

Date: October 21, 2015

MEMORANDUM

FROM: Cameron Wilson, National Contact Point Canada

SUBJECT: Arctic SDI Glossary of Terms

OBJECTIVE: The goal of this project is to provide a common list of technical and general terms to facilitate internal communication amongst the 8 National Mapping Agencies (NMAs) and external communication with Arctic SDI stakeholders.

BACKGROUND: During the June 2015 Arctic SDI Board meeting, Board members discussed the need for a Glossary of Terms to provide a clear determination of these groups and reflect the associated roles and requirements that go along with each (see Appendix A - *Extract from the June 2015 Board Meeting Minutes*). Additionally, the Glossary of Terms will aid in consistent internal and external communication for the Arctic SDI.

OUTPUT: Arctic SDI Glossary of Terms endorsed by the NMAs and available via the Arctic SDI website for Arctic SDI stakeholders

PROJECT PHASES: This project will occur in two phases.

Phase 1: Research existing spatial glossaries and associated documents and build the list of terms for the glossary of terms (September – October 2015)

Phase 2: Consult with National Mapping agencies and complete the definitions for the existing and new terms (October – December 2015)

CONSULTATION WITH NATIONAL MAPPING AGENCIES

We are requesting feedback to enhance the preliminary Arctic SDI Glossary of Terms (see *Instructions* in Appendix B - *Steps to Create the Arctic SDI Glossary of Terms*).

Appendix A – Extract from the June 2015 Board Meeting Minutes

“Consistent Use of Terms

Great job, however it was noted that there could be improved consistency in the use of terms with regard to users, stakeholders and data providers. Some places it is Arctic Council WG, some places it is relevant Arctic stakeholders, etc. The Board discussed the need for a Glossary of Terms to provide a clear determination of these groups and reflect the associated roles and requirements that go along with each. Additionally, the Glossary of Terms will aid in consistent internal and external communication for the Arctic SDI.

ACTION: Following the development and approval of the Glossary of Terms (See Section 7.5) the Strategy Working Group will go through the Strategy documents for consistent use of terms.

7.5 Glossary of Terms. Lead: Strategy Working Group

The Chair stated that the National Contact Points, Strategy Working Group and Working Group leads requested a Board decision regarding which working group should be responsible for the Glossary of Terms.

There was consensus by the Board that there is a need to understand terms and allow for a consistent use across documents. Users can be providers of data and they can be users of the data. Future agenda items rely on the consistent use of terms. Often the reason that it takes a long time for the Arctic SDI to move forward is because of different understandings of the same terms

ACTION: The Arctic SDI Board has identified the Strategy Working Group as the lead for development and management of the Arctic SDI Glossary of Terms.”

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Appendix B – Steps to Create the Arctic SDI Glossary of Terms

Instructions - Consultation with NMAs:

Please review step 2 by November 16, 2015 (see the instructions below in red). This review will take less than 20 minutes.

Step 1 (completed by Canada, October 2015):

1. Desktop research to inventory glossaries and associated documents.
2. The glossary available in the [Spatial Data Infrastructure \(SDI\) Manual for the Americas](#) was imported in MsExcel. Non-relevant terms were deleted.
3. New terms were added from different sources (color-coded with the page number from where it originated in the document):
 - [Arctic-SDI-Strategic-Plan-2015-2020_June-2015](#)
 - [Arctic-SDI-Roadmap_June-2015](#)
 - [Arctic-SDI-Implementation-Plan_June-20125](#)
 - [Arctic SDI Fact Sheet](#)
 - [Canadian Geospatial Data Infrastructure - Overview](#)
3. Eight new columns were added to facilitate consultation with NMAs.
4. The MsExcel table was imported in Google Drive to ease modifications by numerous users at the same time.

Step 2: Due: November 16, 2015. All NCPs and TWG to validate which definitions should be included or not. Please review the “Term” column (but not the column *Definition*; the review of the definitions will occur at a later stage) in the spreadsheet *Arctic SDI Glossary V1.xlsx*,

<https://drive.google.com/folderview?id=0BwNhOMLWgzfCZmU2SDg1OGhydkE&usp=sharing>

- If a term needs to be deleted, please insert “R” in your country’s column.
- If a term is missing from the list, please add it at the bottom of column *Term* by inserting a new row and tag it with the letter “A” in your country’s column.

Step 3: Due: December 1, 2015. Selected NCP and TWG members to review definitions. Package with consensus definitions will be distributed to NCPs.

Step 4: Due: December 16, 2015. NCP approval of glossary of terms.