

Version 06, 26 October 2015

October 2015 ARCTIC SDI NCP MEETING

DRAFT AGENDA

Logistics

Point of time:

October 26 - 28, 2015

Locality:

University of Waterloo, Waterloo, Ontario, Canada

Meeting language:

English

Main purpose of the meeting:

- Pan Arctic Digital Elevation Model
- Follow up June 2015 and August 2015 Board Meetings
- Execute Arctic SDI National Contact Point obligations
- Plan the process leading up to the next ordinary Board Meeting, June 2016
- Plan Web Board Meetings

General meeting schedule and meeting rooms:

Monday 26 October:	9:00 – 10:15 am	Multipurpose Room B, Federation Hall
	10:30 am – 18:00 pm	MR1 Christie Digital Room, Accelerator Centre
Tuesday 27 October:	See Agenda from Tracy Fuller	
Wednesday, 28 October	9:00 am – 12:00 am	MR1 Christie Digital Room, Accelerator Centre

NB: Arctic SDI NCPs will participate in the Pan-Arctic DEM Workshop introduction Monday 26 October 9:00 – 10:00 am in the Multipurpose Room B, Federation Hall, followed by coffee.

For Map and directions between hotel and venues please see this link:

<https://www.google.com/maps/dir/Delta+Waterloo,+Erb+Street+West,+Waterloo,+ON,+Canada/Federation+Hall,+Waterloo,+ON+N2L+3G5,+Canada/Accelerator+Centre,+Hagey+Boulevard,+Waterloo,+ON,+Canada/@43.4698799,-80.5520868,15z/data=!4m20!4m19!1m5!1m1!1s0x882bf411a1796247:0x540ed58d99b86bc3!2m2!1d-80.5287597!2d43.462883!1m5!1m1!1s0x882bf6ab9089330f:0xad2c9552ea3c0b87!2m2!1d-80.5485057!2d43.4731816!1m5!1m1!1s0x882bf154a15e1049:0x19ae946fefbc593a!2m2!1d-80.5490996!2d43.4774659!3e0>

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Overall schedule for the NCP meeting and Arctic DEM Workshop:

Monday 26 October 21

9:00 – 10:00 am	Introduction to Polar Geospatial Center DEM activities	(Federation Hall)
10:00 - 10:15 am	Coffee Break	(Federation Hall)
10:30 – 11:45 am	NCP Meeting	(Accelerator Centre)
12:00 am - 1:00 pm	Lunch with DEM colleagues	(Federation Hall)
1:15 - 3:00 pm	NCP Meeting	(Accelerator Centre)
3:00 - 3:15 pm	Coffee Break	(Accelerator Centre)
3:30 - 4:45 pm	NCP Meeting	(Accelerator Centre)
4:45 - 5:00 pm	Break	(Accelerator Centre)
5:00 - 6:00 pm	NCP Meeting	(Accelerator Centre)

Tuesday 27 October

8:00 am – 12 pm	Open Pan-Arctic DEM Workshop	(West Wing, University Club)
12:00 am – 1 pm	Lunch for NCPs & Technical Workshop Attendees	(at PDFII venue)
1 pm – 6 pm	NCP Meeting / working in groups	(to be determined)

Wednesday 28 October

8:45	Coffee and pastries	(Accelerator Centre)
9:00 am – 12 pm	Joint meeting of Arctic SDI NCP and DEM Experts	(Accelerator Centre)

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Participants:

COUNTRY	ORGANIZATION	NAME	Arctic SDI relation
Canada	Natural Resources Canada, Canada Centre for Mapping and Earth Observation	Cameron Wilson	National Contact Point Secretariat Communication WG Strategy WG
Denmark	Danish Geodata Agency	Peter Pouplier	National Contact Point Secretariat Communication WG Strategy Working Group WG on Operational Policies
Finland	National Land Survey of Finland	Heli Ursin	National Contact Point Secretariat Strategy Working Group
Iceland	National Land Survey of Iceland	Eydís L. Finnbogadóttir	National Contact Point Strategy Working Group
Norway	Norwegian Mapping Authority	Kåre Kyrkjeeide	National Contact Point Secretariat Communication WG Strategy Working Group
Russia	The Federal Service for State Registration, Cadastre and Mapping	Andrey Mukhin	National Contact Point
Sweden	Swedish Mapping, Cadastre and Land Registration Authority	Owe Palmér	National Contact Point Secretariat Communication Strategy Working Group
USA	U.S. Geological Survey	Lorna Schmid	Chair National Contact Point Secretariat Communication Strategy Working Group WG on Operational Policies
Co-opted for discussions on Pan Arctic DEM			
Canada	Natural Resources Canada	Nouri Sabo	Pan Arctic DEM
Canada	Natural Resources Canada	David Belanger	Pan Arctic DEM
Denmark	Danish Geodata Agency	Andrew Flatman	Technical Working Group Pan Arctic DEM
Finland	National Land Survey of Finland	Olli Sirkiä	Pan Arctic DEM
Iceland	The National Land Survey of Iceland	Guðmundur Valsson	Pan Arctic DEM
Norway	Norwegian Mapping Authority	Ole Christian Kjekshus	Pan Arctic DEM
Russia	The Federal Service for State Registration, Cadastre and Mapping	Nikolay Kazeev	Pan Arctic DEM
Sweden	Swedish Mapping, Cadastre and Land Registration Authority	Andreas Berg	Pan Arctic DEM
USA	U.S. Geological Survey, National Geospatial Program	Tracy Fuller	Pan Arctic DEM
USA	U.S. Geological Survey, Earth Resources Observation and Science (EROS) Centre	Jason Stoker	Pan Arctic DEM

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Meeting Documents:

Arctic SDI Governance Document (Website) and Google Doc Link

Agenda item:

- 3) June 2015 Copenhagen Board Meeting – Minutes (Website)
June 2015 Copenhagen Board Meeting – Table of Decisions and Actions (by USA - [google link](#))
- 3.1) Mail to Board from Secretariat concerning Communication WG lead 27 August 2015 (Website)
- 3.2) Draft Memo to the Board on strategy implementation objective 1 (*pending USA*)
- 3.3) Memo to NCP's on Glossary of Terms (by Canada – website)
- 3.4) Memo to NCP's on OGC Pilot (by Canada – website)
- 4) August 2015 New York Board Meeting – Minutes (*pending USA*)
August 2015 New York Board Meeting – Table of Decisions and Actions (by USA - [Google link](#))
- 5) Sept 2015 Tromsø Meetings - Minutes (*pending NCP/USA*)
Sept 2015 Tromsø Meetings - Table of Decisions and Actions (by USA - [google link](#))
- 5.1) CAFF Memo to Arctic Senior Officials on the Status of the Arctic SDI (circulated by USA)
Arctic SDI Breakout Readout for the Senior Arctic Officials (*to be circulated by USA*)
- 5.2) Draft Memo to the Board on the Tromsø meeting (*pending draft from NCP/USA*)
- 5.3) Draft e-mail to Arctic Council WG Chairs and Secretariat (by Norway - website)
- 6.1) Draft schedule for June 2016 Board Meeting, Alaska (by Denmark - website)
- 6.2) Mail to NCP's on Geoportal “Introduction and Disclaimer” 21 Sept. 2015 (by Denmark - website)
- 6.3) Memo to NCP's on Arctic SDI Assessment (by Canada - website)
- 6.4) Memo to NCP's on Arctic Spatial Information Management White Paper (by Canada – website)
- 6.5) Arctic SDI Calendar (website)
- 6.6) List of members of the Arctic SDI groups – (Website – see under “Organisation”)

Documents can be found on the Arctic SDI website: Member Area / National Contact Points. You have received password by e-mail. <http://arctic-sdi.org/index.php/national-contact-points-2/>

Google Docs: Updateable Tables of Decisions and Actions from Board Meetings, Tromsø and Waterloo planning will be used to update status and capture meeting information can be reached on: <https://drive.google.com/folderview?id=0B4H7CnhQUG-7UW1jMnpjUnh2c1k&usp=sharing>

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Remote Participation – Skype & WebEx

We will use Skype (arcticsdi for NCP Meeting) and WebEx as necessary to conduct the meeting for remote participants (note: can also be used if there is a travel emergency)

WebEx Links: Use the link below for the meeting you will be attending. **Password for both meetings is: waterloo2015**

Pan-Arctic DEM Workshop (Monday & Tuesday) (If you join this meeting, someone can let you know via the chat feature the Skype name being used)

<https://usgs.webex.com/usgs/j.php?MTID=m6b51654a26758f70e8014b5284c28225>

Arctic SDI NCP Meeting (Monday & Wednesday)

<https://usgs.webex.com/usgs/j.php?MTID=m7f744126cac683c76966fa695050fefb>

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AGENDA:

Monday 26 October 2015

10:30 am – 6:00 pm

9am – 10:15am in Federation Hall: Introduction to Polar Geospatial Center DEM Activities

- 1. Welcome by the Host and opening of the meeting (Host Canada) (5 minutes)**
- 2. General Business (Chair) (5 minutes)**
 - 2.1. Approval of the agenda and appointment of Secretary**
- 3. June Board Meeting (Copenhagen) - follow up on Decisions and Action Items with special focus on:**
 - 3.1. Lead for Communication Working Group / Secretariat US**
 - 3.2. Strategy implementation**
 - Vision and mission / Secretariat US
 - Objective 1 implementation process / Strategy WG
 - 3.3. Glossary of Terms / Strategy WG, lead Canada**
 - 3.4. OGC Pilot / Strategy WG, lead Canada**
 - 3.5. Inventory of mapping priorities and projects / Secretariat US**
 - 3.6. Other issues from the Table of Decisions and Actions / Secretariat US**
- 4. August Board Meeting (New York) – follow up on Decisions and Action Items / Secretariat US**
- 5. Tromsø meeting follow up**
 - 5.1. Information to the Senior Arctic Officials Meeting, October 2015 / lead Secretariat USA**
 - Memo on the Status of the Arctic SDI / lead USA
 - Arctic SDI Breakout Readout for the SAO's
 - 5.2. Draft Memo to the Board on the Tromsø meeting / NCP USA**
 - 5.3. Draft e-mail to Arctic Council Working Group chairs and Executive Secretaries and the Arctic Council / Secretariat, lead Norway**
- 6. Other issues**
 - 6.1. Approve schedule for the preparation of the 2016 Board Meeting / Secretariat, lead Denmark**
 - 6.2. Operational Policies – draft “Introduction and Disclaimer” for the Geoportal, lead Denmark**
 - 6.3. Strategy WG – Arctic SDI Assessment / lead Canada**
 - 6.4. Strategy WG - Arctic Council Information Management Policy draft, lead Canada**
 - 6.5. Arctic SDI representation and presentation at prioritized conferences and meetings – Calendar of Events, lead USA**
 - 6.6. Update list of national members of the Arctic SDI groups, lead Denmark**
 - 6.7. How to publish documents and to use the Arctic SDI Website – general guidelines and process for consistent review and approval for documents that will reside on the Arctic SDI website – recommendations to the Communication WG, lead Sweden**
- 7. Preparation of the joint NCP/DEM-expert meeting 28 October – Pan Arctic DEM**

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Wednesday 28 October 2015 9:00 am – 12:00 pm

Joint Meeting of Arctic SDI NCPs and Technical Representatives: Pan-Arctic Digital Elevation Map

- Discuss status, challenges, Arctic SDI involvement, Governance, process,
- Outline Executive Summary with technical and administrative (governance options) documentation of Workshop results, expectations and understanding by participants (memo to the Board).

Draft