

19-20 February 2014

Winter 2014 ARCTIC SDI BOARD MEETING

PROTOCOL

Point of time: February 19 and 20, 2014 (two day meeting)

Locality: USGS Headquarters, Reston VA, USA

Meeting language: English

Main purpose of the meeting:

- Signing of Memorandum of Understanding
- Approval of Arctic SDI Plan including Appendixes (Governance, Organisation, Activities, division of task)
- Approval of Action Plan for establishing the Arctic SDI Web Map Service
- CAFF proposal and Senior Arctic Official Meeting.

Documents attached:

- ArcticSDI Plan - draft

Documents to be forwarded:

- Report from Copenhagen

In attendance:

COUNTRY	ORGANISATION	NAME	POSITION
<u>Board members:</u>			
Russia	The Federal Service for State Registration, Cadastre and Mapping	Denis Solodovnikov	Deputy Director, Rosreestr
Canada	Canada Centre for Mapping and Earth Observation, Earth Sciences Sector, Natural Resources Canada	Prashant Shukle	Director General
USA	U.S.Geological Survey, Alaska Area	Carl Markon	Deputy Regional Director
Iceland	National Land Survey of Iceland	Magnús Guðmundsson	Director General
Denmark	Geodata Agency	Kristian Møller	Director General
Sweden	Swedish Mapping, Cadastre and Land Registration authority	Bengt Kjellson	Director General
Finland	National Land Survey of Finland	Arvo Kokkononen	Director General

Norway	Norwegian Mapping Authority	Helge Onsrud	Director (alternate)
<u>Co opted</u>			
Sweden	Swedish Mapping, Cadastre and Land Registration authority	Owe Palmer	PMG Steering Committee
Canada	Canada Centre for Mapping and Earth Observation, Earth Sciences Sector, Natural Resources Canada	Ann Martin	Director
Sweden	Swedish Mapping, Cadastre and Land Registration authority	Fredrik Persäter	Chairman TWG
USA	U.S. Geological Survey	Dr. Ingrid Maria Verstraeten	Chief Europe, Russia, Central Asia and International Organizations, International Programs, Director's Office

PROTOCOL

1. Welcome by the Host Country

2.

- Dr. Ingrid Maria Verstraeten and Dr. Carl Markon, USGS, welcomed the members of the ASDI Board.

3. Opening of the meeting

- Magnús Guðmundsson, Director General, National Land Survey of Iceland and Chair, ASDI Board opened the meeting.

4. Approval of the protocol from Ottawa

- The Protocol from the ASDI Board meeting in Ottawa, March, 2014 was approved.

5. Appointment of new Chairman of the Board – Iceland to Canada

- Members of the Board appointed Prashant Shukle, Director General, Canada Centre for Mapping and Earth Observation (Canada) as Chair, ASDI Board. Canada will hold the chair until 2015 at which time the Chair will pass to the USA since the USA assumes chairmanship of the Arctic Council in 2015.

6. Approval of the agenda

- The Board approved the agenda.

7. Appointment of Secretary

- Ann Martin (Canada) was appointed as the secretary for the ASDI Board meeting.

8. Signing of the Memorandum of Understanding (MoU)

- Denmark will be representing Greenland at the meeting. Greenland has already approved the MoU.

- English, French and Russian versions have been reviewed by all jurisdictions except the USA.
- Dr. Ingrid Maria Verstraeten, USGS, indicated that USA would like to sign the MoU, however the French and Russian versions of the MoU must also be reviewed by the State Department. American policy requires that translations need to be reviewed is “identical and equivalent.” While the USGS will advise State Department that they would appreciate the language review taking place in as timely a manner as possible. She advised that the USA Board Member must wait for the results of the comparison review and is not able to sign at this time.
- After discussion, it was decided that all countries that are comfortable signing the MOU will do so tomorrow (February 20, 2014.) All countries agreed to continue working on the various pieces of the ASDI work.
- The language review will take place in USA. If no issues are identified, then the USA will sign administratively. If significant changes are required, the ASDI Board will re-open the discussion regarding the wording of the MOU in good faith.
- All countries, with the exception of the USA, signed the Memorandum of Understanding in English, French and Russian on February 20, 2014.

Action Item 1: USA to conduct language review of the English, French and Russian versions of the MOU and report the findings to the Executive Board.

9. Status report from Steering Committee Copenhagen – for information

- Owe Palmer, PMG Steering Committee presented the status report from the Steering Committee Meeting, Copenhagen, January 22-23, 2014. (see presentation)

10. Arctic SDI Plan

- Fredrik Persäter and Owe Palmer (Sweden) presented a slide presentation on the ASDI Plan. (see attached).
- After discussion it was agreed that the Arctic SDI Plan was, in fact, more of a framework document than a plan.
- Board members discussed the need for a one page document for audiences not familiar with the Arctic SDI project and the work of the ASDI Board.
- The Board agreed to use the document “Arctic SDI Plan (doc name)” as a strategic living document for the partners in Arctic SDI cooperation”. The Board requested a clarification of several issues in the “Plan” document that will be worked on over the next few months:
 - a. Names on Point of Contacts and and Contact Points for Lead Countries (Activities)
 - b. Terms of Reference
 - i. Board
 - ii. Executive Board and Secretariat
 - iii. Operational Task Force
 - iv. Activity Working Groups
 - c. Activity Plans for each of the Activity Working Groups
 1. Secretariat for the Chair of the Board and Chair of the National Contact Point (Canada as chairing country)
 - a. Denmark , Norway and Sweden indicated an interest in supporting the work of this Activity Working Group.
 2. Communication, documentation of ASDI Board, website, Arctic SDI point of contact, etc. (Norway volunteered)
 - a. Sweden and Denmark and Canada indicated an interest in supporting the work of this Activity Working Group.
 3. Technical Activity Group (Sweden volunteered)
 - a. All members indicated an interest in contributing to this Activity Working Group.

4. Development of legal/administrative operational policies (Denmark volunteered)
 - a. Canada and USA indicated an interest in contributing to this Activity Working Group.
5. Development of Arctic SDI Strategy 2015-2020 (USA & Finland volunteered/Finland co-lead)
 - a. All members indicated an interest in contributing to this Activity Working Group.
6. Establish and Operate Arctic SDI Web Map Service (Norway volunteered)
 - a. Norway has volunteered to provide a cloud server located at Norwegian Mapping Authority hosting all central services with 24/7 service.
7. Arctic SDI Web Portal for reference map and thematic data – including the CAFF proposal (Finland volunteered)

Decision: In conclusion the Board supported the Arctic SDI Plan/Framework document and also nominated volunteering lead countries (refer to above) for the activity Working groups.

Action Item 2: Canada to lead development of clear Terms of Reference by March 31, 2014 in conjunction with Communication/Documentation Activity Working Group for the Board, Executive Board and Secretariat, Operational Task Force and Activity Working Groups.

Action Item 3: Lead Countries for each Activity Working Group should establish a working group and draft

- Terms of Reference (by April 30, 2014); and
- Activity Plan (by June 1, 2014).

Action Item 4: Communication/Documentation Activity Working group to complete revised ASDI Framework Document (by June 1, 2014).

Action Item 5: Communication/Documentation Activity Working Group to draft ASDI Plan based on input from Activity Working Groups (September 2014).

Action Item 6: Communication/Documentation Activity Working Group to draft a one page document.

11. **Action plan for Arctic SDI Web Map Service**
 - a. Norway will host participants' data as already decided under §10.6
 - b. Russia cannot have its data uploaded at this time since it needs to address some legal issues prior to being able to share the data.
 - c. Fredrik Persäter, Technical Working Group, presented Technical Implementation Plan (see documentation). The web portal will be operational August 2014. The Board supported the activities in the presented plan.

Action Item 7: Russia to resolve legal issues with intention of providing Russian data to the Arctic SDI Web Map Service.

12. **CAFF proposal to Arctic SDI to host delivery service for CAFF thematic data on land cover change**

- a. Based on a presentation made by Cameron Wilson (Canada) at the Conservation of Arctic Flora and Fauna (CAFF) Working Group meeting in Kuujuak, February, CAFF has expressed an interest in working with the Arctic SDI Board on two data sets:
 1. migratory bird index
 2. land cover change index
- b. The Board was supportive of Canada following-up up with CAFF to explore CAFF's requirements and review the two specific data sets. Canada will provide a preliminary estimate of data engineering required to work with the CAFF data and provide this information to the Technical Activity Group with a view to developing options. Canada will also discuss strategic advisory capability with CAFF.
- c. Canada will pursue dialogue and return to ASDI Board with results of conversation.

13. SAO meeting Yellowknife, N.W.T., Canada, March 25-27, 2014.

- a. CAFF will present ASDI material at Yellowknife, March 25-27, 2014. No representation from ASDI Board is required. The Secretariat will coordinate inputs to Tom Barry's presentation and circulate the presentation to Board members prior to the meeting.

Action Item 8: The Secretariat will provide information, as appropriate, to Tom Barry, Chair, CAFF and circulate CAFF's presentation prior to the SAO Meeting, March 2014 .

14. Review of Action Items

The Secretary provided a verbal overview of the decisions taken and the action items.

15. Any Other Business

- a. Produce Calendar of Events (Canada)
- b. Norway interested in providing on-going communications for ASDI as part of its in-kind contribution to the ASDI project.
 1. Could potentially explore on-going funding for two permanent employees.
 2. Board was supportive of Norway exploring opportunities to seek funding.
- c. Finland undergoing organizational re-design which will include Finnish Geodetic Institutes (FGI) services within the organization of National Land Survey (NLS).
- d. Denmark has a new Arctic Ambassador within its Ministry of Foreign Affairs. There is increased interest in mapping in Greenland.
- e. Iceland is very thankful and proud of work accomplished to date and will continue to support Canada as Chair as the work moves forward. Magnus also thanked the USA for hosting and preparing for this meeting.
- f. Russia thanked the USA for hosting and noted that the Russian SAO supports Russia's participation in this project.
- g. Canada reported on the Arctic SDI project presenting interesting opportunities due to the recent merger creating new Canada Centre for Mapping and Earth Observation
 1. More receiving stations in Inuvik. Canada purchased 900 hectares for additional satellite antennas. Other circumpolar nations have expressed an interest (Denmark, Norway, Sweden).
 2. GeoConnections will be working with OGC to create international standards.
 3. Canada is building a Federal Geospatial Platform for 21 federal departments and agencies.
 - a. Technical environment accompanied by operational policies
 - b. Working with thematic data.

4. Working on Open Data initiative
 - a. Working on open data licenses at federal, provincial and municipalities to ensure
5. Economic Value Study underway to understand value of geospatial data.
- h. USA thanked everyone for their attendance. The State of Alaska contains USA's only Arctic shoreline. Carl Markon's office is involved in several Arctic Council agencies (AMAP, WG). He also participates in monthly departmental phone calls with Department of the Interior and State Department.
 1. Position of Arctic Ambassador has been announced, however no name has yet been announced.
 2. Thematic data is available. 5 year project to update Elevation data; 1:25K topo maps with different layers will be updated.
 3. South Dakota
 4. LANDSAT archive is also available. LANDSAT8 has just had its first year anniversary. EU Commission met with USGS regarding LANDSAT data use. Ingrid can provide a copy of the presentation.

Action Item 9: The Secretariat will provide a Calendar of Events.

Action Item 10: Norway interested in providing on-going communications for ASDI as part of its in-kind contribution to the ASDI project and will explore obtaining on-going funding for permanent employees.

Action Item 11: Dr. Ingrid Maria Verstraeten (USA) to provide a copy of the presentation from the meeting between the EU and the USGS regarding LANDSAT data.

16. Confirmation of time and place for the next meeting – November

- a. Iceland has offered to host in November. Expected dates to be November 20-21, 2014.

17. Summing up the meeting

The Chair thanked Magnús for his leadership as the Arctic SDI Project was started. The Chair also thanked the USA for its hospitality in hosting this event.

18. Closing the meeting

The meeting was adjourned at 11:45 Thursday, February 2014.

Annex A

Table of Action Items

ASDI Board Meeting

February 19-20, 2014, Reston, VA, USA

Action Item Number	Action Item	Lead Country	Due Date
Action Item 1	USA to conduct language review of the English, French and Russian versions of the MOU and report the findings to the Executive Board.	USA	Upon completion of the language review.
Action Item 2	Action Item 2: Canada to lead development of clear Terms of Reference by March 31, 2014 in conjunction with Communication/Documentation Activity Working Group for the Board, Executive Board and Secretariat, Operational Task Force and Activity Working Groups	Canada and Communication/Documentation Activity Working Group	by 31 March 2014
Action Item 3	Lead Countries for each Activity Working Group should establish a working group and draft Terms of Reference (by April 30, 2014); and Activity Plan (by June 1, 2014).	All lead countries	Terms of Reference (April 30, 2014) Project Activity Plan (June 1, 2014)
Action Item 4	Communication/Documentation Activity Working group to complete revised ASDI Framework Document	Norway	June 1, 2014
Action Item 5	Communication/Documentation Activity Working Group to draft ASDI Plan based on input from Activity Working Groups (September 2014)	Norway	September 2014 (in preparation for next Board meeting)
Action item 6	Communication/Documentation Activity Working Group to draft a one page document	Norway	April 30, 2014
Action item 7	Russia to resolve legal issues with intention of providing Russian data to the Arctic SDI Web Map Service.	Russia	

Action Item 8	The Secretariat will provide information, as appropriate, to Tom Barry, Chair, CAFF and circulate CAFF's presentation prior to the SAO Meeting, March 2014.	Canada	March 15, 2014.
Action Item 9	The Secretariat will provide a Calendar of Events	Canada	March 15, 2014 and ongoing
Action Item 10	Norway interested in providing on-going communications for ASDI as part of its in-kind contribution to the ASDI project and will explore obtaining on-going funding for permanent employees.	Norway	
Action Item 11	Dr. Ingrid Maria Verstraeten (USA) to provide a copy of the presentation from the meeting between the EU and the USGS regarding LANDSAT data.	Dr. Ingrid Maria Verstraeten (USA)	March 15, 2014
