November 2014

**Secretariat Report to the Board**

The Secretariat is composed of the country that Chair the Board (Canada) and supporting countries (Denmark, Norway and Sweden). Recently the United States, in capacity of incoming Chair, has joined Secretariat discussions.

The Secretariat for the Chair of the Board is responsible for:

* logistics and practicalities in relation to Board Meeting
* preparation of the preliminary agenda, the annotated agenda and the documents for Board Meetings in cooperation with the National Contact Points and the Lead Countries
* convene and chair National Contact Points Meetings
* record minutes of Board Meetings and follow up
* general assistance to the Chair of the Board

In addition to delivering on these key responsibilities, the Secretariat has been a consistent force in moving the governance, scope and vision of Arctic SDI forward.

At the Reston Board Meeting in February 2014 the Board conditionally endorsed the Arctic SDI Framework pending Terms of Reference and Activity Plans of the Working Groups. Since then, the Secretariat was instrumental in setting up the working groups, initial Terms of References and Activity Plans. It was uniquely in a position to shepherd evolution during a period of Arctic SDI governance transition.

As a core body within Arctic SDI the Secretariat provided continuity to build upon a series of conversations which have proved to be foundational elements in the current Strategy discussions. In Helsinki, the notion of a Federation of Federation of SDI’s was introduced. This was further documented in Copenhagen in Arctic SDI’s Reference Model and a chart that linked sub-national, national, regional and global SDI, standards and policy environments.

Subsequently in New York there was debate as to whether the wording of Arctic-SDI’s vision is of sufficiently scope to include thematic data inputs from outside our respective mapping agencies.

*“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”.*

In Iceland, September 2014, the Strategy Working Group had its first full meeting and Secretariat members articulated a two prong approach to Arctic SDI; 1) publishing mapping agency data and 2) each mapping agencies larger SDI domestic, regional and international responsibilities. The Strategy Working group was able to leverage these larger perspectives in its first phase of exploration being presented at the Board in Iceland.