

UK SURFACE AND GROUNDWATER ARCHIVES (SAGA) COMMITTEE

Terms of Reference

Last updated: September 2017

Version 1.0

1. Definitions

1.1. For the purpose of these Terms of Reference, the following definitions shall be used:

- Measuring Authorities – Organisations who operate national-scale hydrological surface (river flow) and groundwater monitoring networks in the UK.
- National Hydrometric Data Archives – The UK's National River Flow Archive (NRFA) and the National Groundwater Level Archive (NGLA).
- Users – all those who access the information provided by the National Hydrometric Data Archives, including for activities which support economic development and social well-being.

2. Background

2.1. The Surface And Groundwater Archives (SAGA) Committee was formed in 1982 when the National Hydrometric Data Archives were transferred from the then Department of Environment (DoE) to the Natural Environment Research Council (NERC). The requirement for a liaison committee to consider the needs of Government Departments and the water industry with respect to water quantity, was stipulated in the 1982 Memorandum of Understanding (MoU) between the UK Government and the devolved administrations (the client organisations) and NERC. The MoU was revised in September 2002.

3. Aims

3.1. The Committee shall promote the ongoing stewardship and use of the National Hydrometric Data Archives.

3.2. The Committee shall provide a forum for liaison between the different stakeholders involved in UK hydrometric data collection, archival and dissemination.

3.3. The Committee shall champion the need to ensure the capability of the existing public (and private) monitoring networks and data archives across the UK meet the needs of the users.

- 3.4. The Committee shall provide mutual support to Measuring Authorities and the National Hydrometric Data Archives in maintaining and developing monitoring networks and data archives that ensure appropriate and representative data for the UK are protected for national public good.
- 3.5. The Committee shall review the stewardship activities of the NRFA and the NGLA and recent operational developments in the Measuring Authorities. It shall make suggestions for future activities.
- 3.6. The membership shall communicate the work and outputs of the Committee amongst their organisations and funding bodies.

4. Structure

- 4.1. The Committee shall have a Chair who will normally rotate on a three year cycle.
- 4.2. The Secretary shall be provided by the Centre for Ecology & Hydrology who shall organise the meetings, distribute the papers and prepare the minutes.

5. Membership

- 5.1. The Committee membership shall be drawn from those bodies with a major stake in UK hydrometric monitoring.
- 5.2. The membership shall include representatives of those organisations who operate and fund the NRFA / NGLA, currently the Centre for Ecology and Hydrology, the British Geological Survey and NERC.
- 5.3. The membership shall normally include one representative of the relevant departments of UK and devolved Governments, currently the Department for Environment, Food & Rural Affairs (Defra), the Welsh Government and the Scottish Government.
- 5.4. The membership shall include one representative of each Measuring Authority.
- 5.5. The membership shall include representatives of one or more organisations invited by the Committee to represent the needs of data users (for example from a specific sector or geographical region).
- 5.6. A record of the membership shall be held by the Committee Secretary.

6. Meetings

- 6.1. The Committee shall meet once a year, generally on the first Wednesday of March.
- 6.2. Minutes of the meetings will be made available to all members following the meeting.

7. Review of Terms of Reference and Membership

7.1. The Terms of Reference should be reviewed annually by the Committee.

7.2. The Membership of the Committee should be reviewed annually to ensure it continues to reflect the bodies who have a major stake in UK hydrometric monitoring and changing user needs.

8. Associated Documents

8.1. The following documents are cited in these Terms of Reference. Copies can be sourced from the Committee Secretary.

- Current Committee Membership List
- Memorandum of Understanding 1982
- Memorandum of Understanding 2002