitted for approval/voting by the membership at the next AGM. | Discharged. Option to amend articles of association too onerous. Alternative suggested (see action 6 of this/37 th meeting). | |
| 34/4 | Draft and circulate a set of ALERC principles in time for a draft to be agreed and ready to present to the membership at the next AGM | Superseded (see action 7 of this/37 th meeting) | |
| 34/12 | Follow up ALERC membership renewals with other Scottish LERCs. | Discharged | |
| 35/1 | Follow up membership discount option with West Yorkshire | Completed (offer not taken up) | |
| 35/2 | Chase any outstanding membership payments and contact Rotherham LERC who expressed an interest in joining ALERC. | Discharged Rotherham LERC confirmed they would not be joining at present. Other outstanding payments are being followed up by TH and are reported in standing agenda item: Treasurer's report. | |
| 35/3 | Circulate draft annual report for comment (to be completed before the October 2017 AGM). | Completed | |
| 35/4 | TH & MH to stress the importance of accreditation in their respective (ANC & Chair) address to the membership at the ALERC conference. | Completed | |
| 35/5 | Contact Ben Deed and Lindsay Bamforth and confirm whether they would like to become ALERC Directors. | Completed | |
| 35/6 | Organise the following lunchtime drop-in sessions at the conference: Accreditation and Director recruitment/ALERC support. | Completed | |
| 35/7 | CB to contact all Directors individually/All Directors to share telephone numbers. | Completed | |
| 35/8 | Ask Marina Flamank whether: (1) The Data hub as previously discussed is the Data dissemination option to allow future transfer of data from LERCs to EA. (2) MF would welcome the trial of ALERC (TH) acting as data transfer broker and pre-check LERCs data submissions. | Discharged. Marina confirmed her attendance to the Directors meeting in May 2018. | |
| 35/9 | Speak to Paul Dutton (NE) about a possible protocol that supports Single Data List Indicator 160 (SDL160) reporting. | Carried forward (SL to check with MH) | SL |
| 35/10 | Encourage the membership to engage with the production of a National LERC data set (e.g. protected species heat map, using Norfolk's methodology). | Superseded – to be taken forward as part of the Data & Technology work group plan/priority work (see action 8 of this/37 th meeting) | |

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| 35/11 | Do a soapbox on Norfolk's species heat map at the ALERC conference | Completed | |
| 35/12 | Update Directors details and portfolios on website to reflect new structure/responsibilities | Completed | |
| 35/13 | Update website to reflect current membership (including removing Barnsley who have merged with Sheffield LERC). | Completed | |
| 35/14 | Update website to include NBNT affiliate member logo. | Carried forward | TH/MW |
| 35/15 | Suggest wording that ensures that devolved regions are adequately represented in consultations. | Completed | |
| 35/16 | Amend section 3. As follows: ' <i>...Agreement by the Directors will be assumed if there is no response by deadline given...</i> ' | Completed | |
| 35/17 | All to send any remaining comments to approach to consultations draft document asap/by the end of September. | Completed | |
| 35/18 | Clarify: (1) the difference in the level of service categories of Knowledge Hub; (2) the difference between restricted and private and any other access restrictions. | Completed | |
| 35/19 | Email a conference booking reminder to the membership. | Completed | |
| 35/20 | Book venues for 2018 meetings. | Completed | |

24/05/2018 **John Lewis Community Hub**
John Lewis-Birmingham New Street station/Grand Central

13/09/2018 **B&BC Wildlife Trust HQ**,
Birmingham - Centre of the Earth, 42 Norman Street, Birmingham, B18 7EP (tbc)

Actions from this 37th meeting

| Action # | Action item | Who |
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| 1 | EW to circulate the SBIF draft business case for ALERC's input. | EW |
| 2 | CB to confirm new ALERC Director appointments with PC and IC. | CB |
| 3 | As the Business Development group is the most established, IE to lead on producing a Business Development work plan. It is hoped that this can then provide a template which other work areas can follow, to produce an across-the-board look at ALERC's work areas and priorities. This can then be used to identify ANC priorities for 2018/19 and structure ANC work plan. | IE |
| 4 | IE/Business Development Group to lead on discussions with NBNT regarding the process for dealing with misuse of Atlas data. | IE |
| 5 | CB/IC/SW to prepare a draft NSS action plan/work priorities which will form part of work plan of the Data and Technology working group. | CB/IC/SW |
| 6 | MW to recirculate the Directors role descriptions | MW |
| 7 | CB to review what has been produced so far on 'ALERC Principles' and liaise with the Business Development group to decide how to take this work forward. | CB |

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| 8 | IC to suggest a way in which a national LERC data set can be achieved (e.g. protected species heat map-refer to Norfolk/NBIS work). | IC |
| 9 | CB/PC to liaise regarding any necessary amendments to the current draft of the approach to consultations document so CB can finalise it. | CB/PC |
| 10 | CB/TH to liaise in order to ensure membership renewals information is ready to be issued on 1st April 2018. | CB/TH |
| 11 | CB to review and agree ANC work plan and reporting needs for 2018/19, with input from the three work area leads: IE, IC & MW. | CB |
| 12 | TH to provide an update on the work of the NBN verification and data flow group at the next Directors meeting in May. Future involvement of TH in this group to be the subject of the work plan review (see previous action). | TH |
| 13 | TH to circulate information on what MF wishes to discuss with ALERC, to the ALERC board, ahead of the new EA MoA negotiations. | TH |
| 14 | IE to contact MF and draft a roadmap for the EA MoA negotiations. | IE |
| 15 | IE to form a task and finish group to assist the discussions around the future EA MoA. Task and finish group members suggested at the meeting: IE, CB, IC, GL, TH and MW. | IE |
| 16 | TH to contact Marina Flamank to ask if she'd be keen for the Spring data update to be supplied in the same way as the last update (mediated by ALERC/pre-checked by TH) and whether a data template can be agreed/set 6 weeks prior to the submission deadline so that no further changes in format are required after that time. | TH |
| 17 | CB to contact Andy Foy to get an idea of the potential cost of a ALERC data portal which would allow LERC members to provide large scale standardised data sets. | CB |
| 18 | CB to liaise with Hannah Cook re. her taking a lead on Accreditation. Plan to be produced for taking LERC accreditation forward, working in conjunction with IE and the Business Development work area. Note: This includes forming an accreditation sub-group that will focus on matters such as: (1) Review the accreditation criteria to ensure currency and relevance (particularly in the context of GDPR); (2) Review and develop new resources (including revising the guidance handbook where appropriate and developing online resources e.g. document templates to be available in member area of the website/knowledge hub, youtube/webinar guidance sessions...) | CB + IE |
| 19 | SL to research inexpensive options available for webinar/video/web conferencing. | SL |
| 20 | MW/Comms working group to lead on proposal for new structure/content of ALERC's website (please note meeting comments/feedback noted under agenda item 19a). | MW |
| 21 | IE/Business development group to produce a series of case studies that showcase LERCs work (these can also be used on the website). | IE |
| 22 | All to share any examples of good websites through the directors email group. | All |
| 23 | CB/IC to discuss how to follow up the consultation (Next steps should consider ownership, branding, licensing, hosting, etc.)/Consider the formation of a specific task and finish group dedicated to Recorder 6. | CB/IC |
| 24 | TH to draft a case study (studies) that illustrates how the use of LERC data is important and relevant in the context of District Level Licensing (data being crucial not only in terms of providing a good baseline for the model but also as part of ongoing monitoring/updating and evaluation processes). | TH |
| 25 | PC to circulate CEDAR's monitoring protocol (which is a condition of the license). | PC |
| 26 | IE (Business Development Group)/CB to lead on work relating to ALERC Key messages. | IE |
| 27 | IE to lead ALERC's misuse of NBN Atlas data discussions with NBNT. | IE |
| 28 | IE(Business Development Group)/AR to outline CEDAR-GDPR contract proposal by 2/02/2018. | IE/AR |
| 29 | CB to discuss ALERC's response/input to the NBNT sensitive species policy with IC. | CB |
| 30 | TH to propose a working group to help organise the 2018 conference. | TH |
| 31 | TH to contact Mammal Society (Gareth?) to find out what level of involvement may be required. | TH |

The status of all previously outstanding action items is detailed in the table above. Updates on actions of the previous meeting are as follows:

1. **(33/22)** All to try and get figures through respective regional contacts and send information to IE by 09/02/2018. If no actual expenditure figures are available then number of FTE will be adequate.
2. **(33/24)** The original action has been completed but has raised an additional need for agreeing a process for dealing with misuse of NBNT Atlas data.

Action 4: IE/Business Development Group to lead on discussions with NBNT regarding the process for dealing with misuse of Atlas data.

3. **(33/31)** CB/IC/SW to discuss NSS engagement in the context of the priorities of the Data and Technology working group.

Action 5: CB/IC/SW to prepare a draft NSS action plan/work priorities which will form part of work plan of the Data and Technology working group.

4. **(34/2)** Action discharged as the process of amending the articles of association is too onerous. Alternatively, the role descriptions will be amended instead.

Action 6: MW to recirculate the Directors role descriptions.

5. **(34/4)** CB to review what has been produced so far and liaise with the Business Development group.

Action 7: CB to review what has been produced so far on 'ALERC Principles' and liaise with the Business Development group to decide how to take this work forward.

6. **(35/10)** This work is to be led by the Data and Technology group.

Action 8: IC to suggest a way in which a national LERC data set can be achieved (e.g. protected species heat map-refer to Norfolk/NBIS work).

7. **(35/16)** PC to input to the approach to consultations document to ensure it takes sufficient account of the NI context.

Action 9: CB/PC to liaise regarding any necessary amendments to the current draft of the approach to consultations document so CB can finalise it.

12. Board of Directors – membership & recruitment:

12b. Requirements for Board appointments

- After discussion it was concluded that a key pre-requisite for individuals to become members of the board of Directors of ALERC is a current/valid membership. Individual applications are to be considered based on skills and current board needs. Non-members may be invited to support the work of individual working groups/task and finish groups, if necessary.

13. Chair's report (CB)

- CB gave a brief overview of the main areas of work since taking up the position of chair, much of which has been shared with the membership via the knowledge hub blogs. Time has been spent understanding the considering work priorities and how these may be delivered. Specific matters that have required input recently: SBIF review and complaint regarding a member not uploading data onto the Atlas.

14. Treasurer's report (NC)

- Apologies received from NC and treasurer's report circulated in advance. A discussion followed linked to the fact that a significant number of membership renewals are still outstanding, highlighting the importance of ensuring the previously agreed process is following and: (1) membership renewals communication is ready and issued on the 1st of April each year; (2) there is a clear procedure for new members to join and for membership renewal, which could, for example, consider late payment penalties; (3) Better differentiation between benefits of members to those of non-members (e.g. consider creating members only areas/access to resources within knowledge hub). The importance of securing contracts that support the overall funding of the ANC post in the next (2018/19) financial year was stressed. At present, expected contracts amount to c. 7k so it will be necessary to secure around an additional 8k.

Action 10: CB/TH to liaise in order to ensure membership renewals information is ready to be issued on 1st April 2018.

15. Company Secretary's report (SL)

- Report circulated in advance, no further discussion.

16. ANC report (TH)

- Work plan and reporting format to be reviewed and agreed following the outcome of this meeting and the review of the ALERC's working groups' structure and priorities as well as contracts secured.

Action 11: CB to review and agree ANC work plan and reporting needs for 2018/19, with input from the three work area leads: IE, IC & MW.

Action 12: TH to provide an update on the work of the NBN verification and data flow group at the next Directors meeting in May. Future involvement of TH in this group to be the subject of the work plan review (see previous action).

17. EA data supply and MoA future (TH/GL)

- TH fed back the results of the EA submissions audit. This was followed by a discussion on how best to progress this matter and ensure continued smooth delivery of LERC data supply to EA in the short term but also how this might be done in the longer term. Marina Flamank (MF) has confirmed she will be attending the next ALERC Directors meeting in May so discussions also focused on what can be done before that meeting.

Action 13: TH to circulate information on what MF wishes to discuss with ALERC, to the ALERC board, ahead of the new EA MoA negotiations.

Action 14: IE to contact MF and draft a roadmap for the EA MoA negotiations.

Action 15: IE to form a task and finish group to assist the discussions around the future EA MoA. Task and finish group members suggested at the meeting: IE, CB, IC, GL, TH and MW.

Action 16: TH to contact Marina Flamank to ask if she'd be keen for the Spring data update to be supplied in the same way as the last update (mediated by ALERC/pre-checked by TH) and whether a data template can be agreed/set 6 weeks prior to the submission deadline so that no further changes in format are required after that time.

Action 17: CB to contact Andy Foy to get an idea of the potential cost of a ALERC data portal which would allow LERC members to provide large scale standardised data sets.

18. Accreditation (TH)

- The discussion focused on how best to promote and grow the network of accredited LERCs and what resources might support this.

Action 18: CB to liaise with Hannah Cook re. her taking a lead on Accreditation. Plan to be produced for taking LERC accreditation forward, working in conjunction with IE and the Business Development work area. This includes forming an accreditation sub-group that will focus on matters such as: (1) Review the accreditation criteria to ensure currency and relevance (particularly in the context of GDPR); (2) Review and develop new resources (including revising the guidance handbook where appropriate and developing online resources e.g. document templates to be available in member area of the website/knowledge hub, youtube/webinar guidance sessions...)

Action 19: SL to research inexpensive options available for webinar/video/web conferencing.

19. Communication – Priorities and opportunities

19a. Website updates (MW/TH)

- MW circulated a paper prior to the meeting. Discussion focused around an analysis of typical user groups and potential modifications to the website and how it will be structured/used in conjunction with Knowledge Hub, particularly with regards to where information might be stored. Better use can be made of knowledge hub, particularly with regards to storing resources/documentation. Again, the potential for differential access by members and non-members was discussed as another means to reflect the benefits of membership more clearly as was the potential for expanding the resources section (example: storing template agreements). Specific suggestions regarding the work done so far were as follows: (a) User groups- (i) NSS should be considered within the national stakeholders group, (ii) Treat ALERC board members as a separate user/persona, (iii) Could be worth including an International Stakeholder category; (b) Investigate what tags might be being used where ALERC comes up in google searches; (c) consider having a form for reporting instances of misuse of Atlas data on the ALERC website (CIEEM could also promote this to their membership).
- If available, the new website could be launched at the next (2018) ALERC AGM.

Action 20: MW/Comms working group to lead on proposal for new structure/content of ALERC's website (please note meeting comments/feedback noted under this 19a. agenda item, above).

Action 21: IE/Business development group to produce a series of case studies that showcase LERCs work (these can also be used on the website).

Action 22: All to share any examples of good websites through the directors email group.

19b. Other

- No further discussion/ no actions recorded.

20. Recorder 6 consultation (SW/TH/CB)

- The analysis of the consultation results revealed a good level of response with a high proportion of responses being from LERCs and a strong willingness to pay.

Action 23: CB/IC to discuss how to follow up the consultation (Next steps should consider ownership, branding, licensing, hosting, etc.)/Consider the formation of a specific task and finish group dedicated to Recorder 6.

21. District Level Licensing (TH)

- The following actions were agreed:

Action 24: TH to draft a case study (studies) that illustrates how the use of LERC data is important and relevant in the context of District Level Licensing (data being crucial not only in terms of providing a good baseline for the model but also as part of ongoing monitoring/updating and evaluation processes).

Action 25: PC to circulate CEDAR's monitoring protocol (which is a condition of the license).

22. Business Development Group slot (IE)

- IE summarised the immediate Business Development Group priorities. The following actions were added to those already noted under previous agenda items:

Action 26: IE (Business Development Group)/CB to lead on work relating to ALERC Key messages.

Action 27: IE to lead ALERC's misuse of NBN Atlas data discussions with NBNT.

Action 28: IE(Business Development Group)/AR to outline CEDAR-GDPR contract proposal by 2/02/2018.

23. NBN & NBN Atlas update (AR/BD/TH)

- AR provided an update with regards to recent developments of the Atlas platform which included: (1) NBNT considering options for levels of controlled access to data, (2) a system for flagging verified vs non-verified data is being developed, (3) a sensitive species policy is currently available for consultation. This policy doesn't currently allow for regional variation.

Action 29: CB to discuss ALERC's response/input to the NBNT sensitive species policy with IC.

24. AOB

24a. ALERC Conference

- The conference date was agreed as follows: 18 October 2018 at the BVSC, Birmingham (subject to this date being available). SW suggested that the conference could mainly be dedicated to showcasing LERC solutions.

Action 30: TH to propose a working group to help organise the 2018 conference.

24b. Mammal Society Training Program

- The Mammal Society are developing a training program aimed at improving mammal data and have welcomed ALERC's involvement. There was agreement in principle that this would potentially be something that ALERC could support as it could benefit the membership but more detail on the program and likely/expected ALERC involvement are necessary.

Action 31: TH to contact Mammal Society (Gareth?) to find out what level of involvement may be required.

24c. ANC Laptop

- MW raised the need to replace the ANC's laptop. There was agreement that subject to funds being available a budget up to £700 could be spent on the ANC's laptop.

25. How did we do?

- There was broad agreement that it was very useful to have the opportunity/time to think about and discuss matters more strategically. Agenda/other items that remain outstanding include: stakeholder mapping and deciding on NC's honorary ALERC treasurer position offer.