**Draft Agenda**

**Arctic SDI Communication Working Group Meeting**

*Akranes, Iceland, 2 – 3 September 2014*

Participants:    Martin Skedsmo, Norway

                             Owe Palmér, Sweden

                             Fredrik Persäter

                             Cameron Wilson, Canada

                             Peter Pouplier, Denmark

                             Eydis Finbogadóttir, Iceland (part of the meeting)

1. General review of the Activity Plan for the working group (on the agenda for NCP and Board meeting)
2. One page status on activities in the WG (to be presented to the NCP and Board meeting)
3. Update of Arctic SDI Website – status and tasks (for presentation to NCP and Board) and training session
4. “One page selling document” – for Website, Pamphlet, presentations ect. (on the agenda for NCP and Board meeting)
5. Pamphlet and Poster presentation – update (to be presented to NCP and Board)
6. Documentation (archive, access, draft and final documents, Working Group documents, role of website ect.) – discussion relevant also for the Secretariat
7. How to act on enquiries and questions (Activity Plan, 2nd point, 3th bullet)
8. Arctic SDI representation in relevant meetings and conferences 2014/2015 – (coordinate with Secretariat for the Board / (on the agenda for NCP and Board meeting)
9. Presentation of the Arctic SDI Web Map Service / Portal by Chair of the Technical WG