



Wednesday, 6 April 2011

## PROTOCOL – THE ARCTIC SDI PROJECT CONSTITUTING MEETING –

**Point of time:** 09.00 April 5 – 15.00 April 6, 2011  
**Locality:** Grand Hotel, Reykjavik, ICELAND  
**Meeting language:** English

The main **purpose of this meeting** is to approve the Project Plan and to constitute the project organisation

*This document is distributed to the participants - Magnus Gudmundsson stores the original ([magnus@lmi.is](mailto:magnus@lmi.is)).*

Participants:

COUNTRY	ORGANISATION	NAME	POSITION
Canada	NRCAN	Douglas O'Brien	Director Centre for Topographic Information
Denmark and the Faroe Islands	National Survey and Cadastre	Flemming Nissen	Advisor
Finland	National Land Survey	Heli Ursin	Head of International Affairs
Greenland	Government of Greenland	Inge Thaulow	Special Advisor - International Coordinator
Iceland	National Land Survey	Magnús Guðmundsson	Director General
Iceland	National Land Survey	Eydis Lindal Finnbogadóttir	Head of the Division of Service and SDI
Iceland	Arctic Council - CAFF	Tom Barry	Executive Secretary
Norway	Norwegian Mapping Authority	Martin Skedsmo	Arctic Coordinator
Russia	The Federal Service for State Registration, Cadastre and Mapping	Vladimir Obinyakov	Head of SDI and Navigation Department
Russia	The Federal Service for State Registration, Cadastre and Mapping	Viktor Kuznetsov	Deputy Head of SDI and Navigation Department
Sweden	Swedish Mapping, Cadastre and Land Registration authority	Owe Palmér	Senior Adviser
USA	US Geological Survey, Alaska Science Center	Carl Markon	Deputy Regional Executive – Alaska Area

### 1. Welcome and review of the previous protocol

Magnús Guðmundsson, Director General of the National Land Survey of Iceland welcomed everyone to Iceland and opened the meeting. An introduction of each participant was made (tour de table) and the previous protocol is reviewed with focus on made decisions. Magnús informed that Canada was prevented to participate in the meeting. However Douglas O'Brien participates via Skype.



## 2. Appointment of chairman and secretary of the meeting

Magnús Guðmundsson is appointed as a Chairman of the meeting.  
As secretary of the meeting Eydís Líndal Finnbogadóttir is appointed.

## 3. Purpose of the meeting and approval of the Agenda

It is noted, that the main purpose of the meeting is to approve the Project Plan and to constitute the project organisation. This means that a number of decisions need to be taken during this meeting, including:

- Approval of the Project Organisation
- Approval of the Project Plan
- Approval of the establishment of the MOUs.

As mentioned already in Brussels (October 2010) each participating organisation should discover out what kind of resources they can provide to the project, i.e. specialists in different fields e.g. organizational, economic and legal specialists as well as technical experts on metadata, standardisation, cartography, IT-development, etc. It was emphasised that the project plan is a dynamic document that will form the basis for the future work.

The Chairman presents the agenda. The agenda is completed with two more items under § 10, other questions.

The agenda is then approved. It is also agreed to have a signed protocol at the end of the meeting.

## 4. Status report Arctic SDI

Owe Palmér and Martin Skedsmo gave a brief overview of the Arctic SDI project, its background and status, to welcome the new Arctic SDI coordinators to the meeting.

After this, a review of the activities taken after the Kick off meeting in Brussels with its focus on establishing the Project Plan are given. The work with the Project Plan was started during a workshop in Katterjåkk (Northern Sweden), and followed by several workshops in Katterjåkk, Tromsø and Kiruna. The Executive Project Staff has received fruitful comments from the project participants on the project plan. These comments have been reviewed and they have been incorporated into the latest version of the Project Plan, to be approved during this meeting.

During this period, meetings were held in Akranes, Reston, Ottawa with the mapping agencies of Iceland, USA and Canada and Tom Barry, representing CAFF/Arctic Council, where the main topic was to work on the organisational structures and the project plan itself. During these meetings, new input to the organisational structures has been received and the idea of having an Advisory Board to support the Project and its Board.

As a result of these meetings a status report has been compiled and distributed to the Arctic Coordinators and the Arctic Community throughout the Arctic Council.



Due to the exchange of contact person representing Greenland, a workshop in Copenhagen took place in March in order to introduce the new appointed Coordinator (Inge Thaulow) to the status of the Arctic SDI. During this meeting the Arctic SDI coordinator from KMS also attended.

The Arctic SDI has also been presented during the GSDI conference in Singapore in the end of October 2010. The project has also gathered interest outside the Arctic community, for example from UNSDI, OGC, EuroGeographics, EEA amongst others.

#### **5. Status report Arctic Council/CAFF**

Tom Barry, CAFF and Arctic Council liaison gives a brief overview of CAFF and Arctic Council activities after the Kick off meeting in Brussels. There has been a CAFF biennial meeting in Akureyri in January/February, gathering CAFF representatives from all the Arctic Countries, where the Arctic SDI was on the agenda, presented by Tom Barry. This was followed by a SAO meeting in Copenhagen in March.

Tom emphasised the importance of using maps to better present scientific statistics and present complex ideas and concepts to policy makers and others.

#### **6. Presentation of the Project Plan**

Owe and Martin gave an overview of the Project Plan and the story behind it.

The plan has been distributed to all Arctic Coordinators twice and received viewpoints and comments have been implemented in the document – the Project Plan then being a joint document of the Arctic Coordinators. The main focus during the presentation is on three items

- ✓ ***Project organisation***
- ✓ ***Vision strategies and work packages.***
- ✓ ***MOU***

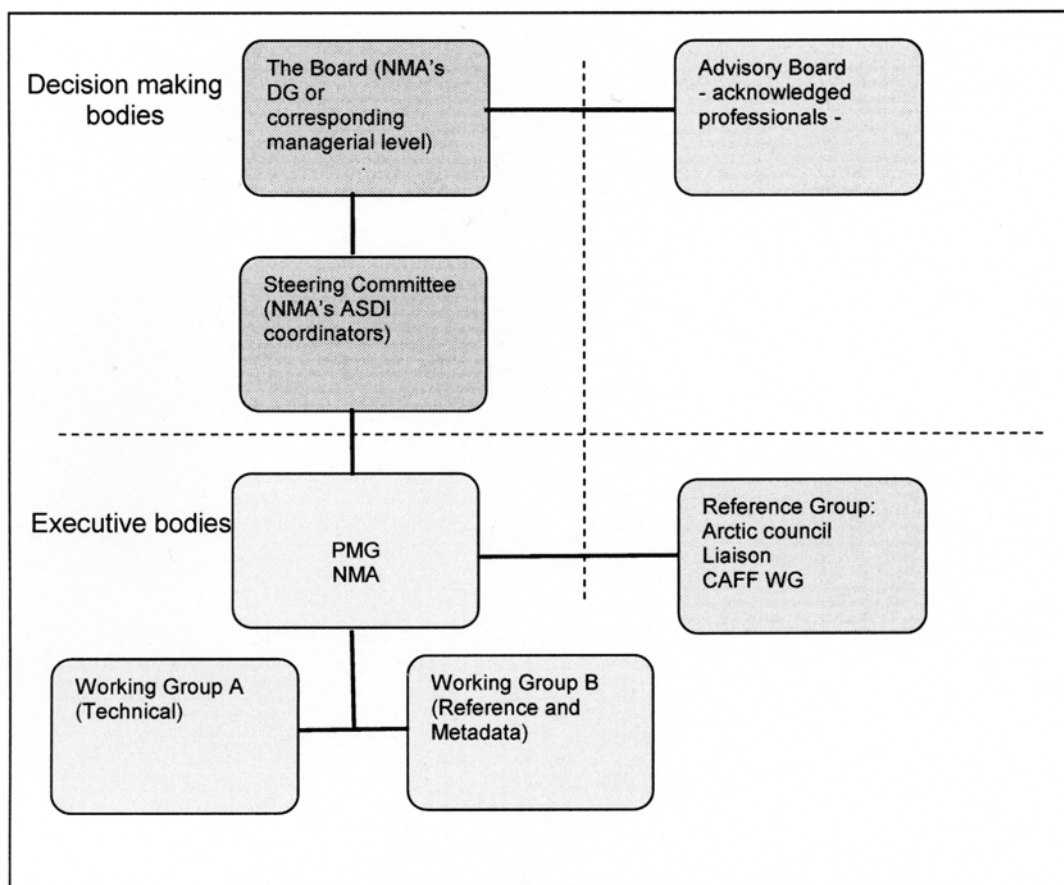
It is noticed and discussed:

- The importance of pricing and licensing discussions early in the project
- Could the Arctic SDI be used to further look into the use of natural resources in the high north.
- Metadata is an important part of national reference data.
- Main purpose should be clearer to better sell the Arctic SDI concept.



### Project organisation

The presented organisation, refer to below, consists of an *Advisory Board*, a *Board*, *Steering Committee*, *Project Management*, *Technical Working Groups* and finally the *Reference Group* representing the user community.



#### **The Advisory Board:**

The role of the Advisory Board is to support the Board and the Project and to promote the Arctic SDI concept.

The proposed Advisory Board comprises the following persons:

- Fraser Taylor, Distinguished Research Professor, FRSC Department of Geography & Environmental Studies Carleton University, Chair, International Steering Committee for Global Mapping.
- Jacqueline McGlade, Executive Director European Environment Agency
- Robert Corell, Chair, The Climate Action Initiative, Principal, Global Environment and Technology Foundation and its Center for Energy and Climate Solutions (DC) and Professor II and Arctic Chair at University of Tromsø and Saami University College (Norway).



It is decided:

- Advisory Board should be named Advisory Group.
- The Advisory Group should be completed with representative from Russia and the GSDI Association.

**The Board:**

The main role of the Board is to guide and monitor project work and deal with any negligence. It is responsible for guiding the project to successful completion.

The Board comprises the following persons:

- Magnús Guðmundsson; Director General, NLS of Iceland, Chair – on behalf of the Nordic NMAs (Denmark (Faeroes), Finland, Greenland Iceland, Norway, Sweden)
- Canada – to be announced
- Russia – to be announced
- Carl Markon, Deputy Regional Executive – Alaska Area, US Geological Survey, USA

It is decided:

- Magnús Guðmundsson is pointed out as Chair of the Board.
- The Chairmanship will rotate every second year.
- The Board will meet at least once a year.
- The Chair of the steering committee will be assigned to the board to act as the link between the board and the steering committee.

**The Steering Committee:**

The Steering Committee will have the overall responsibility for the project and for the co-ordination of work between the participants.

The Steering Committee comprises the following persons:

MEMBERS	ORGANISATION	E-MAIL
Owe Palmér	Senior Adviser, National Land Survey of Sweden	ove.palmer@lm.se
Martin Skedsmo	Arctic Coordinator, Norwegian Mapping and Cadastre Authority	martin.skedsmo@statkart.no
Heli Ursin	Head of international affairs, National Land Survey of Finland,	heli.ursin@nls.fi
Vladimir Obinyakov	Head of SDI and Navigation Department, Rosreestr, Russia.	vbo813@rambler.ru
Inge Thaulow	Head of Department of Spatial Planning, Government of Greenland	inth@nanoq.gl
Eydís Líndal Finnbogadóttir	Head of Service and SDI, National Land Survey of Iceland	eydis@lmi.is
Jens Peter Weiss Hartmann	Senior Adviser, National Land Survey of Denmark and the Faroe Islands	JEPHA@kms.dk
Douglas O'Brien	Director for Centre for Topographic Information, NRCan	Douglas.O'Brien@nrcan-nrcan.gc.ca





Douglas Nebert	Senior Advisor US Geological Survey, USA	ddnebert@usgs.gov
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Proposed standardized meeting routines for the SC:

Proposed Meeting frequency and principle

The SC has to meet frequently - to follow up on the proposed progress in the Arctic SDI project plan. Whenever feasible, internet meetings would be preferred. If possible, meetings could also be held back to back with Global Mapping conferences, Arctic Council Deputy Minister meetings, SAO and other upcoming conferences.

The SC has the authority to alter its constitution and to recruit external expert assistance

Invitation to the meetings

Invitation to the meetings have to be sent at least six weeks before a meeting and the material for the meetings have to be sent at least two weeks in advance. Decisions on the next meeting place and time should be taken in end of each meeting.

Legality and quorum of the meeting

The meetings are considered to be legal and have quorum if they have been summoned in due order.

Protocols from the meetings

The meetings shall be documented in writing and the protocols have to be delivered to the members of the SC and WG within two weeks after meetings.

The protocols can either be approved in writing by all present members of the Steering Committee immediately after a meeting has ended, or are considered to be approved if none of the members of the SC has expressed a dissenting opinion within four weeks after sending the protocols. The main rule shall be to approve the protocols in writing immediately after meetings.

It is decided:

- Inge Thaulow is recommended as Chair of the Steering Committee, to be confirmed by the government of Greenland.
- The Chairmanship will rotate every second year.
- The Chairman of the Steering Committee should be assigned to the Board Meetings.

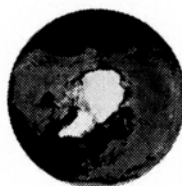
**The Project Management Group**

The Steering Committee will appoint the Project Management Group from within the Steering Committee itself. The Project Management Group will be responsible of the daily work to seek progress of the Arctic SDI. The Project Management will report directly to the Steering Committee.

The Project Management will have at their disposal Working Groups with resources necessary to accomplish the assigned tasks. The Project Management will be responsible of the establishment of the Working Groups.

It is decided:

- Owe Palmer and Martin Skedsmo will serve as the Project Management Group

**Proposed Working Groups:**

- *Working group A* will be responsible of design, architecture and standards for development of the Arctic SDI based on use of open source technology.
- *Working group B* will be responsible of establishing a catalogue of existing and available reference data, specifications included and metadata.

It is decided:

- There is a need for *Working group C* responsible of Data Access Terms.

**The Reference Group:**

The Arctic Council and its Working Groups, represented by CAFF, are participating in the Arctic SDI project work as *Reference Group*, representing the user community and thus exercising influence on the project and its results. The Reference Group representative can be co-opted to the Steering Committee as required.

It is decided:

- Tom Barry is pointed out as Contact person for the Reference Group.
- Tom Barry is assigned to the Steering Committee Meetings.
- The Reference Group should be placed at the same level as the Steering Committee.
- The Reference Group might adopt more representatives of user groups when needed.

**Vision strategies and work packages**

During the kick off meeting in Brussels, the Vision of the project from the Concept document was further elaborated and agreed upon.

To reach this vision, three strategies are defined. To fulfil the strategies, work packages are defined – one or more work packages defining each of the strategies.

The work packages are again divided into activities, defining the work more in detail, timeframe and responsibility.

The three strategies are as follows:

- *Project organisation in function*
- *MOUs regulating each participant's involvement and responsibilities within the Arctic SDI project will be elaborated and signed.*
- *A joint Arctic SDI will be elaborated - combining into one view national reference data and thematic information.*

**Memorandum of Understanding (MoU)**

Due to the involvement of several organisations, there is an urgent need for signed documents between the parties. To handle this issue, the executive project staff proposes establishment of a MoU. Expressing the convergence of will between the parties, indicating an intended common line of action.



A signed MoU between all NMAs regulating each organisation's responsibility, the decision-making process, detailed co-operative organisation, financing of common undertakings and implementation will be established. At the same level, a signed MoU with thematic data providers (the Arctic Council Working Groups and others) concerning data provision and data policy, e.g. specifications, standards, quality, terms and conditions for use of the data, etc. will be established.

A draft skeleton to an MoU is presented and discussed.

It is decided:

- Owe Palmer and Martin Skedsmo, the Project Management Group, will distribute the first draft of the MoU.
- The final MoU is to be signed by the Board.

**7. Financing**

It is noted that:

- The project has received financial support from Nordic Council of Ministers and the government of Greenland.
- The project has possibilities to apply for financial support from Nordregio.
- The project should apply for mutual financial support.
- Each participating country looks further into internal funding.

**8. Summing up day one by the Chairman**

The Chairman gives a short review of the first day, thanking the Executive Project Staff for the presentations made and for the work with the Project Plan.

He concludes that there are several important decisions to be made.

**9. Approval of the Project Plan and next steps**

Day two starts with a short review of yesterday's presentation by Martin Skedsmo and Owe Palmer. The Chairman asked the participants for further comments on the Project Plan.

It is decided:

- The meeting approves the Project Plan, version 1.0, April 6, with completions according to earlier decisions in this protocol.
- The revised Project Plan will be distributed together with the Protocol within one week. PMG will be responsible of this.





## 10. Any other business

### The following issues were handled:

- The Arctic SDI homepage was demonstrated.
- Vladimir gave a presentation on the situation in Russia on reference data and SDI noting the importance of the choice of scale, concluding that 1:300 000 would be optimal.
- Douglas gave an overview on the situation in Canada concerning reference data.
- Governance of the project was discussed and will be discussed at a later stage.
- Vladimir Obinyakov gave a short introduction to the governmental and institutional infrastructure related to mapping in Russia and the upcoming changes.
- A question is raised concerning the project plan to be a CAFF report. Tom Barry informs that it will not be a CAFF report, but a CAFF facilitated report, organised with the support of funding from the Council of Nordic Ministers. It is agreed that the layout of the project plan will be distributed and approved by the Steering Committee before being printed. Logos for this are needed, and it is decided that every participating agency provides Tom Barry with these as soon as possible.
- Tom proposed the idea of making a scenario on the use of the Arctic SDI to better promote it – as a communication and outreach tool to highlight the need for the Arctic SDI and disadvantages of not having it. The PMG and Tom Barry will look into this issue and have a demo ready for September.
- It was suggested to involve young scientists/professionals in the work of the Arctic SDI as a way of broadening involvement in the project and providing benefits to both groups. APECS (Association of Polar Early Career Scientists) has an MoU with CAFF and could act as a vehicle for this cooperation.

## 11. Confirmation of time and place for the next meeting

It is decided that the next meeting shall take place in September, 2011 to follow up on decisions taken in April – and to inform about current status of the Arctic SDI project. Vladimir Obinyakov will look into the possibilities of arranging the next meeting in Russia, and will get back to the PMG with an answer on this by the end of April.

## 12. Closing the meeting

The Chairman thanks everyone for active and constructive participation, and wishes everyone a safe trip home.

Eydis Líndal Finnbogadóttir, *Appointed Secretary of the Meeting*



This protocol is today, Wednesday, April 6, 2011, approved/signed by the appointed National ASDI Coordinators.

Douglas O'Brien, NRCAN, Canada: <i>Participated via Skype and acknowledge the protocol</i>	
Flemming Nissen, KMS, Denmark:	<i>Flemming Nissen</i>
Heli Ursin, NLS, Finland:	<i>Heli Ursin</i>
Carl Markon, USGS, USA:	<i>Carl Markon</i>
Inge Thaulow, Government of Greenland:	<i>Inge Thaulow</i>
Magnus Guðmundsson, NLS, Iceland:	<i>Magnus Guðmundsson</i>
Tom Barry, AC CAFF:	<i>Tom Barry</i>
Martin Skedsmo, NMCA, Norway:	<i>Martin Skedsmo</i>
Vladimir Obinyakov, Rosreestr, Russia:	<i>Vladimir Obinyakov</i>
Owe Palmér, Lantmäteriet, Sweden:	<i>Owe Palmér</i>