**Appendix 5**

**Description of Activities**

The following activities have been identified:

**1. Secretariat for the Chair of the Board and Chair of the National Contact Point**

* logistics and practicalities in relation to Board Meeting
* preparation of draft agenda for Board Meetings in cooperation with the National Contact Points
* record minutes of Board Meetings
* general assistance to the Chair of the Board
* convene National Contact Points Meeting

**2. Communication, documentation, Website, Arctic SDI Point of Contact ect.**

* Point of contact for stakeholders, users and the public in general
* Arctic SDI official Website – operation, updating and editing
* Information and key messages (presentations, pamphlets, posters)
* Coordinate information within the groups of Lead and Supporting Countries
* Documentation – documents, protocols etc. from Board, National Contact Point activities etc.
* Representation in international forums when agreed with the Chair of the Board

**3. Technical Working Group – extracts from agreed Terms of Reference**

* Infrastructure and technology
* Design, architecture and standards
* Data models and metadata
* Technical proposals for establishing Arctic SDI WMS, the Web portal as the primary Arctic SDI interface and for other coming services

**4 Development of legal/administrative operational Policies**

* Implementing Arrangements
* Licensing
* Property Rights
* Contracts
* Policies and legal framework

**5. Development of Arctic SDI Strategy 2015 - 2020**

Prepare for the Board a draft strategy 2015 – 2020 including considerations concerning

* User needs
* Thematic datasets for Arctic SDI and role of other data providers
* Data sharing Principles
* Arctic Council and other stakeholders
* Resources and financing
* Arctic SDI and the role on the international Geodata scene
* Prioritized proposal for activities with reference to the Arctic SDI reference model
* Common understanding of Arctic SDI and revision of Arctic SDI Vision

Frist draft to be presented to the Board in 2014.

**6. Establish and operate Arctic SDI Web Map Service**

* Build and operate the Arctic SDI Web Map Service
* Deadline 1. December 2014

**7. Arctic SDI Web Portal for reference map and thematic data - CAFF-proposal**

* Develop, build and operate the Arctic SDI interface to Arctic Web Map Service and Thematic data
* Implement access through the portal to CAFF thematic remote sensing data on land cover change
* Deadline 1. December 2014