

Thursday, 01 November 2012

*Appendix: ASDI\_Action\_List\_Nov01\_2012.xlsx*  
*Refer to the end of this protocol.*

## PROTOCOL TO THE ARCTIC SDI SC MEETING NR 4

[www.arctic-sdi.org](http://www.arctic-sdi.org)

<b><u>Point of time:</u></b>	October 31 – November 01, 2012 (two full meeting – days)
<b><u>Locality:</u></b>	Sweden, Kiruna – Lantmäteriet, Geodata North, Österleden 15.
<b><u>Meeting language:</u></b>	English
<b><u>Main purpose of the meeting:</u></b>	Overviewing the present situation – review of decisions from Board Meetings and focus on the prototype of the Arctic SDI established by the Technical Working Group (TWG). Planning the nearest future – focus on Working Group issues.
<b><u>Documents:</u></b>	Project documents dealt with during the meeting are listed at the end of this protocol and available at the Project homepage password area (Members).
<b><u>NB:</u></b>	Slides (.ppt-files) used during presentations, are available at the Project homepage password area (Members).

*This document is sent to SC & TWG members, to special invited persons and to co-opted participants to the meeting. Magnus Guðmundsson, the Chairman of the Board, stores the original ([magnus@lmi.is](mailto:magnus@lmi.is)). The original is also stored at the password area (members) Project homepage password area (Members).*

Participants (persons in grey prevented to participate) – 3 persons (Iceland and Greenland) participated on Lync & Skype:

COUNTRY	ORGANISATION	NAME	POSITION
<b><u>Special invited persons:</u></b>			
Iceland	National Land Survey of Iceland	Magnús Guðmundsson	<i>Chair of the Board. Director General Skype participation</i>
Sweden	Swedish University of Agricultural Sciences SLU	Tomas Thierfelder	Assoc. Professor
<b><u>SC members:</u></b>			
Sweden	Swedish Mapping, Cadastre and Land Registration authority	Owe Palmér	<i>Project Manager: Senior Adviser</i>
Norway	Norwegian Mapping Authority	Martin Skedsmo	<i>Chair of the SC; Project Manager: Senior Engineer</i>
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
Russia	Federal Service for State Registration, Cadastre and Cartography, International Division	Andrey Mukhin	Leading Specialist-Expert
Greenland	Government of Greenland	Inge Thaulow	Special Adviser - International Coordinator. <i>Skype participation</i>
Iceland	National Land Survey of Iceland	Eydís L. Finnbogadóttir	Director of the Service and SDI Division. <i>Skype participation.</i>
Denmark and the Faroe Islands	National Land Survey of Denmark and the Faroe Islands	Jens Peter Weiss Hartmann	Senior Adviser
Canada	NRCan	Ann Martin	Director, Data Dissemination Division
USA	US Geological Survey	Douglas Nebert	Senior Adviser
<b><u>Co-opted members:</u></b>			
Iceland	Arctic Council (CAFF)	Tom Barry	Executive Secretary
Sweden	Swedish Mapping, Cadastre and Land Registration authority	Fredrik Persäter	<i>Chair of the TWG: Developer</i>
Norway	Norwegian Mapping Authority	Trond Johannessen	<i>TWG: Senior Engineer</i>

**NB:** Decisions taken can be found under the relevant paragraph in this protocol. The decisions are also summarized in the end of this protocol and some of them can also be found in our updated activity list – attached as Appendix to this protocol - with time schedule and appointed responsible person.

## 1.

### **Welcome by the host**

*Gorm Lundqvist*, Managing Director of Geodata North, Kiruna, welcomes all participants to the office. He presents the office and also plans for Kiruna city transformation due to iron mine activities. The centre of Kiruna will be relocated in years to come.

Gorm wishes everyone a fruitful as well as nice meeting.

## 2.

### **The Arctic SDI – status**

*(§2\_Arctic SDI status report Magnus\_SC meeting 31. Oct-1. nov 2012.ppt)*

*Magnús Guðmundsson*, Chairman of the Board, reviews the project concept and work carried out so far. Two Board meetings have been carried out during 2012, the latest one in Moscow in mid September.

- The MoU is approved by all National Mapping Organisations except for NRCan NRCan don't want to change anything substance but move sections dealing with legal issues to an annex or to the Project Plan. It is foreseen that the MoU will be signed within this year.
- The ToR for the Board has earlier been circulated among Board members - it will now be circulated a last time (November 15 at the latest), distribution to Board members and copies to the SC.
- The time schedule – establishing phase ends at the end of February 2013 – is not realistic mainly due to procedure issues within participating organisations.

**3. Opening of the SC – meeting and tour de table**

Martin Skedsmo, Chairman of the SC, welcomes everybody to the meeting – special welcome to the new Canadian representative Ann Martin and to the invited key note speaker Tomas Thierfelder.

He announces Lync-participation for Icelandic participants (Magnús Guðmundsson and Eydís L. Finnbogadóttir) and Skype-participation for Greenlandic (Inge Thaulow) participant.

An introduction of each participant is made (tour de table).

**4. Key note presentation from the user community**

(§4\_Plenary talk 1.pptx)

Tomas Thierfelder, Assoc. Professor at the Swedish University of Agricultural Sciences (SLU), presents INTERACT - International Network for Terrestrial Research and Monitoring in the Arctic (<http://www.eu-interact.org>) and the Abisko GIS project ([http://www.slu.se/sv/fakulteter/nl-fakulteten/om-fakulteten/institutioner/institutionen-for-energi-och-teknik/forskning/biometri\\_systemanalys/research-biometry/informatik/scrap/abisko-gis-projektet/](http://www.slu.se/sv/fakulteter/nl-fakulteten/om-fakulteten/institutioner/institutionen-for-energi-och-teknik/forskning/biometri_systemanalys/research-biometry/informatik/scrap/abisko-gis-projektet/)). The latter and maybe also the first, later on, might be object for an Arctic SDI Use case.

He also proposes a possible new use case dealing with changes in vector habitats in the Arctic connected to climate change (vector-borne diseases affects animals and human beings in the Arctic). He will investigate the possibilities for co-operation. Involving students in the project is discussed in positive terms.

**5. Appointment of chairman and secretary of the meeting**

*Martin Skedsmo* is appointed as the Chairman of the meeting and *Owe Palmér* as Secretary of the meeting.

**6. Purpose of the meeting and approval of the Agenda**

The Chairman point out, that the meeting is divided into two sections where day one has focus is on technical issues and received results so far. Day two has focus on administrative issues.

He stresses that the SC now must focus more on the user community – we have very early in the project stated that “this is user driven project”. We have so far only one use case and our Reference Group is not active – no participation in meetings.

He also notes that the AWG (Administrative Working Group) is not established yet – a very important issue for the meeting.

The agenda is viewed – no announcements under § 21, AOB.

The agenda is then approved.

**7. Review of the previous protocol from SC2\_Copenhagen120221-22 – focus on decisions taken**

The previous protocol is reviewed with focus on decisions and especially to the fact that the project needs more resources in terms of manpower – this was intensely discussed during the Copenhagen meeting but nothing has happened so far. Inge

Thaulow stressed that Greenland is not able to provide more manpower to the project than already done.

It is noted that the written protocols can be more clear and evident and with focus on decisions and the connection to the activity list – refer to decision below.

The presented protocol is approved and archived.

#### **§ 7 - Decisions from the SC:**

- *The protocols should mainly be decision protocols – long describing text should be avoided.*
- *In order to make the protocol easy to read, all decisions will be summarized at the end of the protocol.*
- *Some decisions might generate actions in the action list with time schedule and appointed responsible person.*

Responsibility:            *Appointed Secretary*

Time:                        *Immediately*

#### **8. Status report from TWG**

(§8\_Arctic SDI \_StatusReportTWG\_121031.pptx,

§8\_GGC\_ARCTIC\_SDI\_12\_09\_2012.ppt and ASDI\_Cartography\_data\_model (1).xlsx)

Fredrik Persäter gave an overview of the work done so far in the Arctic SDI Technical working group. He began by introducing the changes to the members since the last SC meeting and then proceeded to give a brief recap of what was discussed and decided by then (focused on technical issues). After giving a background he continued with a status report with the following content.

#### **Status on decided activities from the Reston meeting (120123-25):**

- ✓ WIKI/Tool to share info. Gather what's available within the group – Done!
- ✓ Set up WMS services according to agreements – Done! (1:1M WMS with VMAP-data up and running for entire arctic)
- ✓ Bathymetric data, contact GEBCO and IBCAO – Done! (1:1M WMS)
- ✓ Validation. Compare the existing validation rules (GeoNetwork) with our decided md fields – Done! (Rules in GN seems to work)
- ✓ Define layer names for decided layers – Done! (1:1M scale)
- ✓ Cartography (draft spec) according to agreed layers (SLD) – Done! (for first iteration)
- Check if it's ok to use the decided layers openly in the SDI – Still unclear for DK/GL
- Create use cases (CAFF, AMAP, EPPR) – Co-operation with INTERACT/AbiskoGIS started. Need to work more with the users.
- Landsat Image Mosaic – Blue Marble is used in 1:1M. Need more work to get a better resolution?

#### **Status on going work:**

TWG is now working with the reference data in the 1:250 000 scale and the focus is on a common data model and cartography. Trond gave a detailed presentation on the work done so far. The data model is documented in a spread sheet and is available in the TWG collaboration tool Assembla.

Fredrik also gave a presentation of the work to involve user groups. Meetings have been held with user groups on the IPY conference in Montreal. Two specific use cases was a result of the meeting, one together with AMAP and the other with INTERACT. Because of the lack of central stored digital data, it was difficult to continue with the AMAP use case. A joint project is established in conjunction with INTERACT and Abisko GIS.

After the status report Doug Nebert demonstrated the WMS over the entire Arctic in 1:1M scale. Alexander Zaporozhchenko gave a presentation on the Russian data bank of digital maps. We also got to see a demonstration of the Russian multi scale Web Map Service (: <http://maps.rosreestr.ru/PortalOnline/> ). Trond then demonstrated the cartography at the scale of 1:250000, implemented according to the data model developed by the working group.

Finally Fredrik presented the following points for the SC to discuss:

- Time schedule
- Arctic SDI – what’s left?
- Resources
- Organisation for hosting Arctic SDI
- Involvement of user groups

#### **§8 – Decisions from the SC:**

- *The time schedule – establishing phase ends at the end of February 2013 - is not realistic – not due to technical obstacles - mainly due to procedure issues within and between participating organisations. The Establishing Phase is estimated to turn into the Operational Phase at the end of 2013.*
- *The Data Model Spread Sheet is good enough when the left question marks are solved.*
- *The Arctic SDI must be hosted by some organisation(s). Doug Nebert will write a document describing resources needed for management of the Arctic SDI in terms of competence, manpower, hardware, software etc. Deadline for a draft document is November 26.*

## **9.**

### **Action list – review of (PMG)**

(ASDI\_Action\_List\_Sept28\_2012.xls)

The Action List (September 2012, distributed together with the agenda) is reviewed and completed.

It is noted that it is very important to keep the Action List updated.

The Action List is reviewed the following items are discussed:

- The responsibility of keeping the Activity List.
- The responsibility and content of the project web-page

#### **§ 9 - Decisions from the SC:**

- *It is on the responsibility of the PMG to keep the Activity List updated.*
- *It is on the responsibility of the PMG to keep the project web-page updated – refer to § 14 below.*

- *All agendas and protocols including meeting documents and presentations must be available for all Project Participants on the web-page (password area?) or via other media.*
- *Relevant project documents and presentations should also be public available.*
- *The Chairman of the SC shall immediately investigate (contact with Eydís L. Finnbogadóttir and Jens Peter Weiss Hartmann) possibilities for making the above mentioned documents available (agendas, protocols etc.). Deadline is November 30.*
- *Responsibility: Martin Skedsmo*
- *Time: Immediately- dead line is November 30.*

**10. Report from the Board Meeting at Rosreestr, Moscow 20120914 (Chair)**

This is already been taken care of by the Chairman of the Board – refer to §2 above.

**11. Organisation structure – review and responsibilities**

*(§11\_ProjectOrganisation.pptx)*

PMG reviews the organisation structure updated after the first Board Meeting in Reykjavik – refer to ASDI-Protocol2Board-meeting 1\_Reykjavik2012033030.

It is then especially noted that

- PMG is part of the SC
- The Advisory Group and the Reference Group is supporting the SC
- The Reference Group has not been represented at the SC Meetings since the Project Kick Off in Reykjavik 20110405-06.
- The AWG (Administrative Working Group) is not yet established – it has to be established very soon, refer to § 14 below.
- Organisation structure during operational phase will be taken care of in the WP C6-7/7 – Refer to § 14 below.

**§ 11 - Decisions from the SC:**

- *The Reference Group must be extended with more representatives from the user community – refer to § 14 below.*
- *The AWG shall remain on the same level in the organisation structure as TWG.*
- *The AWG must immediately be established – refer to § 14 below.*

**12. The Project Plan and Appendix 4 - approval of (PMG)**

*(§12\_Arctic SDI \_ProjPlan\_1.98\_Sept2012.pptx, Arctic SDI Project Plan version 1.98\_20120925.doc, App3\_Arctic SDI TWG-Terms of reference\_June 18 2012.doc and App4\_ASDI WorkFlow updated 20120925.doc)*

According to decisions on the SC Meeting in Copenhagen (120221-22) the Project Plan (1.0) is updated. Apart from minor changes, the main changes can be summarized as follows:

- In chapter 1 figure 1 is exchanged
- In chapter 4 figure 4 is exchanged
- Main changes concerns chapter 5 and 6.
- Chapter 5 - Project Organisation: The changes is mainly connected to our decision to write ToRs – the information in chapter 5 is now to be considered

as an overview while details are found in the ToR documents (3 documents - the Board, The Steering Committee and the Technical Working Group. This is also evident from the Project Plan.

- Chapter 6 – Vision, Strategies and Work Packages: The changes are connected to our decision to make the Work Flow more evident. This chapter is now completed with an Appendix (*The Arctic SDI work flow - vision, strategies, work packages, activities & estimated time schedule - , March 15, 2012*) describing project outputs, measurable performance indicators, and activities, time schedule included, to be carried out to insure the completion of each work package.

It is noted that more transparency is needed when writing/updating project documents.

**§ 12 - Decisions from the SC:**

- *All members of the SC must read through the distributed Project Plan (V 1.98) parallel with the four appendices (three ToRs and the Work Flow document). The project plan will be corrected after the approval of the ToRs to secure consistency with decisions taken on the ToRs. Any inconsistencies shall be reported to PMG, Ove Palmér.*

Responsibility: *All SC Members and PMG – approval by SC*

Time: *Immediately when the ToRs of the SC and the Board are approved. The updated Project Plan must be made available as soon as it is updated.*

**13. Appendix 3\_Arctic SDI TWG-Terms of reference\_June 18 2012**

*(App3\_Arctic SDI TWG-Terms of reference\_June 18 2012.doc)*

Jens-Peter W Hartmann briefly reviews the ToR for the Technical Working Group. The document has earlier been circulated among SC-members and comments are compiled into the document.

**§ 13 - Decisions from the SC:**

- *The TWG ToR are approved.*

**14. ToR for the new Administrative WG (AWG)**

The Administrative Working Group (AWG) is not yet established. The issues of the AWG is discussed.

The AWG will, among others, take care of Work Packages C6-7/7 - dealing with legal and administrative issues.

It is noted that:

- KMS (National Land Survey of Denmark and the Faroe Islands) is ready to establish and take the lead of the administrative working group (AWG).
- Jens Peter Weiss Hartmann presented a preliminary plan of how to establish the group and main issues.

**Decisions from the SC:**

- *Jens Peter Weiss Hartmann is asked and accepts to establish and take the lead of the AWG.*

- *Jens Peter will elaborate ToR and a work plan for the AWG and circulate among SC-members*

Responsibility: *Jens Peter Weiss Hartmann*

Time: *The work starts immediately*

## 15. **Issues of the PMG**

The PMG is part of the Steering Committee (SC) – refer to § 11 above. The number and extent of the PMG issues have expanded and there now is urgent need to extend the PMG.

Ann Martin, NRCan, is prepared to strengthen the PMG on outreach issues towards users. She is also prepared to take the responsibility for the Project website.

### Decisions from the SC:

- *The SC welcomes the offers from Ann Martin to join the PMG.*
- *The Chairman of the Board, Magnus Guðmundsson, will anchor the proposal with Phrashant Shukle – Director General, NRCan and member of the Board.*

## 16. **Memorandum to the Senior Arctic Officials – approval of**

*(Doc3-8\_memo\_on\_Arctic\_SDI.pdf)*

The Memorandum has been circulated amongst SC members and viewpoints/comments has been compiled into the document as far as possible.

### It is noted that:

- The document is sent to the The Arctic Council (AC) Secretariat.
- The document will be presented at the Formal Senior Arctic Officials Meeting in Haparanda on November 14 – 15.
- Inge Thaulow, Government of Greenland, is willing to make the presentation in Haparanda.
- The Arctic SDI Project is already endorsed by the AC – a stronger support now is needed.
- Is it possible to connect to the AC SAO Working Groups in a more efficient way? Taskforce?

### § 16 - Decisions from the SC:

- *Inge Thaulow will present the document on the AC SAO meeting in Haparanda on November 14 – 15.*
- *Inge will present a document to the SC with bullets what to present in Haparanda.*

Responsibility: *Inge Thaulow*

Time: *The work starts immediately*

## 17. **Next steps – Action list**

The Action List will be completed by the PMG according to decisions above.

Magnus Guðmundsson notes that we must be better to communicate, to inform each other, not only close to meetings but all the time.

## 18. **AOB**



There are no AOB announced

**19. Summing up the meeting**

The Chairman sums up the meeting with focus on decisions.

**20. Confirmation of time and place for the next meeting (Chair)**

- Magnus Guðmundsson emphasises that there might be need for web-meetings (teleconf might be enough?) in between face to face meetings.
- Douglas Nebert, US Geological Survey, invites the participants to Portland for the next meeting. He will confirm this as soon as possible.

**§ 16 - Decisions from the SC:**

- *Inge Thaulow will report from the AC SAO meeting in Haparanda on a teleconf meeting. She will inform the PMG soon after the meeting when she is prepared to do that.*
- *The next meeting will be a combined SC/WG meeting.*
- *The next meeting will take place in Portland in late February.*
- *The next meeting will also be a preparatory meeting before the Board Meeting in March in Ottawa.*

**21. Closing the meeting**

The Chairman thanks everyone for a fruitful as well as nice meeting with many good proposals and discussions. He wished everybody a safe trip back home. The meeting is then closed.

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**Meeting Documents – to be found separately:**

- ASDI\_Cartography\_data\_model(1).xlsx
- ASDI\_Action List\_Sept28\_2012.xls
- Arctic SDI Project Plan version 1.98\_20120925.doc
- App4\_ASDI Workflow updated 20120925.doc
- App3\_Arctic SDI TWG-Terms of reference\_June 18 2012.doc
- Doc3-8\_memo\_on\_Arctic\_SDI.pdf

**Meeting Presentations – to be found separately:**

- §2\_Arctic SDI status report Magnus\_SC meeting 31. Oct-1. nov 2012.ppt
- §4\_ §4\_Plenary talk 1.pptx
- §8\_Arctic SDI \_StatusReportTWG\_121031.pptx
- §8\_GGC\_ARCTIC\_SDI\_12\_09\_2012.ppt
- §11\_ProjectOrganisation.pptx
- §12\_Arctic SDI \_ProjPlan\_1.98\_Sept2012.pptx

### Summary of Decisions:

#### § 7 - Decisions from the SC:

- *The protocols should mainly be decision protocols – long describing text should be avoided.*
- *In order to make the protocol easy to read, all decisions will be summarized at the end of the protocol.*
- *Some decisions might generate actions in the action list with time schedule and appointed responsible person.*

Responsibility: Appointed Secretary

Time: Immediately

#### § 9 - Decisions from the SC:

- *It is on the responsibility of the PMG to keep the Activity List updated.*
- *It is on the responsibility of the PMG to keep the project web-page updated – refer to § 14 below.*
  - *All agendas and protocols including meeting documents and presentations must be available for all Project Participants on the web-page (password area?) or via other media.*
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- Responsibility: Martin Skedsmo
- Time: Immediately- dead line is November 30.

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- Responsibility: All SC Members and PMG – approval by SC
- Time: Immediately when the ToRs of the SC and the Board are approved. The updated Project Plan must be made available as soon as it is updated.
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**§ 13 - Decisions from the SC:**

- *The TWG ToR are approved.*

**§ 14 - Decisions from the SC:**

- *Jens Peter Weiss Hartmann is asked and accepts to establish and take the lead of the AWG.*
- *Jens Peter will elaborate ToR and a work plan for the AWG and circulate among SC-members*

Responsibility: *Jens Peter Weiss Hartmann*

Time: *The work starts immediately*

**§ 15 - Decisions from the SC:**

- *The SC welcomes the offers from Ann Martin*
- *The Chairman of the Board, Magnus Guðmundsson, will anchor the proposal with Phrashant Shukle – Director General, NRCan and member of the Board.*

**§ 16 - Decisions from the SC:**

- *Inge Thaulow will present the document on the AC SAO meeting in Haparanda on November 14 – 15.*
- *Inge will present a document to the SC with bullets what to present in Haparanda.*

Responsibility: *Inge Thaulow*

Time: *The work starts immediately*

**§ 16 - Decisions from the SC:**

- *Inge Thaulow will report from the AC SAO meeting in Haparanda on a teleconf meeting. She will inform the PMG soon after the meeting when she is prepared to do that.*
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Owe Palmér  
*Appointed Secretary of the meeting*

Appendix:



*ASDI\_Action List\_Nov01\_2012.xlsx 1 (double click to open file, only in Word-file)*

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