Coastal Waters Research Synergy Framework

Grant Agreement No. 687289

User Board meeting (UB-2)Summary

Consultation summary & actions

Version for external dissemination

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Thank you!

The Co-ReSyF team would like to take this opportunity to thank the User Board for their contributions. Your efforts have helped us immensely, as we meet midway through developing the Co-ReSyF System, help framework, and community, and turn our attentions to sustaining our community's achievements beyond H2020. We finished the Lisbon meeting not only encouraged at the enthusiasm with which attendees engaged in the consultations, but re-focused and with a greater appreciation of the project's ambitious nature, and our need to stay focused and deliver those critical tools our community needs to unlock their research potential. As always, your concise and clear positive feedback and constructive criticism, observations, encouragement, considered guidance and cautions were very well received by the team, and we look forward to seeing you all again in Cork next year.

Likewise we would like to thank those User Board members who could not make it to Lisbon, or dial in from overseas, yet have still committed to giving their time over the year and a half to keep an eye on the Co-ReSyF project and what we are developing, and provide feedback and encouragement. We hope this document provides you some insight into the discussions had in Lisbon, and welcome any comments on, or suggested amendments to its content, and as always, on the Co-ReSyF project itself.

We look forward to seeing you again at the next Co-ReSyF User Board meeting to be held back in Cork, Ireland, next year. In the meantime, please do not hesitate to contact our team should you have any queries regarding how the project is progressing, or of you have any insights you think are relevant. Also, keep an eye out for our team as we present CO-RESYF across Europe and beyond to the maritime, coastal and Earth Observation sectors, and never hesitate to say hi and stop for a chat over coffee breaks.

Eirini, Rory, Miguel and the CO-RESYF Team.

Overview

The User Board was consulted on a number of aspects regarding CO-RESYF's service in development, opportunities it could commercially exploit, and training guidance.

Four group consultation exercises were held:
- Gathering feedback on the draft Co-ReSyF System
- Gathering perspectives on the alpha-test Co-ReSyF platform and help framework
- User experience and community trust
- Sustaining a service

Group Consultations were implemented using participatory Group Facilitation Methods developed by the staff of the Institute of Cultural Affairs (ICA) and more commonly known as Technology of Participation (ToP)®. The University College Cork (CMRC-UCC) staff deployed on this exercise have been trained in this methodology through the UCC Staff Training programme. Further information on ToP® can be found at www.ica-usa.org.

The data recorded were collated, and user notes, and recommendations were extracted and categorised. The data collation step ensured that Userboard comment records were anonymised. User needs were translated into a set of notes (giving the team insights into the User community's frame of reference) and recommendations (to which the project team commits to respond and account for with a further project action). Unfortunately, prioritisation or ranking of requirements and system design needs was not possible to derive from this meeting. This was due to multiple recorders double-accounting the same User Board member observation in many sessions. Whilst the extra recorders did enable more detailed information to be extracted from discussions, the lack of clarity regarding what had been double-recorded means that prioritisation of requirements or recommendations is not possible for the User Board 2 (UB-2) meeting.

Userboard observations were recorded, these "User Notes" providing an important link to the experiences of the userboard, allowing the team to undertake their work with a Userboard frame of reference.

Userboard recommendations were also noted, and a number of them translated into actions and requirements that apply outside the realm of System Design. Examples include training guidance, project management guidance, outreach and community animation activities, and risk management.

System, algorithm, and platform development requirements which have been extrapolated from the UB-2 data are being used to suppliment those requirements gathered during the 1st User Board meeting and recorded in the System Requirements deliverable. Project managemnet actions are sent to the project management team, whilst guidance on the system help framework and suggested activities have been forwarded to the relevant designers and developers across the Co-ReSyF consortium. Note that enhancements not addressed during the course of the Co-ReSyF initiative shall be noted as options for further development in the business plan dedicated to post-Co-ReSyf development.

Actions were then derived for the project team to respond coherently and completely to the Userboard input. A summary of the requirements, actions, and observations are contained in this report. The detailed stakeholder data processing file is also available to the Userboard (on request, as an excel sheet). The file details how there is full traceability between the recorded comment/opinion/recommendation, and the derived system requirements, recommendations for business plan development, project implementation recommendation, or sectoral issue notification, whilst protecting User Board member confidentiality.

The project partners would also like to take this opportunity to thank the contributing users consulted, for their input, enthusiasm, and constructive criticism on both the project, the system concept presented, and our overall project strategy.

Participants:

User Board	Local Users	Project Team	
10 User Board members	9 local users	Rory Scarrott (UCC)	Miguel Terra-Homen (DEIMOS)
		Eirini Politi (UCC)	Nuno Grosso (DEIMOS)
		Abigail Cronin (UCC)	Stephen Emsley (Argans)
		Hervé Caumont (Terradue)	Ana Moura (Instituto Hidrográficó)
		Antoine Mangin (ACRI-ST)	Francisco Sancho (LNEC)
		Alberto Azevedo (LNEC)	

Facilitated by:

Rory Scarrott, Abigail Cronin, Eirini Politi, Miguel Terra Homen, Francisco Sancho, Hervé Caumont, Stephen Emsley , Ana Moura, Nuno Grosso, Alberto Azevedo, Antoine Mangin.

We would also like to thank Koushik Panda, Diogo Saraia, Ada Brzycka, and Vania Fonesca who as local users volunteered to take additional notes to fully capture User Board comments.

User Board 2 Meeting Outputs in brief.

The conversations between the Co-ReSyF team and the User Board yielded a wealth of observations on:

- An appraisal and constructive critiques of the system development approaches and Co-ReSyF project direction so far.
- Constructive amendment suggestions for the software and system developers on the project team.
- The sustainability of the developing Co-ReSyF platform, and avenues to secure its operations beyond the H2020-funded development phase

Project and communications/engagement actions are evident throughout the UBM-2-derived information. However, the information can be summarised under two headings:

(i) System development actions

In terms of tailoring system development avenues, requirements, the Users provided the input to derive 39 system- and project-focused requirements to guide/modify/amend the design of the Co-ReSyF project, and platform. These requirements are listed in Annex A – System & Project Requirements - User Board requirements from the UBM-2 consultations. They will be combined with requirements gathered at the Co-ReSyF summer school and either (i) amend existing User Board requirements, or (ii) be identified as new requirements for the system developers to consider, and map how current design specifications could be modified, or tailored to better fit the User Board community's needs.

(ii) System sustainability planning and development recommendations

Participants shared a wide range of perspectives on how to ensure the Co-ReSyF system could be made sustainable. The groups highlighted that long-term viability is a key component of new users' decisions on whether to invest time and resources into adapting to the new method of doing their research. 18 guidance points have been derived, with perspectives grouped into the following subject categories (with the detailed recommendations provided in Annex B: Sustainability Guidance Points):

- System nice context,
- System nice capitalisation,
- System's identifiable applicability,
- System service user needs,
- User perspective on the system in development,
- Towards a medium and long term vision for the Co-ReSyF platform,
- User market characterisation,
- Potential parties standing to gain from funding Co-ReSyF,
- Service Acceptability,
- Market Community Perspectives,
- Market community-recommended priority actions,
- Market community recommended development priorities which feed into the Business Plan service definitions,
- Market Community cautions regarding hurdles to account for,
- Advertising and market engagement strategies,
- Clarifying costs of service implementation,
- Addressing costs - UBM-2 suggestions,
- Considerations for a billing aspect to the service,
- Recognised long-term market expansion opportunities.

UBM-2-response actions for the Co-ReSyF Team (arising from recommendations):

1. *Report on the appraisal and implementation of the derived recommended project, system design and sustainability development actions at the next User Board Meeting.*

2. *Extract a number of User Board-amended requirements for the system and project, ensuring User Board members can view these derived requirements.*

3. *Extract a number of User Board defined sustainability guidance recommendations for the system, ensuring User Board members can view these derived recommendations.*

4. *Ensure full appraisal of the User Board-2-derived requirements, reporting to the User Board on the implementation decision and status of each requirement at the final User Board meeting.*

5. *Ensure full appraisal of the User Board-2 derived sustainability guidance recommendations, reporting to the User Board on the use of each recommendation the final User Board meeting.*

6. *Compile and deliver a detailed User Board report, detailing the commitments to actions the project team are taking, and the derived requirements and recommendations which the team are using to guide system and service design, and plan for sustaining Co-ReSyF into the future.*

Annex A – System & Project Requirements - User Board requirements from the UBM-2 consultations

The full version of this report contains detailed information of the project requirements as derived from User consultations. Please contact Dr. Miguel Terra-Homem to discuss gaining access to this information.

Requirements outlined here have been extracted from the consultation data collected at the 2nd User Board meeting (all those pages stuck on walls at the end of the day). Each requirement has been given a unique identifier code. It will be compared to, and if possible blended with, the current set of requirements already extracted from the Community Survey and UBM-1 consultation data. The Co-ReSyF team have ensured that contributor anonymity and confidentiality has been assured, with data analysis procedures ensuring the link between the information point and who contributed it has been broken.

These requirements serve to enhance the baseline guidance the system is being developed to address. If it cannot be achieved within the H2020-funded timeframe of Co-ReSyF, the requirement is allocated for inclusion in post H2020 funding proposals, and enhancement activity, informing both proposals and the

Annex B: Sustainability Guidance Points

The full version of this report contains detailed information of the sustainability guidance recommendations from User Board 2 meeting consultations. Please contact Dr. Miguel Terra-Homem to discuss gaining access to this information.

Recommendations outlined here have been extracted from the consultation data collected at the 2nd User Board meeting Each guidance point has been given a unique identifier code for traceability purposes. The Co-ReSyF team have ensured that contributor anonymity and confidentiality has been assured, with data analysis procedures ensuring the link between the information point and who contributed it has been broken.

These recommendations serve to enhance the sustainability plan being developed by the Co-ReSyF team.

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