

Thursday, 28 February 2013

PROTOKOLL TO THE ARCTIC SDI SC MEETING NR 4

<u>Point of time:</u>	February 27 - 28, 2012 (two full meeting – days)
<u>Locality:</u>	USA, USGS Water Science Center, Willamette Room 2130 SW 5th Ave., Portland, OR 97201
<u>Meeting language:</u>	English
<u>Main purpose of the meeting:</u>	Overview of the present situation – focus on reported results from the TWG. Planning transitional arrangement before the Operational Phase.
<u>Documents:</u>	Project documents & slides dealt with during the meeting are available at the Project homepage password area (Members). 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).

The original is also stored at the password area (members) Project homepage password area (Members).

Participants (persons in grey prevented to participate):

COUNTRY	ORGANISATION	NAME	POSITION
<u>Special invited persons:</u>			
Iceland	National Land Survey of Iceland	Magnús Guðmundsson	<i>Chair of the Board. Director General</i>
Russia	Rosreestr, The Federal Service for State Registration, Cadastre and Mapping	Andrey Mukhin	Leading Specialist-Expert of International Division
<u>SC members:</u>			
Sweden	Swedish Mapping, Cadastre and Land Registration authority	Owe Palmér	<i>Project Management Group: Senior Adviser</i>
Norway	Norwegian Mapping Authority	Martin Skedsmo	<i>Chair of the SC; Project Management Group: Senior Engineer</i>
Finland	National Land Survey of Finland	Esa Tianen for Heli Ursin	
Russia	Rosreestr, The Federal Service for State Registration, Cadastre and Mapping	Andrey Roslikov	Head of Cartography and SDI Department
Iceland	National Land Survey of Iceland	Eydís L. Finnbogadóttir	Director of the Service and SDI Division

Denmark, Greenland and the Faroe Islands	Danish Geodata Agency	Jens Peter Weiss Hartmann	Senior Adviser
Canada	NRCan	Ann Martin	<i>Project Management Group: Director, Data Dissemination Division</i>
Greenland		Represented by Denmark during this meeting.	
USA	US Geological Survey	Douglas Nebert	Senior Adviser
<u>Co-opted members:</u>			
Greenland	Arctic Council (CAFF)	Inge Thaulow	Special Adviser - International Coordinator
Sweden	Swedish Mapping, Cadastre and Land Registration authority	Fredrik Persäter	<i>Chair of the TWG: Developer</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 with time schedule and appointed responsible person.

1. **Welcome by the host**
James D. Crammond, Director, Water Science Center Region welcomed the Steering Committee to the Center and gave a brief talk on the hydrology focused research conducted from the Portland office. His talk centered on objectivity and reliability of the data and information produced by the office to support evidence-based decision-making for a number of stakeholders in the following fields: groundwater; sediment transport and geomorphology, water quality (monitoring and modelling). Approximately 40% of work undertaken involves data collection before conducting analysis and then serving the data and information publicly via the internet. 25% of the Center's funding is from Congress; the balance is from partners. He wished as well in our meetings at the USGS facility here in Portland.
2. **Appointment of chairman of the meeting**
Magnús Guðmundsson was appointed as the Chairman of the meeting.
3. **Appointment of secretary of the meeting**
Ann Martin, Natural Resources Canada, appointed as Secretary of the meeting.
4. **Purpose of the meeting and approval of the Agenda**
Purpose of the meeting and Approval of the Agenda
Overview of the present situation – focus on reported results from the TWG
Arctic SDI is evolving and moving towards the operational phase.

The agenda was approved with the addition of two items under §18, AoB.

5. The Arctic SDI – status

Magnús Guðmundsson, Chairman of the Board, reviewed the project concept and work accomplished to date.

- The MoU is almost finalized and will be signed during 2013.
- The ToR for the Board have been developed and approved.
- Celebrate Success -- first time all 8 countries sent representatives to the TWG.
- Discussion on requirement for use-cases
 - what themes should be available for the users
 - what data is required
- There is a requirement for a for vision statement.
- There is a requirement to define roles of NMAs in the Arctic SDI.
- There is a requirement for linkages to international and national SDI organizations

Decision 1: It is noted that the valid Project Plan today is the version 1.0, approved in Reykjavik April 2011, until the Terms of References are approved by the Board who then also can approve the updated Project Plan 1.99 to be 2.0.

6. Opening of the ASC-Meeting and tour de table

- There is a requirement for a for vision statement.
- Inge Thaulow will replace Tom Barry in the SC, as she now is the CAFF representative in the project.
- Greenland remains a member of the Steering Committee. Greenland will be represented by Denmark during this SC meeting.
- Canada and Russia will work together to finalize wording for MOU during this meeting.

7. Review of the previous protocol from SC3_Copenhagen121031-1101 – focus on decisions taken and the Activity List

Protocol was approved previously and key decisions were highlighted.

8. National reports with focus on national as well as international SDIs

- USA
- Canada
- Russia
- Finland
- Norway
- Sweden
- Denmark
- Iceland
- Denmark

Decision 2: All national reports are to be posted at www.arctic-sdi.org (Members area).

9. Status report from TWG – last activities and further progress

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).

Reviewed status of Technical milestones (based on documentation on Assembla website)

- Note: dates in brackets are target dates and do not necessarily reflect completion of an individual item

The TWG is very close to complete a seamless base map. Data from national sources in 1:250K scale and for 1:1M and less from a common source build on VMAP data. These sources are joined together to a seamless cascaded map

The TWG is pleased to announce that the 1:1M scale basemap for the full Arctic (55-90deg N) is available from a single service via an OGC Web Map Service, in each of six polar projections. In addition, 1:250K scale WMS are being offered by each of the participating countries using a common set of layers and symbology. These map services are being configured further and will be fully and freely available for use by the public. In addition, the basemap combination will be cached to allow quick viewing at all levels of zoom across the Arctic, similar to the mechanism used by Google Earth.

Next Steps for TWG during the Portland workshop (result presented under §20)

- Instructions on how to read the cartographic specification
- Build the cascading service
- Edge match at border
- Shaded relief specification

Each national data sets need to be documented in a consistent way.

- Verify that all fields are in behind Map Service

Consistency in naming fields and files is required.

It will take 2-3 months to complete documentation, perhaps more.

Steering Committee thanked TWG for considerable accomplishments over the last year.

Work Package C.1/7: Elaboration on design, technical platform and applicable standards for development of the Arctic SDI.

10. Transitional arrangement before the Operational Phase

Owe Palmer and Fredrik Persäter presented the Arctic SDI dataflow, and further transitional arrangements to take place before the Operational Phase.

11. Organisation structure – review and responsibilities

Owe Palmer and Martin Skedsmo gave a presentation on organisational structures, including PMG issues, Reference groups issues, Advisory group issues, and finally use cases.

Additional stakeholders could be invited to open agenda items of future Steering Committee and Technical Working Group meetings.

Decision 3: It is decided to continue the PMG as is for this phase of the project.

Decision 4: It is decided to advise the Board that the membership of the Advisory Group should be reviewed to ensure appropriate membership

12. The Project Plan and Appendix 4 - approval of

Owe Palmer presented the status report on the Project Plan and its appendices.

Decision 5: Appendix 4, the Arctic SDI Workflow document was approved.

13. Memorandum to the Senior Arctic Officials – report and follow up

Regarding the memo submitted to the recent SAO meeting, this memo was drafted by CAFF, circulated to the Arctic SDI Steering Committee and approved by the Arctic SDI Steering Committee as a response to a request from the Senior Arctic Officials. This work was agreed upon during the SC meeting in Kiruna in October 2012.

The memo was later distributed throughout the Steering Committee, and then sent to the SAO meeting in Haparanda.

14. Terms of references

Jens Peter Hartmann gave a presentation regarding changes to the Terms of References.

Decision 6: Terms of References for the Board and the Steering Committee will not be changed at this time, and is to be considered as final versions, to be approved by the Board.

15. Report from the planning of the AWG

Jens Peter Hartmann presented the work so far with establishing the AWG, and gave some thoughts around this.

As the presentation of the Terms of Reference for the AWG was based upon a new document, Norway would like to see a finalized version of the Terms of Reference for the AWG based upon the Terms of Reference sent out by Jens Peter Hartmann on the 9th of November 2012, with the comments from Iceland, Sweden and Norway taken into account. Then Norway, Iceland, Sweden, and Finland would be ready to consider nomination of people to the AWG.

Decision 7: Jens Peter Hartmann is to complete the AWG Terms of reference by April 5, 2013, based upon the comments given to the Terms of References sent out on the 9th of November.

16. Planning for the next phase of the project

Ove Palmér presented a Mind Map of the existing components of the Arctic SDI for discussion and brainstorming.

17. Next steps – Action list

The Action List was reviewed and updated.

The updated list is to be found on the members area at the website.

18. AOB

18 A – preparation for the forthcoming Board Meeting

The Project Management Group will develop the agenda based on the discussions and the decisions taken at the Steering Committee meeting. The agenda and supporting documentation will be distributed as soon as possible.

18 B:

Denmark requested that Operational Phase of the Project Plan should be re-named.

Jens Peter Hartmann presented International Hydrographic Organization's Marine SDI WG

Decision 8: The Steering Committee decided that the name cannot be changed for this phase of the project plan.

19. Brief presentation from the TWG Work Shop

The TWG presented a Mind Map of issues and challenges addressed during the meeting.

- Cascading services (1:1M and 1:250K)
- Test Max and Min values (also border exploration) for layers (adjusted where needed)
- Instructions for using the specifications
- Cookbook for shaded relief

A status report on each of the work packages was presented. (The Status Report is available on Assembla.)

More information about the work of the TWG is available on the Assembla wiki pages.

The Steering Committee thanked the TWG for the work and acknowledged the team's efforts in working towards these achievements. For the first time the Steering Committee was presented with a live demonstration showing cascading

services across multi-national boundaries using the agreed-upon visualization. A true achievement! Congratulations to the entire TWG team.

The TWG asked the Steering Committee to identify user(s) within the Arctic Council in order to get feedback on the Arctic SDI project to date and to refine and enhance the services offered. We should move towards having Arctic Council users to be champions of the Arctic SDI data, services and visualization.

Decision 9: PMG to investigate linkages with EPPR and AMATII initiatives that have already expressed an interest in the work of the Arctic SDI.

- 20. Confirmation of time and place for the next meeting (Chair)**
Finland offered to host the next meeting of the Steering Committee in Helsinki, Finland during the days of 17 – 18 of September. The Chair was pleased to accept Finland's offer.
- 21. Closing the meeting**
The Chair thanked everyone for a productive meeting with many good proposals and open discussions. He thanked Doug Nebert for his hospitality in Portland and wished everyone a safe journey home. The meeting was closed.

Table of Record of Decisions

Decision Nr	Decision	Lead	Date due
Decision 1	It is noted that the valid Project Plan today is the version 1.0, approved in Reykjavik April 2011, until the Terms of References are approved by the Board who then also can approve the updated Project Plan 1.99 to be 2.0.		March 21, 2013
Decision 2	All national reports are to be posted on the www.arctic-sdi.org website (Members area).	SC Members	March 18, 2013
Decision 3	It is decided to continue the PMG as is for this phase of the project.		
Decision 4	It is decided to advise the Board that the membership of the Advisory Group should be reviewed to ensure appropriate membership.	PMG	March 21, 2013
Decision 5	Appendix 4, the Arctic SDI Workflow document was approved.		
Decision 6	Terms of References for the Board and the Steering Committee will not be changed at this time, and is to be considered as final versions, to be approved by the Board.		
Decision 7	Jens Peter Hartmann is to complete the AWG Terms of reference by April 5, 2013, based upon the comments given to the Terms of References sent out on the 9th of November.	Jens Peter Hartmann	April 5, 2013
Decision 8	The Steering Committee decided that the name cannot be changed for this phase of the project plan.		
Decision 9	PMG to investigate linkages with EPPR and AMATII initiatives that have already expressed an interest in the work of the Arctic SDI.	PMG	Prior to next SC meeting.