NZMG Steering Group

Meeting Actions and Decisions 04/12/2019

Meeting attendees: Heiko Philippi (MPI), Tim Clarkson (MPI), Jochen Smidt (NIWA), Matt Grose (DOC), Miles Dunkin (MBIE), Pierre Tellier (MFE), Rachel Gabara - Chair (LINZ).

Virtual attendees: Barb Hayden (NIWA), Vaughan Stagpoole (GNS), Oliver Wade (Marlborough District Council – Council Rep).

Apologies: Anna Meissner (LINZ), Jenny Black (GNS), Paul Trudgian (NZDF).

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| 1. **Minutes from last meeting**   Actions:  **A1.1 - LINZ** to add to next SG agenda discussion topic “The value of Iwi/Māori representation”.  **A1.2 LINZ** to email SG Slack channel for feedback (along with these minutes).  Decisions:  D1.1 Actions and Decisions from 16/10/19 agreed. |
| 1. **Work plan**   Actions:  **A2.1** - **LINZ** toupdate the workplan with decisions below.  **A2.2** - **LINZ** to add to next meeting agenda discussion “Priority organisations for stocktake” lead MDC.  Decisions:  D 2.1 – Project leads confirmed.  D 2.2 – Lessons learnt from those who have undertaken the stocktake are valuable. This will be included with “Identify and communicate benefits and lessons learnt in undertaking the stocktake” led by MPI. StatsNZ will have valuable lessons to include.  D 2.3 – MDC will lead “Identifying Priority Organisations for stocktake”. The SG members will all be able to contribute.  D 2.4 – GNS will lead NZMG webpage links to Portals, once they confirm leading the Webpage development.  D 2.5 – MFE will work with LINZ to lead the Data Portal Investigation. The scope of the Investigation will be clearly defined, including criteria assessed. The Data Portal Investigation should consider different user scenarios *e.g.* “I am a data custodian…, I am a scientist…”.  D 2.6 – LINZ is best placed to lead Project Management of the work plan, as coordinators of the SG and WG coordinator.   1. **Review PID**   Actions:  **A3.1 – All Project Leads** to complete the PID (most importantly the Project Objective and Scope) by 15 Feb 2020. Add PID to Slack channel on completion for SG members to review.  Decisions:  D3.1 – PID template accepted and agreed can be modified to suit specific projects.  D3.2 Project Scope is the priority for the SG to agree. Other PID details will be important for individual project teams.   1. **Communication with WG**   Actions:  **A4.1 – LINZ** to email WG once Slack channel has been approved by SG. Email to include Slack channel link. The Slack Channel will include the Workplan and PID. Template. Email to include a heads-up – volunteers will be required for workplan projects. |
| 1. **Other Business**   Actions:  **A4.1 – MPI** to email SG GOVIS invitation “Standards for Sharing”.  **A4.2 – LINZ** to add “Branding” to the next SG meeting agenda and group to agree if name change is required.  **A3.2 – LINZ** Identify a mechanism/ shared drive to access and edit documents by end Jan 2020.  Decisions:  D4.1 – NZMG might be confused with NZ Map Grid. A name change to NZMGI should be considered.  D4.2 – Consider how NZMG work fits with other national and international initiatives. *(Do we need to do further work around this?)* |
| 1. **Next Meetings**   Actions:  **A5.1 - LINZ** to send out SG meeting options for all 2020 meetings.  **A5.2 - All SG members** select available dates and **LINZ** schedules meetings and send invites.  **A5.1 - LINZ** investigate reasonably priced rooms in Wellington.  Decisions:  D5.1 - Next SG meetings in early March, May, Sept, Nov. hosted by LINZ.  D5.2 - Next WG meeting July 2020. Opportunity to share project progress and attract resource support.  D5.3 – No agencies have a large enough room for 130 people. NIWA could host approx. 60people.  D5.4 – SG members agree to share the responsibilities for hosting the next working group. Consider further next meeting. |