**AGENDA**

**ARCTIC SPATIAL DATA INFRASTRUCTURE STRATEGY MEETING – FALL 2014**

**Date:** September 4th and 5th, 2014. Meeting times are detailed on page 2.

**Location:** Reykjavík, Iceland at the Grand Hotel [Keflavík International Airport – KEF]

**Meeting language:** English

**Meeting objectives:**

1. Approve Terms of Reference and Activity Plan,
2. Discuss format, content and timeline for Strategy.

**Meeting documentation:** Agenda, Draft Terms of Reference, Draft Activity Plan, Framework Document (13 June 2014)

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| --- | --- | --- | --- |
| **COUNTRY** | **ORGANIZATION**  | **NAME**  | **POSITION** |
| ***Board members:*** |  |  |  |
| United States | US Geological Survey | Carl Markon | Deputy Regional Director |
| Finland | National Land Survey of Iceland | Heli Ursin | Head of International Affairs |
| Other Participants | TBD | TBD | TBD |

**Proposed Times:**

4 Sep 2014

* 8:30 – Tea/Coffee
* 9:00 – Opening of the meeting (Carl Markon)
* 9:10 – Agenda agreed/work starts
* 12:00 – Lunch
* 13:30 – Meeting re-convenes
* 15:00 – Break
* 15:15 – Meeting re-convenes
* 17:00 – Meeting adjourns
* 19:00 – Potential non-hosted group dinner

5 Sep 2014

* 8:30 – Tea/Coffee
* 9:00 – Meeting continues
* 10:30 – Break
* 10:45 – Meeting re-convenes
* 12:30 – Lunch
* 14:00 – Meeting re-convenes
* 15:30 – Summary of decisions of the meeting
* 16:00 – Meeting close and adjournment

**AGENDA**

**1.** Welcoming and opening the meeting and including tour de table (Carl Markon - USA)

**2.** Approval of the Agenda

**3.** Assignment of a note taker for the meeting

**4.** Determine Co-Leads personnel for the Strategy Working Group

**5.** Approve Terms of Reference and Activity documents

* 1. Review, edit and approve Terms of Reference
	2. Review, edit and approve Activity Plan
1. Decision on major objective of the Arctic SDI Strategy

	1. Major aims and purpose of the Strategy
	2. Major priorities of the Strategy
2. Decision on Strategy Document details for the Arctic SDI Strategy

	1. Type of document
	2. Content and length
	3. Document structure
	4. Define types of supporting documents

		1. Purpose of supporting documents
		2. Content of supporting documents
3. Determine division of work for the Strategy Document

	1. Addition of further content
	2. Coordination with other Working Groups

**9.** Any other Business

**10.** Confirmation of next meeting – date and venue