

MAGIC Website

INFORMATION NOTE

Terms of Reference for the MAGIC Steering Group

1. MAGIC GOVERNANCE

1.1 Governance

1.1.1 Defra is the custodian and policy owner of MAGIC.

1.1.2 Natural England manages the service under the direction of the Steering Group who represent the MAGIC partnership organisations.

2. MAGIC STEERING GROUP

2.1 Steering Group Responsibilities

2.1.1 The Steering Group will ensure that the interests of the MAGIC partners continue to be represented and help guide the future direction of MAGIC.

2.2 Aims and Objectives of the Steering Group

2.2.1 The main aim of the Steering Group is to provide the necessary direction and focus needed to ensure that the development and maintenance of MAGIC is sustained.

2.2.2 The specific objectives of the Steering Group are to:

- 1) Steer future development and management of MAGIC
- 2) Provide support to the MAGIC Service Manager to help resolve operational issues and decide priorities as required.
- 3) Agree Service policies.
- 4) Promote the use of MAGIC both internally within their own organisations and externally.
- 5) Identify new areas of opportunity for improvement/development.

2.3 Membership of the Steering Group

2.3.1 The Steering Group will be made up of members who represent the needs of the following MAGIC partnership organisations:

- Defra
- Natural England
- Historic England
- Forestry Commission
- Environment Agency
- Marine Management Organisation

2.3.2 New members will be considered providing they can meet the following criteria:

- 1) Are a government organisation with a responsibility which relates to the broad remit of MAGIC which is:
To provide authoritative geographic information about the natural environment to inform policy and decision making. This includes information about rural, urban, coastal and marine environments and may include elements such as water, soil, land, landscape, natural sites including wetlands, coastal and marine areas.
- 2) Can accept the Steering Group Responsibilities outlined in section 2.1 of this document.
- 3) Can commit to the Aims and Objectives of the Steering Group outlined in section 2.2 of this document and be an active participant.
- 4) Are able to attend MAGIC Steering Group Meetings
- 5) Are keen to see the MAGIC website continue and improve

2.4 Steering Group Meetings

2.4.1 The Steering Group will meet by telephone conference at least every 6 months and correspond by email between meetings as required. Natural

England will provide chairmanship of the meetings. Steering Group members should endeavour to attend all meetings.

3. MAGIC RESPONSIBILITIES – DEFRA AND NATURAL ENGLAND

3.1 Defra Responsibilities

3.1.1 Defra provides a policy steer for MAGIC.

3.1.2 Defra provides resources for and manages the data management contract with Astrium who provide the data to MAGIC from SPIRE.

3.2 Natural England Responsibilities

3.2.1 Natural England is responsible for providing funds for the ongoing maintenance and support including maintaining the web application and hosting of the web service.

3.2.2 Natural England staff in the Evidence Team are responsible for the service management of MAGIC. This involves maintaining the overall MAGIC service, providing support to MAGIC users, ensuring that the datasets within the application are kept up-to-date and taking forward any new developments. Natural England will provide a Service Manager for MAGIC who will report progress to the Steering Group.

3.2.2 Natural England will provide a secretariat for Steering Group meetings.

3.3 Decision Making

Decisions will only be made after full consultation with the Steering Group and must be agreed by a majority of members, with NE and Defra as funding contributors both being in agreement with any changes.