Litter Intelligence Data Governance Group (DGG)
Minutes Y3M5 - 1 June 2021

DATE: Tuesday 1st June 2021
TIME: 10:30 am - 12:00 pm

Attending: David Harris (StatsNZ), Amanda Valois (NIWA), Heather Knox (S2Sea), Heike Schiele (PPPC), Camden Howitt (SC), Shawn Elise Tierney (SC), Ben Knight (SC), Carla Fonseca Paris (minute taking).
Apologies: Don Neale (DOC), Christine White (KNZB), Rick Leckinger (BATK).

Actions for next meeting

ACTION	Owner	Status
Ben offered to meet with Heike to facilitate Heike connection to Microsoft Teams.	Ben	Heike has confirmed that ENM has got what is required so Ben does not need to assist
Email Be A Tidy Kiwi and Keep New Zealand Beautiful and ask for their input on cigarette plastic packaging. Do a post on FB to indicate that cigarette plastic packages should go under "Other plastic", and ask how many people are finding them, getting the community input (Ben).	Shawn Elise Ben	Emailed 23/7/21
Share QC data to David for input.	Ben	
Heike to share with DGG if any new substrate options for freshwater data are required from her end.	Heike	Heike and Amanda have agreed to leave things as they are for now, this would include substrates
Share the latest version of the freshwater methodology with all DGG for final further input.	Amanda	
Provide wording around freshwater randomized site selection methodology so that this can be included in a separate document to the freshwater data collection methodology.	Heike	PPC methodology including random site selection latest version here
Share stormwater methodology with all DGG. Once approved by David, design and publish on	Amanda	

LI websiteas V1.0.		
Review and feedback/approve stormwater methodology.	David	
Share the Gisborne stormwater paper surveys with SC to assist with entering the data.	Amanda	
Camden to send the AI photo folder categorised by UN codes to Amanda on her new email, and Fiordland photos.	Camden	Done

Discussion:

● Heike will not continue with monitoring stormwater / LI traps as it has not been suitable for the community. PPPC had a workshop with the public, and are keen to focus on Te Kawau Stream as it is a litter hotspot.

----------------------------------- David and Amanda Joined ----------------------------------

Meeting Starts: 10.42am

Discussion

1. **New membership:** Don Neale (DOC) joins the Litter Intelligence Data Governance Group as Emma Hill is no longer working at DOC (unfortunately he can't join today but he will join in the next meeting).

2. **Review ACTIONS from last Meeting**

ACTION	Owner	Status
Confirm if TORS require signatures (besides approval).	Shawn Elise	Done: they do not require signature. At this link.
Share the Litter Intelligence Facebook Group link to members.	Carla	Done At this link
Data Governance remembers to approve and second the previous meeting minutes (via email before they are published)	Carla to circulate again via email	Completed: Amanda approved and Heike seconded

Enter the new approved keyword into the Litter Intelligence app.	LI team	Completed
For Heike and Amanda to discuss stormwater and freshwater methodology offline and then update the group.	Heike and Amanda	Update below
Camden to follow up on David possible participation at the UN conference.	Camden	Done
Ask Stats NZ: How are data submitted as Ad Hoc treated for analysis for environmental reporting?	SET	Pending
For all members to agree on the best platform to use for the next meeting.	Carla to confirm before next meeting	Next meeting will be held via Microsoft Teams: link here

Discussion
- Camden: Congratulations to Amanda on her new role at Greater Wellington.
- Camden will continue to communicate with David around opportunities for UN conferences.
- Heike can not continue to use Microsoft Teams with Heather leaving in the upcoming weeks. We will take this offline to sort out.

ACTION: Ben offered to meet with Heike to facilitate Heike connection to Microsoft Teams.

- SET and David discussed via email, how to use the AD Hoc data in environmental reporting.
  - David: said by email: "*I think transparency is the key. So in presenting the data we can show both the standardised and AD Hoc data – as long as the meta data and transformation / editing of data is describable and understandable. Of real interest is – **do they show the same results?** So we work to include the data, that's my current thinking.*
  - SET: The Ad Hoc data at this time is very minimal.
  - Camden: The Ad Hoc is used for people that have not been through training on the methodology; they don't have a log in to enter data so they can use Ad Hoc function to enter data. This feature is also used for stormwater and freshwater as there is no official methodology. Beach re-surveys and re-audits are also entered Ad Hoc.

3. **Review / Approve Minutes from Last Meeting: 28 January 2021**

Litter Intelligence Data Governance Group (DGG)
Minutes Y3M5 - 1 June 2021

LINK TO MINUTES HERE

Discussion:
Approved by Amanda and seconded by David

4. **Review of Current Methodology and Litter Categories:**

   1. **Methodology Proposals**
      a. None here.

   2. **Category & Keyword Review**
      a. New approved keywords (from last meeting) have been entered into the Litter Intelligence app.
      b. **Want to request any changes? Refer to this document** and add in your comments in the column with your organisation name before the meeting. Make sure you're on the first tab, aptly named "Feedback on this tab"

Discussion:
   ● Camden shared that the LI team visited Fiordland to do surveys in a bioregion that has low representation.

Keyword and category revision:
SET: We do not have new categories, just new word additions:
      ○ Review of suggested keywords: all were approved for inclusion into the app, with some discussion points as follows.

Discussion on plastic dust pans as a keyword in two plastic categories (under Gardening & Farming related and also under Safety & Construction).
   ● David: An item being classified in two categories can add fussiness for reporting. Each category needs to be transparent.
   ● Ben: Items like this are exceptions and normally added as "other" under material class. Assigning them to a category helps auditing. There is subjectivity/interpretation for best fit. Only categories are visible on the data page.
   ● David: it is fine to use in both categories but this needs to be recorded for transparency when reporting (next environmental reports) to be clear that it's under both categories.
   ● Shawn Elise indicated we have a record of when key words have been added and all the changes.

Discussion on tea bags being in two categories - this is not a conflict because they are under 2 materials: paper & plastic.

Discussion on roll your own cigarette packaging:
- Shawn Elise: Which category is most suitable for the soft plastic packaging of tobacco pouches for roll-your-own cigarettes?: Hangers & retail packaging, Cigarette Butts, or Unidentifiable soft plastic fragments? Have you found these in freshwater surveys?
  - Heike: Found only one with mixed materials (tin foil, plastic cellophane and paper)
  - Amanda: Found one and she wasn't sure where to put them under and placed under unidentifiable soft plastic.
- Ben suggested keeping them in "Other plastic" and providing photos so we know how many are found.
  - DGG agree that it should go in **Other Plastic**
- Amanda: all data on tobacco, vapes etc will be relevant for Smoke Free 2025

ACTION:Email Be A Tidy Kiwi and Keep New Zealand Beautiful and ask for their input on cigarette plastic packaging (Shawn Elise).

ACTION: Do a post on FB to indicate that cigarette plastic packages should go under "Other plastic", and ask how many people are finding them, getting the community input (Ben).

3. **Quality Assurance and Quality Controls**
   a. SC continues to work on beach litter re-surveys and re-audits as per QAQC process. Have delivered in 5 regions to date.
   b. When QAQC for stormwater and freshwater are available, SC will publish these here to improve data transparency/rigor.

Discussion
- SC has done QC in 5 Bioregions to date on a mix of beach types. Taranaki is the next bioregion that will have QC. This data is captured in the Ad Hoc function, and on the same day the group does the survey/audit
- Camden: QC surveys are kept as 'Unverified' Ad Hoc surveys so that we have the data captured but it is not visible to the public.
- Camden: DGG approved the QAQC process and it is published on the litter intelligence website.

ACTION:Share QC data to David for input (Ben).

- Amanda: has been working with NIWA on the National Environmental Monitoring Standards (NEMS) and Quality Coding. If there would be coding of the data it would be great to use the same language. NIWA is applying for MBIE grant funding in July for NIWA and Greater Wellington to fund councils and groups.

5. **Freshwater / Stormwater Methodologies**

a. PPPC / NIWA update on progress to align methodologies for stormwater/freshwater monitoring: From Heike: *"We agreed on the stormwater methodology, more work needed on the stream methodology to cater for different stream environments. PPC has made some tweaks to the PPC methodology over the summer, some of them based on discussions with Ben and Amanda."*
b. Discuss how to go about stormwater/freshwater survey verifications. Which parties want to do this? SC can discuss the process.
c. There are now 10 new stormwater surveys added to the LI platform
d. Training: Which parties are interested / have plans to train citizen science groups for freshwater? For stormwater? Discussion.

Discussion: freshwater methodology update:

● Heike shared freshwater challenges: varying size of sampling area, frequency of sampling, practical issues in winter conditions or at large rivers, and differing methodology for site selection (PPPCs is randomized).
● Amanda recommends a minimum 4 surveys/year for each site and the methodology allows for the survey areas / width to change based on the site. Amanda noted that the methodology is only for streams that can be safely waded.
● Camden: Some sites are not easily accessible, such as Fiordland beaches, so surveys are not done for all sites 4 times a year. The size of the sites can vary to adapt to the site's characteristics. The LI methodology allows this flexibility when entering the data into the app.
● Camden asked Heike if all the correct drop-down options for substrate are available for her in the app.

Action: Heike to share with DGG if any new substrate options for freshwater data are required from her end.

● Ben: Litter Intelligence measures composition, flux at the site, and density by weight and count. SC does not select sites randomly. Beach sites are selected by safety / access / volunteers connection to the place. Ben and Amanda agree that site selection is a different process according to monitoring goals.
● Camden suggests separating randomized site selection from data collection methodology so that we can move forward with publishing a v1.0 of this. The methodology behind randomized site selection can be a separate document from the data collection methodology.

Action: Share the latest version of the freshwater methodology with all DGG for final further input (Amanda).

Action: Provide wording around freshwater randomized site selection methodology so that this can be included in a separate document to the freshwater data collection

methodology (Heike).

Discussion: Stormwater methodology update:
- Heike: Stormwater data collection was done over the summer season but stopped because of H&S challenges for community groups between traffic and heavy stormwater lids and traffic.
- Amanda: The struggle is to get the Council on board for traffic plans and LittaTrap installation. Safe sites are necessary for schools.
- Heather: The traffic management plans have been a challenge in Palmerston North.
- Camden: Stormwater data collection is out of scope for the Sustainable Coastlines team: Stormwater360 and Tread Lightly do that work in Auckland. Stormwater 360 has done around 500 surveys including Auckland and Waiheke; they will enter that data on the platform. Northland RC has stormwater data that will be entered Ad Hoc as some fields are not complete.
- Amanda confirmed that the Gisborne surveys are on paper but not yet entered to the platform. Unfortunately the Contact at the Gisborne council left but Enviroschools are interested in continuing.
- Ben: Tasman Bay Guardians have been measuring stormwater litter and Mountain to Sea Wellington and Council are working together with litter traps for stormwater surveys.

<mark>Action:</mark> Share stormwater methodology with all DGG.Once approved by David, design and publish on LI websiteas V1.0 (Amanda).
<mark>Action:</mark> Review and feedback/approve stormwater methodology (David).
<mark>Action:</mark> Share the Gisborne stormwater paper surveys with SC to assist with entering the data (Amanda).

6. **Governance**
   a. No updates

7. **Platform/Technology Updates:**

   1. LI Admin platform and app new features released in on Wednesday 28 April

   What's changed? **App v1.4.0**
   a. The dimensions of the survey area will be auto-populated (from survey set-up) but can be edited.
   b. You will be able to edit your contact details.
   c. Completed surveys will be accessible via the app and "Completed Surveys" on the Monitoring Group page.
   d. The addition of 'tool-tips' — pop-up windows to remind users of methodology and definitions.

e. LI website has a button to login to the app and enter data via the website https://litterintelligence.org/about/
f. Volunteer hours instead of citizen scientists displayed on the website
g. Admin Dashboard & functionality improved, including automating reports
h. The Admin can determine, in the Admin Platform, which litter items must have AI photos uploaded (intended to be the "Other" types).

2. 3M grant: Upgrade of Insights page to include freshwater and stormwater data.

8. General Business:

a. <mark>All DGG members. Please add any agenda items here</mark>.

Discussion
● Amanda is requesting fishing gear related photos
<mark>Action:</mark> Send the AI photo folder categorised by UN codes to Amanda on her new email, and Fiordland photos (Camden).

b. **Meeting ends: 11:53am**