

KE PROGRAMME FOUR-MONTHLY REPORT

This report is to be submitted to the relevant NERC Knowledge and Innovation Manager by the KEP Lead, or on their behalf with their authorisation. The boxes may be resized but the form MUST NOT EXCEED FIVE sides of A4. This report should be submitted together with the metrics reporting spreadsheet entitled 'NERC KE Programmes Metrics and Reporting Template.xlsx', which should present a collation of all metrics cumulatively as the Programme progresses.

Name of KE Programme	Water Security Knowledge Exchange Programme	
KEP Lead	Prof Alan Jenkins	
Reporting Period	From: 1st August 2011	To: 30th November 2011
Date of submission	6th January 2012	
Signed	Alan Jenkins	

1. Key Activities

Please list key activities, meetings, workshops etc. that the KEP has undertaken or participated in this period

The description below lists the key activities and achievements by Work Package (WP), during the reporting period.

WP1- Identify key needs and science challenges faced by the users

Work Package 1 was completed during the first reporting period. There is nothing extra to report.

WP2 - Identify the science that matches the key needs and challenges of the users

There are three parts to WP2 which build upon each other but the main aim is to create a database of UK Institutions undertaking water related science (part 1) where information on contacts (part 2), research and outputs (part 3) is recorded. A draft of the first part of this was produced in March 2011 as part of the Knowledge Collation Project. The database was generated by interrogating Grants on the Web (GOTW) to list the Organisations that have been successful at winning NERC grants for water related projects. The Programme Management Group (PMG) have started the process by which this database will be fully populated. Rob Flavin of Cooper Repco Ltd (CRL) has been contracted to prepare a comprehensive Directory of UK Organisations and Institutes active in water research. The published database will use a similar format to an out of print publication called 'Current Research in Britain'. It was last published in 1998, so it has been purchased to act as a starting reference. Emily Paremain, the NERC representative on the WSKEP completed some work with Richard Wadsworth at CEH Lancaster in September on cluster analysis techniques looking at the GOTW data to investigate links between PI's and Organisations that have won NERC grants. The ESKTN will review this in the process of building the database.

WP3 - Organise Events and Activities to bring together the users and scientists

This Work Package is divided into three parts, 1) the organisation of 9 Workshops on defined specific priority subjects, 2) activities with users to identify areas where the WSKEP could support their programmes of work and 3) activities in support of recent Research Programmes.

During this reporting period, effort on the Workshops has concentrated on contracting organisations to host the events for each of the nine Specific Priority Subjects (SPSs). A timetable of dates, hosts and subjects has been produced and Organisations approached to request their help in running the events. At the time of writing, all events have been allocated to hosts and the final dates are being negotiated. The PMG will meet with each host organisation to plan the events and discuss the when, where and who questions that need to be addressed in order to make the individual events a success. The first Workshop for SPS1.1 was held on the 30th November and was very successful. (See Section 2 – Key Outputs for more details)

In terms of the User Based Activities, a Conference entitled 'The EU Blueprint to Safeguard Europe's Water – Highlighting the critical issues for the UK' is all set for 11th January 2012. It is being organised by Bob Earl of CMS on behalf of the WSKEP. The PMG have been speaking with Defra/EA and have organised a series of activities of relevance to their needs. Initial dialogue has taken place with Ofwat but the WSKEP have not yet met with them. The WSKEP have had discussions with British Water regarding their inputs and contributions to the WSKEP, complementary activities and linkages with UK Trade and Investment (UKTI). The WSKEP are also discussing the alignment and coordination of the WSKEP with the LWEC UKWRIF. At an EC meeting, Neil Runnalls has met with representatives from South West Rivers Trust, Natural England and RSPB. He will follow these up in the next period.

The third task to support actions in relation to recently completed NERC Research Programmes (RPs) has seen

the WSKEP in discussion with Principal Investigators from the LOCAR Programme. The WSKEP will be supporting Adrian Butler of Imperial College, London in his efforts to exchange groundwater knowledge gained during his LOCAR project with interested users, and Lancaster University KE from the RELU programme. WSKEP is leading UK inputs into the EU Joint Programme Initiative (JPI) on Water Challenges for a changing world. A proposal for EZM is being prepared to support this JPI.

WP4 - Connect and coordinate KE across NERC

This WP is about connecting and communicating with other groups. The WSKEP has met with Vicki Hirst, a KE Fellow who attended both the Launch Event and the SPS1.1 Workshop in London. She is running a Workshop in Leeds on 17th January 2012 for practitioners who are involved in the implementation of the Water Framework Directive. Tobias Kruger, another KE Fellow also attended the SPS1.1 Workshop on 30th November. Graham Leeks is the Programme Manager for the current Changing Water Cycle and Storm Risk Mitigation Research Programmes (RP). The WSKEP developed a protocol by which Research Programme level KE activities can be complemented by the WSKEP. The WSKEP have also had initial conversations with leaders within some HEI's such as those at the N8 Research Partnership. Dan Osborn is the NERC Lead on LWEC and the WSKEP have had several meetings with him to discuss ways to collaborate on the LWEC UK Water Research and Innovation Framework (UK WRIF) Initiative. The PMG are also aware that LWEC are producing a document entitled 'Guidelines to Knowledge Exchange'. Graham Leeks has attended two meetings regarding its production. The PMG have also been in dialogue with the Resource Management KEP at BGS and the Environmental Management for Food and Agriculture KEP at CEH Bangor. Planning has been undertaken for the WSKEP to attend the Research Council's Water Interest Group showcase event in March 2012 to help showcase NERC's research. PMG members are encouraged to attend.

WP5 - Communicate with the science and user communities

There are two tasks relating to WP5. The first is to produce a Communication Strategy explaining how the WSKEP will communicate to its audience. The PMG outsourced this task to Cooper Repco Ltd. This has now been completed and is being submitted to NERC.

The second task for this WP is to organise a High Level Event at the end of the first phase of the Programme (an eighteen month period). At this stage, a date has been set for 11th September 2012 and initial consideration has been made for the objectives, target audience and organisation of this event.

WP6 - Act as a KE Ambassador

This WP is an ongoing activity whereby the good practice in relation to KE is shared among the NERC community. Opportunities to share experiences have been undertaken whenever possible, for example at the Launch event and our first Workshop at the end of November.

WP7 - Manage the WSKEP

This WP relates to the management of the Programme by the PMG. The PMG consists of a Lead, a part time Project Manager, a part time Programme Development Manager and a Coordinator. The Programme Coordinator's position was only filled at the end of September but since then, significant impressions have been made on the backlog of outstanding activities. The PMG meets on a monthly basis to discuss progress, issues and upcoming events. Minutes are prepared for all meetings and actions are followed up.

On 22nd September 2011, the second PAG meeting was held at CEH Wallingford. This was minuted and actions completed. The third PAG meeting is on 18th January 2012.

In order that the nine Sub Area Workshops, three Review meetings and the High Level Event are a success, a facilitator, Peter Woodward of Quest Associates has been contracted to help prepare for and to attend each event to provide consistent leadership to each. His first event for the WSKEP was the Workshop at the end of November where his skills kept the audience interested, participating and active right through the day.

The first Workshop in the series of nine, for SPS1.1 was held on the 30th November 2011 at SOAS in London. (See Section 2 – Key Outputs for more details.)

At the end of the first six months of the Programme, the 1st Financial Statement was prepared and submitted to the NERC KE Executive Board.

Two pull up banners have been produced to advertise the WSKEP Programme at events.

The risk register has been reviewed, updated and transferred onto STAR, the System for Targets and Risks. The WSKE Programme is the first project to use the system below corporate CEH level.

The PMG has completed the second Interim report to the NERC KE Executive Board.

2. Key Outputs

Please list and summarise the key outputs generated from KEP activities in this period (i.e. projects, partnerships, reports etc)

The key output from this period was the 1st Workshop held on 30th November 2011 at the School of Oriental and African Studies, University of London. Bob Earll of CMS was approached to organise and host the event for the WSKEP. He agreed and was contracted to organise a venue with catering facilities, send out invitations and follow

them up, prepare Workshop papers and act as the host on the day. Peter Woodward, the facilitator ran the proceedings on the day. There were four sessions that a) set the scene for the WSKE Programme and SPS 1.1 - Assessing upstream methods of land / water management that improve water quality and quantity b) discussed current research in this area c) looked at possible projects to build researcher – user relationships and d) discussed ways of improving existing networks and the WSKE Programme. The PMG would like to thank those people who gave short presentations to introduce the sessions: Graham Leeks, Martin Ross, Bob Harris, Neil Runnalls and Alastair Mosley. The Workshop was very successful. Potential projects are recorded in the Metrics spreadsheet and it is the aim to follow them up. The feedback from the participants was positive and helpful. A Workshop outcomes report was prepared within a week and sent to all participants. There is also a plan to produce a formal overview or summary of the event as well. A post Workshop meeting was held with the PMG, Bob Earll and Peter Woodward to take stock of progress and learn lessons for future Workshops.

3. Key Outcomes and Impact

Please provide details of the outcomes and impact KEP outputs have generated during this period (i.e. the 'so what' factor)

The 1st Workshop held on 30th November 2011 was the key output for this period. The main deliverable from the Workshop was the Workshop outcomes report, containing amongst other things, proposed KE projects. As a result of the event itself and the report, users and researchers have become better acquainted and involved in the process of KE. Potential KE projects were proposed, which if followed through, will enable NERC science to be taken up and better exploited by users.

The Communication Plan was the other key output for the reporting period. This therefore means that the PMG can now enter the Implementation Phase in terms of Communication with the users. However, this relies on a fully functioning website. (See section 5 – Key problems / Lessons learned below for more details.)

4. Progress against deliverables due during this reporting period, or delayed from a previous period

Deliverable	WP	Proposed date	Actual date	Reason for deviation
List of key users produced during KCP reviewed (with more added throughout the life of the Programme)	1	Apr 2011	Complete but continually updated	
Questionnaire of user needs and research gaps prepared and distributed	1	Apr 2011	Overtaken by events	Draft prepared before Launch but not in time to be distributed
NERC funded science Institutions who undertake science of relevance to users identified	2	Apr 2011	Complete but continually updated	
Make links with key NERC KE Programmes and projects	4	Apr 2011 (Ongoing)	Started but ongoing throughout project	
Management of information relating to KE and research funding calls	4	Apr 2011 (Ongoing)	Started but ongoing throughout project	
Maintenance and management of the WSKEP website	4	Apr 2011 (Ongoing)	Outstanding	The website isn't available to users and the logon process isn't working
First PAG Meeting – Minutes & Recommendations	7	Apr 2011	Completed 11/05/11	
Questionnaire results collected, collated, prioritised and reported	1	May 2011	Overtaken by events	The SA's and SPSs were decided at the Launch so Questionnaire is now redundant.
Management of a Register of KE activities	4	May 2011 (Ongoing)	Outstanding	The website isn't available to users and the logon process isn't working
Bi-Monthly e-newsletter published	5	May 2011 (Ongoing)	Outstanding	The website isn't available to users and the logon process isn't working
Publication of Case Studies on a regular basis	5	May 2011 (Ongoing)	Not started	
Report of priorities as refined by Launch workshop	1	Jun 2011	Completed 16/08/11	
List of five prioritised key Sub Areas on which to focus effort reviewed by the PAG	1	Jun 2011	Completed 07/06/11	
Specific Priority Subjects for top three Sub Areas identified and prioritised by the PAG	1	Jun 2011	Completed 16/08/11	
User Based KE Events held as appropriate	3	Jun 2011 – May 2012	Started but ongoing throughout project	
Planning for Sub Area Workshop	3	Jul 2011 – Apr 2012	Planning making good progress	

Coordination Plan of NERC water related KE Activities (Fellows, projects etc)	3	Jul 2011	Ongoing	
Reports and notes on individual KE integration activities	3	Jul 2011 – May 2012	Not started	
A compendium of case studies	4	Jul 2011 (Ongoing)	Not started	
A calendar of KE events	4	Jul 2011 (Ongoing)	Outstanding	The website isn't available to users and the logon process isn't working
First Interim Report to NERC Executive Board	7	Jul 2011	Completed 08/09/11	
Reports on delivery of nine Sub Area workshops	3	Aug 2011 – Apr 2012	First complete others ongoing	
Second PAG Meeting – Minutes & Recommendations	7	Aug 2011	Completed 22/09/11	
Online compendium setup of what research has been / is being conducted which relates to user needs	2	Sept 2011	Started with good progress made	
Business friendly database of related scientific outputs from the relevant NERC funded Institutions setup.	2	Sept 2011	Started with good progress made	
Communication Strategy written	5	Sept 2011	Completed 12/2011	
Second Interim Report to NERC Executive Board	7	Nov 2011	Completed 05/01/12	
Third PAG Meeting – Minutes & Recommendations	7	Dec 2011	Preparation at an advanced stage	
First Annual Report to NERC Executive Board	7	Mar 2012	Not started	
Fourth PAG Meeting – Minutes & Recommendations	7	Apr 2012	Not started	
Report on Review workshop of each Sub Area	3	May 2012	Not started	
Review workshop of different User groups	3	May 2012	Not started	
Report of KE Coordination Review	3	May 2012	Not started	
First High Level event	5	Jul 2012 – Aug 2012	Not started	
Fourth Interim Report to NERC Executive Board	7	Jul 2012	Not started	
Planning for Sub Area Workshop	3	Aug 2012 – Oct 2012	Not started	
Fifth PAG Meeting – Minutes & Recommendations	7	Aug 2012	Not started	
3 Business cases for top 3 prioritised Sub Areas based upon workshops, reviews and Month 16-17 High Level event.	3	Sept 2012	Not started	
Reports and notes on individual KE integration activities	3	Oct 2012 – Jan 2014	Not started	
User Based KE Events held as appropriate	3	Nov 2012 – Jan 2014	Not started	
Fifth Interim Report to NERC Executive Board	7	Nov 2012	Not started	
Reports on delivery of nine Sub Area workshops	3	Dec 2012 – Jan 2014	Not started	
Sixth PAG Meeting – Minutes & Recommendations	7	Dec 2012	Not started	
Second Annual Report to NERC Executive Board	7	Mar 2013	Not started	
Seventh PAG Meeting – Minutes & Recommendations	7	Apr 2013	Not started	
Seventh Interim Report to NERC Executive Board	7	Jul 2013	Not started	
Eighth PAG Meeting – Minutes & Recommendations	7	Aug 2013	Not started	
Eighth Interim Report to NERC Executive Board	7	Nov 2013	Not started	
Ninth PAG Meeting – Minutes & Recommendations	7	Dec 2013	Not started	
Report on Review workshop of each Sub Area	3	Jan 2014	Not started	
Review workshop of different User groups	3	Jan 2014	Not started	
Report of KE Coordination Review	3	Jan 2014	Not started	
Second High Level / Final WSKEP event	5	Feb 2014 – Mar 2014	Not started	
3 Business cases for second set of top 3 prioritised Sub	3	Mar 2014	Not started	

Areas produced or updated				
Final Annual Report to NERC Executive Board	7	Mar 2014	Not started	
Tenth PAG Meeting (if required) – Minutes & Recommendations	7	Mar 2014	Not started	
Evaluation report on the KEP written by the Programme Advisory Group with recommendations	7	Mar 2014	Not started	
Development of case studies of good practice in relation to KE to share amongst the NERC community	6	Ongoing	Not started	
Presentations or short seminars held at appropriate NERC events to disseminate the good practice and lessons learnt.	6	As required	As required	
Miscellaneous reports required by NERC	7	As required	As required	

5. Key problems / Lessons learnt

Please identify any problems or serious risks (e.g. technical, financial) that have prevented the achievement of planned targets for this period or that are likely to affect the programme in the future; please comment on any mitigation plans / lessons learnt as a result of these issues.

The WSKE Programme started at the beginning of April 2010, however by the end of the reporting period at the end of November 2011 there still remained a serious problem over the lack of a Programme website. It has been put at the top of the Risk Register as it is significantly affecting the way the Programme communicates with all its researchers and users. The first Workshop was held during this period but there was no website address to give to participants to enable them to download papers or reports. Since the end of November the website has become live but it is not searchable. To access information beyond the home page, followers have to log in. This process is off putting, cumbersome and to date, has not worked. As a temporary solution the PMG has commissioned a website to provide access to information about the Programme, news about events and activities and a source of documents. It will hopefully be up and running in the next few days and will link back to the NERC website. Rob Flavin of Cooper Repco Ltd is liaising with NERC to try to resolve the issues with the NERC website.

6. Key Opportunities

Please summarise key opportunities for the KEP and/or NERC identified during this period

The points below list key opportunities that have emerged for the WSKEP.

- UK engagement in the European Commission Joint Programming Initiative in Water
- NERC engagement in the UK Water Research and Innovation Framework
- CEH engagement in the Scottish Government Centre for Research Excellence in Water (led by The John Hutton Institute)

The WSKEP is emerging as a key component in the developments to improve researcher – user communications, coordination and collaboration. The PMG is responding to these opportunities and to achieve the increased impacts that these processes will facilitate.

7. Plans for the next period

Please summarise key activities planned for the next period and provide details of plans already in place to achieve these

Activities planned for the next period include:

The EU Blueprint to Safeguard Europe's Water – Highlighting the critical issues for the UK conference on 11th January 2012

- KE Fellow Viki Hirst's Conference for practitioners who are involved in the implementation of the Water Framework Directive on 17th January 2012
- The third PAG meeting on 18th January 2012
- Five more SPS Workshops, the first on 19th January 2012 in Oxford
- Attendance at the CIWEM Annual Conference on 20 – 21 March 2012
- Production of the Directory of UK Organisations and Institutes active in water research
- Attendance at the Research Councils Water Interest Group's Event showcasing research projects relevant to water on 6th March.

8. Other

Please provide any additional information which helps to describe progress in this period

There is no additional information to report during this period.