

January 23, 2013

PROTOCOL TO THE ARCTIC SDI SC MEETING NR 6

Point of time: 22 January 2014 10.00 am – 16.00 pm
23 January 2014 09.30 am – 15.00 pm

Locality: Danisk Geodata Agency, Rentemestervej 8,
Copenhagen NV, Denmark

Meeting room: 4.3 (room B4098 behind the canteen, 4th floor)

Internet Free guest access

Main purpose of the meeting: Preparations for ASDI Board meeting 19 – 20 February,
2014 – USGS, Reston, USA.

Participants. USA participated on Skype part of the meeting day no 2.

COUNTRY	ORGANISATION	NAME	POSITION
Canada	National Resources Canada	Cameron Wilson	Manager of Mapping Information Branch
Denmark	Danish Geodata Agency	Peter Pouplier	Senior Advisor
Denmark (Section 9.3)	Danish Geodata Agency	Andrew Flatman	Engineer TWG member
Finland	National Land Survey of Finland	Heli Ursin	Head of international affairs
Iceland	National Land Survey of Iceland	Magnús Guðmundsson	Director General <i>Chair of the ArcticSDI Board.</i>
Norway	Norwegian Mapping Authority	Martin Skedsmo	Senior Engineer
Russia	Rosreestr, The Federal Service for State Registration, Cadastre and Mapping	Andrey Mukhin	Leading Specialist-Expert of International Division
Russia	Rosreestr, The Federal Service for State Registration, Cadastre and Mapping	Alexandra Osipova	Head of Information, Technology and System Operation Department
Russia	FSUE "Rostekhinventarizatsia – Federal BTI"	Natalia Vandysheva	Project Manager
Sweden	Lantmäteriet/Swedish Mapping, Cadastre and Land Registration authority	Owe Palmér	Senior Advisor
Sweden	Lantmäteriet/Swedish Mapping, Cadastre and Land Registration authority	Fredrik Persäter	Developer <i>Chair of the TWG</i>
USA (Skypeparticipation)	US Geological Survey	Douglas Nebert	Senior Adviser

PROTOCOL:

References to project plan below refers to *Arctic SDI plan draftversion1 (Peter3).docx*.

Decisions taken are compiled in a table at the end of this document.

1. **Welcome by the Host including a tour de table presentation**
 Kristian Möller, DG of the Geodata Agency and Søren Fauverholm Christensen, Head of Department - Application - Property and Sea welcomed and wished everybody a good and fruitful meeting.
 Tour de table.
2. **Appointment of chair of the SC-meeting**
 Peter Pouplier, member of the Steering Committee, is appointed as chairman of the meeting.
3. **Secretary of the meeting**
 Owe Palmér and Martin Skedsmo will take care of the notes for the meeting. The decisions in the protocol will be viewed and approved at the end of the meeting.
 The decisions can be found in connection with the paragraph respectively but are summarized in a table at the end of this protocol.
4. **Purpose of the meeting and approval of the Agenda**
 The purpose of the meeting is viewed – focus on Board Meeting preparation - by the Chair.
 The meeting will also partly be a workshop.
 The forthcoming SAO-meeting in Yellowknife (March) will be handled under §10, AoB.
5. **Review of the previous protocol from SC_Helsinki 130917-18 – focus on decisions taken and the Activity List**
 The project history and the Helsinki protocol is reviewed by the Chair.
6. **The Arctic SDI – status**
 A short review of important events taken place since the SC-Meeting in Helsinki (September 17 – 18, 2013) is given by the Chair:
 - a. **Ottawa PMG++ Nov 19 and 20**
 - Organizational design, scope, TWG, legal instruments
 - b. **CAFF Dec 6 Ottawa and Jan 16 Iceland**
 - Tangible CAFF/ASDI projects
 - c. **Copenhagen December 16 – 17**
 - Produced documents for Steering Committee based on Ottawa discussions; draft plan including TWG appendix.
7. **Status report from the TWG – status**
 Fredrik Persäter, Chair of the TWG, gave a status report referring to identified work packages.
 - A green light, decisions, from all countries are needed to be able to drop the WMS services publicly on Internet.
 - External tests have not been conducted but contacts are established with ERMA and CAFF.
 - Establishment of a prototype portal (catalogue, catalogue service and viewer) is ongoing and launch is not that far away – work on metadata and common cache is still ongoing.
 - Central services are all open source.
 - No feedback from users so far – use case(es) is needed.

The updated work packages list is available on Assembla. Fredrik will distribute the status report (StatusReportrCopenhagen140122.ppt) to the SC.

8. Agenda and documents for the upcoming ASDI Board meeting

1. Memorandum of Understanding – circulated for signing at Board meeting.

The MoU is finalized, and translated into French and Russian languages, for signing at the forthcoming Board Meeting at USGS in Reston on February 19 – 20. A final version is distributed.

Decision 1:

Martin Skedsmo is responsible for preparing the version for signing. The Norwegian delegation to the Board Meeting will bring “the master copy” to be signed.

2. The Arctic SDI Plan

A tour de table gave the result that the Arctic SDI Plan is supported in general by all (US - participation on Skype) including proposed changes. Detailing is needed for some parts.

2.1 Structure

The structure of the plan is reviewed and generally agreed upon with some minor changes.

2.2 Chapter 4, Governance, Organization and Operations

Chapter 4 is viewed and by then section 4.2, *Implementing Arrangements*, and 4.3, *Board and National Focal Points* and section 4.4, *Operational Task Force and Board Executive* is especially discussed:

4.2:

- Peter Pouplier gave an example of “Implementing arrangement” (paper copy).
- The preconditions for signing legally binding documents (implementing arrangements) differs from country to country – *the text in the plan has to be “softened”*.

4.3

- Peter Pouplier gave a review of the section and the thoughts behind.
- Flexibility is a key word.
- The proposed organisation structure is supported in general

Decision 2:

Cameron Wilson is responsible for updating section 4.2, *Implementing arrangements*, especially concerning legally binding formulations.

Decision 3:

The sections 4.3 & 4.4 will be rewritten into one section and further detailed in an appendix included.

Decision 4:

The Governance model is agreed upon to be presented to the Board.

2.3 Chapter 3, Arctic SDI Strategy

Chapter 3 is reviewed.

- Cameron Wilson gave a review of the Arctic SDI reference model (the figure).

Decision 5:

The figure describing the Arctic SDI reference model will be further explained in appendix – all terms used will be described.

2.4 Chapter 2 Data, Infrastructure and Technology – see appendix 1

The chapter is reviewed by Fredrik Persäter – for main discussion/further information, refer to §3 below.

2.5 Chapter 5 Communication

Communication, information, documentation, Website etc. is one of identified activities in section 4.4 – refer to table in section.

NB: The bullits below refers to the activity table in section 4.4

- *Secretariat for the Chair of the Board Executive* - Peter Pouplier will write the issues for the activity – refer to decision 3 above.
- The *communication* activity (second activity in table in section 4.4) is further elaborated with defined issues.

– *Technical Working Group*

Appendix 1, Arctic SDI – Data, infrastructure and technology, is elaborated and written viewpoints are taken care of. Also points in common with ELF, UN-GGIM and others are discussed.

The results of the discussions concerning appendix 1 are taken care of directly in the document by Fredrik Persäter and Andrew Flatman. It is proposed to complete the first figure in the document (Data flow in the Arctic SDI from Collection to Action) with a figure describing the points of common between UN-GGIM, ELF, NSDI, GSDI and other SDI-project from a global point of view. It will also be described in words.

- *Legal framework*
- *Arctic SDI Basic Reference Map – Web service operation*
- *Strategy for developing Arctic SDI* is further elaborated with defined issues
- *Strategic development of the affiliation to Arctic Council* is included in the Strategy activity – refer to above.

Decision 6:

The activity – table in section 4.4 – Legal Framework will be renamed to Operational policies.

2.6 Chapter 1 Introduction

The chapter is reviewed.

2.7 Activities and division of work – possible appendix to section 4

The activities and division of work is discussed – refer to table in section 4.4.

3. **Plan to establish and manage *ArcticSDI Basic Reference Web Map Service***

Fredrik Persäter describes the plan from a TWG (*technical*) point of view:

- Refer to figure *Physical distribution environments of the Arctic SDI components* in appendix 1 (Arctic SDI Plan).
- Commercial cloud solution (Amazon) and Norwegian Mapping Authority cloud solutions are discussed.
- WMS can, from a technical point of view, be launched with reservation for metadata.

The issue is discussed also from legal national point of view. The main question is if it is OK for each NMA to launch the Arctic SDI WMS, cloud solution included. It is OK for Finland, Norway and Island. The other NMAs have some issues to solve.

Decision 7:

Owe, Peter & Martin are responsible for creating a short summarizing document concerning the launching of the Arctic SDI WMS – status today, cloud hosting options included - summary document for the Board meeting. Fredrik and Andrew deliver a pro con and phases.

4. Arctic Council WG CAFF proposal

CAFF has proposed:

- to provide thematic data via WMS (on marine ecosystem/AMSAIIC) for Arctic SDI.
- Arctic SDI that they work with CAFF to provide a delivery mechanism for the suite of remote sensed products developed via CAFFs Land Cover Change Index. The mechanism would be a component that would allow the user to search, view (data and metadata), download, Stream and visualize the data prior to using it. These data products scheduled for delivery in June and for release at the Arctic Biodiversity Congress in December 2-4.

Decision 8:

CAFF proposal – Andrew, Cameron and will contact CAFF/Tom Barry and also prepare a short report on how to proceed concerning the proposal.

Decision 9:

CAFF proposal – Martin, Owe & Peter will prepare a report to the forthcoming Board Meeting in Reston (February 19 – 20).

5. Agenda for the board meeting and supporting decision documents

The preliminary agenda (Carl Markon 20140108) is viewed and completed. The completed agenda will be forwarded to Carl Markon in the middle of last week in January.

Decision 10:

Peter will write a short report to Board on SC Copenhagen meeting (Jan 2014).

Decision 11:

Martin, Peter & Owe will write a decision tree for the Board.

9.

Next steps – Action list

- a. **Board meeting Reston, February 19 – 29, 2014 (decided)**
- b. **Board meeting November (proposed)**
- c. **Preparational meetings (June and September)**
These meetings refer to Contact Points/Operational Task Force

10.

AOB

Forthcoming SAO-meeting in Yellowknife

Decision 12:

Martin, Owe & Peter will write a short document to Boardmeeting in February.

11.

Summing up the meeting

The meeting is reviewed in short by the chairman.

12.

Closing the meeting

The chairman thanked everybody for a fruitful and nice meeting. The meeting is the closed.

The protocol is compiled by Owe Palmér & Martin Skedsmo – refer to §3.

The decision table (below) is approved by all at the end of the meeting – refer to §3.

Decisions taken:

Decision Nr	Decision	Lead	Deadline
Decision 1/§8.1	Martin Skedsmo is responsible for preparing the MoU version for signing – 3 versions. The Norwegian delegation to the Board Meeting will bring “the master copy” to be signed.	Martin	Forthcoming Boardmeeting – February 19-20
Decision 2/§8.2	Cameron Wilson is responsible for updating section 4.2, <i>Implementing arrangements</i> , especially concerning legally binding formulations.	Cameron	January 28
Decision 3/§8.2	The sections 4.3 & 4.4 will be rewritten and further detailed, appendix included.	Peter	January 29
Decision 4/§8.2	The Governance model is supported by all in principle to be presented as a proposal to the board		
Decision 5/§8.2	The figure describing the Arctic SDI reference model will be further explained in appendix – all terms used will be described and communicated with Fredrik Persäter.	Cameron	January 29
Decision 6/§8.2	The activity – table in section 4.4 – Legal Framework will be renamed to Operational policies (Appendix).	Peter & Cameron	
Decision 7/§8.3	Martin, Owe and Peter are responsible for creating a short summarizing document concerning the launching if the Arctic SDI WMS – status today, cloud hosting options included - for the Board meeting. Fredrik and Andrew deliver a pro con and phases.	Martin Owe & Peter	January 30
Decision 8/§8.4	CAFF proposal – Andrew and Cameron will contact CAFF/Tom Barry and also prepare a short report to the Board on how to proceed concerning the proposal.	Andrew, Fredrik & Cameron	February 7
Decision 9/§8.4	CAFF proposal – Martin, Owe & Peter will prepare a report to the forthcoming Board Meeting in Reston (February 19 – 20).	Martin, Owe & Peter	February 7
Decision 10/§8.5	Report from SC Copenhagen meeting to the Board	Peter	February 7
Decision 11/§8.5	Decision tree for the Board will be prepared	Martin, Owe & Peter	February 7
Decision 12/§10	A paper on SAO Meeting in Yellowknife, March 2014, will be prepared for the Board.	Martin, Owe & Peter	February 7