***Last Amended February 2024***

**NZ Marine Geospatial Information - Steering Group TOR**

# Background

A NZ Marine Geospatial Information Working Group (NZMGI-WG) was established in February 2019 to facilitate national collaboration and leverage opportunities to grow the value of marine geospatial investments and benefits (see Terms of Reference for the NZMGI-WG).

The NZMGI-WG is open to representatives with interest in marine geospatial information from Central and Local Government agencies, Māori / Iwi groups, Crown Research Institutes, academia and the private sector.

At the inaugural meeting (19 February 2019), the NZMGI-WG identified the need for commitment and leadership from Central Government.

# Purpose of the Steering Group

The purpose of the Steering Group is to provide direction to the NZMGI-WG and oversee the development and implementation of a national marine geospatial work programme. The decisions made by the Steering Group will consider the needs of the wider marine geospatial community.

The Steering Group has decision making responsibilities on the delivery of the national work programme and ensures the work programme aligns with the goals of the NZMGI-WG:

- MGI is Findable, Accessible, Interoperable and Re-Useable (FAIR Data Principles),

- Widespread knowledge of data applications and uses,

- Visibility of future marine data capture to reduce duplication and leverage opportunities for partnerships.

# Roles and responsibilities

## Steering Group Members

* Participate in the development, review, and management of the MGI work programme,
* Provide strategic direction and leadership to ensure that the MGI work program aligns with national interests to deliver lasting benefits,
* Determine work programme priorities with input from the working group,
* Work to achieve the MGI programme vision,
* Identify opportunities to advance the goals and objectives of the NZMGI-WG (see Terms of Reference for the NZMGI-WG),
* Connect experts from own organisations to the SG to advance work supporting Iwi/Māori accessing and using marine geospatial data
* Ensure that the correct organisations are represented in the Steering Group, by reviewing membership once a year,
* Share knowledge and technical expertise,
* Bring the interests, perspectives and priorities of their organisations and sector they represent and communicate current issues, risks, opportunities with relevant entities /groups/ initiatives (e.g. Ocean Secretariat, Marine Managers Hub, etc) for collaboration and future needs in the MGI space,
* Actively contribute (including resourcing) to work programme deliverables (incl. webinars, use case library),
* Attend and prepare for Steering Group and Working Group meetings, including propose agenda items, and complete assigned action items within agreed timeframes,
* Support the coordination and facilitation of the NZMGI-WG,
* Promote and communicate the value of the MGI programme to the marine community, government, and public,
* Elect a Chair and Vice-Chair when needed.

## Steering Group Chair

* Provides leadership and strategic perspective on the MGI work programme (e.g. seeks opportunities that advance the purpose and goals of the MGI programme beyond their own organisation, link to national and international programmes),
* Ensures effective operation of the Steering Group,
* Plans meetings and workshops, develops the agendas, ensures that agendas and supporting materials are delivered to members prior to the meetings,
* Maintains records and administration of the meetings,
* Uphold the legal requirements of governing documents,
* Chairs the SG and WG meetings according to the following meeting guidelines:
  + makes the purpose of each meeting clear and explains the agenda,
  + clarifies and summarises progress as agenda items are dealt with,
  + ensures action items are completed in a timely manner,
  + keeps the meeting moving by ensuring agenda items stick to time limits,
  + encourages broad participation in discussions by calling on different members,
  + concludes each meeting with a summary of decisions, action items and timeframes,
* Ensures that decisions made at meetings are implemented,
* Encourages and supports continued representation/membership from key stakeholders.

## 3.2 Steering Group Vice-Chair

* Stands in for the Chair if absent,
* Supports the Chair in ensuring the Steering Group runs smoothly,
* Helps the Chair to plan and organise the meetings,
* Deals with specific tasks or issues as defined by the Steering Group.

# Meetings and Reporting

The Steering Group will meet approximately every two months, online or face-to-face.

Agendas will be circulated by the Chair at least a week before any meeting. Progress on action items from previous meetings will be communicated by the members of the Steering Group to the Chair at least two weeks before any subsequent meeting.

Meeting outcomes and minutes will be revised by the Vice-Chair and communicated by the Chair to the Steering Group members within two weeks of the meetings. They will also be published online.

Members are encouraged to invite guests to the meetings, with the approval of the Chair, to present relevant information to the Steering Group.

# Membership

The Steering Group consists of representatives from the NZMGI-WG with a key national role in the generation and/or use of marine geospatial data. To enable the Steering Group to function efficiently each organisation should be represented by two members. Each organisation will attempt to have at least one representative attending each Steering Group meeting.

Members of the Steering Group may withdraw from service at any time by notifying the Steering Group Chair in writing or at a Steering Group meeting. Nominations for new members will be made by the withdrawing member from within their organisation.

Nominations for new Chair will be sought through a call for nominations amongst the Steering Group members. To ensure continuity, the Chair position can only be held by an enduring standing member of the Steering Group. To be eligible, the standing member must have served on the Steering Group for a minimum period of one year. If no one is eligible and the Chair wishes to stand down, then an extraordinary meeting will be held to discuss succession. Nomination or self-nomination of the Chair will be done by the Steering Group members via email sent to the standing Chair. Members will be asked to then vote for a nominated candidate. The voting process will be done by email. Vice-Chair position can be held by any member on the Steering Group. Nominations for Vice-Chair will be sought through a call for nominations amongst the Steering Group members. Members will be asked to then vote for a nominated candidate.

# Decision Making Procedure

Motions and agenda items that require a judgement or decision will need to be raised by one Steering Group member and seconded by another before being put to a vote. A majority vote of the quorum is required for a motion or item to be considered upheld or accepted. The Chair has the responsibility of conducting the vote counting in confidence, so that members voting remains anonymous. In the event of a tie, the Chair will have the deciding vote. If the tied vote is for election of the Chair position, then the tie break will consist of the majority vote within the standing members.

# Steering Group Composition

As of January 2024, the Steering Group is comprised of the following NZMGI-WG organisations and representatives:

* DOC – Enrique Pardo/ Jodie Robertson
* GNS – Jenny Black/ Jess Hillman
* LINZ – Stuart Caie/ Anna Meissner (Chair)
* MBIE – Heather Duarte/ Miles Dunkin (Vice-Chair)
* MFE – Aaron Napier/ TBC
* MPI – Rātā Chapman Olsen/ Emma Burge
* NIWA – Jochen Schmidt/ Mike Williams
* NZDF – Robyn Kuhn/ TBC
* MNZ – Bonita Cooper
* Te Arawhiti – Richard Jennings / Karl Majorhazi
* Local Government – Stacey Faire/Stephen Hunt/Becky Shanahan
* Customary Fisheries MPI – Tony Paku/ Apanui Skipper