

Monday, 25 September 2012

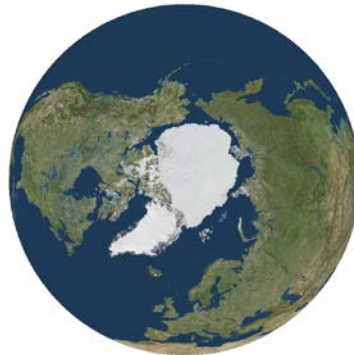
*The Arctic Spatial Data Infrastructure – Project Plan, Appendix 4*

Updated September 25, 2012

## The Arctic SDI Work Flow

- vision, strategies, work packages, activities & estimated time schedule -

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### **The Vision**

An Arctic SDI – based on sustainable co-operation between mandated national mapping organisations – will provide for access to spatially related reliable information over the Arctic to facilitate monitoring and decision making.

### **The Strategies on how to reach the vision**

- A. Project organisation in function
- B. MOUs regulating each participant's involvement and responsibilities within the Arctic SDI project will be elaborated and signed.
- C. A joint Arctic SDI will be elaborated - combining into one view national reference data and thematic information

Work packages to fulfil the strategies

STRATEGY	WORK PACKAGES
<b>Strategy A:</b> Project organisation in function	<b>Work package A.1/1:</b> - Elaboration of project plan, project organisation included.
<b>Strategy B:</b> MOUs regulating each participant's involvement and responsibilities within the Arctic SDI project will be elaborated and signed.	<b>Work package B.1/1:</b> Elaborate, anchor and sign MOUs
<b>Strategy C:</b> A joint Arctic SDI will be elaborated - combining into one view national reference data and thematic information	<b>Work package C.1/7:</b> Elaboration on design, technical platform and applicable standards for development of the Arctic SDI.
	<b>Work package C.2/7:</b> Inventory and evaluation of available and existing national reference data. Proposal on specification on reference data and corresponding metadata specifications.
	<b>Work package C.3/7:</b> Joint final decision on proposed specification on reference data and corresponding metadata.
	<b>Work package C.4/7:</b> Proposal on a joint data model describing the attributes for the agreed reference data in order to provide the users with information in a homogenous way. This WP will not include harmonising of data
	<b>Work package C5/7:</b> Establishing the Arctic SDI - including reference data (work package C2 ) and thematic data examples, testing and launching
	<b>Work package C6/7:</b> Implementation of the Arctic SDI in the user community
	<b>Work package C7/7:</b> Prepare and establish the Operational organisation.

Activities within each work package including outputs, indicators, responsibility, estimated time schedule and status as of today.

<b>Work package A.1/1: - Elaboration of project plan, project organisation included.</b>				
<b>Output:</b> Project organisation constituted.				
<b>Indicator:</b> Project plan are established, approved and implemented.				
Activity	Responsible	Start	End	Status/ Comments
1. Constitution of the project plan and the project organisation	Interim organisation	Apr 2011	End of proj.	Done Apr 2011
2. Plans for future work within the operational phase	SC	Apr 2011	End of proj.	
3. Final project report and evaluation	SC		End of proj.	

Comments:

*Activity 1:* The project plan and organisation is presented, discussed, and approved. Concerning the organisation - the Board, the SC, the PMG and the two WGs – refer to the Project Plan, chapter 5 and *Appendices 1 – 3*.

*Activity 2:* The two first phases will, as stated above, be carried out within this project while the Operational Phase will be carried on by the existing organisational structures in the participating agencies. A plan for future co-operation in order to sustain the common information system established during the project will be prepared.

*Activity 3:* By the end of the project, the Steering Committee will provide a project report to be evaluated by the Board.

<b>Work package B.1/1: Elaborate, anchor and sign MOUs</b>				
<b>Output:</b> Signed MOUs between all involved participants				
<b>Indicator:</b> MOUs defining the co-operation between the NMAs, and between the NMAs and the user groups.				
Activity	Responsible	Start	End	Status/ Comments
1. Preparation of MOU between NMAs	PMG	Apr 2011	June 2011	Finalised March 2012
2. Preparation of MOU between NMAs and thematic data providers	Board /PMG	April 2012	Jan 2013	
3. Signed MOU between NMAs	Board	April 2012	June 2012	Ongoing, finalised Dec 2012
4. Signed MOU between NMAs and thematic data providers	Board/PMG	Jan 2013	Jan 2013	

Comments:

*Activity 1:* The Project Management will prepare the MOU to be signed by the involved NMAs. The Memorandum of Understanding (MOU) will regulate each organisation’s responsibility, the decision-making process, detailed co-operative organisation, financing of common undertakings and implementation.

*Activity 2:* The Project Management will prepare the MOU to be signed by the NMAs and thematic data providers (the Arctic Council Working Groups and others) concerning data provision and data policy, e.g. specifications, standards, quality, terms and conditions for use of the data, etc. to be signed by the Arctic SDI Board and the Arctic Council Liaison.

<b>Work package C.1/7:</b> Elaboration on design, technical platform and applicable standards for development of the Arctic SDI.				
<b>Output:</b> Technical description on the Arctic SDI Architecture.				
<b>Indicator:</b> Written document(s) on design, architecture and standards for development of the Arctic SDI based on use of open source technology when applicable.				
Activity	Responsible	Start	End	Status/Comments
1. Prepare technical workshops	PMG/TWG	April 2011	Jan 2012	Done Jan 2012
2. Arrange workshops to elaborate and describe proposals for an Arctic SDI Architecture	PMG/TWG	Sept 2011	Jan 2012	Final work shop in Jan 2012
3. Presentation of the results from the workshop in activity 2. To be evaluated and decided on by the Steering Committee.	TWG	Sept 2011	Feb 2012	Presented and approved Feb 2012 (SC Copenhagen)
4. Write technical document describing the Arctic SDI Architecture.	TWG	Feb 2012	May 2012	Done, refer to proj plan

<b>Work package C.2/7:</b> Inventory and evaluation of available and existing national reference data. Proposal on specification on reference data and corresponding metadata specifications.				
<b>Output 1:</b> List of agreed reference data.				
<b>Output 2:</b> Agreed metadata specification.				
<b>Output 3:</b> Joint reference data cartography.				
<b>Indicator:</b> Approved documents for corresponding outputs.				
Activity	Responsible	Start	End	Status/Comments
1. Compilation of list on agreed reference data layers.	TWG	Sept 2011	Jan 2012	Done Jan 2012
2. Elaborate and present a joint cartography for the reference data layers	TWG	Sept 2011	Jan 2012	Done Jan 2012
3. Elaborate a metadata specification with a minimum of mandatory	TWG	Sept 2011	Jan 2012	Done Jan 2012

elements				
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<b>Work package C.3/7:</b> Joint final decision on proposed specification on reference data and corresponding metadata.				
<b>Output:</b> Decision entered in SC meeting protocol.				
<b>Indicator:</b> Approved proposal for system architecture, specification on reference data and corresponding metadata.				
Activity	Responsible	Start	End	Status/Comments
1. Preparations for SC meeting	PMG	Dec 2011	Feb 2012	Presented and approved Feb 2012 (SC Copenhagen)
2. Presentation and demonstration of the results elaborated by TWG.	WGA	Feb 2012	Feb 2012	Presented and approved Feb 2012 (SC Copenhagen)

<b>Work package C.4/7:</b> Proposal on a joint data model describing the attributes for the agreed reference data in order to provide the users with information in a homogenous way. This WP will not include harmonising of data				
<b>Output 1:</b> A joint data model.				
<b>Indicator:</b> The approved data model,				
Activity	Responsible	Start	End	Status/Comments
1. Elaborate a joint attribute specification for the reference data layers.	TWG	Mar 2012	Nov 2012	Ongoing

<b>Work package C5/7:</b> Establishing the Arctic SDI - including reference data (work package C2 ) and thematic data examples, testing and launching				
<b>Output:</b> Prototype of Arctic SDI (portal and country services) finalised and up and running				
<b>Indicator:</b> System can be accessed on development servers, public available				
Activity	Responsible	Start	End	Status/Comments
1. Establishment of view services (WMS) based on decided content specifications - refer to C2.	TWG	Jan 2012	March 2013	Ongoing
2. Testing and evaluation of view services	TWG	Apr 2012	March 2013	Ongoing
3. Establishment of prototype portal (catalogue, catalogue service and	TWG	Dec 2011	End of proj	Demonstrated Feb 2012 (SC

viewer) components.				Copenhagen)
4. Demonstrate prototype for user representatives (IPY-Montreal)	TWG/PMG	Apr 2012	April 2012	Prep started Marc 2012
5. Testing and evaluation of prototype portal.(catalogue, catalogue service and viewer)	TWG & User representatives	Apr 2012	Dec 2012	Ongoing
6. Compilation and implementation of feedback from user representatives	TWG/PMG	Apr 2012	Jan 2013	Realistic?
7. Presentation of the arctic SDI	TWG	Feb 2013	Feb 2013	Realistic?
8. The Arctic SDI approved	SC	Feb 2013	Feb 2013	Realistic?

<b>Work package C6/7: Implementation of the Arctic SDI in the user community</b>				
<b>Output :</b> Fully functional Arctic SDI portal and data services available				
<b>Indicator:</b> The Arctic SDI portal in use by the user community – measureable.				
<b>Activity</b>	<b>Responsible</b>	<b>Start</b>	<b>End</b>	<b>Status/ Comments</b>
1. Implementation of Arctic SDI in concerned organisations and countries.	PMG/SC	Feb 2013	End of proj.	Realistic?

<b>Work package C7/7: Prepare and establish the Operational organisation.</b>				
<b>Output :</b> An Arctic SDI as described in the Vision in operational mode.				
<b>Indicator:</b> Arctic SDI operated by a designated joint group of NMA employees.				
<b>Activity</b>	<b>Responsible</b>	<b>Start</b>	<b>End</b>	<b>Status/ Comments</b>
<b>1.</b> Preparation of the operational organization, hosting of the portal and metadata catalogue included.	PMG/ SC/Board	Sep 2012	End of proj.	
<b>2.</b> Terms of references for the Operational organisation being prepared.	PMG	Sep 2012	End of proj.	
<b>3.</b> Terms of references for the Operational organisation being presented and approved	PMG/SC/ Board	Sep 2012	End of proj.	

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