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Litter Intelligence Data Governance Working Group
MINUTES

DATE: Monday 9 March 2020
TIME: 10:30am - 12pm

Attending: Camden Howitt (SC), Krystle Harborne (KNZB), Rick Leckinger (BATK), Sandy Britain (SC), Shawn Elise Tierney (SC)
Apologies: Amanda Valois (NIWA), David Harris (StatsNZ), Emma Hill (DoC), Oliver Vetter (SC)
E-mail Correspondence Post-Meeting: David Harris (StatsNZ), Emma Hill (DoC), Shane Geange (DoC)

Meeting begins 10:31am

ACTIONS FROM THIS MEETING

ACTION	Owner	Status
Review with DOC & Stats actions & agenda items over email: Directive going forward for existing sites that have been shortened/lengthened. Post-survey QC process. Verifying the backlog of surveys.	Cam	DONE
Update litter categories on LI app and PDF data sheet as per this meeting's decisions, and distribute.	Cam	
Comms with existing Citizen Scientists re: Survey Area length and change in training documents for new groups.	SC	
Verify previous surveys.	SC	
Post meeting minutes to Litter Intel website.	Cam	
Confirm if UNEP code is included as a column in the Data Download already. If not, add it.	SC	
Ops Team will take a look into boat parts/metal vehicle parts that have been found so far and adjust keywords for next mtg accordingly	SET	
Add to the working document the categories that BATK is using that don't appear in Litter Intelligence database.	Rick	
Circulate KNZB data sheet/categories.	Krystle	
Make changes as documented in Data Categories Working Document and listed below under "Decisions"	SC	

Keep "Platform Updates" as a standing item on the DGG agenda	SET	

1. **ACTIONS FROM PREVIOUS MEETING**

ACTION	Owner	Status
Share minutes of the previous meeting to the Litter Intel website.	Cam	Done! Here.
Update Keywords & Categories as decided (refer to Appendix A) - Circulate changes	SC	Done
Recirculate post-survey Quality Control Process & ask for comments	Shawn Elise	Done. **See point 3.3 below.**
Share paper on the implications of removing 'Monitoring Sites' and transferring existing metadata from sites to 'Survey Areas'. Quote from developers.	SC	In progress. To present next meeting.
Brief developers on building Substrate recording at Survey level	Cam & Sandy	To brief
Define what the required substrate fields would be for NIWA.	Cam & Amanda	In progress
Share proposal on how to clarify the intended Quality Control Process to see if this aligns with best practice (Answer questions in Section 7, #1-6). Circulate for Comments.	SC	In progress. To present next meeting.
Discuss Operational considerations of Quality Control Process - what minimum & best practice looks like, how to select and to what extent we re-audit, what we do with data, etc	David, Oliver & Cam	Done
Share actions & decisions of meeting along with meeting minutes	Shawn Elise	Done
Brief & quote developers functionality of Recording of Zeros	Cam & Sandy	To brief
Determine directive for groups who have done surveys longer than 100m for how to proceed in future.	DGG	**See point 3.2 below.**
How to incorporate into the tech a text field to record Citizen Scientist's commentary on each survey.	Cam & Sandy	To brief

<mark>ACTION</mark>
Cam to get in touch with DOC & Stats to review Action items over email:
1. Directive going forward for existing sites that have been

shortened/lengthened.
2. Post-survey QC process.
3. Verifying the backlog of surveys

2. Review / Approve Minutes from Last Meeting

LINK TO MINUTES HERE

DISCUSSION

Minutes approved.

<mark>ACTION</mark>
Post minutes to the Litter Intelligence website.

3. Review of Current Methodology and Litter Categories:

1. **Category & Keyword Review**

   Categories and keywords have been renamed and moved based on the decisions made at the previous meeting. These are updated in the app and website as well as the print version of the **audit data sheet here.**

   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

SC would like to add the UNEP code (as noted in Column A on the Data Categories Working Document) as a keyword to each category - this is for the data download, rather than a keyword search.

<mark>ACTION</mark>
Confirm if UNEP code is included in the Data Download already. If not, add it.

DISCUSSION of Data Categories Working Document:

● Cotton Buds: Rick has them under sanitary items (even though most are all plastic).
  Rick would be inclined to put into OT02.01 rather than with plastics/lollipop
  Cam: We wouldn't be able to combine for retrospective reporting, would need to draw a line in the sand of when the change has been made.
  Rick: In my case, they are already in OT02 so they wouldn't necessarily agree

with the lollipop category.

Rick collapsed OT02.01 to make them all into the same category. "Go ahead and use OT02.01 again because the code is not otherwise being used." No issue for Rick.

● Unidentifiable soft plastics/food wrappers Codes: Split soft plastics to distinguish from food wrappers

● Metal Vehicle Parts - Boats are distinct under "Other: Boat Parts."

<mark>ACTION</mark>

Ops Team will take a look into boat parts/metal vehicle parts that have been found so far and adjust keywords for next mtg accordingly (SET)

DISCUSSION

● Hair Ties - The majority that Rick finds are rubber/elastic hair ties, so he adds to Rubber bands. But most are made of multiple materials. Group discussed this topic and will leave categorisation as is.

● Gum makes up 24% of what BATK finds. Will create a new category under Rubber and remove this from keywords otherwise.

● Batteries: Adjust type: Check on the code - OTO4.01 vs. OT05.01 (Batteries (Non-household))

Rick to add to the working document the categories he is using that don't appear in SC database.

Krystle is happy with changes, no further comments. Will check how they weigh up against her categories and circulate KNZB's data sheet.

<mark>ACTIONS</mark>
● Rick to add to the working document the categories he is using that don't appear in SC database.
● Krystle to circulate KNZB data sheet/categories.
● Make changes as documented in Data Categories Working Document and noted in "DECISIONS" below.

DECISIONS from Data Categories Working Document:

● New category of Cotton Buds under Sanitary Items OT02.01; adjust keywords appropriately and remove "cotton buds" from Lollipops.
● New category of Gum as "Rubber Other" - remove from keyword in "Rubber:

Other"
- "Toys & Sports" renamed to "Toys, Sport, & Recreation"
- "Cardboard boxes & fragments" renamed to "Cardboard Boxes"
- "Paper" renamed to "Paper, newspapers & paper receipts"
- Adjust Batteries (Non-Household) code in Backend
- New keywords added (refer to document)
  - Plastic Pencil as keyword for Pen
  - Pencil as keyword for Other Wood
- Every material class to include "unidentifiable fragment" and "other" categories for each material class with keyword of "unidentifiable [material category]" and "fragment" keyworded to each.
  - New category of "Unidentifiable Cloth Fragments;" "Miscellaneous Cloth Fragments" changed to "Other Cloth" with the keyword "Rags."

2. **Directive going forward for existing sites that have been shortened/lengthened.**

   The following decision was made at the previous meeting: *"Prefer extension over creating new areas. It's ok to record a survey with less than 10 items. If less than 10 items are found, and you can extend to 300m, do so. If you cannot extend to 300m, do not extend at all."*

   What should we do for sites that we have already shortened or lengthened? Continue to survey at the same length, or follow the new process above?

DISCUSSION

Skipped this and will follow up with DOC & Stats over email.

POST-MEETING EMAIL CORRESPONDENCE with David, Shane and Emma.

David: I would prefer following the new process so that all data from a certain point in time is consistent in area selection rules.

It may interrupt the series for those sites that change to adopt the new process. But that disruption is worth it if we have a constant length of the standard or 300 metres. In fact a point of richness this will give is compare results of the standard and long sites and see if there is any difference or not.

Shane: I agree with David's comments.

Emma: Same here, all good

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Comms with existing Citizen Scientists re: Survey Area length and change in training documents for new groups.

3. **Post-survey QC process.**

   Draft process available here. Please review and add your comments to this document.

DISCUSSION

No further comments from Krystle or Rick at this time.

Follow up with Stats & DOC over email

4. **Verifying the backlog of surveys**

   Our previous verification process was for each LI Ops staff member to check in with the Lead Citizen Scientist when the results were emailed to query survey area details & audit data entry. Our new process is for the Ops Team Member to complete a form that formalizes asking the same questions. As this form did not exist prior to 13 December 2019, we wish to bulk-verify the surveys that pre-date that form.

   Pending a manual check for errors, are you happy for the SC team to verify surveys that predated the form?

DISCUSSION

Skipped this and will follow up with DOC & Stats over e-mail.

POST-MEETING EMAIL CORRESPONDENCE with David, Shane and Emma.

David: Yes very pleased to see verifying of backlog of surveys. Document clearly the steps and we can share them when needed on how the verification of forms was done.

Shane: I agree with David's comments.

Emma: Same here, all good

<mark>ACTION</mark>
Verify backlog of surveys.

5. **Integration of stormwater and freshwater litter data.**

   Working with NIWA, Stormwater 360 and Auckland Council on this. They may become members of this Data Governance Group in future. For discussion.

DISCUSSION

When we get stormwater & freshwater data integration quoted, perhaps this is a good time to inquire about integrating BATK data.
Could be an opportunity for collaborative funding applications to specifically budget for this. Still on our minds to find funding for.

4. Governance

1. Extension of DGG Terms of Reference to include updates and consultation on proposed changes to the Litter Intelligence Platform where they impact on data categories or methodology. Discussion.

DISCUSSION

All changes to data and methodology get reflected in the design of our LI platform. Changes in the platform may impact categories/methodologies. Should we include Terms of Reference to DGG to include updates or changes to the platform that may impact methodology. Shall this be a standing item to the DGG agenda?

Rick is interested in having this as an item. Krystle agrees.

<mark>ACTION</mark>
Keep "Platform Updates" as a standing item on the DGG agenda. (SET)

5. Scheduling our next meeting

Meeting ends.

DECISIONS from Data Categories Working Document:

New & Moved Categories:

- New category: "Cotton Buds" under Sanitary Items OT02.01; adjust keywords appropriately and remove "cotton buds" from Lollipops.
- New category: "Gum" as "Rubber Other" - remove from keyword in "Rubber: Other"

Renamed Categories & Keywords:

- "Toys & Sports" renamed to "Toys, Sport, & Recreation"
- "Cardboard boxes & fragments" renamed to "Cardboard Boxes"
- "Paper" renamed to "Paper, newspapers & paper receipts"
- Adjust Batteries (Non-Household) code in Backend: From OT05.01 to OT04.01
- New keywords added (refer to document)
  - "Plastic Pencil" as keyword for "Pen"
  - "Pencil" as keyword for "Other Wood"
- Every material class to include "unidentifiable fragment" and "other" categories for each material class with keyword of "unidentifiable [material category]" and "fragment" keyworded to each.
  - New category of "Unidentifiable Cloth Fragments;" "Miscellaneous Cloth Fragments" changed to "Other Cloth" with the keyword "Rags."

ACTION
Update litter categories on LI app and PDF data sheet as per this meeting's decisions, and distribute.