

## June 2016 Arctic SDI Board Meeting Minutes

### 1. Opening Meeting (*Chair, USA*)

### 2. Welcome from Host (*Aimee Devaris, USA*)

Introduction to the USGS, Alaska Science Center, Volcano Science Center

### 3. Approval of the agenda and appointment of Secretary (*Chair*)

*(for approval)*

Everyone will have an opportunity to talk about their own programs

There will be a demonstration on the portal, a presentation about user engagement, an update on the Pan-Arctic DEM, and other information geared towards “*Delivering on the Strategic Plan*”

Any additions to the agenda? The linkages we have to other players in other fora, linkages are very important and we should think about how we should grow this beyond this group such as GGIM, GEO, risk reduction framework, and COP21 process- think strategically about linkages on and up, reserve time if possible or maybe organically- otherwise create a parking lot for issues the working groups can work on later

### 4. General Business

### 5. Tour de Table – Opening Remarks

How do we handle the continuity of resources and staff going forward.

Like seeing the Objectives. We need to be very good and keeping to, and sticking to, a strategy. Taking on projects where we can get things done and accomplish things. It’s important to focus on where we can have the biggest impact.

It is also necessary to keep constantly keep an eye on how to improve and organize the work to be most efficient.

Sergey stated, “It’s hard to assess the work that has been done, but I look forward to hearing details. I understand what needs to be done in Russia in context of the work of Arctic SDI. 1:200K is not our usual scale. Connect the work from the working group on our national work on an Arctic Atlas.

## 6. Status Update: Decisions and Actions from Previous Board Meetings (*Chair*)

*(for approval) (Table at the end of the Agenda)*

### Notes and Highlights

- Happy with the document and the process used by the NCPs to agree on moving things forward.
- We are establishing global standards and it goes to show how effective the collaboration has been- working almost seamlessly.
- There is momentum and critical mass to move forward to GGIM. The GGIM session in NY is very formal.

## 7. Objectives: 2. Reference Data, 3. Thematic Data, and 4. Technical and Data Interoperability Geoportal Demonstration and Status of Data (*Jani Kylmääho, Finland*)

*(for information) ([Item 7 Documents](#))*

Presentation by Jani Kylmääho giving an overview of the Geoportal, including new features

### Notes and Highlights

- Kevin
  - What software is needed to access the portal?
    - Just a web browser (Firefox, Chrome and IE are being tested), also works with mobile. Embedded maps are specifically optimized for mobile use
  - Is the Iceland data vector or raster? It's vector originally but is a WMS
  - Can you zoom in- how close? As close as the available background map resolution allows
  - Is there an imagery layer?
    - Not at this time, but it's something that has been discussed in the working group
  - How much data has been populated to the portal versus how much more we need to go, and what types of data we need to make available?
    - We'd like to find out what use cases there are, to find the correct data to display. We don't want too many datasets that no one can find what they need. We haven't talked so much with CAFF and other organizations yet to find out what data they need. I think we need

reference data like hydrographic data, elevation (ArcticDEM), satellite imagery,

- Anne Cathrine
  - Very impressed with how far this has gone with a user driven approach, hopefully works well for AC and other stakeholders
  - Showed the border between Norway and Russia, is it difficult to merge the two datasets?
    - Only because there are some technical specifications that aren't quite set right but they are still working on it.
  - Would it be a good suggestion that there could be a workshop to sit down together, If so, maybe the board could discuss?
    - Yes, the TWG has had this idea for a while and would like to do it.
- Magnus
  - Exciting how far we have gone
- Prashant
  - Very impressive, however we are far from realizing the dream
  - We need to do some work on the Canada-US border
  - To have a global view of this project, it's a static view from one geoposition. We should think about that given that we have many languages and there might be a layer of opportunity to provide translation, in terms of imagery, Canada will be linking inputs to Canadian platform.
    - Jani- we have identified that different meridians are necessary along with support to change the portal to enable these different projections. Also there is a "change language" function in the geoportal that could be used to enable multilingualism.
  - We will have to be aware of national naming authorities even with the translation service- Canada is trying to move forward with diacritics if other countries want to work on that.
  - Has the working group considered disputed place names? We may want to identify areas of international multiple names/boundaries.
    - Jani- No, just used the data provided by each country. Kevin- we have a board on geographic names that handles national naming issues.
- Arvo
  - Harmonization of the data is the most important issue
    - Jani- We are close but, not completed.
- Bengt
  - What is the biggest challenge now?
    - Identifying the use cases and what kind of requirements they have.

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- Magnus
  - Do you see any problems to putting the ArcticDEM into the portal when it is ready- are there any technical challenges?
    - Showing it as a hillshade can be done. If you would like to download it, then more work would be necessary.
    - Lorna- we have worked with PGC to get a sample of the data for the interoperability pilot
- Kevin
  - What about other services like a point feature service?
    - Other capabilities will be added into the portal , such as WFS support

### Actions

1. Hold Technical Workshop(s) to discuss, and work on, data harmonization across Arctic SDI country borders. Integrate workshop results into the Geoportal and report findings to the Arctic SDI Board.
  - a. May be held as “mini-workshops” (e.g. Canada and US, or Nordic Countries and Russia)
  - b. Include meeting to integrate Russian geoservices into the Arctic SDI Geoportal
2. Develop Use Cases - Used for populating the Geoportal

### 7.1. Update from Russian on data status (*Russia*)

Natalia provided a presentation on status and covered

Issues with Harmonization

- Evaluate the data model being used on the basemap. Need to agree on the classes used (e.g. vegetation, soil, wetlands)

Problems with integration of the Russian Web Services into the Geoportal

- Natalia stated this might be the result of the layer ordering

### Notes and Highlights

- These issues have been brought to the Technical WGs attention, but could be looked at in the Workshops described in the Actions above.
- Arvo stated that evaluating these issues face-to-face is usually the best approach.
- Russian data services could be looked at for interoperability in the clients, and with OGC standards, in the OGC Pilot. Natalia Vandysheva will follow-up with Lorna, see action under Arctic Spatial Data Pilot.

#### Recommendation From Executive Summary:

The Board takes note of the marked progress and enhancements in delivering services via the Arctic SDI Geoportal and support the additional proposed development covered in the demonstration and highlighted again in Agenda item 10: *Delivering on the Strategic Plan – A path forward*.

#### 8. Continued Board Discussion on the Geoportal Demonstration and Data

#### 9. Tour de Table – Board Recognizes high-level domestic priorities; 7.5 minutes for each country (Chair)

A great dialog about the work that the National Mapping Authorities, or Agencies, are involved in to provide perspective to each other as they continue to work together. The Board stated that no minutes of this discussion were necessary.

#### Actions

1. During the discussion of Domestic Priorities, the Board referenced domestic documents that they will share
  - a. Board Members will email each other the documents they referenced, as they are ready for distribution
  - b. Place the documents into the Google Docs

#### 10. All Strategic Objectives Delivering on the Strategic Plan ~ A path forward (Becci Anderson, USA)

*(for decision)*

#### [\(Item 10 Documents\)](#)

Presentation Covered:

- Arctic SDI Prioritized Activities Workflow
  - Diagram shows the process for incorporating new activities
- Prioritized Activities List for tracking
  - All activities will remain in the list to have a place where everyone including the Board can see the list.
- Contact Needs and Requirements Documentation Form
- Conceptual Diagram

Additional Arctic Council Working Groups outreach is required to identify and ensure we are aligning our activities to actual needs and requirements.

Alerted the Board that the NCPs and WG Leads want to meet in September 2016 to assemble additional details on the Activities List and identify additional detail on actions and “who will do what.” Working Groups and NCPs are aware that we need to balance the desire for Work Plans with the amount of work that documentation requires.

### Notes and Highlights

- Prioritized Activity List has been approved by the Working Group Leads and the National Contact Points
  - How much oversight does the Board want to take on the activities
    - Usually greater enthusiasm for the work when people feel attached to the work they take on
- Impressive amount of work
- Norway has asked the US to take on Lead of Communication Working Group
  - Looking for continuity and building on the cooperation and the relationships that have been established
- Next time we meet would be nice to have “chunks of work” described for the Board rather than a big list (Outreach, Data, Geoportal, etc.)
  - Be able to see the forest for the trees
  - Is it worth re-thinking the working group composition? To align with the Chunks of Work? Combine the Technical, Geoportal and Cloud and Cascading WGs?
    - Comment: Next time the chunks of work might be different.
    - Let’s be patient and not change things right now. We have momentum with the work
      - Pinpoint the Lead for activities: Working Groups and not the Countries
- Don’t allow the work to get bogged down with the process. “Let’s Get Moving to the Doing”
- Should we add Infrastructure to the descriptions of our Strategic Plan?
- The way the Working Groups are labeled: Communication seems to be about PR work. Outreach and Communication,

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- Reasonable, to have this tabled for a discussion at the Board Meeting next year
- Have the Board provide information about what they want to achieve: forged 23 partnerships, now can track Caribou herds, etc.
- Other comments
  - Working Groups “spin up and down” based on the work.
  - Board doesn’t see all the work that goes into how the Working Groups Communicate and Govern themselves.

## ACTIONS

1. Conceptual Diagram
  - a. Review for consistency with the Legend
  - b. Update the diagram for the Board moving forward
2. DECISION: The US will continue as Lead of Communication Working Group
3. ACTION: Next time the Board meets it would be nice to have a write-up that describes “chunks of work” in addition to the full activities list (Outreach, Data, Geoportal...)
4. Ensure that all activities designate the Working Group Leads for activities and, if applicable, the lead country.
5. DECISION: Approve the Request for Decision
6. **Statement of Guidance from the Board to Arctic SDI National Contact Points & Working Groups:**

The Board recognizes and appreciates the excellent work of the Working Groups to identify, prioritize and plan activities for the coming 12-months. In particular, the Executive Summary in the Request for Board Decision, Conceptual Diagram and Prioritized Activities List clearly articulate actions that would represent significant progress when implemented.

The Board recommends that the Working Groups evaluate, and if necessary, align the various working documents outlining tasks, priorities and Strategic Objectives. The Board expects that this would facilitate clarified reporting and clear prioritization of work functions.

The Board notes that there is a difference between the organization of the Working Groups, the Themes proposed as priorities in the Conceptual Diagram (“Data”, “Arctic SDI Website”, “Internal Processes” and “Geoportal and Tools”), and the High Level Overview of the Prioritized Activity List found in the Executive Summary. The Board proposes that during the implementation of the Prioritized Activities List, the National Contact Points

and Working Groups consider the alignment between the Working Groups and Priorities to ensure that they are organized in the most efficient manner to implement the Strategic Plan of the Arctic SDI.

11. Delivering on the Strategic Plan (*cont.*)

**12. Objective 1: User and Stakeholder Needs & Requirements Arctic Council Outreach**

**12.1. Stakeholder Outreach, Feedback and Recommended Next Steps (*Lorna Schmid, USA*) (for approval)**

Notes and Highlights

- Keep our eyes open for a CAFF meeting in Svalbard in 2017 and Joint Arctic Council WG meetings. We should try to keep workshops going with AC
- We are directly working with the AC now and that is a big step forward
- Good to be working with AC, not just talking about working with them
- Members in AC don't have close contact with NMAs, so it's good that ASDI does
- Natalia commented to the Board that the presentations in Tromso were very good and well coordinated for Arctic SDI

ACTIONS

1. Kevin and Prashant attend the SAO meeting in Portland, Maine to give an overview of the Arctic SDI
  - a. Prashant and Kevin have agreed to work with the Communication WG to create an Arctic SDI presentation to the Arctic Council SAO meeting in Portland in October.
  - b. Lorna update the Arctic SDI Calendar
2. In the CAFF Updates from the Arctic SDI and the Pan-Arctic DEM, include a proposal for Arctic SDI to present to the SAO meeting in October

Recommendation From Executive Summary:

The Board endorse that the Communication Working Group, in coordination with the Arctic Council Secretariat and its Working Groups, continue to exploit identified outreach opportunities that meet the needs and strategic objectives of the Arctic SDI and our key Arctic Council stakeholders. Including possible 2017 Workshop and plenary Arctic Council opportunities as described in Appendix B.



## **12.2. Status and Coordination with CAFF WG (*Cameron Wilson, Canada*) (for approval)**

[\(Item 12 Documents\)](#)

### Notes and Highlights

Great work.

### Action and Decision

The Board endorsed the recommendation

### Recommendation From Executive Summary:

The Board endorse a multi-faceted approach with CAFF ranging from business value, Arctic Council senior engagement, data publishing and Arctic SDI tools usage.

Canada and Iceland's NCPs are currently coordinating with CAFF to generate a draft Request for Decision (see #4). The draft will be distributed to the Arctic SDI Board at the June Board Meeting for your approval. [Submission deadline is July 6 for both CAFF Board and SAO.]

## **13. Objective 4: Data and Technical Interoperability Arctic Spatial Data Pilot ~ Presentation of Status (*Lorna Schmid, USA, Cameron Wilson, Canada*) (for information)**

[\(Item 13 Documents\)](#)

### Notes and Highlights

- Anne Cathrine: Are the NCPs aware of the timelines? Countries need advanced warning about workshops, etc.
  - Yes, OGC came to the Reston NCP meeting in April and presented on the Pilot, including opportunities to participate. Although, the RFI and RFQ are conducted under contract which limited sharing of specific details outside of the contracting process.
  - Lorna would be happy to set up meetings with OGC and staff of NMAs.
- Great work being done. Please use our structure, WGs, etc, to inform OGC.

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- Prashant stated the Pilot is an ongoing contribution from Canada, an open contribution that should be seen as all of ours. This pilot should be branded as an Arctic SDI project.

**ACTIONS:**

1. ACTION: Russian data services could be looked at for interoperability in the clients, and with OGC standards, in the OGC Pilot. Natalia Vandysheva will follow-up with Lorna (Repeat action from Russian Data Item 7.1 above)
2. ACTION: Have an invitation come from the Arctic SDI Secretariat invite the Arctic SDI for a meeting with OGC on opportunities
  - a. Set up a meeting with the OGC and the NCPs to see how an entity would interact with OGC. Get clarification on the understanding that Arctic SDI is a participant.
  - b. Not all countries are members. Set up a meeting through the WG structure (Secretariat) to discuss OGC opportunities.
3. ACTION: Add indigenous communities to the OGC Arctic SDI graphic showing the interconnectedness, and make the water blue (perhaps use the Arctic SDI logo globe under there)
4. ACTION: Prashant: Brand this as an Arctic SDI project (agreement from the board)
5. ACTION: Document how this pilot meets our Arctic SDI goals/strategy, including lessons learned and how that applies. Plan and design a process to understand how we take the results and integrate them.
  - a. Canada will take this on, under the TWG/Communications Working Group
6. ACTION: The NCPs should be kept in the loop on the conversations about this with the TWG
  - a. Important Arctic SDI internal communications should be distributed to the NCPs and the WG Leads.

**Recommendation From Executive Summary:**

Follow up with CAFF and Arctic SDI to gather additional insights to influence development of scenarios and identification of data for Phase 2.

The value of putting forward a request for decision to the CAFF Management Board was discussed with Arctic SDI NCPs. Arctic SDI recommends working with CAFF on providing solutions for visualizing and accessing geospatial data and services required for support the work and priorities of the CAFF.

**14. Objective 2: Reference Data Pan-Arctic DEM ~ Presentation of Status and Recommended Next Steps (Tracy Fuller, USA) (for decision)**

[\(Item 14 Documents\)](#)

Notes and Highlights

- Access to the data and imagery behind it is critical for Denmark/Greenland. It's great to have a first generation, if access isn't available for the second generation, then things might have to be done in-house. There will be a lot of issues we need to discuss- a) financing, b) access, c) standards, d) business model, e) governance; it will take some time to get to a final decision on these things
- A dream come true at the technical level; but we have to find out ways through bureaucratic issues.
- Scientists want access to the optical bands
- How we help the PGC form networks to scientists is important to the future of the Arctic SDI (Arctic SDI Centers of Excellence)
- NMAs will need access to more than just the final product, but the actual data behind, if this is to be used to conduct the business of mapping
- Need time to address and discuss: Acquisition strategy, financial, governance, business model

ACTIONS:

1. The Arctic SDI Board will write a position statement on the Pan-Arctic DEM that can be that can be communicated to all interested parties. The Arctic SDI Status Update to CAFF on the Pan-Arctic DEM will reference that position statement, which will be posted to the Arctic SDI Website.
  - a. The Chair will provide a draft statement to the Board ASAP
  - b. Board will provide comments to Tracy Fuller by July 15
  - c. Tracy will send back to the Board by July 22
  - d. Will be posted on Arctic SDI Website before August 5
2. Position statement from the Arctic SDI will include
  - a. Thank you to NSF for the work, Thank you to CAFF for support.
  - b. Elevation Map: This is a big scientific advance
  - c. Behind the scenes briefings will have to include the information about the sustained attention that will be required, and if that work is not conducted in concert with the NMA Authorities then this dataset will not be sustainable.

3. ACTION: Tracy will work with National Science Foundation (NSF to make sure Arctic SDI's role in this is acknowledged; this will be important internationally, particularly when looking at contracting and procurement issues that need to be looked at strategically
4. ACTION: Need background paper on the Pan-Arctic DEM: exactly what this is, how it's being done, how the CAFF and Arctic SDI will progress on this
  - a. Need to understand what the process for communicating the Arctic SDI position on the Pan-Arctic DEM to the Arctic Council
  - b. ACTION: Get the board information on how the CAFF/Arctic SDI was tasked by the Arctic Council

#### Recommendation From Executive Summary:

#### **Description of resources and priorities required for each recommendation**

Accepting recommendation 1 and endorsing the presented concept of the PGC ArcticDEM as a first generation solution to Pan-Arctic DEM Initiative requires no further activity than what has already been performed to attend the workshops, provide support data, and review PGC data.

Recommendation 2 allows countries to support improvement of the initial release of the PGC data, or to improve final deliveries for their own national use, on their own volition, but does not impact Arctic SDI Working Groups or Arctic SDI resources generally.

Recommendation 3 - Option 1 would delay any decision on potential resource expenditure by Arctic SDI until after final delivery of the PGC ArcticDEM in summer 2017. Option 1 is supported by the NCPs and the elevation expert team, as it would allow the elevation team and NCPs to ascertain how well the final PGC ArcticDEM and its associated delivery mechanisms address the original Pan-Arctic DEM requirement, before expending additional resources. Option 2 would require Arctic SDI Working Group resources and engagement of the elevation technical experts between summer 2016 and summer 2017.

#### **15. Presenting New Communications Related Products (*Cameron Wilson, Canada*)**

[\(Item 15 Documents\)](#)

### **15.1. Objective 5: Operational Policies Arctic SDI Manual ~ A foundation for building user and technical guidelines (for approval)**

#### Notes and Highlights

- There was a comment made by Cameron Wilson about a discussion at the Technical Working Group over availability of resources for running infrastructure and the level of effort
- Timing of delivery. Stake a claim for the Arctic SDI.
- Resources and Finances are described in the document. The NMAs need to have an opportunity to comment on the document and weigh in on how ideas are described prior to it becoming public.
- Agreed that this will be delivered on-line to the public in an open manner

#### ACTIONS

1. ACTION: The Board (NCPs) will review the Manual with a goal of placing the document on the public Website by mid-September, using the email approval process from the Governance. Comments will be made by the NCPs to OP WG and Cameron Wilson. Deadline for comments is Aug, 19th
  - a. ACTION: COMPLETE 6/23/2016: The presentation on the Arctic SDI Manual and recommendation (draft decision) will be sent to the Board as soon as possible after the meeting.
  - b. ACTION: Send out an email to the board members in the end of August to approve the manual
2. Operational Policies WG is responsible for this document, Canada is the lead country.

#### **15.1.1. Objective 6: Communication Discuss publishing and translating “We All Rely on Data”**

*(for decision)*

#### Notes and Highlights

#### ACTIONS:

1. ACTION: Canada is evaluating the licensing of this diagram and once settled it will be shared. This illustration is open, and will be shared in an editable format, so that the NMAs can edit the questions to reflect what is being asked by their unique stakeholders.

- a. **DECISION:** The recommendation to publish the diagram on the Arctic SDI Website is approved
- b. **ACTION:** National Contact Points will work to translate the Illustration. The Communication WG will get the translations posted as they are completed.
  - i. **Note:** This is the interpretation of why the Arctic SDI is important to each country's stakeholders

**Recommendation From Executive Summary: ~ (Covers 15.1 and 15.1.1)**

- To be made available as part of Arctic SDI website to provide information for users and stakeholders on how to use the Arctic SDI data and share their own data.
  - Publish chapters of the SDI Manual for the Arctic as a website ensuring that a target audience is clearly identified for each section. Some sections should be made public while others need to be revised to reflect key actions listed in the Arctic SDI Strategic Plan.
- To guide and inform the development by 2018 of the Arctic SDI Manual.
- To continue the addition of new information to ensure it stays as a living document.
- Team approach
  - Break into a team and evaluate the best process for Manual Next Steps to meet recommendations: Canada (Content); Russia, Norway and Denmark (Editorial); Communications WG (Delivery) and Operational Policies WG (Manual lead).
  - Integrate the input from Operational Policies WG and other groups to decide what can be published at any time.
- To publish the illustrations "We All Rely on Data" in several languages as indicated by the NMAs (see figure 1).

**TIMELINE:**

- Dec. 2016: To Publish chapters of the SDI Manual for the Arctic as a website under Arctic-SDI.org.
- By 2018: To develop the Arctic SDI Manual

**15.2. Objective 6: Communication Presentation of the Arctic SDI Video**

*(for approval)*

### Notes and Highlights:

- Got a little technical. Spatial Data Infrastructure. Spots describing the Arctic Council priorities are spot on. Avatars should be gender representative.
- The narrator starts out nice and slow but then gets faster
- Who is it made for? Maybe goes over non-technical user's heads
- Even without knowing english, it is easy to tell what it's all about and it is very nice. It's not possible to take out words from a song
- Graphic approach is very modern
- Give everyone access now and then do further versions
- In two years time, it should tie into results based on a richer SDI.
- Needs a bit more of why can you do things better with an SDI?
- Is it appropriate for us to use the Arctic Council's logo when they haven't had a chance to review, or endorse?
- Three minutes is ok, level is good.
- Add a credit list of the NMAs
- Have another version of the video with a woman narrator

### ACTIONS:

1. ACTION: The link to the movie will be sent for use in internal purposes
  - a. A version 2 and 3 will be refined for October SAO meeting
2. ACTION: Canada will work with the Arctic Council on the use of the AC logo
3. ACTION: Add a credit list of the NMAs at the end of the video

### Recommendation From Executive Summary:

- Obtain approval of Arctic SDI video from NCPs.
- Ensure video is discoverable and comprehensible to non-SDI experts.
- Obtain approval of Arctic SDI video from the Board.
- Publish the Arctic SDI video on the Arctic SDI website and/or via a YouTube channel.

## 16. Arctic SDI Internal Processes

[\(Item 16 Documents\)](#)

### 16.1. *Objective 5: Operational Policies Arctic SDI Evaluation and Key Performance Indicators (Cameron Wilson, Canada)*

*(for approval)*

#### Notes and Highlights:

- Excellent, good work
  - Board endorses reducing the number of key performance indicators, but still needs to be comparable to the baseline
- Board supports the recommendations

#### ACTIONS:

1. Board endorses having a limited number of number of key performance indicators that track progress
2. Need the “Indicators” separated from the “Key Performance Indicators”
  - a. There could be 118 Indicators, but there will be only a few KPIs.
    - i. For tracking purposes, might need just 3-4, and maybe of a different type?
    - ii. Need a mix of indicators
3. Should we maybe evaluate at 2021 rather than 2020? So that it is conducted as the Strategic Plan (2015-2020) period ends.
4. Whittle down the number of indicators and make them more simple, we could do them more often, following the SMART principle ([https://en.wikipedia.org/wiki/SMART\\_criteria](https://en.wikipedia.org/wiki/SMART_criteria))
5. Identify items that can be reported on: on-going, periodic, or every 2-year periods

#### Recommendation From Executive Summary:

- Obtain approval of preliminary Evaluation Framework and Cursory Evaluation from the Board, which will be the 2016 baseline for future evaluation iterations.
- Simplify the framework based on stakeholders’ feedback while ensuring future comparison with the 2016 baseline.
- Suggest the different working groups to collect statistics to quantitatively measure Arctic SDI usage (i.e. number of accounts create to login to the Arctic SDI Geoportal).
- Track the progress by evaluating Arctic SDI in 2018 and 2020 (2020 is also the last year of the Strategic Plan).

#### TIMELINE



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- Arctic SDI Evaluation in 2018
- Arctic SDI Evaluation in 2020

## **16.2. Glossary of Terms: A Living Document (*Cameron Wilson, Canada*)**

*(for approval)*

### **ACTIONS:**

1. ACTION: Communication WG needs to evaluate how this information will be published to the Web and make a recommendation to the Board.
2. ACTION: Insert the Glossary of Terms into the Manual, and other key documents, and use versions to ensure that when the terms are updated.

### **Recommendation From Executive Summary:**

- Obtain approval of Arctic SDI Glossary of Terms from NCPs.
- Ensure consistent use of terms in strategic documents by Strategy Working Group.
- Obtain approval of Arctic SDI Glossary of Terms from the Board.
- Communicate document and publish as PDF and/or interactive web-search on Arctic SDI website
  - Ensure Glossary of Terms is discoverable by various search engines.
  - Continue additions and revisions to Glossary so it remains a living document.

## **17. Objective 6: Communication Calendar of Events (*Lorna Schmid, USA*)**

*(for information)* ([Item 17 Documents](#))

### **Notes and Highlights:**

The Board brainstormed a list of Meetings / Groups that should be evaluated for Arctic SDI presence.

- Sergey: Last December there was a meeting in St Petersburg on Arctic Present and Future. If it will be held again this year, Sergey will inform the group that it's going on in case we'd like to have a presentation.
- Geospatial World Forum 2017, which is scheduled from 22 – 25 January, 2017 at Hyderabad, India.

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- Bengt Kjellson, Sweden, will attend
- Prashant: Risk reduction conference, SENDAI, fall 2017 in Canada. There may be a public safety stream at the conference.
- Prashant: COP21, climate change UN Sustainable Development goals for 2021
- GEO meeting
  - <http://www.earthobservations.org/index.php>
- Open government partnership
  - <http://www.opengovpartnership.org/>
- IARPC (US - Interagency Arctic Research Policy Committee)
  - <http://www.iarpcollaborations.org/index.html>
- IASC - ASSW/AOS (UN - Inter-Agency Standing Committee)
  - <https://interagencystandingcommittee.org/>
- Arctic Circle
  - <http://arcticcircle.org/>
- Stakeholder Events/Meetings
  - Point of the Communication with stakeholder groups should be how they can use the Arctic SDI, share data and use data. If we can manage to do that our influence will grow.

**Actions:**

ACTION: Communication WG will create a set of communication tools to allow the Board to share the responsibilities to be ambassadors for the Arctic SDI, its work and value

- Standard presentation, video, abstract, materials
- Kevin and Prashant will send a draft around by September 15

**18. Objective 6: Communication Arctic SDI Accomplishments: First Arctic SDI Annual Report**

*(for approval)* ([Item 18 Documents](#))

**Notes and Highlights:**

- Kevin
  - Could be a discussion of what we've done together and could also highlight specific work by countries if needed
  - FGDC has a format we could borrow
  - Good for accountability and as a communication tool
  - Kevin would provide leadership as a chair for the first one

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- Bengt: excellent idea
- Anne Cathrine/Arvo: keep it simple
- Kristian: Keep it more as the Arctic SDI than too much from the countries (all agree to keep it one voice)
- Prashant: Have to do work to set up framework, tone, content, and all the pieces.
  1. great international cooperation
  2. Pushing science ahead by leapfrogging
  3. Level of investments goes above- high ROI providing public and international good
  4. International community that welcomes others in openness and transparency so contributes to global transparency
  5. Critical tool for adapting and mitigating climate change

Anne Cathrine: Make sure it covers why the Arctic SDI is useful- the infrastructure makes this sustainable

**ACTIONS:**

- Chair will distribute an outline for comments, and then US will begin drafting
  - Will run June to June
  - Audience: Executives
  - Graphics Rich: Text, 3 pages would be preferred, but 5 pages with graphics
  - Timeline: Kicking around internally by Aug 15. Near to final to the Board by Sept 15, Final by late October

**Recommendation From Executive Summary:**

The National Contact Points recommend that the Communication WG take the lead on a 2015-2016 Arctic SDI Annual Report.

**19. Board Management- not applicable**

**20. Confirmation of next Board meeting details (*Chair*)**

**Notes and Highlights:**

**ACTIONS**

- Chair will transition in February, 2017
- Executive Board Meeting: Finland, Iceland and US would meet in Feb 2017 to transition

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- Feb 2, 2017
- Heli and Lorna will attend the transition meeting
- Operating Procedures would be developed on transition process
- Stay on regular June full board meeting, in June 2017 chaired by Finland (perhaps in Finland)
- Next Full Arctic SDI Board Meeting
  - Two day Meeting.
  - In Helsinki Region.
  - June 1 - 2, 2017

**21. Any Other Business? (Chair)**

**Notes**

- Prashant: Arctic SDI could be used as touchstone for other SDIs since it is farther ahead than many other SDIs

**Actions**

1. Connect this Board's work to the International Groups and show the national, regional and global linkages
  - a. UN-GGIM (need to get this list updated)
  - b. INSPIRE
  - c. GEOS
  - d. Add the groups suggested in the minutes for the Arctic SDI Calendar
2. Create a Press Release from the Arctic SDI that highlights this Board meeting and the important work being done by Arctic SDI.
  - a. Action: Chair will work to get it out as soon as possible
    - i. Work with USGS Office of Communications to prepare
3. Denmark will work with the Communication WG to update Arctic SDI documents with the new Agency name

**22. Closing and Adjourn the Meeting (Chair)**

Bengt: Thanks for a great meeting. Very well planned. Well Chaired. Was very good to have 2 notetakers

Arvo: Arrangements have been excellent. The hospitality was great.

Magnus: Agreed with previous comments.

Anne Cathrine, Prashant and Kristian all agreed with Bengt and Arvo

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Sergey: Stated it was his first time at a meeting like this, now he understands how fruitful this group is. Gained better understanding of the work that needs to be done and we are hopeful that we will accomplish this.

Kevin: Standing on the shoulders of others to build on the good work on-going since 2007. It was an honor to Chair this meeting and host this group.