



## Litter Intelligence Data Governance Working Group Meeting Minutes

**DATE:** Tuesday 24 September 2019

**TIME:** 10:30am - 12pm

**Attendees:** Camden Howitt, David Harris, Emma Hill, Krystle Harborne, Amanda Valois, Rick Leckinger, Sandy Britain, Shawn Elise Tierney

Meeting begins 10:34

### 1. ACTIONS FROM MEETING

| ACTON  | Owner       | Status  |
|--|-------------|---------|
| Add to tech dev backlog: Include all litter categories in data export. Those that were not present, record with 'zeros' against weight and item count.   | Cam         |         |
| Discuss with Shane the methodology topic " <b>5.1.3: If less than 10 items found</b> "   | Emma        |         |
| Pending Emma/Shane conversation: Determine future directive for groups who have done surveys longer than 100m.   | Cam/Sandy   |         |
| Add to tech dev backlog: Text field for Citizen Scientist commentary post-survey.  | Cam         |         |
| Design post survey questions for Citizen Scientists, and start sending out. Questions should aim to gain insights on items of interest, particularly those that went into 'Other' categories, as an interim measure prior to tech functionality. | SC Ops Team | Done    |
| Update a working document for feedback on 'Other' category entries for this Working Group to review.   | SC Ops Team | Ongoing |
| Restructure keyword change recommendations with UNEP coding & in full context of categories with a column for each group to comment; recirculate.  | SC Ops Team |         |
| Review government Open Data Policy <a href="#">here</a> .  | All         |         |



|   |             |         |
|---|-------------|---------|
| <ul style="list-style-type: none"> <li>• Send out poll for dates for next meeting.</li> <li>• Add 'Open Data Policy Discussion' to agenda for next meeting.</li> <li>• Add 'Coastal Types Discussion' to agenda for next meeting</li> </ul> | Shawn-Elise |         |
| Post 'Abridged' minutes of these meetings on Litter Intelligence website, once approved through regular minute approval process.  | SC          | Ongoing |

## 2. Review / Approve Minutes from Last Meeting

Not relevant as this is the first meeting.

## 3. Introduction of Members

### DISCUSSION

Dr Sandy Britain - Litter Intelligence Project Manager, Sustainable Coastlines

Rick Leckinger - Be a Tidy Kiwi

Emma Hill - Marine Ecosystems Team at DOC.

Amanda Valois - NIWA & Samuel Martin, intern from Belgium, sitting in as well

Camden Howitt - Coastlines Lead, Sustainable Coastlines.

Krystle Harborne - Keep New Zealand Beautiful

David Harris - Stats NZ

Shawn Elise Tierney - Programmes Coordinator, Sustainable Coastlines

### ACTIONS

Nil

## 4. Purpose & Goals of the Governance Group [Link here to Terms Of Reference](#)

### DISCUSSION

All members have signed so far. Call for adjustments, additions or comments on document, purpose of group & meeting schedule.

No comments from the group at this time.

### ACTIONS

Nil



## 5. Review of Current Methodology and Litter Data Categories:

1. **Papers provided by Litter Intelligence Operations Team.**
2. **Outtakes from meeting with Shane Geange re: coastal types (23 Sept)**
3. **Open Data Policy (Late addition to Agenda)**

### DISCUSSION

Rick requests to re-publish any changes to categories so we are all on the same page.

### ACTIONS

Nil

### 5.1 Methodology Clarifications:

#### 1. How to pick high tide mark

**Decision:** use the “most apparent high tide mark” rather than “most recent high tide mark”

**Rationale:** The most apparent high tide mark is a simpler and more consistent instruction to give Citizen Scientists direction on where to start.

#### 2. Back of the beach/Defining the survey area width

Group is in agreement that the tide line is the consistent point.

**Decision:** if one end of the survey area is narrower than the other, reduce to the narrower area at both ends, so that distance above high.

**Rationale:** Consistency is key, so keeping the same distance above high tide at the start and end of the survey area, and below high tide at the start and end of the survey area, helps with this.

#### 3. If less than 10 items found

**Decision:** Pending Emma/Shane conversation

**Rationale:** David notes that “recording zeros would be helpful because it would show that it was looked for and not found. So that is evidence; that is in parallel with biodiversity measures that notes the ‘presence of absence.’”

All recording null entries/zeros in database is important. SC to include all litter categories in data export. Those that were not present, record with ‘zeros’



against weight and item count.

***What would be the implications of the data in the set already that are longer than 100m?***

Different length of sites will be challenging to directly compare at a finer scale. If there is no rubbish in first 100m survey area, SC can recommend to Citizen Scientists the option to set up an additional survey area, if they wish, but keep the first one with zeros recorded. This is up to Citizen Scientists and their available time to invest. Emma to confirm with Shane if we can remove the minimum 10 litter item from the methodology.

***Do sites that were measured at over 100m long continue to be measured at the size initially measured?***

David -- We need clarity in the reporting of the size of the survey areas. Keep exceptions to a minimum. Having geo-location is crucial. If we want to measure flux the same transect size is a good idea. Emma to confirm best steps forward on existing sites over 100m with Shane.

**ACTIONS**

- Add to tech dev backlog: Include all litter categories in data export. Those that were not present, record with 'zeros' against weight and item count..
- Emma to take topics above to Shane to discuss.
- Pending Emma/Shane conversation: Determine future directive for groups who have done surveys longer than 100m.
- SC, Emma, and David to be CC'ed on methodology communications with Shane.

**4. 'Other: Specify' category fields**

Core aim is less things put into "other" and build a list of keywords to direct Citizen Scientists to existing categories.

Parallel to this, build in a tech feature to allow for subjective commentary alongside dataset. As an interim step, this can be part of a post-survey follow-up by Ops Team.

**ACTIONS**

- Add to tech dev backlog: Text field for Citizen Scientist commentary post-survey.
- SC Ops Team: Design post survey questions for Citizen Scientists, and start sending out. Questions should aim to gain insights on items of interest,



particularly those that went into 'Other' categories, as an interim measure prior to tech functionality.

- SC Ops Team: Update a working document for feedback on 'Other' category entries for this Working Group to review.

## **5.2 Coastal Types**

### DISCUSSION

Potential of adding Riverine/Estuarine (in both urban and rural environments) to our existing 4 beach types (rural/open, rural/closed, urban/open & urban/closed coast). Will expand workload from 108 sites to an additional 54 sites.

### ACTIONS

Add 'Coastal Types Discussion' to agenda for next meeting.

## **5.3 Open Data Policy and Publication of Minutes**

### DISCUSSION

Is using the government Open Data Policy specific enough for our purposes or should we be developing our own?

<https://www.data.govt.nz/manage-data/policies/open-data-policy/>.

All to review. Discussion moved to next meeting.

Stats NZ is using CC by 4.0 International

### **ACTIONS**

- Review the government Open Data Policy (all).
- Add 'Open Data Policy Discussion' to agenda for next meeting.

## **6. Governance Group Operations and Decision-Making**

### **1. Question - publication of meeting minutes (Late addition to Agenda)**

### DISCUSSION

For future meetings we'll send a request for items to add to the agenda (aim for 4 weeks out from next meeting).

Aim to circulate the minutes of each meeting and at the following meeting, once they are approved by all members, then post on the website.



Goal is transparency. Decisions & changes are public & searchable and the rationale must be included.

To review Appendix A, we will create a live document with a column for each group to feedback on each item. We will incorporate the codes within the document to discuss each in context; items that spark debate will be noted in red for the next discussion.

Note that we will not make any independent category or keyword changes without discussing them within the group.

#### **ACTIONS**

- Restructure Appendix A (keyword recommendations) with UNEP coding & in full context of categories with a column for each group to comment; recirculate.
- Post 'Abridged' minutes of these meetings on Litter Intelligence website, once approved through regular minute approval process.

### **7. Scheduling the next meeting**

#### DISCUSSION

Next meeting (as indicated in Terms of Reference) would be just before Christmas. Will circulate a poll. We will prioritise sending re-structured Appendix A to sort categories before summer surveys. Thanks to everyone.

#### ACTIONS

Send out poll for next meeting.

Meeting ends 12:04pm