



Management Committee Meeting 6 Minutes

Date: 7 May 2014 **Time:** 12.30pm – 3:40pm

Location: The Old Gladstone Post Office Building, 33 Goondoon Street, Gladstone

Management Committee attendees:

Name	Position	Organisation
Community		
Mr Paul Birch (Chair)	CEO	Fitzroy Basin Association
Mr Peter Brockhurst	TUMRA Coordinator	Gidarjil Development Corporation
Mr Peter Brady	Management Committee Representative	Gladstone Region Environmental Advisory Network
Government		
Ms Claire Andersen	Director – Strategic Policy Services	Department of Environment and Heritage Protection
Councillor Col Chapman	Councillor	Gladstone Regional Council
Ms Peta Lane	Assistant Secretary, Programme Implementation Taskforce	Department of Environment
Industry		
Mr Kurt Heidecker	CEO	Gladstone Industry Leadership Group
Mr John Sherriff	General Manager, Safety Environment & Risk	Gladstone Ports Corporation
Mr Gary Scanlan	Gladstone Regional Manager	GLNG
Research		
Mr John Gunn	CEO	Australian Institute of Marine Science
Other Attendees		
Ms Rachael Stegemann	GHHP Host Co-ordinator	Fitzroy Basin Association
Mr Ian Poiner	Chair	GHHP Independent Science Panel
Ms Emma McIntosh	Science Convenor	GHHP Independent Science Panel
Mr Uthpala Pinto	Science Technical Officer	GHHP Independent Science Panel
Mrs Lucy Thompson	GHHP Secretariat	Department of Environment and Heritage Protection
Mrs Kirstin Kenyon	GHHP Secretariat	Department of Environment and Heritage Protection
Ms Crystal McGregor	Director	Amarna Consulting

Agenda Item 1 – Introduction

Apology: Ms Lyndal Hansen, Amarna Consulting

Agenda Item 2 – Private committee discussion

Other attendees excused themselves while the Management Committee held a private discussion.

Agenda Item 3 – Reports

3.1 Previous Minutes and Actions

Minutes from the previous Management Committee meeting were endorsed.

Updated actions will be collated in the attached Meeting Action Register.

3.2 GHHP Science Program Report

Dr Ian Poiner presented the science program report including:

- Scopes of works for ISP projects have been developed and will be discussed in agenda item 4.6.
- The Finalisation of data access agreements have fallen behind schedule, which is not currently impeding progress of activities. All other science milestones are on track.
- Fish ill health causality research has progressed, with agreement reached for a two-step process:
 - 1. ISP to convene a workshop facilitated by the Fisheries Research and Development Corporation (FRDC) with a small panel of experts to discuss advice and considerations around potential fish health causality research approaches.
 - 2. ISP to call for expressions of interest outlining research gaps and key causality questions identified by the ISP, as well as the potential to collaborate and co-invest in an early warning tool to develop a fish health index.
- The process for the project will be to convene the workshop; assessment of workshop outcomes and development of draft priorities; discussion and endorsement of project by the Management Committee; then a call for expressions of interest.
- The relationship between the FRDC and commercial fishermen is good. The FRDC is co-funded by both the Australian government and the fishing industry.
- The Chair is yet to sign off on a data sharing agreement with PCIMP due to concerns PCIMP members regarding who signs the data sharing agreement on behalf of GHHP. The Chair advised the PCIMP President that he will be the signatory of the data sharing agreement. The ISP Chair will meet with the PCIMP President tomorrow to discuss the data sharing agreement. If the matter is not resolved prior to the next Management Committee meeting it may be added to the agenda as an item for decision.
- The ISP Chair and Science Convenor attended meeting hosted by Gidarjil Development Corporation to discuss the GHHP cultural indicators. The discussion was productive and useful, with a baseline for cultural heritage sites to be confirmed and brought back to the Management Committee for further discussion.
- How is seagrass monitoring consistency being developed? James Cook University (JCU) do the monitoring of seagrass within most Qld port areas, with the monitoring to be consistent in Gladstone as it is within other Qld ports. A response to the proposed principles to underpin a data sharing agreement will be sent to the ISP Chair by Michael Rasheed at JCU.

3.3 Community Reports

No discussion.

3.4- Finance Report

Ms Rachael Stegemann provided an update on the GHHP Finances, and advised that:

- The PCIMP membership contributions totalling \$530,000 that have been manually adjusted within the Finance Report from January 2014 have now been transferred into the GHHP account in April 2014.
- Page 5 Budget vs. Actual YTD Expenditure: Why is there \$628,163.64 in expenses for Contractors, but the budget YTD is only \$25,000? Out of the \$628,163.64 total,

\$530,000 of this is PCIMP membership contributions that have been incorrectly coded. The \$530,000 should be coded against Professional Fees – Consultants.

- Contract costs for Amarna Consulting are also being coded towards Contractors within the GHHP budget.
- There is a negative amount in membership contributions in March 2014, due to the way the Department of Environment were invoiced for their GHHP Membership contribution. FBA sent an invoice for \$500,000 which was then cancelled due to the Department of Environment sending through two separate invoices for \$300,000 and \$200,000 in February 2014 and at the end of April 2014. The second payment for \$200,000 was received late last week and will appear in the income received for May 2014.
- Forecast funding carryover is \$1.4 million at the end of June 2014 as per the Cash Flow Forecast summary.

Action: MC 6.1 GHHP Host Coordinator to re-code the PCIMP Membership Contributions from Contractors to Professional Fees – Consultants within the GHHP Finance Report.

3.5- Working Group / Champion Reports

GHHP Logo and Branding

- No comments made.

Promotion Items and 3D Model

- The Gladstone Observer has been approached by the GHHP Communications Contractor regarding media releases for GHHP. The Gladstone Observer have advised that the best method is to purchase a regular GHHP column in both the Gladstone Observer and Advocate. The cost for fortnightly columns in both publications is \$6,478 per year.
- Request was made to approach Gladstone News Weekly with media releases for GHHP.

Action: MC 6.2 GHHP Communications Contractor to approach Gladstone News Weekly with media releases for GHHP.

Cultural

- No comments made.

Stewardship (paper)

- Discussed as per Agenda item 4.3.

Capacity Building (GREAN)

- Mr Peter Brady outlined the following with respect to GHHP:
- What? Increase level of stewardship in Gladstone Harbour, particularly those who are disengaged about the health of Gladstone Harbour.
- Why? Increase communities' confidence in Gladstone Harbour.
- How? Education, networking, speaking, liaising with campaigns such as Clean up Australia, liaise with communication team, town hall meetings.

Gladstone Conversations

- Kurt Heidecker spoke to people at boat ramps recently who confirmed that fish are being caught in the Harbour, as well as a CQ University PhD student doing research regarding Gladstone Harbour. The overall perception is that people are wanting to get over the previous issues, and get back into the Harbour.
- Media coverage of the Boyne Tannum Hook Up has been positive. A lot of organisations have not yet heard of the GHHP. Some fish caught up in the Boyne region were reported to have lesions.
- Oral Histories project discussion.
- Familiarisation of Gladstone Harbour cruise: 25 June and 4 August were two possible dates for a 2 hour cruise. Agreement was reached to host a cruise on 4th August at

9:00am, with an invitation open to GHHP Management Committee, Independent Science Panel, Traditional Owners, and GREAN members to a maximum of 30 – 50 people. Kurt Heidecker will bring back a quote for the cruise to the next Management Committee meeting.

Action: MC 6.3 Kurt Heidecker to request a quote for the familiarisation of Gladstone Harbour cruise and bring back to the next Management Committee meeting.

Learning from other areas

- No comments made.

Politics and Finance

- The Chair is meeting with Minister Powell on 20th May, and will request that GHHP deliverables be relayed as a partnership, and not solely as a state government project.

3.6 – Communications Report

A progress update including the following:

- A draft Oral Histories project video will be delivered by the end of this week.
- An outstanding capability statement is being discussed with Gidarjil Development Corporation, involving part-time employment of a person to produce the Traditional Owner videos.
- GHHP will share a tent with GLNG at EcoFest, and have been offered a place to put materials in the Gidarjil Development Corporation tent.
- The 3D model has a tight turnaround, and may not be ready in time for EcoFest, therefore if anyone has any aerial photos of Gladstone Harbour that can be used can they please be sent to the GHHP Communications Contractor.

Agenda Item 4 – Items requiring decision

4.1 – Draft Mock Up Report Card – Final & 3.5.2 Promotion items and 3D Model

The Draft Mock Up Report Card – Final, Promotion items and 3D Model were discussed with the following comments made:

- Professional photos have been taken in and around Gladstone Harbour.
- A 3D model scale map at a 1:20000 scale was displayed. The 3D model is designed with handles to fit in the back of a 4WD. Ships and other items will be created to be larger than scale to assist with interactivity, as at the 1:20000 scale ships will be approximately 1.3 cm.
- The model is topographic, with aerial maps to be glued on top of the model.
- The zones that the ISP have grades for could be included in the model, however it may increase the size.
- A suggestion was made to use a digital type touchscreen costing between \$10,000 and \$15,000 instead of a 3D model. It is a good suggestion, however the drawbacks to the touchscreen are portability and the tight timeframe to produce an interactive tool. The 3D model has lights that can be added, and can be built upon through storyboards and corflute signs with key messages about areas outside the 3D Model area.
- The Narrows, Awoonga Dam, Rodds Bay and the end of the dredge channel are not included within the current 3D model, however storyboards and corflutes can be an add-on.
- Is it possible to get two 3D models and put them together? The model creator didn't recommend this as an option. It would be double the cost to produce two 3D models.
- The Management Committee endorsed the 3D Model, and approved storyboard and corflutes to add on to highlight areas outside the 3D Model area.

The Management Committee discussed the Draft Mock Up Report Card - Final and made the following comments:

Front Cover

- Four options were circulated for the Management Committees perusal.
- In the nine photo options 3 & 4, remove one picture of children and add a cultural heritage photo. Peter Brockhurst offered to assist with providing cultural heritage photos.
- Claire Andersen offered to source and provide fisheries photos from DAFF.
- Science related, cultural heritage, commercial fishing (mud crabs) and mega fauna photos to be added to the pilot report card front cover.
- The Management Committee agreed that Options 3 and 4 are preferred.

Inside Cover Upper Page

- No comments made.

Inside Cover Lower Page

- Include 'The Gladstone Harbour Report Card starts with a vision: Vision – Concept – Indicators – Scores' as per the previous Report Card mock up.
- Cultural and Social indicator positions have been swapped to match the rings around the logo.
- Environment is blue to reflect water, with Economic green to reflect money.
- A description of the scoring system will be determined closer to the pilot report card release.

Inside Middle Lower and Upper:

- Remove letters in the summary of key findings, and add a 'DRAFT' watermark.
- The zones will be colour coded in accordance with the grade, and will sit opposite to the scoring and confidence page.
- There are a couple of zones going seaward that will need to be added to the map. This will need to be resolved prior to the GHHP Partnership meeting in order to clearly identify to the partners the areas being reported on within the Pilot Report Card.
- One key area within the proposed statistical project will develop the final zoning for the GHHP Pilot Report card, and will involve analysing PCIMP zones and deciding whether or not to use their determined zones.
- Add either grey areas or a topographical use map displaying the townships of Gladstone and surrounding areas. Decision was made to add names of townships to the zone map, and to format the page to add more map and less writing beside each zone result.

Inside Flap Page Upper

- Stewardship of the Harbour: change the barometers to four bars and make the barometers:
 - A - Innovative (dark green)
 - B - Best practice (light green)
 - C - Minimum standard (yellow)
 - D - Superseded practices (red)
- Remove the graphs; add a watermark stating 'under development'; remove the words 'target industrial practices' above each barometer; add industry and ports to be determined; include an arrow next to each grade to show trends; and include a key in the scoring and confidence section.
- A suggestion to include one element only in the pilot report card and include a larger description was discussed.
- Further information will be outlined within the Stewardship paper in Item 3.5.4.
- Uses of the harbour and management interventions was noted, and will be further discussed at a later date.

Inside Flap Page Lower

- Key species: include population trend graphs on mega fauna.
- Emma McIntosh offered to send this information onto the GHHP Communications Contractor.

Action: MC 6.4 Emma McIntosh to send population trend graphs on mega fauna to the GHHP Communications Contractor.

Outer Flap Page Upper

- Events are natural events that may affect Gladstone Harbour.

Outer Flap Page Lower

- Add an extra circle after feedback closes with 'March 2015 revise and review feedback'
- Include information on the Oral Histories project.

Back Page

- Remove science communication team and names and leave integration and application network.
- CSIRO won't provide GHHP with their logo, and it is not included in the list of partners.
- Suggestion was made to consider acknowledgement of data providers, such as PCIMP providers.

Action: MC 6.5 GHHP Communication Contractor to amend the following within the Draft Mock Up Report Card – Final:

- Incorporate requested photos on the front cover
- Include 'The Gladstone Harbour Report Card starts with a vision: Vision – Concept – Indicators – Scores' on the inside cover page
- Remove letters against the results in the summary of key findings, and add a 'DRAFT'
- Add names of townships to the zone map, and format the page to add more map and less writing beside each zone result.
- Stewardship of the Harbour: change the barometers to four bars and make the barometers:
 - A - Innovative (dark green)
 - B - Best practice (light green)
 - C - Minimum standard (yellow)
 - D - Superseded practices (red)
- Remove the graphs; add a watermark stating 'under development'; remove the words 'target industrial practices' above each barometer; add industry and ports to be determined; include an arrow next to each grade to show trends; and include a key in the scoring and confidence section.
- Key species: include population trend graphs on mega fauna.
- Add an extra circle after feedback closes with 'March 2015 revise and review feedback'
- Include information on the Oral Histories project.
- Add an extra circle after feedback closes with 'March 2015 revise and review feedback'
- Include information on the Oral Histories project.

4.2 – Agenda for 26 May Partnership Meeting

The Management Committee endorsed the Agenda for the 26 May Partnership Meeting.

The Chair made the following comments:

- The meeting is an opportunity to provide the GHHP Partnership with updates on communications, community, science and operational activities in addition to providing a draft mock-up of the pilot report card.
- Are there other items that require discussion at the Partnership Meeting? GHHP's future focus, finances and budget was suggested. A 6 month plan until the next partnership meeting will be added to the Agenda.
- Decision was made to invite the representative and observer from each GHHP partner, in addition to local schools limited numbers attending (teacher and a couple of students total 12) as observers.
- ISP to provide a general update on activities, and remove social and cultural pilot projects.

Actions: MC 6.6 Rachael Stegemann to update the May Partnership Meeting Agenda.

MC 6.7 Lucy Thompson to send invitations to local schools to attend the May Partnership Meeting.

4.3 – Items arising for decision from working groups

Stewardship Paper

The first stewardship working group teleconference was held recently to discuss existing and proposed ABCD frameworks to use as a measure of water-related environmental stewardship of varying land uses divided into four sections: agriculture, urban, ports and industry.

The development of ports and industry frameworks may need to be contracted as the working group don't currently have capacity to develop frameworks themselves.

Agreement was made to develop frameworks for agriculture and urban and develop scopes of works for ports and industry frameworks.

The budget for the scopes of works would be approximately \$100,000, and once confirmed would need to be brought back to the MC for endorsement.

Management Committee Comments:

- Was there discussion regarding the construction of future bund walls in ports and industry? No. The initial discussion involved the overall direction of the stewardship working group, and didn't get into specific technical issues.
- Include commercial fishing within either industry or agriculture.
- Deliverables: Replace 'integrated' with 'align' within Gladstone Harbour Model. More involvement from the ISP will be required to assist with alignment within the Gladstone Harbour Model.
- Historical, current and future best practice was discussed, in addition to where compliance fits into the best practice framework.
- Transparent reporting of management practices is the key element of the stewardship index.
- The A B C D framework was discussed-why is there no E? The ISP statistician may be able to assist with the final determination of the grades.

The Management Committee noted the outcomes of the stewardship working group discussion; agreed in principle to fund the development of stewardship frameworks for ports and industry, and agreed to scopes of works being developed by the working group and released to obtain quotes.

Actions: MC 6.8 Claire Andersen to amend the Stewardship working group ToR and change 'presented' to 'integrated' prior to release as part of the scope of works.

6.9 ISP Chair to decide on an ISP representative to join the Stewardship working group.

4.4 – Budget Variations

The Chair asked the Deputy Chair to conduct Item 4.4 as it may be perceived as a conflict of interest with his role as CEO of FBA.

- The Chair spoke to the DG of EHP, who advised that EHP would like to reduce the admin support of the GHHP Secretariat and get them delivering more technical support. The Minister and DG are still supportive of GHHP, but would like the Partnership to transition away from being EHP administered and to allow EHP to contribute more strategically.
- If FBA are to pick up the administration support for GHHP, then they are unable to do so free of charge, with costs outlined within the budget variations paper.
- All but one MC member voted in support of the budget variation. The Chair abstained from voting due to a conflict of interest.
- All members of the Management Committee voted in favour of the recommendation, except the Chair who abstained from voting.

The Management Committee approved the transition of the GHHP Secretariat from the EHP to FBA, at a cost of \$18,640 within the GHHP 2013/2014 Operations budget and \$55,919 within the GHHP 2014/2015 Operations budget.

4.5 – Adoption of GHHP Branding

The Management Committee endorsed the agreed logo and tagline for use in GHHP communications and commercial materials. These items had been previously approved by flying minute.

4.6 – Scopes of Works for ISP Projects

The ISP Chair sought approval from the MC to send through the scopes of works for ISP Projects ISP 006, ISP 007, ISP 008 and ISP 009.

The Management Committee made the following comments:

- The scopes of works are well laid out and presented.
- It is crucial to get the hydrodynamics right within the connectivity indicator scope of works. The modelling needs to be compatible with other modelling programs, such as eReefs.
- The overall Gladstone Harbour Model will encompass the 3D hydrodynamic model and connectivity indicator, with no duplication of information within each model.

The Management Committee agreed to provide further comments if necessary to the Chair on the ISP Scopes of Works by COB Friday 9 May.

A diagram of GHHP current Science Program activities was displayed and explained.

The Management Committee made the following comments:

- More thought may be required with respect to the 3D Hydrodynamic model. Will it become the hydrodynamic model for Gladstone Harbour? There are several 3D models that have

been developed and displayed, the majority of which have specific commercial purposes, such as mapping dredging channels. The purpose of the GHHP Hydrodynamic model is to display connectivity of water bodies in and around Gladstone Harbour.

- Will there be multiple scenarios tested as part of the project? Hydrodynamics and water quality are the main drivers of the connectivity indicator. Management scenarios will only be tested on the Gladstone Harbour Model, which is a separate project.
- There may be room for interpretation within the budgeted scopes of works due to the 50% level of in-kind funding. This may result in delays in milestone delivery should any projects need to be re-tendered due to budget limitations.
- There may be issues in particular within the DIMS Project ISP009 depending on the level of detail within tenders.
- Water quality information is the only element that will definitely be included within the pilot report card. Change the wording to 'the intention is to include this information into the pilot report card' on Page 26.

Actions: MC 6.10 Science Technical Officer to amend Page 26 of the scope of works and add 'the intention is to include this information into the pilot report card.'

5.0 – Items for Noting

Upcoming ISP meetings include a Gladfish Crystal Bowl Meeting and the Australian Marine Sciences Association Conference in July.

What is the plan regarding the timeline of development to promote the e-newsletter to the community? The first information brochure was put together and handed out at the Boyne Tannum Hook Up on the weekend. It was agreed to put out four glossy brochures per year, the first introducing GHHP prior to the Pilot Report Card being finalised.

6.0 – General / Recurring Business

The next Partnership Meeting will be held at CQ University on Monday 26 May 2014 at 10:00am.

Meeting Actions Register: GHHP and Management Committee (MC)

(Once actions have been endorsed as complete in the meeting outcomes, they will be deleted from the list)

Action Number	Action	Who is responsible?	When it is due?	Status	Notes
Management Committee Meeting 4					
MC 4.1	Secretariat to add section into the procedures register for document publication on the GHHP website.	GHHP Secretariat	ASAP		
MC 4.2	Report Card Recommendation and Report Card Mock-up to be brought together by GHHP Communication contractor into a plain English Summary to put on the website and distribute to Partners. The ISP members would need to sign off the sections relation to the report card recommendations.	GHHP Science Convenor, GHHP Secretariat, GHHP Comms Contractor	ASAP		
Management Committee Meeting 5					

Action Number	Action	Who is responsible?	When it is due?	Status	Notes
MC 5.1	MC 5.1 Amarna to complete the following actions within the Communication Action Plan: <ul style="list-style-type: none"> Secure the domain name www.ghhp.org Arrange email hosting for identified members of GHHP, and include a redirecting option for GHHP email addressed to regular accounts Design business cards and order 500 of each for identified members of GHHP, and design a generic business card for circulation to Management Committee members. Purchase a 1800 number for GHHP Progress the Gladstone Harbour-3D Model and confirm quotation details 	GHHP Comms Contractor	ASAP	Partially Complete	Domain Name secured Email hosting arranged 1800 Number purchased 3D Gladstone Harbour Model progressed Awaiting confirmation of logo and tagline before business cards are ordered
MC5.5	Amarna to develop a newsletter about GHHP using the mock up format for the pilot report card to inform partners and the community about progress.	GHHP Comms Contractor	ASAP		
MC 5.6	GHHP Secretariat to circulate the branded Draft Mock Up Report Card product and GHHP Newsletter via Flying Minute to the Management Committee for approval.	GHHP Secretariat	Before 26 May 2014		
MC 5.8	Claire Andersen to table the Draft Mock Up Report Card product and GHHP Newsletter at the Great Barrier Reef Minister Forum in June 2014 to demonstrate GHHP progress.	Claire Andersen	June 2014		
MC 5.9	Amarna to release the GHHP newsletter to the public in June 2014.	GHHP Comms Contractor	June 2014		
MC 5.10	Amarna to populate the Draft Mock Up Report Card product with information as it becomes available from the ISP following the monitoring cycle completion in June 2014, to be ready for Management Committee release in November 2014.	GHHP Comms Contractor	June-November 2014		
MC 5.11	Kurt Heidecker to arrange a tour of Gladstone Harbour for the GHHP Management Committee in conjunction with an upcoming meeting, and discuss with Peter Brady a possible half day tour of the Gladstone vicinity at a later time.	Kurt Heidecker & Peter Brady		Completed 07/05/14	Will take place at 9:00am on Monday 4 August 2014.
MC 5.14	Management Committee to address future scopes of work at upcoming meetings if possible, however some may be circulated out of session due to strict timeframes.	Management Committee	Ongoing		
Management Committee Meeting 6					
MC 6.1	Re-code the PCIMP Membership Contributions from Contractors to Professional Fees – Consultants within the GHHP Finance Report.	GHHP Host Coordinator	ASAP		
MC 6.2	Approach Gladstone News Weekly with media releases for GHHP.	GHHP Comms Contractor	ASAP		

Action Number	Action	Who is responsible?	When it is due?	Status	Notes
MC 6.3	Request a quote for the familiarisation of Gladstone Harbour cruise and bring back to the next Management Committee meeting.	Kurt Heidecker	ASAP		
MC 6.4	Send population trend graphs on mega fauna to the GHHP Communications Contractor.	GHHP Science Convenor	ASAP	Completed	
MC 6.5	Amend the following within the Draft Mock Up Report Card – Final: <ul style="list-style-type: none"> • Incorporate requested photos on the front cover • Include ‘The Gladstone Harbour Report Card starts with a vision: Vision – Concept – Indicators – Scores’ on the inside cover page • Remove letters against the results in the summary of key findings, and add a ‘DRAFT’ • Add names of townships to the zone map, and format the page to add more map and less writing beside each zone result. • Stewardship of the Harbour: change the barometers to four bars and make the barometers: <ul style="list-style-type: none"> • A - Innovative (dark green) • B - Best practice (light green) • C - Minimum standard (yellow) • D - Superseded practices (red) • Remove the graphs; add a watermark stating ‘under development’; remove the words ‘target industrial practices’ above each barometer; add industry and ports to be determined; include an arrow next to each grade to show trends; and include a key in the scoring and confidence section. • Key species: include population trend graphs on mega fauna. • Add an extra circle after feedback closes with ‘March 2015 revise and review feedback’ • Include information on the Oral Histories project. • Add an extra circle after feedback closes with ‘March 2015 revise and review feedback’ • Include information on the Oral Histories project. 	GHHP Comms Contractor	ASAP		
MC 6.6	Update the May Partnership Meeting Agenda.	Rachael Stegemann	ASAP	Completed	
MC 6.7	Send invitations to local schools to attend the May Partnership Meeting.	Lucy Thompson	ASAP	Completed	
MC 6.8	Amend the Stewardship working group ToR and change ‘presented’ to ‘integrated’ prior to release as part of the scope of works.	Claire Andersen			

Action Number	Action	Who is responsible?	When it is due?	Status	Notes
MC 6.9	Decide on an ISP representative to join the Stewardship working group.	ISP Chair			
MC 6.10	Science Technical Officer to amend Page 26 of the scope of works and add 'the intention is to include this information into the pilot report card.'	Science Technical Officer			