
November 2014

ARCTIC SDI BOARD MEETING

MEETING PROTOCOLS (MINUTES)

Point of time: November 20 and 21, 2014 (one and a half day meeting)

Locality: Grand Hotel, Reykjavik, Sigtún 38, 105 Reykjavík, Iceland

Meeting language: English

Main purpose of the meeting:

- To discuss and approve the strategy for the development of the Arctic SDI, necessary Implementing Arrangements and provide the necessary resources, governance and competences to support the implementation of decisions.
- To organize the affiliation with the Arctic Council

Meeting Times:

- Thursday 20 November 2014: 9:00 – 16:00 (reception and dinner to follow)
- Friday 21 November 2014: 9:00 – 12:00 (group lunch follows)

Participants

COUNTRY	ORGANISATION	NAME	POSITION
<i>Board members:</i>			
USA	U.S.Geological Survey	Ingrid Verstraeten	Chief Europe, Russia, Central Asia and

		(Alternate for Kevin Gallagher)	International Organizations
Iceland	National Land Survey of Iceland	Magnús Guðmundsson	Director General (Acting Chair)
Denmark	Danish Geodata Agency	Kristian Møller	Director General
Sweden	Swedish Mapping, Cadastre and Land Registration authority	Bengt Kjellson	Director General
Finland	National Land Survey of Finland	Arvo Kokkonen	Director General
Norway	Norwegian Mapping Authority	Anne Cathrine Frøstrup	Director General
Co opted			
Iceland	National Land Survey of Iceland	Eydís Líndal Finnbogadóttir	Director of SDI and Service
USA	U.S.Geological Survey	Lorna Schmid	USA National Contact Point
Participating by video/phone			
Russia	The Federal Service for State Registration, Cadastre and Mapping	Mr. Sergey Serebriakov	Deputy Director of Geodesy, Cartography and SDI
Russia	The Federal Service for State Registration, Cadastre and Mapping	Andrey Mukhin	Consultant of Division on Cooperation with Non-governmental and International Organisations
Russia	The Federal Service for State Registration, Cadastre and Mapping	Tatiana Makarchuk	Head of GIS Division, Centre of Geodesy, Cartography and SDI
Not attending			
Canada	Natural Resources Canada		

Proposed Times:

20 November 2014

- 8:30 – Tea/Coffee
- 9:00 – Opening of the meeting
- 9:30 - Agenda agreed/work starts (Agenda item 1 – 5)
- 12:00- Lunch
- 13:00 – Meeting re-convenes (Agenda item 6)
- 16:00 – Meeting adjourns
- 18:00 – Reception in the Ministry for Foreign Affairs with participation by the Ambassadors of Arctic Countries in Iceland
- 19:30 – Dinner in the City Center of Reykjavik invited by National Land Survey of Iceland

21 November 2014

- 8:30 – Tea/Coffee
- 9:00 – Meeting continues (Agenda item 6 – conclusions and decisions, item 7 – 8)
- 11:30 – Summary of decisions of the meeting (Agenda item 9)
- 12:00 – Meeting close and lunch

Documents for the meeting:

- Agenda
- Working Group Status Reports, Nov 2014
- Terms of References (TOR) for working groups
- Activity Plans for the working groups
- Arctic Spatial Data Infrastructure Strategic Plan 2015-2020
- Calendar of Events, Nov 2014
- Protocol of the last Board Meeting 19 – 20 February 2014, Reston, USA.

AGENDA AND MINUTES

1. Welcome by the Host and opening of the meeting (Host Iceland)

The chair of the meeting Mr. Magnús Guðmundsson, Director General of the National Land Survey of Iceland welcomed all participants and brought regards from Canada that unfortunately could not participate in the meeting.

It is noted that Dr. Ingrid Verstraeten, USA is participating in absence of Kevin Gallagher.

The Chair pointed out that all decisions need to be reached through consensus.

In the absence of one or more participating Arctic States, the Chair suggested to use the following model based on the Arctic Council model:

In the event that a meeting is held without the attendance of all eight Arctic States, the positions of all States present will be documented in the draft minutes which are to be sent to all countries within 14 days. Each Arctic State can provide comments, questions, and/or approval for decisions and actions in writing as part of the approval process for the Board Minutes within 21 days. Allowing time for communication, if necessary, this process will result in final resolution of the motions to be completed within 45 days after receiving the Draft Board minutes. In the absence of comments from a State within the agreed upon timeframe, it will be assumed that that State agrees with the Board minutes and Board decisions and actions.

DECISION: The Board, including Canada, approves the method documented above for managing this November 2014 Board Meeting. Further the Board approves this method for future meetings. It was pointed out that the 45-day timeframe should be the maximum time; the process of finalizing meeting minutes should occur as quickly as possible.

DECISION: The Board agreed that all documents required for any Board Meeting would be received by the Board 14 days prior to the start of the Board Meeting. The Board may not accept documents received less than 14 days in advance.

ACTION: The Secretariat will add this decision to the new Governance document.

ACTION: The Secretariat will ensure that the June Board Meeting will cover the topic of what constitutes a quorum for the Board.

2. Approval of the agenda and appointment of Secretary (Acting Chair)

Agenda for the meeting has already been sent to members. Chair suggested the following changes to the agenda:

- Chair suggested that under agenda item 4a the US Board Member would formally hand over the original signed copies of the MOU in 3 languages to all Board Members.
- Chair of the meeting pointed out a missing agenda item after 4f – Action item 7. It is proposed that it will be added to the agenda.
- Chair also proposed that the item 6a will be moved under item 5a.

DECISIONS: Chair introduced the agenda and the above referenced changes were approved. Chair stated that Eydís Líndal Finnbogadóttir, Iceland and Lorna Schmid, USA would serve as Secretary of the meeting. It was approved.

3. Approval of Meeting notes from February 2014 Board Meeting – Reston, Virginia, USA

Chair introduced the meeting notes from the Board Meeting in Reston VA, U.S.A.

DECISION: The Board formally approved the February 2014 Protocols (Minutes).

4. Review of Action Items from February 2014 Board Meeting – Reston Virginia, USA

a. Reston Action Item 1: USA to conduct language review of the English, French and Russian versions of the MOU and report the findings to the Executive Board.

COMPLETE. Ingrid Verstraeten from USA handed over the originally signed MOU copies in 3 languages to all presented Board Members.

ACTION: Distribution of the Signed MOUs to signatories who were not present: Magnús Guðmundsson, Iceland will mail the copy to Andrey Mukhin, Russia. Lorna Schmid, USA, will mail the copy to Prashant Shunkle, Canada. Kristian Møller, Denmark took the copy for Greenland.

b. Reston Action Item 2: Canada to lead development of clear Terms of Reference by March 31, 2014 in conjunction with Communication Working Group for the Board, Executive Board and Secretariat (Governance ToR), Operational Task Force and Working Groups.

COMPLETE. Chair pointed out that the ToR documents were sent out as attachments with the meeting documents.

DECISION and ACTION: The Secretariat will DRAFT an updated Governance Document which will incorporate the Governance ToR and incorporate the new decisions documented in these minutes. The updated DRAFT will be provided to the Board for approval via email.

c. Reston Action Item 3: Lead Countries for each Working Group should establish a working group and draft Terms of Reference (by April 30, 2014); and Activity Plans (by June 1, 2014)

COMPLETE. The Chair pointed out that the Draft ToR documents and Activity Plans were sent out as attachments with the meeting documents.

DECISION: The Terms of Reference for the Working Groups will no longer be separate individual documents, but will be incorporated into the Arctic SDI Strategic Plan and the new Roadmap and Arctic SDI Governance Document. As further reflected in the decisions and actions under Agenda Item 6 Arctic SDI

Strategy Working Group Discussion, it was decided that if Working Groups have a need to maintain internal ToR to aid in their work the Board does not need to approve or review these documents.

d. Reston Action Item 4: Communication Working Group to complete revised Arctic SDI Framework Document (by June 1, 2014).

COMPLETE. The Chair pointed out that the Draft Framework Document was sent out as an attachment with the meeting documents that were submitted.

The Board appreciates the significant work of the Communications Group on the Arctic SDI Framework and after significant discussion made the following decision.

DECISION: The Arctic SDI Framework needs to be modified to serve as a historical reference document. Appendices will need to be evaluated for deletion so as not to conflict with other documents provided by the Arctic SDI. For example, Terms of Reference can be removed as appendices.

As with the ToR and Activity Plans the Arctic SDI Framework will be incorporated into the Arctic SDI Strategic Plan and the new Roadmap and Arctic SDI Governance Document as necessary.

ACTION: Norway will work with Sweden and the US to make the modifications for final review of the Arctic SDI Framework by the Board in the June meeting.

e. Reston Action Item 5: Communication Working Group to draft Arctic SDI Plan based on input from Working Groups (September 2014).

COMPLETE. The discussion regarding the Arctic SDI Plan occurred under Agenda Item 6 as part of the Arctic SDI Strategic Plan and Roadmap discussions.

f. Reston Action Item 6: Communication Working Group to draft a one page document.

COMPLETE. The document was part of the poster presentation at the Inspire Conference in Aalborg, Denmark, 2014 and is linked from the Presentation Page: <http://arctic-sdi.org/index.php/presentations/>.

DECISION: The Arctic SDI needs to have a general-purpose fact sheet and two “standardized” slide shows that can be used in multiple scenarios to ensure consistent representation of the Arctic SDI. One slide show for general audiences and one for technical audiences; the slide shows may share common slides. The slide decks and fact sheet should be evaluated at least every 6 months to determine if updates are necessary.

ACTION: The Board asks the Communication Working Group to create a fact sheet for the Arctic SDI that can be used in multiple scenarios. A good “model” that was referenced by the Board was the UN-GGIM – Global Geodetic Reference Frame Working Group flyer/newsletter → http://ggim.un.org/docs/meetings/GGIM4/UN%20GGIM_Flyer_april2014.pdf. Draft will be ready for Board Approval at the next Board meeting in June 2015.

ACTION: The Board asks the Communication Working Group to draft the “standardized” slide shows on how to present aspects of the Arctic SDI. Slide show development will be prioritized as part of the new Roadmap with draft provided to the Board for approval via email. [Process for Board approval will be updated as per these minutes in the new Arctic SDI Governance Document.]

g. Reston Action Item 7: Russia to resolve legal issues with intention of providing Russian data to the Arctic SDI Web Map Service

PENDING. Russia stated that there are still some details they are working through and they expect everything to be solved in 2015, hopefully in the spring.

h. Reston Action Item 8: The Secretariat will provide information, as appropriate, to Tom Barry, Chair, CAFF and circulate CAFF’s presentation prior to the SAO Meeting, March 2014.

COMPLETE. The Strategy Working Group met with the Icelandic Director of the Arctic Council Secretariat – Magnus Johannesson - September 2014. . Magnús informed the group that CAFF presented the Arctic SDI in his CAFF presentation at the SAO meeting.

i. Reston Action Item 9: The Secretariat will provide a Calendar of Events.

COMPLETE. A document was sent to board members showing meetings and conferences of interest for the Arctic SDI.

The Board discussed a need to prioritize meeting attendance for Arctic SDI representation.

DECISION: The Board will approve Arctic SDI representation at all major meetings.

DECISION: When possible, the Board Chair should represent the Arctic SDI at higher level meetings, such as the UN-GGIM meeting in USA in August as well as with other higher level meetings / conferences, and Arctic Council Secretarial Meetings.

ACTIONS: The Secretariat will be notified, with a cc to all National Contact Points, of major meetings or formal presentations regarding the Arctic SDI in order to

obtain approval of the Board, or the Executive Board, to include:

- * Meeting name and location,*
- * Who is attending and actively participating, and in what context, and*
- * Whether a presentation is to be made, or if an invitation should be sought, and the topic or focus of that presentation*

Once meeting attendance is approved the Secretariat will notify the Communications Working Group so that the Web site Calendar can be updated.

ACTION: The new governance procedure documented in these minutes under the Agenda Item 5.d. for using the Secretariat to obtain Board approval between meetings will be put into place immediately to adopt an agreed upon Calendar of Events for the Arctic SDI. (The Secretariat will email the updated Calendar to the Board before the proposed February Strategy Working Group and Working Group Leads meeting documented under Agenda Item 6.)

- j. Reston Action Item 10: Norway interested in providing on-going communications for Arctic SDI as part of its in-kind contribution to the Arctic SDI project and will explore obtaining on-going funding for permanent employees.***
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Norway has not proceeded with the consideration of financing a permanent secretariat for the Arctic SDI. Further discussion on the Secretariat is described under Agenda Item 5.d.

- k. Reston Action Item 11: Dr. Ingrid Maria Verstraeten (USA) to provide a copy of the presentation from the meeting between the EU and the USGS regarding LANDSAT data.***
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COMPLETE. Ingrid Verstraeten sent a presentation to Board Members via email.

5. Arctic SDI Working Groups and activities – Reports

The Chair stated that the Board would not go through each document individually and started off by providing an overview of the Working Group tasks that have been completed since the last Board meeting.

Big thanks to the Secretariat for the assistance organizing the Board Meeting.

Thanks to all of the Working Groups for a really great job and completing the tasks that were asked of them and drafting documents for Agenda Item 5 include the Working Group Status Reports, Terms of Reference and Activity Plans.

The Lead and supporting countries in the working groups were asked if they will continue their commitment in the working groups and if there are any changes due to the change of the Chair from Canada to USA. The Board Members discussed Working Group participation with the following decision:

DECISIONS: Russia will provide a new person to join the Strategy Working Group and continue participation in the Technical Working Group.

US will participate on the Communications Working Group, Rebecca Anderson will continue to lead the Strategy Working Group and Lorna Schmid will join as the US NCP. The US will continue participation in the Operational Policy Working Group with Ingrid Verstraeten and Lorna Schmid will also join.

ACTION: The Secretariat will include and maintain information on Working Group membership in the new Governance Document.

General discussion by the Board on Governance of the Working Groups and the work of the Arctic SDI

a. Technical Working Group (lead Sweden), Geoportal Working Group (lead Finland) and WMS on Cloud and Cascading WMS Service (lead Norway)

b. Working Group on Operational Policies (lead Denmark)

c. Working Group on Communications (lead Norway)

The Board recognized the good work that has been done on improving the Website.

DECISION: All documents requested by the Board, or developed by Working Groups, prior to them being added to the Arctic SDI Public Website, will be in a PDF format that cannot be edited and have a DRAFT Watermark that will only be removed after final acceptance at the appropriate level and after editorial review.

ACTION: The Communication Working Group will document the process for posting documents on the Website that will become part of the Arctic SDI Governance Document.

d. Secretariat for the Chair of the Board (Lead Canada)

The Board discussed many items with regard to how documents are approved, including how documents should be provided to the Board and how documents can be approved between Board Meetings with the following decisions.

DECISION: The Board is acknowledging that they will need to be more active if they are to review and approve all documents as described in these minutes.

DECISION: When communicating with the Board via email the Subject must reflect "ACTION REQUIRED – Arctic SDI Board" and the email will provide specific information about when a response is required, usually this will be within 10 days.

If there is no response by a Board Member it will signify their acceptance of the action, or decision.

DECISION: The Secretariat membership will follow the Executive Board. Other countries will continue as supporting countries at least until the Governance, Roadmap and the 5-year Strategy documentation is completed.

DECISION: All Working Group documents subject to Board Meetings and Decisions will be provided to the Secretariat with a cc to the National Contact Points. The Secretariat will forward the documents to the Board for meetings or decisions.

*DECISION: Technical decisions can be made by the Working Groups as long as they adhere to mandates from the Board and previously agreed on standards from the finalized Roadmap and updated Strategic Plan and Objective Implementation Plans. * Any modifications or changes required to continue the work of any Working Group will be documented and sent forward for approval by the Executive Board, minimally, or the Board.*

**Roadmap details are documented under the Arctic SDI Strategy discussion, Agenda Item 6.*

DECISION: Secretariat Responsibilities include the governance Policies, which will be documented in the new Arctic SDI Governance Document.

ACTION: The Secretariat will assemble the DRAFT Governance Document, obtain input from the National Contact Points and Working Group Leads, and then submit the document to the Board for approval via email.

DECISION: To ensure a clear understanding of proposed policy changes or requirements which need addressing between Board Meetings, the Board Chair may call a Board Meeting via Internet in order for the Secretariat or Working Groups to provide a briefing.

e. Review of CAFF discussions and data layers (Canada)

In response to Reston Board meeting item 12, Canada led an engineering assessment to publish selected CAFF vector and raster data, with extensive support from Technical Working Group members. Given the international nature of the project and need for interoperability, the objective was to assess the level of effort by working with, or, "learning from the data", based on the principles of open data, open software and open standards. The data publication assessment exceeded expectations with many data sets loaded and available via SDI services, the generation of specific recommendations based on lessons learned, and SDI services and data made available for demonstration at CAFF's Arctic Biodiversity Congress (see 5h). While the

publishing of the vector data was relatively straightforward, temporal raster data posed standards and technology challenges. Improved handling of temporal data needs further assessment. Recommendations were proposed that resulted in the following decision:

DECISION: The Board agrees to endorse the current level of technical engagement with CAFF to provide visible services to Arctic Council based on Arctic SDI best practices, and to support continued dialogue on temporal data standards and technology with inclusion of nations' standards representatives as required.

f. Working Group on Strategy 2015-2020 (lead USA)

g. Meeting with Arctic Council Secretary General (Board Member Iceland)

h. Demonstration - Web Map Service

DEMONSTRATION OF THE ARCTIC SDI WEB SERVICES BASE MAP & CAFF DATA

Ásta Kristín Óladóttir, a member of the Technical Working Group from the National Land Survey of Iceland, showed a demo of the Web services already available.

The Technical Working Group is working on adding additional CAFF data via Web services to the Arctic SDI Geoportal. Next year there is a plan to add the Time tool to show time-series data (as most of the CAFF data is) into the OSCARI Geoportal tool. This is expected to be completed in 2015.

Ásta pointed out that the cross-country participation and connections being made in the group are bringing the knowledge and the competence together.

The Board Members expressed their satisfaction and expressed there is great significance on the knowledge exchange afforded by the Arctic SDI participation.

The Board was very happy to see the work that has been accomplished by the Technical Working Group.

The work demonstrated progress documented as part of the CAFF technical engagements document submitted and described under 5.e. above.

6. Arctic SDI Strategy Working Group Discussion

Lorna Schmid from the USA introduced the work of the Strategy Working Group citing the dedicated work that went into building this document and its objectives. Lorna provided a presentation on the “Arctic Spatial Data Infrastructure Strategic Plan 2015-2020” and the Strategy Working Group recommendations.

Following the presentation, the Board thanked all the members of the Strategy Working Group for their work with a special thanks to Rebecca Anderson for leading the work of developing the Strategy.

Strategy Summary Document and Objective Summaries

DECISION: In order to facilitate the development of the new Arctic SDI Roadmap, Governance Document and updated Arctic SDI Strategic Plan and Objective

Implementation Plans the Board accepts the documented modification to the objectives contained below.

DECISION: The Board requests that an Arctic SDI Roadmap is created to get an overview of the actions, deliverables and dates associated with the Arctic SDI Strategic Plan 2015-2020.

DECISION and ACTION: A meeting of the Strategy Working Group and the Working Group Leads is to be held in February in order to create a strategic roadmap that will:

- *Ensure there is a common understanding of all the work being done across the Working Groups by diagramming the cross-cutting activities and relationships of the Working Groups,*
 - *Ensure that the strategic roadmap falls within current work and obligations for each country with regard to the MOU and the on-going work of each country, and*
 - *Identify any gaps or issues with the current Strategic Objectives*
-

ACTION: The Board requests that the Strategy Working Group, in coordination with the Secretariat, create an annotated Agenda for the meeting to ensure that there are concrete accomplishments, or outputs, from the meeting. This annotated agenda will incorporate the Board Meeting actions and decisions.

ACTION: The Strategy Working Group will modify the Arctic SDI Strategic Plan with prioritized objectives and realistic targets to be reviewed and approved by the Board.

DECISION and ACTION: The Secretariat, Strategy Working Group and the Working Group Leads will streamline the Arctic SDI documentation.

This will be accomplished by building on the good work already completed so that the new Governance Document, Arctic SDI Roadmap, and the updated Arctic SDI Strategic Plan 2015-2020, and the Objective Implementation Plans will incorporate and replace the Framework Document, Terms of Reference documents and Activity Plans.

DECISION: If Working Groups still need ToR and Activity Plans the Board does not need to see these documents and they should not reside on the public Web site.

DECISIONS: The Board made the following decisions regarding the Arctic SDI Strategic Plan, Objective Implementation Plans and Roadmap:

- *The Strategic Plan should be shorter and more concise than the draft plan submitted to the Board Meeting.*
 - *Remember that the main objective was to be a good counterpart for the Arctic Council. Therefore, we need to focus on them as the stakeholder to ensure a tight scope.*
 - *There should be 3, or less, Key Performance Indicators for each Objective*
 - *There will be a Glossary of Terms for the Document to ensure that everyone has a common understanding.*
 - *Function of the Secretariat: When the documents are updated they must be checked against the MOU to make sure it is in line.*
 - *Roadmap needs to be clear and concise*
 - *Short term and long term activities (timelines) deliverables need to be defined*
-

Additional discussion by the Board on the Objectives resulted in the following general notes for all Objectives

DECISION: The Priorities will be set under Objective 1 by the Strategy Working Group

Objective 2 and 3 will implement what is identified by the work of Objective 1.

Objective 1. Address Needs of Arctic Council and Other Users

The Board stated this was the most important objective because we need to make sure that we understand what the users need. We also need to identify user's who are prepared to contribute resources to complete tasks or data integration.

DECISION: The Strategy Group will lead Objective 1. The work will be supported by Communications and other Working Groups

DECISION: The data that will be incorporated into the Arctic SDI will be determined as part of Objective 1. The actions to incorporate the data are the functions of Objective 2 & 3.

ACTION: The Strategy Working Group will evaluate available Reference Data and Thematic Data for incorporation into the Arctic SDI as part of the activities to gather and analyze information from users on their needs.

DECISION: Geographic reference datasets to be considered for inclusion are those which are owned, or managed, by the NMAs.

Objective 2. Provide reference datasets from Arctic Council nations

The Board agreed that the Technical Working Group should lead this objective.

The Board discussed Hydrology data which is mentioned in the Background section of the Strategic Plan. There was discussion that Hydrology should be moved to Objective 3 as a thematic dataset as it is only partly owned by the NMA. It was also pointed out that Ice Data is not owned by all the NMA countries and should also be moved to objective 3 as thematic data. The objective plans should be written to reflect the decisions under Objective 1 with regard to hydrologic and ice data.

Following the Board Meeting Prashant Shukle provided Canada's comments via email which included the following:

- The definition of reference and thematic data need to be in alignment with the MOU ("National Mapping Agency (NMA)" is not defined).
- The definition of Reference Data should not be organizationally based, but rather based on its general applicability and use (some data which is not "owned" by an NMA may become reference data)

A suggested definition was provided by Canada, however, the following ACTION is provided to expedite the final approval of these minutes and ensure that the definition and categorization of data layers is acceptable by all MOU Participants and the Board:

ACTION: The Strategy Working Group and the Working Group Leads will draft definitions for reference and thematic data to be adopted by the Arctic SDI that are in alignment with the MOU and meet the needs and requirements of its users and data providers. This definition will be forwarded to the Board for approval before its adoption using the new governance process documented in these minutes.

ACTION: Paragraph 2 in the Background may need to be moved to the Objective 3 if it would be required based on the definition of thematic data. Consideration of the Boards position that data, which is to be incorporated into the SDI, is data identified by users as being important AND data which is supported by users who want to contribute to the SDI or by the NMAs as appropriate.

Objective 3. Facilitate access to thematic data sets

The Board agreed that the Technical Working Group should lead this objective.

DECISION: Looking at Objective 3 under Strategic Approach section, the Strategy Working Group will be responsible to identify the primary users under Objective 1.

As previously stated, priorities will be set under Objective 1 and Objective 2 & 3 will implement what is identified by the work of Objective 1

Objective 4. Data is Interoperable

- No major comments

Objective 5. Provide an operational policy framework for the Arctic SDI

- No major comments

Objective 6. Operational and Strategic Communications

There was significant discussion about the importance of communication and Arctic SDI documents. The decisions and actions associated with these discussions have been documented in previous sections of these minutes, but highlighted here.

- The Executive Board could be used to provide feedback
- In the end, the most important thing is that the Arctic SDI is speaking with one voice
- An Example: UN-GGIM produced a brochure and it was very good. The Board believes it was contracted. We need this for the Arctic Council. [The decision previously described regarding a factsheet was a result of this discussion.]
- Documents and presentations need to be reviewed prior to placing on the Web or being provided

DECISION: Change the name of this Objective to Communications

Objective 7. Resources and Financing

DECISION: Remove Objective 7 from the Strategic Plan Implementation Plan. However, the Roadmap, Strategic Plan and Objective Implementation Plans must state that the Strategies used to implement the Arctic SDI will be accomplished under the terms of the MOU and there must be a specific review to ensure that it complies.

Reception in the Ministry for Foreign Affairs with participation by the Ambassadors of Arctic Countries in Iceland

The reception was attended by the following people:

Icelandic Ministry for foreign Affairs:

Þorsteinn Ingólfsson, Icelandic Ministry for Foreign Affairs, Icelandic SAO
Tómas Orri Ragnarsson, Icelandic Ministry for Foreign Affairs

Atli Már Sigurðsson, Icelandic Ministry for Foreign Affairs

Paul O’Friel, Chargé d’Affaires USA Embassy

Ambassadors:

Mr. Anton Vasilived, Embassy of Russia

Cecilie Landsverk, Embassy of Norway

Mr. Valtteri Hirvonen, Embassy of Finland

Mrs. Mette Kjuel Nielsen, Embassy of Denmark [Deputy Ernst Hemmingsen attended for the Ambassador]

Mr. Bosse Hedberg, Embassy of Sweden

Invited and could not attend:

Mr. Stewart Wheeler, Embassy of Canada

Hákun J. Djurhuus, Sendiskrifstofa Færeyja

Arctic SDI

Ingrid Verstraeten

Magnús Guðmundsson

Kristian Møller

Arvo Kokkonen

Bengt Kjellson

Anne Cathrine Frøstrup

Eydis Líndal Finnbogadóttir

Lorna Schmid

DAY 2

7. Any Other Business (Chair)

No other business was introduced.

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

The Board discussed the importance of a follow-up Board Meeting in order to facilitate the continued efforts of the Arctic SDI Working Groups and the building of the Arctic SDI Roadmap and updating the Arctic SDI Strategic Plan 2015-2020 and the Objective Implementation Plans over the next several months.

DECISION: The Board decided that the next Board Meeting will take place in Copenhagen, Denmark. This meeting will allow the Board to be presented the status and progress on the updated Arctic SDI Strategic Plan and its Strategic Roadmap with prioritized objectives and realistic targets, which the Board has requested.

ACTION: Canada and US Board Members need to check their calendars. Magnus will check the dates.

- *First choice is June 4, 2015.*
 - *Second choice is June 25, 2015*
-

ACTION: The Board discussed the UN-GGIM meeting in NYC in August and that most Board Members will be there, so perhaps there will be a dinner meeting of the Board Members.

The Board discusses a proposed Board meeting for 2016 for a Alaska Board Meeting will be 3 days: 2 day meeting with an Excursion.

ACTION: Board will decide when the proposed 2016 Board Meeting will occur: First choice is June 14-16, 2016 (TBD)

DECISION: The Board meetings will be held at least once a year. Board and Executive Board Meetings will be held via Skype as necessary between Board Meetings.

9. Draft protocol (decisions) and summing up the meeting (Chair)

The Chair asked the Secretary to present the draft minutes, or protocol, including draft decisions based on the notes taken so far.

10. Closing the meeting (Chair)
