Meeting Decisions and Actions

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| Meeting date | 17/06/2021 |
| Time | 2-4pm |
| Venue | LINZ |
| Attendees | Heiko Philippi (MPI), Enrique Pardo (DOC), Shaun Weston (DOC), Deborah Burgess (MFE), Anna Meissner (LINZ), Rachel Gabara (LINZ, Chair), Jochen Smidt (NIWA), Paul Trudgian (NZDF) |
| Apologies | Vaughan Stagpoole (GNS), Jenny Black (GNS), Oliver Wade (Marlborough District Council – Local Gvt Rep), Barb Hayden (NIWA), Stephen Hunt (Waikato Regional Council – Local Gvt Rep Rep), Sorrel O'Connell-Milne (Environment Southland Regional Council - Local Gvt Rep), Te Aomihia Walker (TOK) |

Discussion items

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|  | Description |
| 1 | New welcome and farewell  Paul Trudgian is stepping down from the NZ MGI-SG and Matt James will be representing NZDF.  Sorrel O'Connell-Milne is stepping down from her role at Environment Southland Regional Council. Oliver Wade and Stephen Hunt will let the SG know whether another member of the Coastal-SIG will take over Sorrel's role. |
| 2 | Stocktake guidance document  The SG reviewed the stocktake guidance documents (benefits, learnings processes). Further feedback is welcome by June 30th from members who have not had a chance to review the document prior to the meeting. |
| 3 | WG annual meeting  The WG meeting will be held at MBIE on 3rd September 2021. Proposed draft agenda is attached to the minutes. |
| 4 | Metadata guidelines  Jochen presented Metadata guidance and sought feedback from the working group on specific aspects. |
| 5 | Newsletter no. 2  The stocktake guidance document will be distributed as a link via the newsletter and the date and agenda for the WG meeting will also be communicated. |

Current Actions

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|  | What | | Who | When |
| 1 | Decide for the need for a 3rd rep for local gvt/ Coastal-SIG | Local gvt | | 30/06/2021 |
| 2 | Feedback on stocktake guidance document | All | | 10/07/2021 |
| 3 | Feedback on metadata guidance document | All | | 10/07/2021 |
| 4 | Book meeting room for WG meeting 03/09 | MBIE | | ASAP |
| 5 | Feedback on WG draft agenda | All | | 30/06/2021 |
| 6 | Check if own organisations can contribute to some expenses towards WG meeting catering | All | | 30/08/2021 |

Future Actions

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|  | What | | Who | When | Status |
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