1st Meeting of the South West Pacific Hydrographic Commission

MSDI Working Group

MINUTES

03 February 2021 – 21:00 GMT, 04 February 2021 – 10:00 NZDT

Attendees:

Mafoa Penisoni	Ministry of Land and Natural Resources	Kingdom of Tonga
Rachel Gabara	NZHA Manager Hydrographic Data and Products	Land Information New Zealand
Nicholas Pion	Hydrographer	National Maritime Safety Authority - Papua New Guinea
Jace H Ebben	Data Architect	National Geospatial-Intelligence Agency
Sarah Orantes		National Geospatial-Intelligence Agency
Yves-Marie Tanguy	Head of Pacific Survey Unit	SHOM
Vice Chair Paul Sliogeris	Director Maritime Data Infrastructure	Australian Geospatial-Intelligence Organisation
Chair Helen Phillips	Data Governance & Production Engineering Group Manager	UK Hydrographic Office

Introductions	Helen welcomed everyone to the 1st MSDI Working Group for the South West Pacific Hydrographic Commission and everyone provided personal introductions.
Agreement of Chair and Vice Chair	All members agreed to Helen and Paul taking the roles of Chair and Vice Chair
Review of Terms of Reference and Rules of Procedure	The working group took time to review each section of the Terms of Reference (ToR) and Rules of Procedure (RoP) which had been shared in advance of the meeting for review.

With reference to the section on "Composition and Chairmanship:" Rachel and Paul asked whether we should inform the "Pacific Geospatial Survey and Council" and "Geoscience Australia" of our existence and purpose ensuring that we work together. **Rachel and Paul took an ACTION** to review their websites and make contact.

There were no further amendments, Helen reminded that we could in future review and reflect on the document, our operations and progress ensuring all participants are getting value from participation.

The ToR and RoP were agreed and the group notified that these would be submitted to the SWPHC18 on 17 Feb for approval. |
| **Establishment of Working Group** | The South West Pacific Hydrographic Commission MSDI Working Group was declared as a formal entity. |
| **Review of members** | The group took time to review the list of members. It was noted that we were now listed as an entity on the IHO website. |

Our goals and what would we like to achieve	The group discussed in more detail our goals and what we would like to achieve. In summary these were: • Supporting each other to understand and interpret documentation in relation to MSDI so we can better appreciate what it means for us • Identifying training options, learning materials and suitable refence materials which would develop skills and knowledge of MSDI • Develop activities to work together on that would promote MSDIs in the region and the UN-GGIM IGIF • 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.
How we operate	The group talked about what would work for everyone in terms of time of meeting, frequency of meetings and duration. The following was agreed: • Today's start time worked well for all, avoiding Mondays or Fridays • 1-hour duration is good given the virtual meeting environment • 3 months was suggested as frequency but could be adapted to suit what we were working on • We would share content and links remotely to aid communication and progress between meetings
Review IHO list of SDI portals	During the working group we reviewed the IHO list of SDI portals. **All took an ACTION** to review and provide updates It was raised that a SWP regional SDI Portal list would be beneficial, **Helen took the ACTION** to create the template https://iho.int/uploads/user/Inter-Regional%20Coordination/MSDIWG/MISC/SDI-portals.pdf
Date of next meeting	Wednesday 24th March 21:00 GMT was agreed as sate for next meeting **Helen stated that she would** share the minutes and report that would be submitted to SWPHC18 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.