# Circle  Description automatically generated with medium confidenceNE ATLANTIC MARINE BIOLOGICAL AQC SCHEME COMMITTEE MEETING

 *Annotated Agenda – 23rd of November 2022 10.00 - 13.00*

**Microsoft Teams meeting**

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Meeting ID: 368 646 464 837
Passcode: kPdT3z

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**Confirmed Attendees:** David Johns (DJ, MBA, Chair), Graham Phillips (GP, EA, Finance Manager), Claire Mason (CM, CEFAS, PSA Technical Manager), Myles O’Reilly (MoR, SEPA, Invertebrates Technical Manager), Jim Ellis (JE, Cefas, Fish Technical Manager), Rafael Sallas (RS, Observatorio Canario de Algas Nocivas, Phytoplankton Technical Manager) Claire Taylor (CT, MBA, Technical Secretary), James Albrecht (JA, JNCC, Epibiota Technical Manager), Marianne Wootton (MW, MBA, Zooplankton Technical Manager), David Hall (DH, APEM Ltd, Benthic Invertebrates), Lydia McIntyre-Brown (LmB, APEM Ltd), Ross Griffin (RG, Ocean Ecology, Contractors Rep) and Debbie Walsh (DM, APEM).

**Apologies:** Paul McIlwaine (Cefas),Alex Callaway (AFBI)

|  |  |  |
| --- | --- | --- |
| 1. **Last Meetings Actions** (summarised below on the agenda)
 |  | ALL |
| 1. **Minutes of the last meeting**
 |  | CT |
|  Approval of July meeting minutes |  | DJ/CM |
|  |  |  |
| 1. **Epibiota update**
 |  | JA |
|  |   |  |
| 1. **Phytoplankton update**
 |  | RS |
|  |  |  |
| 1. **Priorities to HBDSEG**
 |  | DJ |
|  |  |  |
| 1. **PSA update**
 |  | CM/LMB |
|  |  |  |
| 1. **Benthic Invertebrates update**
 |  | DH/MoR |
|  |  |  |
| 1. **Macroalgae update**
 |  | CY |
|  |  |  |
| 1. **Fish update**
 |  | JE/DH |
|  |  |  |
| 1. **Zooplankton update**
 |  | MW |
|  |  |  |
| 1. **AOB**
 |  | ALL |
|  |  |  |
| 1. **Finance update\* Confidential**
 |  | GP |

1. **Actions Arising from Previous Meeting (ALL)**

**Carried over from last meeting:**

JOC to look at adding epibiota results/reports onto the website. JOC has started to put this together. **Action: to update onto new website – Further Action: JA is to review notes from handover prior to next meeting**

An updated UKTAG IQI workbook for use in fish farm industry is almost available. It is hoped to be signed off in early December after an advisory group water framework meeting. **Action: GP to issue once available. MoR advised there will still be limitations. Action: MoR to consult with RG/GP.** Update: GP to make available when finalised (currently out for feedback). **Further update: GP to have completed by the next committee meeting, GP should have final version completed by the end of this week.**

**For HBDSEG:**

eDNA was also discussed and this is an area that is growing quickly. It was discussed by the committee - do we need eDNA as another component? What involvement does NMBAQC play in this?Whilst many labs now participate in eDNA, there is no one undertaking QA/QC**. Action: DJ to mention this area is being looked into at next HBDSEG meeting and for the committee to let DJ/CT know if they are aware of any experts in this field of work. CM may have contact in Weymouth and there was a meeting to discuss community eDNA which she will try to get minutes from.** DJ waiting to hear back from Kate Wade @JNCC who is looking into aligning work in the UK.

Re rocky shore **Action: GP/CY to see if there are any interim suggestions.** Update: GP advised no progress as yet **Action: DJ to discuss at HBDSEG and MG to ask Paul Brazier his thoughts and let GP/CY know. MG advised we could look at attending phycological workshops if appropriate.** Ongoing action: DJ to discuss at next HBDSEG meeting.

DJ advised there was a meeting last week and the Natural Capital programme is looking at filling monitoring gaps. Part of the plan is for us to make sure any new monitoring is aligned with NMBAQC protocols (i.e. check for new methodology) – **ACTION DJ and all involved in Nat Cap programmes to look out for work that requires NMBAQC.**

**PSA**:

Statements of Performance will be produced the week ending 15th July and then sent to David Johns and Claire Mason to review, providing there are no issues these will be sent to participants by the end of July. **Action: SP to resend. Action to be removed**

Lydia McIntyre-Brown returned from maternity leave on 11th July 2022 and will be reprising her role as Scheme Administrator for the PS component going forward. **Action: CT to see if LMB can be added to teams group.** Update from CT – I am unable to add Lydia in as don’t have the correct permissions, emailed JA 7/11 but no reply received so not sure if this has been actioned yet..? **Further Update: LmB now has access to Teams – action to be removed**

**Macroalgae**

**Action: DJ to contact CY to see if she will be able to attend the next committee meeting** Update: CT emailed CY for website updates to scheme end of October but no reply. **Further Update: DJ to follow up with CY**

**Contractor Questions**

RG had one question concerning keys which maybe a recurring issue**. Action: RG to respond, asking for further information and clarification.** Actioned

**Action: DH/MoR/GP may need to revisit taxonomic literature and update – action to be removed**

**Website:**

Short review of updated NMBAQC website for next Bulletin of the Porcupine Natural History Society for raising NMBAQC profile – December next edition**.** Action: Paragraph needed (MG deadline 12th Dec) and CM to find out deadline from Laura Hanley - CM thinks this is done but will double check.

Website Tweaking: Is triple bar menu icon intuitive?  Text for links appears too faint and needs to be bolder to stand out.  Under Useful Links page there is no link provided to the various CMAs that sit on the committee. The Search Icon seems to just take you to Google – how can we search within the website? Would like to have the 5% external QA guidance somewhere on the website but can’t find it anywhere?  Need to generate a paragraph re-iterating this.  We don’t cover QA of Seabird or Marine Mammal communities but there is no signpost to who covers these on the website.

**Action: CT to set up a ‘clinic’ for members towards the end of summer to contact her live to discuss amendments/additions/tweaks etc.** Update: thanks to all those who took part or sent me stuff, currently working my way through the tweaks. Please see AOB for further comments. Would also like to get Google Analytics working, will email Cefas again as may need them to do some of the tweaking too (CT). **Update: CM/CT to arrange meeting with Cefas.**

1. **Approval of April Meeting Minutes (DJ/CT)** Approved
2. **Epibiota update (JA)**

This financial year JNCC has received funding from Defra to progress the Big Picture project. There are three main objectives for this year relating to seabed imagery.

* Big Picture III workshops will consist of online workshops held in late Nov/Dec and an in-person workshop in January 18-19th . the workshops aim to reviewing and updating the 7 themes of the Benthic Imagery Action Plan and encourage collaboration among group members to address tasks from the action plan.
* Using CATAMI in the UK. A questionnaire has been circulated and completed by members of the Big Picture Group to identify areas where the CATAMI morphological identification system could be updated to better describe the taxa encountered in North Atlantic waters. Workshops will be held this financial year to confirm proposed changes and to develop a photo ID guide of UK morphotypes to help improve consistency in application of the classification system.
* Enumeration approaches for still imagery. A contract is currently out to tender for a literature review of enumeration approach methods. This will help to inform further advice on selecting enumeration approaches for still imagery analysis

MG discussed using quality assurance documents as there was a query using a drop down video when looking at the flow chart in the guidance framework documents alongside the habitat mapping proforma. Action: JA to look into and review/amend as necessary: MG/JA to arrange a meeting, with additional colleagues to discuss.

1. **Phytoplankton update (RF) – awaiting update** Action: DJ to contact RS for post meeting update
2. **Priorities to HBDSEG (DJ)**

DJ advised we may have to bring forward the next committee meeting to align with the next HDBSEG meeting. Please contact DJ if you would like anything raising at their next meeting.

1. **PSA update (CM/LMB)**

**PARTICLE SIZE ANALYSIS COMPONENT PROGRESS REPORT**

**2022-23, Year 29**

**6.1 Subscriptions**

|  |  |  |  |
| --- | --- | --- | --- |
| LabCode | PS84/85 | PS86/87 | PS-OS25/26/27 |
| PSA\_2901 | 1 | 1 | 1 |
| PSA\_2902 | 1 | 1 | 1 |
| PSA\_2903 | 1 | 1 | 1 |
| PSA\_2904 | 1 | 1 | 1 |
| PSA\_2905 | 1 | 1 | - |
| PSA\_2906 | 1 | 1 | 1 |
| PSA\_2907 | 1 | 1 | - |
| PSA\_2908 | 1 | 1 | - |
| PSA\_2909 | 1 | 1 | 1 |
| PSA\_2910 | 1 | 1 | - |
| PSA\_2911 | 1 | 1 | - |
| PSA\_2912 | 1 | 1 | - |
| PSA\_2913 | 1 | 1 | - |
| PSA\_2914 | 1 | 1 | - |
| PSA\_2916 | 1 | 1 | 1 |
| PSA\_2917 | 1 | 1 | 1 |
| PSA\_2918 | 1 | 1 | 1 |
| PSA\_2921 | - | - | 1 |
| PSA\_2922 | - | - | 1 |
| PSA\_2923 | **-** | **-** | 1 |
| PSA\_2924 | **-** | **-** | 1 |
| PSA\_2925 | **-** | **-** | 1 |
| PSA\_2926 | **-** | **-** | 1 |
| PSA\_2927 | **-** | **-** | 1 |
| PSA\_2928 | **-** | **-** | 1 |
| Total (change from last year) | **17 (-1)** | **17 (-1)** | 1. **(-4)**
 |

**6.2 2022-2023, Year 29 Operations**

All circulations of PS exercises will be distributed in line with the 2022-2023 timetable (available below). Returns and results are summarised in the table below.

|  |  |  |
| --- | --- | --- |
| Exercise | Status | Returns / Comments |
| PS84 | Samples distributed: **28/10/2022** | Fines Test  |
| Sample deadline: **16/12/2022** |  |
| Interim reports due: 23/12/2022Final reports due: 20/01/2023 | 0 out of 17 returned results |
| **Exercise in progress** |  |
| PS85 | Samples distributed: **28/10/2022** | Diamicton Test |
| Sample deadline: **16/12/2022** |  |
| Interim reports due: 23/12/2022Final reports due: 20/01/2023 | 0 out of 17 returned results  |
| **Exercise in progress** |  |
| PS86 | Samples to be distributed: 13/01/2023 | Mud/sand Test |
| Sample deadline: 17/03/2023 |  |
| Interim reports to be issued: 31/03/2023Final reports to be issued: 21/04/2023 |  |
| **Exercise yet to start** |  |
| PS87 | Samples to be distributed: 13/01/2023 | Diamicton Test |
| Sample deadline: 17/03/2023 |  |
| Interim reports to be issued: 31/03/2023Final reports to be issued: 21/04/2023**Exercise yet to start** |  |
| PS-OS25-27 | Samples request sent: 28/10/2022 |  |
| Batch 1Data submission deadline: 30/11/2022Sample submission deadline: 23/12/2022Reports Issued: 24/03/2023**Exercise in progress** | 2 out of 17 data sets submitted6 out of 51 samples selected0 out of 51 samples received0 out of 17 reports sent |
| Batch 2Data submission deadline: 24/03/2023Sample submission deadline: 28/04/2023Reports issued: 07/07/2023**Exercise yet to start** |

* 1. **Issues arising**

Lydia McIntyre-Brown is now back from maternity leave and will resume her role as PS administrator. A massive thank-you to Soren Pears for looking after things whilst she was away.

The first set of PS exercises (PS84 & PS85) were sent on time. All natural sediments that are to be used in Year 29 have been tested for asbestos and have returned negative results.

One lab have asked for an extension to the deadline due to having no functional lab space whilst undergoing a lab relocation. Their data will not appear in, and they will not be sent the interim report.

PSA Annual report for 2021/2022 has been added to the website.

CM has been in touch with some Belgian colleagues who have requested the data in excel rather than in PDF format. Going forward Lydia has agreed to embed the Excel workbook in PS reports.

The Belgian colleagues have used the data as requested by their external auditors to develop a pass/fail criteria using z scores to demonstrate their laboratory competence in the data statistics they report.

We have also published a paper using a new unusualness statistic that may also help determine pass/fail criteria.

CM is to arrange a NMBAQC PSA workshop, where we hope we will present both pass/fail approaches; inclusion of cobbles in PSA including method details and potential use/limitations; subsampling in the field – potential to include other grabs (at the moment focus is on CSEMP sampling requirements) in the PSA guidance; as well as review use of PSA for MNCEA (originally PSA method set based on benthic assessments), and whether other parameters relevant to MNCEA such as porosity and shell content should be considered in the future as additional sediment parameters under NMBAQC.

**Particle Size Component 2022-2023 Timetable (Scheme Year 29)**

|  |  |  |
| --- | --- | --- |
| **Module / Exercise** | **Event** | **Date** |
| PS84 & PS85 | Samples distributed | 28/10/22 |
|  | Results deadline | **16/12/22** |
|  | Interim reporting deadline | 23/12/22 |
|  | Final report deadline | 20/01/23 |
|  |  |  |
| PS86 & PS87 | Samples distributed | 13/01/23 |
|  | Results deadline | **17/03/23** |
|  | Interim reporting deadline | 31/03/23 |
|  | Final report deadline | 21/04/23 |
|  |  |  |
| PS-OS 25 - 27 | Request for sample data distributed | 28/10/22 |
|  |  |  |
| Batch 1 | Data submission deadline for sample selection | **30/11/22** |
|  | Selected samples submission deadline | **23/12/22** |
|  | Interim report final deadline (for samples received before 23 December 2022) | 24/03/23 |
|  |  |  |
| Batch 2 | Data submission deadline for sample selection | **24/03/23** |
|  | Selected samples submission deadline | **28/04/23** |
|  | Interim report final deadline | 07/07/23 |
|  |  |  |
| Annual Report | Annual report deadline | 28/07/23 |
|  |  |  |
| Workshop – | Venue TBC | TBC |

1. **Benthic Invertebrate update (DH/MOR)**

**BENTHIC INVERTEBRATE COMPONENT PROGRESS REPORT**

**2022-23, Year 29**

**7.1 Subscriptions**

|  |  |  |  |
| --- | --- | --- | --- |
| LabCode | RT63/64 | LR27 | OS80/81/82 |
| BI\_2901 | 1 | - | 1 |
| BI\_2902 | 1 | - | - |
| BI\_2903 | 1 | - | - |
| BI\_2904 | 1 | 1 | 1 |
| BI\_2905 | 1 | 1 | 1 |
| BI\_2906 | 1 | - | 1 |
| BI\_2907 | 1 | - | 1 |
| BI\_2908 | 1 | 1 | 1 |
| BI\_2909 | 1 | - | - |
| BI\_2910 | 1 | 1 | - |
| BI\_2911 | 1 | - | - |
| BI\_2912 | 1 | - | - |
| BI\_2913 | 1  | - | - |
| BI\_2914 | 1 | 1 | - |
| BI\_2915 | 1 | 1 | - |
| BI\_2916 | 1 | - | 1 |
| BI\_2917 | 1 | - | 1 |
| BI\_2918 | 1 | - | 1 |
| BI\_2919 | 1 | - | - |
| BI\_2920 | 1 | - | - |
| BI\_2921 | 1 | - | - |
| BI\_2922 | 1 | - | - |
| BI\_2923 | 1 | - | - |
| BI\_2926 | - | - | 1 |
| BI\_2927 | - | - | 1 |
| BI\_2928 | - | - | 1 |
| BI\_2929 | - | - | 1 |
| BI\_2930 | - | - | 1 |
| BI\_2931 | - | - | 1 |
| BI\_2932 | - | - | 1 |
| BI\_2933 | - | - | 1 |
| BI\_2934 | - | - | 1 |
| BI\_2935 | - | - | 1 |
| BI\_2936 | - | - | 1 |
| BI\_2937 | - | - | 1 |
| BI\_2938 | - | - | 1 |
| BI\_2939 | - | - | 1 |
| BI\_2940 | - | - | 1 |
| BI\_2941 | - | - | 1 |
| BI\_2942 | - | - | 1 |
| BI\_2943 | - | - | 1 |
| BI\_2944 | - | - | 1 |
| BI\_2945 | - | - | 1 |
| BI\_2946 | - | - | 1 |
| BI\_2947 | - | - | 1 |
| BI\_2948 | - | - | 1 |
| ° (change from 2021/22) | **23 (-)**  | **6 (-)** | 1. **(+1)**
 |

**7.2 2021-2022, Year 28 Operations – Outgoing Scheme Year**

Returns, results and exercise status details for the remaining live exercises are summarised in the table below.

|  |  |  |
| --- | --- | --- |
| Exercise | Status | Returns / Comments |
| LR26 | Request for specimens distributed 08/10/21;Submission deadline 28/01/22;Interim reports deadline 18/03/22;LR Module Summary Report deadline 25/03/22;**Exercise in progress** | Three of six sets of specimens received to date; one late submission awaited (data received 08/11/22); three reported |
| OS77-79 | Sample data requested 08/10/21;Data submission deadline Batch 1 05/11/21;Sample submission deadline Batch 1 10/12/21;Interim report final deadline Batch 1 25/03/22;Data submission deadline Batch 2 25/03/22;Sample submission deadline Batch 2 15/04/22;Interim report final deadline Batch 2 01/07/22;OS Module Summary Report deadline 15/07/22;**Exercises in progress** | 29 out of 31 datasets received; 87 out of 87 requested samples received, including 4 samples for external audit; 35 samples complete/reported to date (+multiple samples in progress); all samples received before the original exercise deadlines have been reported.  |

* 1. **2022-2023, Year 29 Operations**

Benthic Invertebrate exercises are being distributed in line with the 2022-2023 timetable (available below). Returns, results and exercise status details are summarised in the table below.

|  |  |  |
| --- | --- | --- |
| Exercise | Status | Returns / Comments |
| RT63 | Specimens distributed 28/10/22;Submission deadline 16/12/22;Interim reports to be issued 23/12/22;Ring Test Bulletin deadline 20/01/23;**Exercise in progress** | General Ring Test; No data sets received, to date |
| RT64\* | Specimens to be distributed 13/01/23;Submission deadline 17/03/23;Interim reports to be issued 31/03/23;Ring Test Bulletin deadline 21/04/23;**Exercise in preparation** | Targeted Ring Test – TBC |
| LR27 | Request for specimens distributed 28/10/22;Submission deadline 23/12/22;Interim reports deadline 17/03/23;LR Module Summary Report deadline 24/03/23;**Exercise in progress** | None of the six sets of specimens received to date |
| OS80-82 | Sample data requested 28/10/22;Data submission deadline Batch 1 30/11/22;Sample submission deadline Batch 1 23/12/22;Interim report final deadline Batch 1 24/03/23;Data submission deadline Batch 2 24/03/23;Sample submission deadline Batch 2 28/04/23;Interim report final deadline Batch 2 07/07/23;OS Module Summary Report deadline 14/07/23;**Exercises in progress** | 2 out of 32 datasets received; None of the six requested samples received, including 3 samples for external audit; no samples complete/reported to date  |

**\***RT 64 will results in 40,000 individuals sent out by the scheme!

* 1. **Issues arising**

**Taxonomic Discrimination Protocol (TDP) Development**

TDP development draft version (and TDP spreadsheet) was circulated to the scheme participants and appropriate Committee members for comment (16/11/21). We are still awaiting feedback ahead of producing a finalised Version 1 for upload to the scheme website (early next year).

Project milestones:

* first draft shared with NMBAQC Scheme participants and initial comments requested before 2021-year-end;
* Ring Test Bulletins going forwards (RT61 onwards) now include notes regarding the TDP, where relevant;
* publication of first draft TDP (overview, family level, one family to species level) on Scheme website early next year;

      Next contract:

* update family level TDP with discussion of historical records, identification standardisation problems and literature;
* combine TDP text file with literature list update, to include discussion of most important literature;
* workshops to agree family level TDP;
* completion of provisional TDP to species level for all groups;
* circulation of each provisional species level TDP for participant feedback;
* workshops or feedback to resolve species level TDP for each group;
* publication of full TDP (overview and all taxa) on Scheme website.

Combining literature list into TDP programme is being managed by Tim Worsfold.

DH advised that there may be a beginners workshop to be held in Galway early next year. Action: CT to respond to enquiry she received from Ecospan – Done.

**Invertebrate Component 2022-2023 Timetable (Scheme Year 29)**

|  |  |  |
| --- | --- | --- |
| **Module / Exercise** | **Event** | **Date** |
| RT63 - General | Samples distributed | 28/10/22 |
|  | Results deadline | **16/12/22** |
|  | Interim reporting deadline | 23/12/22 |
|  | Final report deadline | 20/01/23 |
|  |  |  |
| RT64 - Targeted | Samples distributed | 13/01/23 |
|  | Results deadline | **17/03/23** |
|  | Interim reporting deadline | 31/03/23 |
|  | Final report deadline | 21/04/23 |
|  |  |  |
| LR27 | Protocol and request for specimens distributed | 28/10/22 |
|  | Specimen submission deadline | **23/12/22** |
|  | Interim reports deadline | 17/03/23 |
|  | LR summary report deadline | 24/03/23 |
|  |  |  |
| OS80–82 | Request for sample data distributed | 28/10/22 |
|  |  |  |
| Batch 1 | Data submission deadline for sample selection | **30/11/22** |
|  | Selected samples submission deadline | **23/12/22** |
|  | Interim report final deadline (for samples received before 23 December 2022) | 24/03/23 |
|  |  |  |
| Batch 2 | Data submission deadline for sample selection | **24/03/23** |
|  | Selected samples submission deadline | **28/04/23** |
|  | Interim report final deadline | 07/07/23 |
|  |  |  |
|  | OS summary report deadline | 14/07/23 |
|  |  |  |
| Annual Report | Annual report deadline | 28/07/23 |
|  |  |  |
| Workshop – experts | Venue TBC | TBC |
|  |  |  |
| Workshop – beginners | TBC – subject to demand | TBC |

1. **Macroalgae update (CY)**

**MACROALGAE (OMB and OMC) COMPONENT PROGRESS REPORT**

**2022-23, Year 29**

|  |  |  |
| --- | --- | --- |
| LabCode | OMC | OMB |
| BI\_2901 | 1 | 1 |
| BI\_2902 | 1 | 1 |
| BI\_2903 | 1 | 1 |
| BI\_2904 | 1 | 1 |
| BI\_2905 | 1 | 1 |
| BI\_2906 | 1 | 1 |
| BI\_2907 | 1 | 1 |
| BI\_2908 | 1 | 1 |
| BI\_2909 | 1 | 1 |
| BI\_2910 | 1 | 1 |
| BI\_2911 | 1 | - |
| ° (change from 2021/22) | **11 (-)**  | 1. **(-)**
 |

* 1. **Subscriptions**

**8.2 2021-2022, Year 28 Operations – Outgoing Scheme Year**

|  |  |  |
| --- | --- | --- |
| Exercise | Status | Returns / Comments |
| RT13 OMB | Request for specimens distributed 24/01/22;Submission deadline 04/03/22;Interim reports deadline 01/04/22;Final Report deadline 22/04/22; | 7 out of 10 datasets received  |
| RT13 OMC | Request for specimens distributed 24/01/22;Submission deadline 04/03/22;Interim reports deadline 01/04/22;Final Report deadline 22/04/22; | 9 out of 11 datasets received |

Submission and results status detailed for RT13 exercises are summarised in the table below.

* 1. **2022-2023, Year 29 Operations**

Biomass and Percentage Cover Macroalgal exercises are to be distributed in line with the 2022-2023 timetable (available below).

|  |  |  |
| --- | --- | --- |
| Exercise | Status | Returns / Comments |
| RT14OMC | Specimens distributed 23/01/23;Submission deadline 03/03/23;Interim report to be issued 31/03/23;Final Report deadline 28/04/23;**Exercise in preparation** | Awaiting final participant list |
| RT14OMB | Specimens to be distributed 23/01/23;Submission deadline 03/03/23;Interim reports to be issued 31/03/23;Final Report deadline 28/04/23;**Exercise in preparation** | Awaiting final participant list  |

* 1. **Issues arising**
* Awaiting final list of participants for both Biomass and Percentage Cover components.
* Awaiting correct address and contact details for participants.

There is still no new contract for rocky shore – Action: MG to contact CY (maybe via Paul Brazier) to see if there are any further developments. GP is also discussing macroalgae with CY so will ask too.

1. **Fish update (JE/DW)**

**FISH COMPONENT PROGRESS REPORT**

**2022-2023, Year 29**

* 1. **Subscriptions**

|  |  |  |
| --- | --- | --- |
| LabCode | F-RT16 | F-RRT14 |
| F\_2901 | 1 | 1 |
| F\_2902 | 1 | - |
| F\_2903 | 1 | - |
| F\_2904 | 1 | - |
| F\_2905 | 1 | - |
| F\_2906 | 1 | - |
| F\_2907 | 1 | 1 |
| F\_2908 | - | 1 |
| F\_2909 | - | 1 |
| F\_2910 | - | 1 |
| F\_2911 | - | 1 |
| F\_2912 | 1 | 1 |
| F\_2913 | - | 1 |
| Total (change from last year) | **8 (+2)** | **8 (-3)** |
|  |  |  |

* 1. **2022-2023, Year 28 Operations**

2022-2023 timetable for fish exercises created, as summarised in the table below.

|  |  |  |
| --- | --- | --- |
| Exercise | Status | Returns / Comments |
| F-RRT14 | Request for specimens distributed 17/10/22Specimen submission deadline 16/12/22Final report deadline 20/01/23**Exercise in progress** | Request for specimens sentRequest for deadline extension2 out of 8 submitted |
| F-RT16 | Samples distributed 22/11/22Results deadline 27/01/23Interim report deadline 17/02/23Final report deadline 10/03/23**Exercise in progress** | Preparing to send samples |

* 1. **Issues arising**

F-RRT14 - boxes distributed, no shipping problems. One lab with multiple submissions has requested a deadline extension.

F-RT16 - Have had trouble sourcing fish for this year’s exercise. CEFAS have kindly been able to source 7 species. Will hopefully obtain the remaining from a survey in early Dec. Will need to push back the distribution and deadlines by a couple of weeks.

* 1. **Taxonomic Workshop**

Currently no taxonomic workshop is planned for fish. A targeted workshop can be developed if sufficient interest is shown.

* 1. **Outstanding issues**

N/A

**Fish Component 2022-2023 Timetable (Scheme Year 29)**

|  |  |  |
| --- | --- | --- |
| Module / Exercise | Event | Date |
|  |  |  |
| F-RRT14 | Protocol and request for specimens distributed (including supply of fish postage boxes) | 17/10/22 |
|  | Specimen submission deadline | **16/12/22** |
|  | Final report deadline | 20/01/23 |
|  |  |  |
| F-RT16 | Samples (specimens & images) distributed | 22/11/22 |
|  | Results deadline | **27/01/23** |
|  | Interim reporting deadline | 17/02/23 |
|  | Final report deadline | 10/03/23 |
|  |  |  |
| Annual Report | Annual report deadline | 07/04/23 |
|  |  |  |
| Workshop – experts | TBC – subject to demand | TBC |

JE advised they need more fish specimens for the ring tests and might have to rethink such as delay or send out in two batches, needs some thought. Action: DJ to contact *MBA Sepia* crew and PML/Plymouth Uni to find out if they can help. DW to send DJ a list of what species are needed.

May also need to increase applicant fees during to increasing shipping costs (and Royal Mail strikes).

JE also advised there is a shortage of published ID books for British Fish. Digital copies of some literature is available but not preferred in the field. MG advised there is a new Seasearch publication out shortly. Action: GP to ask the EA if the publication by Wheeler can be reprinted.

1. **Zooplankton Update - Verbal update from MW**

MW discussed the next zooplankton ring test, of which a call of interest is going out this week, once costs have been agreed.Action: GP to send MW costs of current schemes, CT to add to website and twitter.

MW also asked about the possibility of introducing a reverse zooplankton test and DH advised to look at protocols on our website. JE said to think about stipulating what range of taxa would be required, asking for multiple specimens (in case some are damaged) and to think about how they can be preserved (use formaldehyde instead of ethanol).

There will also be a face to face workshop and results discussion later in the year.

1. **AOB**

Contractor Questions (RG):

The committee discussed one question raised concerning a recurring query looking at the use of keys. Action: RG to follow up and try to ascertain more information.

MoR also highlighted that he is working on a document for new starters on how to use keys and what keys to use. He is also rescanning unpublished keys which can be added to our website. Action: MoR to send CT what he has scanned in so far and CT to upload to website, along with the document re keys once completed.

**Responses to website clinic (CT):**

Committee Members Biographies/website: Could all please check your profile on the website <https://www.nmbaqcs.org/about/committee/> and please let me know of any amendments, it would also be helpful if the group used a standard format in the third person e.g. Since 2012 Claire has been xx, rather than Claire has been xx for the last ten years, which then negates the need for a constant update! Action: CT to contact those individuals

Timetables/Reports/Literature sections/website: Need to be checked every now and then, making sure we have the most up to date information included – should we make this a regular standard agenda item? Action: Component leads to regularly check and CT to add in this as a standard agenda item.

I have also been asked if there could be a mechanism put in place to cite the most up to date documents about The NMBAQC - QA Standards (nmbaqcs.org) and NMBAQC - Marine Monitoring Standards (nmbaqcs.org) sections documents, including ISO and EN docs. Action: CM sits on standards committee who meet every 6 months, will let us know of any additions. DJ to let committee know of how to check for standard updates on their website.

FAQ/About section/website**:** People call the NMBAQC a certification, this is obviously not correct. Can we add a little section on this in the FAQs or About section? Action: CT/DJ to meet, check wording on website and to add a few lines explaining our role.

**Miscellaneous:**

CT – The next Annual report for the period 2021/2022 is now due. CT to email component leads next week but would like content by mid to end January in order to get this done by February. Action: CT

DW advised she will be attending the IPI wash up and results discussion in Copenhagen, early December. There is also one attendee from the CPR Survey.

**DONM** : We are looking at the next meeting to be face to face and MG has kindly agreed to find out if we could be hosted in Cardiff, sometime in February possibly, once the next HBDSEG meeting date has been confirmed. Action: DJ/CT to arrange with MG once further details obtained.