

**NATIONAL MARINE BIOLOGICAL AQC SCHEME / BEQUALM
Meeting Minutes, telecom 13/01/11**

Attending: Tim Mackie (TM, Chair, NI EA), James Strong (JS, AFBI), David Hall (DH, Contractor), Clare Scanlan (CS, SEPA), Steve Coates (SC, EA), Myles O'Reilly (MoR, SEPA), Keith Cooper (KC, CEFAS), Carol Milner (CM, Contractor representative), Amanda Prior (AP, EA).

Apologies: Mike Robertson (MSS), Claire Mason (CMa, CEFAS)

<i>Last Meetings Actions</i>
ACTION: TM - scan annual report ongoing – resolution and scan device means task is very time consuming
CSSEG rep needed from NMBAQC so biological implications of revisions are kept abreast of within the CSSEG management of CSEMP. Cefas (Thomas Mae) looking at implications. Spreading of biological sampling effort affects power to determine changes – we need to know whether temporal or spatial trends is the aim of CSEMP programme, historically it has been temporal in which case current changes to sampling strategy do not suit biology.
ACTION: KC - will ask Thomas and Ed re latest re review of CSEMP data. Steer from HBDSEG is we still want temporal trends.
ACTION: AP - to circulate analysis method being carried out on CSEMP invertebrate data towards paper for HBDSEG. Important everyone uses same analyses across datasets for consistency.
ACTION: CS - Compilation of macroalgae taxonomic literature list - ongoing
ACTION: TM - epibiota video guidance document Henk Van Rein earmarked to do but ongoing
ACTION: ALL - Contract manager volunteer required
<i>NMBAQC technical secretary provision update</i>
ACTION: TM - Exploring other options for tech sech role uptake within UCC
CS internship possibility – no recourse if do not carry out tech sec role fully, management of individual causes an issue.
ACTION: AP - Ask Roger Proudfoot (HBDSEG chair) to repeat request for tech sec provision at next weeks HBDSEG meeting – 20K for 2 days per week of effort for a year, someone who understands the principles of QA. Epibiota next important area to sort out - a tech sec with a background in this would be ideal.
If there are any people available for only a 6 month period then this can be considered.
ACTION: ALL - Look at any and all options re provision of a tech sec for NMBAQC
<i>Phytoplankton contract manager update</i>
No-one available to give update.
ACTION: AP – ask for email update and check whether anything to go onto website.
<i>Contractor update Benthic Invertebrates, PSA & Fish</i>
No contract manger in place for benthic invertebrates and psa. The role involves:
<ul style="list-style-type: none"> • Liaison with contractor re how contract is going • Writing all encompassing end of year report. Prue developed slim downed version which tech sech should continue re following the template. • Working out the flagging for the MERMAN database – suggested that NMBAQC should explore getting a quote for the formatting of the QA outcomes so that we can provide Mark Charlesworth with definitive QA results historically.
ACTION: MoR - advise AP re specification for formatting. Suggested tackle 1999

<p>onwards, need to know labs as well as sites (3 digit name and MERMAN name) and positions for each year.</p> <p>ACTION: TM – will talk to BODC re extraction of lab, site, year and position information.</p> <ul style="list-style-type: none"> • Distribute Statement of Performance annually
<p><i>Fish</i> –RT about to go in February - fish in alcohol with images</p>
<p>RRT completed and reported, 20 subscribers, 18 submissions one lost in post (TNT). Results generally good, some did not provide all 15 fish – 258 taxa only 20 errors – gobies, pipefish, grey mullet and sand eels clear area of difficulty, shanny, dragonet, herring and plaice also cropped up. Body rings of pipefish better approach to id? Gobies (pigment patterns)/mullet size dictates whether juv or adult literature should be used. In field id v difficult re smaller fish, probably should be viewed under microscope at lab.</p>
<p><i>Inverts</i> – Yr 16, 40 labs participated. Own samples completed, just need to produce own sample summary report to go onto web plus annual report.</p>
<p>ACTION: DH – circulate completed annual reports to committee for comment during interim without a contract manager.</p> <p>ACTION: ALL - NMBAQC committee needs to sign reports above off before they go on website.</p>
<p>Yr 17 40 labs participated.</p> <p>RT39 completed 25 taxa, 14 new taxa to the ring test, interim results circulated December, final bulletin to come waiting on taxa name change update and external verification of Leitoscoloplos / Scoloplos taxon.</p>
<p>RT40 to go out in February – target on species at the limit of their range</p>
<p>LR – 10 of 16 sets of specimens received, to date; 2 reported.</p>
<p>OS – 37 participants, 33 have sent in their OS data; 72 samples received, to date; 6 reported.</p>
<p>MB – artificial sample to 10 labs 8 have returned so far</p>
<p>Work Shop – oversubscribed – feedback provided by 32/33 participants.</p>
<p>Post workshop outputs from updates by experts will go on web, cd rom for participants will have additional literature and images.</p>
<p><i>PSA</i> - Draft report format presented to committee; Interim report sent out in Jan/Feb. 2 of 4 exercises have gone out. Redesigned data form to take raw data and final interpretation, some complaints re time taken to fill out form, an automation can be worked in to address this but time to do this will not be available to much later in year. PS36 37 muddy & sandy respectively. Optional for labs to submit derived stats. 10 reps went to bench mark lab for PS36 & PS37 - confident that replicates were good. Some fliers in lab data – this may be due to this being the first yr participants asked to follow SOP, 2 labs did not follow SOP, long term this may cause difficulties. i.e. use of peroxide which is not in SOP, sieve and lazer, cant compare line on line. Plot of data shows it is tighter than previous run when no standard SOP available. Presentation of data needs clarifying in-line with PSA report outcomes. Currently suggest using z-scores on the individual half phi intervals – need to establish what the standard to follow is for future and apply retrospectively. With a view to applying pass fail criteria.</p>
<p>ACTION: ALL - NMBAQC committee to pass on draft PS36 & PS37 reports to sediment colleagues and feedback comments for an Interim report format.</p>
<p><i>Macroalgae contract manager update</i></p>
<p><i>% cover</i> – z score calculated in relation to mean, 14 labs, 33 individuals took part. Feedback taking into account by contractor. More to do re GIS for % cover</p>
<p><i>Biomass</i> 12 labs, 24 individuals. Mixed Feedback – some scathing about use of J cloths, others suggested alternative fabrics and muddier sediment – contractor trialling a different mixture.</p>
<p>Macroalgae modules being run earlier - in Feb 2011, so effectively 2 tests in Year 17.</p>
<p><i>Rockyshore ring test</i> - 10 labs, 21 individuals – late report due to misunderstanding. Feedback asked for more supplementary information, CS will review draft species list to check feedback has been taken on board. Ensure the photos are not tagged with species names.</p>
<p><i>Reverse ring test</i> only 3 participants – contractors asked to write a short report; not received yet. Only 2 signed up for February run so this makes it financially unviable. Suggested this</p>

<p>could be run as an own sample (specimen) where participant liaises/pays directly to a contractor rather than scheme – suggest to contractors to provide a set price but without guarantee of numbers.</p> <p>ACTION: AP/CS – to explore this option for future</p>
<p>ACTION: CS - Info on what NMBAQC does i.e. “not auditing” needs to be made clearer in Macroalgae module communications. Send a draft to Mandy.</p>
<p>ACTION: ALL - Info note and application for yr 18 - all to review and make sure our remit is clear. DH will send what he sends out re module remits. AP – to circulate draft Info note.</p>
<p>ACTION: AP – to inform previous participants now that Macroalgae components are starting earlier due to feedback that people want to complete before start of sampling season.</p> <p>ACTION: AP/TM to ensure all participants from their organisation are signed up for Feb</p>
<p>ACTION: CS – to look into advertising Feb modules on phycological sites</p>
<p><i>PSA SOP update</i></p>
<p>CMA not available to give PSA guidance developments, but provided email of timetable of work which committee agreed to:</p> <p>17th – 21stJan 2011 – Complete PSA recommendations –</p> <p>24th -28th Jan 2011- Final review</p> <p>ACTION: ALL - complete FINAL review in week 24th-28th</p> <p>31st Jan – 4th Feb - finalise document.</p> <p>7th Feb onwards –</p> <p>ACTION: CMA - to send final version to all NMBAQC participants and anyone involve in the workshop to request feedback.</p>
<p>Green book update needs PSA SOP to go into it, and a link to benthic SOP to be included.</p> <p>ACTION: TM – will forward SOP/links on for inclusion in Green book.</p>
<p><i>Fish contract manager update</i></p>
<p>Fish workshop in April - 14 definites for workshop with a potential 7 further</p>
<p>Still waiting for costings from Dove lab</p>
<p>Taxonomy experts costs acquired (includes provision of fish)</p>
<p>IFCA taking on more monitoring re fish stock monitoring so keen to get up to speed with fish monitoring protocols, extra day to cover this would be beneficial to at least 50% of participants. Seine, fyke and small beam trawl could be covered.</p>
<p>30 people maximum</p>
<p>Need flyer</p> <p>ACTION: SC - will produce flyer and circulate to committee before sending out. AP to send out so that application responses and subsequent invoicing is kept as simple as possible.</p>
<p>Accommodation list can be provided by DH as per that sent out for invert ws.</p> <p>ACTION: DH - will forward accommodation list to SC</p>
<p>Date of workshop is w/c 4th April.</p>
<p>Promote NMBAQC participation at workshop particularly for IFCA’s as their monitoring data will be used for MSFD and other statutory purposes.</p>
<p><i>Finance manager update</i></p>
<p><i>AOB</i></p>
<p>Use of NMBAQC logo - participants taking part in OS invertebrate module are entitled to use so long as they do not claim to be NMBAQC accredited.</p>

<i>Date of Next Meeting</i>
ACTION: AP – canvas for meeting dates w/c 4th April.