

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 April 2011	To: 31st July 2011
Date of submission	8th September 2011	
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

At the first Programme Advisory Group (PAG) meeting on 11th May 2011 (see WP7 below) a breakout session was held to discuss the Sub Areas for the Programme. A list of 5 Sub Areas was agreed, 3 of which were prioritised to be the main area of focus for the next 18 months. A Questionnaire was prepared using Google forms to ask a wider user base of its opinion on these Sub Areas. In the event, it was not distributed before the Launch (See Section 2 'Key Outputs' below) due to time constraints. The Programme Management Group (PMG) have since discussed its future and have decided that, as its purpose was to help decide the Specific Priority Subjects (SPSs), and this has now been done, the questionnaire is redundant. Hence, effort will be put towards other activities instead. The Launch event, held in London on 28th June 2011, was very successful. It brought users and researchers together with the aim of identifying 3 SPSs for each of the 3 selected Sub Areas. This was achieved and a Launch Report written, listing the Subjects along with a description of each of them. It was sent by email to all participants as well as all members of the PAG.

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 where information on contacts, research and outputs 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 PMG are aware that this database will be of great value to them in organising the Sub Area workshops. Hence they have started the process by which this database will be fully populated. Rob Flavin of Cooper Repco Ltd (CRL) has been asked to prepare a comprehensive Directory of UK Organisations and Institutes active in water research. Purchase Orders are in the process of being set up for CRL to commence work in late September. Emily Paremain, the NERC representative on the WSKEP has been working with Richard Wadsworth at CEH Lancaster on cluster analysis techniques looking at the GOTW data to investigate links between PI's and Organisations that have won NERC grants.

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

Since the Launch of the Programme in June, effort in this WP has concentrated on finding organisations to host the events for each of the nine 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 most events have been allocated to hosts and dates are being negotiated. The PMG will meet at required intervals with each host organisation to plan the events and discuss the why, when, where, who and how questions that need to be addressed in order to make the individual events a success.

In terms of the User Based Activities, within the International EU section, a Workshop / Conference is being planned on 'The EU Blueprint to Safeguard Europe's Water – Highlighting the critical issues for the UK' organised by Bob Earll of CMS on behalf of the WSKEP. The draft Programme has been produced and a date set for 11th January 2012. Negotiations with other organisations are at an early stage. Details of these will be provided in the next Interim report.

The third task within this WP is to support actions in relation to recently completed NERC Research Programmes

(RPs). The Programme has concentrated its efforts in setting up the events to support the Sub Areas and hence the only action to date has been to discuss interactions of the WSKEP with the Programme Managers of the past and current RP's.

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 the Launch Event. She is setting up a Workshop for practitioners who are involved in the implementation of the Water Framework Directive. Nick Reynard is responsible for a KE project called Fruitful, part of the Flood Risk and Extreme Events (FREE) Programme. The PMG have been discussing with him, ways in which his activities can be integrated within the Programme and thereby have greater impact. Graham Leeks is the Programme Manager for the current Changing Water Cycle and Storm Risk Mitigation Research Programmes. The PMG have had informal talks with him about how the KE activities designed and funded at the RP level can be enhanced through collaboration with the WSKEP. The PMG 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 PMG 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 have also been in dialogue with the Resource Management KEP at BGS and the Environmental Management for Food and Agriculture KEP at CEH Bangor. It is hoped that the PMG can meet with the Research Council's Water Interest Group to inform them of the activities of the WSKEP.

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 reviewed its capabilities in house but decided to outsource this task to Cooper Repco Ltd having received a detailed proposal. A Purchase Order is in the process of being set up so that CRL can commence work in late September. 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 but no plan has been made for the organisation of the event itself.

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. As the Programme has only just begun, opportunities to share our experiences of KE have not yet arisen.

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. For the duration of this period, the Coordinator's position has remained unfilled (See Section 5 'Key problems / lessons learnt' below). 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.

At the start of the period, final members of the PAG were selected. This task completed, the first PAG meeting was held on 11th May 2011 at CEH Wallingford. The Agenda contained items to set the scene for the members before moving on to breakout groups to identify a list of 5 Sub Areas, 3 of which were prioritised to be the main areas of focus for the next 18 months. The second PAG meeting is on 22nd September 2011.

In order that the nine Sub Area Workshops, three Review meetings and the High Level Event in Sept 2012 are a success, a facilitator will be contracted to attend each event and provide consistent leadership to each. The PMG has met with Peter Woodward of Quest Associates and been most impressed by his experience and approach to our requirements. Peter has provided a detailed proposal for facilitation at the SA events which the PMG has accepted. A Purchase Order is currently being set up. The PMG are meeting with Peter again in early September to discuss the proposal in more detail.

In conjunction with NERC the PMG agreed a logo for the Programme. This is displayed in the footer. It will be used in all communication relating to the Programme. The PMG with the help of NERC also produced a WSKEP Brochure. The style was produced by NERC so that the brochures are consistent across the five KE Programmes. It was completed in time to take to the Launch.

The PMG has completed the first 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 WSKEP Launch event, held at the Department for Business, Innovation and Skills at 1 Victoria Street, London on 28th June 2011. Its main goal was to bring together government and industry organisations with interests in water issues to raise awareness of the Water Security KE Programme, to identify research priorities, and to discuss how to improve research-user exchange. The day started with two presentations on perspectives from policy makers and industry given by Stuart Kirk and Michael Norton. The Programme was explained before the workshop broke up into 3 groups to discuss the following topics: Integrated Water Management, Increased Resilience to Extreme Events and Ensuring Water Resource Security. The aim of the breakout groups was to engage workshop participants in discussing and prioritising the SPSs for each of the

three Sub Areas. Example Priority Subjects were given as a starting point but they could be modified and others added. It was explained that the top three in the final list would become the focus of activities for the first eighteen months of the WSKEP. Attendees were given the opportunity to attend other groups to give their opinions. A feedback session followed before the Launch closed. The PMG considered the event a success. A Launch Report was written listing the SPSs along with a description of each. It was sent to all participants as well as all members of the PAG.

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 WSKEP Launch Event was the key output for this period. At the Launch, three Specific Priority Subjects were defined for each Sub Area. These Subjects have become the main areas of focus for the rest of this eighteen month phase of the Programme. As a result of defining the subjects, the events to bring the researchers and users together can now be planned. Dates for all the events have been selected and organisations have been asked to host them. This planning will continue over the next few months with the first Event expected at the end of November. This will be the Event for Sub Area 1 on 'Assessing upstream methods of land/water management that improve water quality and quantity'.

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	Ongoing	
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	Ongoing	
Make links with key NERC KE Programmes and projects	4	Apr 2011 (Ongoing)	Ongoing	
Management of information relating to KE and research funding calls	4	Apr 2011 (Ongoing)	Ongoing	
Maintenance and management of the WSKEP website	4	Apr 2011 (Ongoing)	Outstanding	The structure of the website has not been supplied by NERC
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 structure of the website has not been supplied by NERC
Bi-Monthly e-newsletter published	5	May 2011 (Ongoing)	Outstanding	The structure of the website has not been supplied by NERC
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	Ongoing	
Planning for Sub Area Workshop	3	Jul 2011 – Apr 2011	Ongoing	
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 structure of the website has not been supplied by NERC
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	Not started	
Second PAG Meeting – Minutes & Recommendations	7	Aug 2011	Not started	
Online compendium setup of what research has been / is being conducted which relates to user needs	2	Sept 2011	Not started	
Business friendly database of related scientific outputs from the relevant NERC funded Institutions setup.	2	Sept 2011	Not started	
Communication Strategy written	5	Sept 2011	Started	
Second Interim Report to NERC Executive Board	7	Nov 2011	Not started	
Third PAG Meeting – Minutes & Recommendations	7	Dec 2011	Not started	
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 Areas produced or updated	3	Mar 2014	Not started	
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, the Service Level Agreement (SLA) was not signed until July. This presented a problem to the PMG, as, without a signed SLA a project number could not be set up for the Programme. This resulted in a lack of access to the budget and hence difficulties in paying costs for the Launch Event and expenses for PAG members to attend their first meeting. These issues have now been resolved.

The PMG have been operating without the support of a Coordinator for the duration of the period. Interviews were held on 9th August for a candidate to fill the Band 7 post. The successful applicant, Kay Heuser will join the Group starting on 20th September 2011.

Tasks relating the WSKEP website have not been completed as the website has not been made available to the PMG. The production of the website is the responsibility of NERC, so deliverables in this area have been on hold for the period of this report.

The production of publicity material, in the form of pull up banners, for use at events is an outstanding issue. The banners need to be available for the first Sub Area Workshop at the end of November 2011.

6. Key Opportunities

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

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

- 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:

- Ongoing planning for SA Workshops
- Meeting with Bob Earll of CMS on 7th September to discuss generic outline for all Workshops.
- Meeting with Peter Woodward of Quest Associates to discuss all aspects of Facilitation on 13th September
- The second PAG meeting on 22nd September
- Meeting Chris Tyler of the Centre for Science and Policy at Cambridge University on 28th September
- Production of the WSKEP Communication Plan
- Production of the Directory of UK Organisations and Institutes active in water research
- Delivery of the first Sub Area Workshop for Specific Priority Subject 1.1 on 30th November

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.

If you have any questions regarding the completion of this form, please contact the appropriate NERC Knowledge and Innovation Manager