

Wednesday, 22 February 2012

PROTOCOL TO THE ARCTIC SDI SC MEETING NR 3

<u>Point of time:</u>	21 - 22 February, 2012 (two full meeting days)
<u>Locality:</u>	Denmark, Copenhagen – The Greenlandic representation, Strandgade 91, 3rd floor.
<u>Meeting language:</u>	English
<u>Main purpose of the meeting:</u>	<p>Overviewing the present situation with focus on the prototype of the Arctic SDI established by the Working Group (WG), manning – importance for the further progress of the project.</p> <p>Planning the nearest future – focus on the forthcoming Board Meeting.</p>
<u>Appendix:</u>	One appendix (2 3 2012_ASDI_Task_list.xls) is attached at the end of this protocol.
<u>NB:</u>	Slides (.ppt-files) used during presentations, are available at www.arctic-sdi.org .

The document is sent to SC members, to special invited persons and to co-opted participants to the meeting. Magnus Gudmundsson, the Chairman of the Board, stores the original (magnus@lmi.is). The original is also stored at the project web site (www.arctic-sdi.org).

Participants:

COUNTRY	ORGANISATION	NAME	POSITION
<u>Special invited persons:</u>			
Belgium	EuroGeographics	Dave Lovell	Executive Director
Norway	Kongsberg Satellite Services	Richard Hall	Service Development Manager
Iceland	National Land Survey of Iceland	Magnús Guðmundsson	<i>Chairman of the Board.</i> Director General
Denmark	National Land Survey of Denmark and the Faroe Islands	Susanne Juhl	Director General
Russia	Rosreestr, The Federal Service for State Registration, Cadastre and Mapping	Vladimir Obidenko	<i>Member of the WG:</i> Director of Siberian Geoinform Center
<u>SC members:</u>			
Sweden	Swedish Mapping, Cadastre and Land Registration authority	Owe Palmér	<i>Project Manager:</i> Senior Adviser
Norway	Norwegian Mapping Authority	Martin Skedsmo	<i>Project Manager:</i> Senior Engineer
Finland	National Land Survey of Finland	Heli Ursin	Head of international affairs
Russia	Rosreestr, The Federal Service for State Registration, Cadastre and Mapping	Alexander Zaporozhchenko	Deputy head of the Department on Cartography and SDI
Greenland	Government of Greenland	Inge Thaulow	<i>Chairman of the SC:</i> Special Adviser - International Coordinator
Iceland	National Land Survey of Iceland	Eydís L. Finnbogadóttir	Director of the Service and SDI Division

Denmark and the Faroe Islands	National Land Survey of Denmark and the Faroe Islands	Jens Peter Weiss Hartmann	Senior Adviser
Canada	NRCan	Douglas O'Brien (<i>Skype</i>)	Director for Centre for Topographic Information
USA	US Geological Survey	Douglas Nebert (<i>Prevented to participate</i>)	Senior Adviser
<u>Co-opted members:</u>			
Iceland	Arctic Council (CAFF)	Tom Barry	<i>Reference Group: CAFF Executive Secretary</i>
Iceland	Arctic Council (CAFF)	Jóhann Ásmundsson	Secretary of the Meeting
Belgium	Arctic Council (AMAP)	Simon Wilson (<i>Skype during WG presentation, § 10</i>)	AMAP Deputy Executive Secretary
Sweden	Swedish Mapping, Cadastre and Land Registration authority	Fredrik Persäter	<i>Responsible – Technical Workgroup: Systems Developer</i>

1. **Welcome by the Host**

Inge Thaulow, Chairman of the SC, welcomed everyone to Denmark, Copenhagen and to The Greenlandic representation. She announced Skype-participation for the Canadian representative and also for the AMAP-representative, Simon Wilson. Inge expresses special welcomes to invited key note speaker and wished everyone a fruitful as well as nice meeting. An introduction of each participant was made (tour de table).

2. **The Arctic SDI initiative**

Magnus Guðmundsson gave a review of the project concept, work carried out so far and giving a future outlook. Where are we heading? He noticed that we now have to structure the project. He distinguished six main parts of the Arctic SDI project and stated that *partnership* might be the most important.

3. **EuroGeographics – a view on the Arctic**

Dave Lovell, Secretary General and Executive Director of EuroGeographics (www.eurogeographics.org/home) gave an *European view on the Arctic SDI*. He presented the Euro Geographics AISBL and then focused on lessons learned during the ESDIN-project (www.esdin.eu). Among other lessons learned – “*think big, start small, adapt often, grow as quickly as you can – invest time in team work – understand your users real needs – communicate clearly, simply and often - celebrate success, every success!*”

Also E.L.F (The European Location Framework, www.eurogeographics.org/projects) was presented.

He stressed the importance of communication.

4. **Realtime Monitoring of the Arctic for safe operations – KSAT**
Richard Hall, Service Development Manager of Kongsberg Satellite Services, presented *The rule of satellites in the Arctic*. He stressed the importance of up to date maps in connection with accidents giving examples from the Gulf of Mexico. The use of AIS (www.marinetraffic.com/ais/se/default.aspx) is commented. He gave several of examples of the use of satellite images in the Arctic with applications from scientific work, tourism, oil industry and others. ICEMAR (www.icemar.eu/node/2) was presented as well as other satellite based systems. He emphasised the need of up to date reference data as in the Arctic. Jens Peter Weiss Hartmann commented, among others, the high prices on satellite data.
5. **Appointment of chairman and secretary of the meeting**
Inge Thaulow is appointed as the Chairman of the meeting.
As secretary of the meeting Jóhann Ásmundsson is appointed. The meeting is then opened.
6. **Purpose of the meeting and approval of the Agenda**
The Chairman noted, that the main purpose of the meeting is to overview the present situation with focus on the prototype of the Arctic SDI established by the Working Group (WG). A persistent manning of the WG is of great importance for the further progress of the project.
The agenda is viewed and approved.
7. **Review of the previous protocol from Moscow , September 12 – 13, 2011**
The previous protocol is reviewed with focus on decisions. The presented protocol is approved and archived.
8. **Status report Arctic SDI (PMG)**
The PMG, Owe Palmér and Martin Skedsmo, gave an overview of the Arctic SDI project status – main activities since last meeting in Moscow. They put focus on the following items:
 - Important happenings
 - Further progress
 It is noted that the project itself is being promoted both in the Arctic, but also Globally, throughout invitations from GSDI, Polarforum, Arctic Council, UN-GGIM and others.
There has also been meetings with the Directors office at USGS, and the Arctic SDI project seems now to have adapted a worldwide interest.
PMG also demonstrated the new website www.arctic-sdi.org . It is envised that the SC members shall view and comment the webpage.
Questions raised from Dave Lovell and Richard Hall concerning communication with industrial interest in the area.
Russia expressed interest to appointing a member for the Advisory Group.

Decisions from the SC:

- It is decided that comments on the new web page must reach PMG at 6th March at the latest.

9. National Land Survey of Denmark and the Faroe Islands

Susanne Juhl, the Director General of National Land Survey of Denmark and the Faroe Islands, presented the National Survey and Cadastre. She informed about the building of the Danish SDI, the Maritime SDI and the efforts towards an Arctic SDI – “*think big, start small*”.

She also asked if the INSPIRE as a set of guiding principles can be of use when building the Arctic SDI. She noted that there are challenges when building the Arctic SDI.

10. Report from the WG meeting in Reston

During this report, Simon Wilson from AMAP participated (Skype) as a user representative.

The latest physical WG Meeting took place at USGS in Reston, USA on January 23 – 25 this year. The main purpose of that meeting was to elaborate and establish a beta version of the Arctic SDI Geoportal – focus on reference data and meta data. The meeting was hosted by Doug Nebert and the number of participants were satisfying – refer to the Minutes – Arctic SDI Technical Workshop nr 2 (*ASDI-Minutes_WG-meeting 2_Reston20120123-25.doc*)

Fredrik Persäter, Chairman of the Reston Technical Meeting, reported as follows: The technical work of creating a prototype of the Arctic SDI began in Moscow with a preliminary sketch of the architecture. The Nordic countries have subsequently met in Akureyri in Iceland, where they worked out a Nordic proposed solution in terms of standards, the minimum level of metadata, reference data, projections, and cartography. The work was presented to the other Arctic countries and the above-specified problems were discussed.

The outcome of the meeting was that the WG:

- agreed on standards to use
- agreed on a minimum level of metadata
- agreed on reference data, the layers which each country will make available
- agreed to deliver the mentioned layers as WMS
- agreed on the cartography
- agreed on the projections to be supported
- created a list of activities for the next steps

Fredrik also demonstrated a first prototype of the discovery service and map viewer.

It is estimated that the needed technical manpower to ensure progress in the project, should be at least 0,5 py/organisation or more.

Decisions from the SC:

- **The Steering Committee supports** the outcome of the WG-meeting in Reston, **and agrees** to continue as proposed and outline and actionspoints in the protocol from WGs meeting in January, with a point of contact/member of WG, mentors, and experts in different fields, to ensure continuity in the project.
- **The Steering Committee** notes the estimated need for technical manpower.

11. Summing up day one

The Chairman summarize the first day according to the following and concludes that there is a need for a living activity list for the SC.

- It is decided to attach the Activity List (Task list) to the protocol.

12. Organisation structure – review and responsibilities (PMG)

The PMG, Owe Palmér and Martin Skedsmo reviewed the decided and approved Arctic SDI Organisation Structure – refer to *The Arctic Spatial Data Infrastructure Project Plan V 1.1, chapter 5*.

Concerning the Working Group(s), The possible need for Terms of References was discussed. The PMG noted – questions, statements and decisions from the SC:

- Is the time frame for distribution invitation and material to the Steering Committee Meetings acceptable?
 - Decisions from the SC:
 - Forthcoming meeting(s) must be decided on at the end of each meeting – the host have to confirm within two weeks.
 - The time span between time for confirmation and meeting time must be at least 3 months.
 - The draft agenda must be distributed at least 3 weeks in advance together with needed documents.
 - The Project Plan must be updated with this information under chapter 5.5.2.
- Should the meeting routines for Steering Committee Meetings also be valid for the Board?
 - Decision from The SC:
 - There is no need for specified meeting routines for the Board.
- There is an urgent need for extended user representation.
 - Decision from The SC:
 - The Reference Group will represent the user community and thus exercise influence on the project and its results.
 - The user community includes the Arctic Council and its Working Groups (represented by CAFF) but might include more representatives from other user groups when needed.
 - The head of the Reference Group will be a member of the Steering Committee.
 - Tom Barry is designated as head of the Reference Group, subject to periodic review by the Steering Committee (Board?).
- WGs A and B must be merged into one - WG A
 - Decision from The SC:
 - The Project have only one Technical Working Group (TWG) according to proposal.
 - There might be need for a Working Group taking care of legal issues.
 - The SC also notes that the Project today have a well functioning TXG.

- Concerning manning – continuity is necessary. Don't change persons – they must act as a team.
 - Decision from The SC:
 - The SC notes that continuity is of great importance.
 - There is need for a National representative in the WG, with access to an extended network within own organisation, and the possibility to bring in new expertise when needed.
 - Keeping the stability of the WG will ensure progress in the project.
 - Who will take care of the issue to write Terms of References for the Working Group?
 - Decision from The SC:
 - Jens Peter Weiss Hartmann, Eydís L. Finnbogadóttir and Jóhann Ásmundsson were appointed to draft terms of reference. Deadline is March 14 – the SC then have until April 1 for comments.
 - The terms of references should be added as an appendix to the Project Plan.
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13. **The Project Plan**

The PMG, Owe Palmér and Martin Skedsmo reviewed the Project Plan (V 1.0 from April 2010) and reminded that the plan is a living document and that it is an appendix to the MOU – the MOU is difficult to understand without the explanations in the Project Plan.

They then focused on chapter 4 (*Data description and technology*) and especially on chapter 4.4, *Technical Architecture*.

They also noted that chapter 6.4, the Strategies with its Work Packages, Activities a.s.o. must be updated. In this chapter the workplan is found with responsibilities, deliverables, time table a.s.o. is found.

Decisions from The SC:

- The Project Plan must be updated according to § 12 and § 13 above, mainly concerning chapter 4, 5 and 6.

14. **Planning the nearest future – focus on the forthcoming Board Meeting**

Magnús Guðmundsson reported on the forthcoming Board Meeting. The Meeting will take place in Reykjavik, Iceland on March 30 and will focus on the MOU, Status of the Project and decisions concerning the future.

15. **Next steps – Action list**

The Arctic SDI Actions list is attached to this protocol.

16. **AOB**

Jens Peter Weiss Hartmann reported from a telephone meeting with Government of Greenland, Ministry of Housing, Infrastructure and Transportation. They asked for more clear and structured information from the SC.

17. **Confirmation of time and place for the next meeting**

Two forthcoming meetings are decided:

- May 24: This will be a telecom meeting taking care of the status of the project and the outcome of the Board Meeting.
- October 30 – 31: Owe Palmér welcomes everybody to Kiruna, Sweden.
- It is also decided to expand the agenda with a paragraph *National Report* (what has been done in between the meeting?).

18. Closing the meeting

The Chairman thanks everyone for important and fruitful discussions. She then closed the meeting

One appendix:

Appendix:



2 3 2012_ASDI_Task_list.xls

Jóhann Ásmundsson
Secretary of the meeting

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