

**15th Meeting of the South West Pacific Hydrographic Commission
Marine Spatial Data Infrastructures Working Group
MINUTES**

24th January 2024 – 22:00GMT

Attendees (11):

David Arnold (DA)	Assistant Director, Georegulation Delivery	Geoscience Australia
Graham Campton (GC)		Australian Hydrographic Office
David Crossman (DC)	Managing Director Australasia	IIC Technologies Limited
Neal Evans (NE)	Operations Analyst and Marine Data Manager	AusSeabed – Geoscience Australia
Caitlin Johnson (CJ)		National Geospatial-Intelligence Agency
Anna Meissner (AM)	Senior Marine Geospatial Data Specialist	Land Information New Zealand
LCDR Julien Simon (JS)	Director of Oceanography for the Pacific	French Naval Hydrographic and Oceanographic Service (SHOM)
Palu Soqoiwasa (PS)	Nautical Cartographer	Fiji Hydrographic Office
Benjamin Wilson (BW)	Nautical Cartographer	Fiji Hydrographic Office
Dan Miners (DM)	Geographic Technical Lead	UK Hydrographic Office
Vice Chair Vacant		
Chair Helen Phillips (HP)	Data Governance & Production Engineering Group Manager	UK Hydrographic Office

Apologies (1):

Salesh Kumar	Hydrographic Surveyor	Secretariat of the Pacific Community (SPC)

Review and agreement of minutes and actions arising	<p>HP opened the meeting.</p> <p>Minutes from the 14th meeting of the SWPHC MSDI WG accepted as true and correct.</p> <p>Temporary Action Register Proposal</p> <p>Proposal to amend process for recording temporary or minor actions. DM proposed that temporary actions are recorded differently to significant items recorded in the Action Register. Suggestion that minor actions are recorded in a “Temporary Action Register” which would not be reviewed at every meeting of the working group. These actions will be recorded in the meeting minutes, but will not be carried over for review at the next meeting of the working group. Asked for any thoughts or examples of other working group practices that could be adopted.</p> <p>AM – Commented that a long action list is a problem for other working groups and reducing this where possible would be beneficial.</p> <p>NE – Commented that actions should be significant and have a proposed deadline, any other items can be recorded somewhere to be completed by the working group but don’t need to be reviewed in the official Action Register.</p>
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	<p>Working Group members agreed with this proposal, DM will make amendments to Action Register.</p> <p>DM – Post Meeting Comment – As we reviewed the actions as part of this meeting, I will start the temporary action log from this point forward. I will record any temporary actions in the Temporary Action Register below, however, these will not be carried forward for review at the next WG meeting.</p> <p>Review of Action Register</p> <p>Actions were reviewed, updated, and closed accordingly. The following noteworthy actions received attention:</p> <ul style="list-style-type: none"> • Action to invite non-participating members into the WG. NE suggested adding this to Terms of Reference as a responsibility for all members. ACTION CLOSED • Investigate local policies wrt indigenous data governance and sovereignty. HP stated that we had previously agreed to keep this action open for any updates. RETAIN • WG to share Open Data Policies – Members have shared any policies that they are able to share, HP agreed action can be closed if no further Open Data Policies are able to be shared. ACTION CLOSED • Explore IGIF strategic pathways and present back to group. HP confirmed this action can now be closed as all IGIF Strategic Pathways have been researched and findings presented. ACTION CLOSED • Look for opportunities to add to communication plan for the Data Value Proposition. HP suggested this action could be moved to Terms of Reference. ACTION CLOSED • Contact Lucy Jacob and Carolyn Lundquist – AMENDED TO TEMPORARY ACTION • Contact IHO Secretariat – AMENDED TO TEMPORARY ACTION • Consider Problem Statements for OGC – AMENDED TO TEMPORARY ACTION <p>CJ commented on recent experience of OGC project being funded by United States, but the Arctic MSDI WG was involved in the project as a contributor. SWPHC MSDI WG could consider a similar arrangement if a suitable project is identified.</p> <ul style="list-style-type: none"> • Feedback on engagement received on UKHO LinkedIn Post – AMENDED TO TEMPORARY ACTION
<p>Update on Data Value Proposition Comms Plan</p>	<p>Updates from the group on recent progress on communications plan and distribution of Data Value Proposition Document, “Why should we share Data?” – Why should we share data.pdf (iho.int)</p> <ul style="list-style-type: none"> • No items raised at this time. <p>Any other ideas on upcoming opportunities to promote the “Why should we share data?” document:</p> <ul style="list-style-type: none"> • SWPHC2 I upcoming – HP will share Data Value Proposition at this commission meeting and in the MSDI WG Report. • CJ – The IHO MSDI Working Group will be meeting in March and will use the opportunity to raise the work of the SWPHC MSDI WG at the wider IHO MSDI WG.
<p>Presentation on IGIF Strategic Pathway 8 – Capacity and</p>	<p>Further progress on SWPHC Workplan Action No 19: Adoption and Implementation of UNGGIM IGIF-H.</p>

<p>Education by Dan Miners</p>	<p>DM presented summary of research and understanding of IGIF Strategic Pathway 8 – Capacity and Education.</p> <p>Link to recording to be shared on the MSDI WG Pages when available – MSDIWG IHO</p> <p>Slide deck will be emailed to the group with the minutes.</p> <p>Points to highlight:</p> <ul style="list-style-type: none"> • Pathway focussed on establishing long term, enduring benefits sustained for the longer term. • Outcomes of effective implementation of the pathway should lead to improved geospatial awareness, increased adoption and application of geospatial information and stimulate creative and innovative solutions to real-world challenges. <p>Discussion:</p> <ul style="list-style-type: none"> • DA commented on the motivation and incentivisation of organisations to embrace the IGIF framework. Are there any case studies or examples or where the framework has been applied and what benefits it brought. These could help to generate interest from other organisations to adopt the framework. • AM raised that Andy Cootes has presented on some real case studies. Andy would be a good guest speaker for future working groups. HP to discuss with him at SWPHC2 I.
<p>Presentation on IGIF Strategic Pathway 9 – Communication and Engagement by Palu Soqoiwasa</p>	<p>Further progress on SWPHC Workplan Action No 19: Adoption and Implementation of UNGGIM IGIF-H.</p> <p>HP presented summary of research and understanding of IGIF Strategic Pathway 9 – Communication and Engagement.</p> <p>Link to recording to be shared on the MSDI WG Pages when available – MSDIWG IHO</p> <p>Slide deck will be emailed to the group with the minutes.</p> <p>Points to highlight:</p> <ul style="list-style-type: none"> • PS highlighted that Strategic Pathway 9 is one of the pathways identified as most critical to achieve, along with Strategic Pathway 1. A good communication strategy is essential to highlight the importance of geospatial information and the value it brings to the community. • Communication methods need to be far reaching, inclusive and versatile to engage the community that is not already invested in geospatial information. <p>Discussion:</p> <ul style="list-style-type: none"> • NE highlighted that communication is a significant part of the activity so it's important to resource the communication work sufficiently. • HP commented on importance of communication with both internal and external stakeholders.
<p>Round up to Action</p>	<p>HP reflected on the work done towards the Action on Workplan Action No. 19 and put forward suggestion to think about how we progress this action further.</p> <p>Add item to agenda for next meeting.</p>
<p>AOB</p>	<ul style="list-style-type: none"> • HP asked the group for ideas and comments to feed into the Presentation to IHO MSDI WG and SWPHC2 I. Any thoughts, key highlights and achievements or comments to be included in the report please submit to Helen. HP will circulate report for comments before SWPHC2 I.

	<ul style="list-style-type: none"> • HP asked who would be attending SWPHC2 I in person and suggested a hybrid session for the next meeting to coincide with SWPHC2 I. This would allow people attending in person to meet and also encourage additional members present at SWPHC2 I who do not normally attend the MSDI WG. • DA informed working group that a member from GeoScience Australia will be attending the 6th MSDI WG in Indonesia in March 2024, and will be available to engaging with members from this WG and other groups in attendance.
Date of next meeting	W/C 26 th February – Hybrid Meeting to be held at SWPHC2 I in Nadi, Fiji

OPEN ACTION REGISTER

Meeting Date	Action Description	Action Lead	Action Status
17-Nov-21	To investigate local policies wrt indigenous data governance and sovereignty.	All	Ongoing
21-Feb-23	Update ToR and IHO SWPHC MSDI WG Webpage with these elections and to reflect the new members	DM	Ongoing

TEMPORARY ACTION REGISTER

Record of temporary actions raised which are not considered significant enough to record in the Action Register. These actions are considered minor items which will be recorded in these minutes for reference, but will not be carried over for review at future working group meetings. Members are encouraged to inform WG when these actions are completed, but they should not be recorded in the Completed Action Register.

Meeting Date	Action Description	Action Lead	Action Status
29-Jun-2023	Contact Lucy Jacob and Carolyn Lundquist in October to give update on progress of project presented at MSDI WG #11	DM	Amended to Temporary Action
29-Jun-2023	Contact IHO Secretariat to discuss option for “hit count” metrics on IHO MSDI WG Pages	DM	Amended to Temporary Action
1-Nov-2023	Contact IHO Secretariat to determine whether standard descriptions for working group member roles exist and clarify whether member from non-IHO member can take on chair/vice chair roles.	HP/DM	Amended to Temporary Action

1-Nov-2023	Consider problem statements, use cases and scenarios that could be addressed at the Open Geospatial Consortium under a sponsorship arrangement.	All	Amended to Temporary Action
1-Nov-2023	Feedback on engagement received via UKHO LinkedIn Post regarding Data Sharing Document.	HP/DM	Amended to Temporary Action

COMPLETED ACTION REGISTER

Meeting Date	Action Description	Action Lead	Action Status
04-Feb-21	Should inform the “Pacific Geospatial Survey and Council” and “Geoscience Australia” of our existence and purpose ensuring that we work together.	Rachel and Paul	Completed
04-Feb-21	Sharing best practice, ideas and progress. Paul proposed using a Data Maturity Model so we could take a structured approach to our progress and Paul took an ACTION to investigate whether IHO had something we could use	Paul	Completed
04-Feb-21	Share the minutes and report that would be submitted to SWPHC 18 with the members of the SWPHC MSDIWG. The IHO MSDI WG was taking place on 17 & 18 March, Helen to an ACTION to report that the SWPHC MSDI WG had been established.	Helen	Completed
04-Feb-21	Agreed that a SWP regional SDI Portal list would be beneficial. Create a template for population	Helen	Closed. Agree to defer to the IHO Portal list
04-Feb-21	Review the IHO list of SDI portals	All	Closed
18-Aug-21	WG secretariat to amend standing WG agenda to include a 15min slot for industry communique.	Helen	Completed
18-Aug-21	Invite IIC Technologies to brief at the next WG meeting.	Helen	Completed
18-Aug-21	Invite a member of IGIF-H to brief this WG at the next convenient opportunity.	Rachel	Closed, see below
18-Aug-21	To clarify with IHO MSDI as to what qualifies as a MSDI portal, noting the mix of current resources on the list (websites, portals, downloads).	Helen	Closed, expired.
18-Aug-21	To coordinate an appropriate list of national MSDI's with AUS participants.	Paul	Completed

18-Aug-21	For ALL members to consider how this WG can support IGIF-H	All	Closed
17-Nov-21	To invite John Nyberg or Pearlyn Pang to speak to the WG on IGIF-H	Rachel	Completed
2-Feb-22	WG to consider improved Target and SPI's for Goal 2 and submit to SPI WG via Stuart Caie (NZ).	All	Close. Advice from SWPHC Council.
2-Feb-22	To investigate hosting a MS Teams space to share WG material	HP	Complete
25-May-22	Ask Adam Greenland for a reference to LINZ's Data Value Proposition.	HP	Complete
25-May-22	Establish MS Teams space for the WG members to upload and share examples of Data Value Propositions and MS Data Policies.	HP/ALL	Completed
10-Aug-22	Provide a stakeholder map of data sharing related forums	SC	Close
10-Aug-22	Coordinate a workshop on 25 Aug 2022 to finalise review of DVP.	HP	Complete
19-Oct-22	To write a few sentences about the SWPHC MSDI working group for information at the OSGeo PGC.	JS/PB	Complete
19-Oct-22	Review DVP document for grammatical consistency, any additional propositions, applicability to UN sustainability goals, and content of "data release" section.	All	DUE 4 Nov 2022 Complete
14-Dec-22	JS to review and provide feedback on IHO Portal list and DVP document from SHOM perspective	JS (SHOM)	Completed
14-Dec-22	Confirm with GA members as to the possible ambiguity of two DVP entries, and if they could be merged into one	PS	Completed
14-Dec-22	Confirm with IHO secretariat for permissions to use IHO logos on final product.	PS	Completed
09-Jun-23	WG Agreed to share Data Value Proposition with Andy Cootes to use in Paper with caveat that WG is cited. HP to confirm with Andy.	HP	Completed
26-Apr-2023	Discuss with UKHO Comms team whether article on DVP could be published on UKHO LinkedIn Channel	HP	Completed
26-Apr-2023	Develop presentation to present at SaWPaC Seabed 2030 Meeting in July.	PS to present. All to support.	Completed

26-Apr-2023	Investigate options to share video recordings of meetings and presentation content.	DM	Completed
17-Nov-21	To invite some (as of yet) non-participating members into this WG.	All	Closed - Moved to ToR
21-Feb-2023	Explore IGIF strategic pathways and present back to the group.	All	Completed
10-Aug-22	WG to share any Open Data Policies	All	Closed
26-Apr-2023	Look for opportunities to add to the communication plan for the Data Value Proposition.	All	Closed – Moved to ToR