Meeting Decisions and Actions

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| Meeting date | 6/03/2020 |
| Time | 9.30am |
| Venue | LINZ - Lv7 155 The Terrace Wellington, Rm WN 8 Ngahuru |
| Attendees | Present: Heiko Philippi (MPI), Matt Grose (DOC), Pierre Tellier (MFE), Barb Hayden (NIWA), Miles Dunkin (MPI), Anna Meissner (LINZ), Rachel Gabara (LINZ, Chair)Skype attendees: Paul Trudgian (NZDF), Jenny Black (GNS), Vaughan Stagpoole (GNS), Oliver Wade (Marlborough District Council – Council Rep), Sorrel O'Connell-Milne (Environment Southland Regional Council) |
| Apologies | Jochen Smidt (NIWA) |

Discussion items

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|  | Description |
| 1 | Minutes of the previous meeting accepted. |
| 2 | NZ MGI Website PID SG agree there is a need for a public facing website and endorsed the PID Introduction and Objective of the website as described in the PID. Options on hosting to be further explored. |
| 3 | Options for undertaking MGI stocktake PIDSG agree there are synergies with the ‘Benefits and Lessons guidance’ and stakeholder engagement for the two projects should be joined up.SG agrees to the objective. Scope, timelines and resources not discussed in detail due to time constraints. Further work required to clearly define scope and push out timeline. |
| 4 | Portal Investigation PID Discussions around scope were not conclusive. This discussion requires follow-up.  |
| 5 | Mechanism for Publishing Data Catalogue PIDMPI and LINZ were unclear on some aspects of Objectives and Scope. DOC will complete PID following SG feedback. |
| 6 | Metadata Guidance PIDSG agreed this project should leverage work LINZ is undertaking to increase support for geospatial stakeholders to adopt best practise metadata standards.  |
| 7 | Stocktake Benefits and Lessons PIDSG discussed relationship with this project and broader stocktake and metadata guidance and agreed it should be packaged for the end users. |
| 8 | Stocktake Reporting PID SG discussed scope and agreed reporting should be kept simple and not be onerous.  |
| 9 | Communications with Working GroupDiscussion around the purpose of the next WG meeting with no clear objective agreed. SG agreed to communicated progress to the WG on 1) SG TOR, 2) developing, prioritising and scoping the workplan 3) development of slack channel 4) the requirements for next WG meeting |
| 10 | Iwi/ Māori representation on the SGSG agree Iwi/ Māori representation would be valuable. LINZ is meeting Te Arawhiti soon and will work with them to identify an appropriate representative.  |
| 11 | Branding and NameSG agreed NZMG should become NZMGI to avoid possible confusion with NZ MapGrid and align with the commonly used MGI acronym. |
| 12 | Information sharing SG agreed Objective Connect will be used to share documents that require input/edits and the Slack Channel will be used to push out information.  |
| 13 | International MGI MeetingsLINZ gave a brief overview of the IHO MSDI WG, OGC Marine WG, UNGGIM MGI WG meetings recently attended in Rostock Germany. |
| 14  | Next MeetingNext SG meeting held in May 2020 a doodle poll will be set out to SG.  |

Actions

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|  | What | Who | When |
|  | MGI Website PID |  |  |
| 1 | Add risk of the PID i) using an independent domain and ii) embedding NZMGI page in existing agencies website. | GNS | 30 March |
| 2 | Further explore hosting option and recommend approach for hosting | GNS & LINZ | 30 March |
| 3 | Finalise PID and receive SG endorsement by email | GNS & All | 30 April |
|  | Options for undertaking MGI stocktake PID |
| 4 | Refinements to PID to reflect the dependencies / timeframes and clarify scope.  | LINZ | 30 March |
| 5 | Finalise PID and receive SG endorsement by email | LINZ & All | 30 April |
|  | Data Portal Investigation PID |  |  |
| 7 | Proceed with identifying portals and criteria for assessment. | LINZ and MFE | 30 March |
| 8 | Check scope with LINZ internal expectations and WG request.  | LINZ | 30 March |
| 9 | Finalise PID and receive SG endorsement by email | LINZ/MFE & All | 30 March |
|  | Publishing NZ MGI Inventory PID |
| 10 | Finalise PID with feedback from SG and receive SG endorsement by email | DOC & All | 30 March |
|  | Priority organisations to undertake the stocktake |
| 11 | Create PID to include details of assessment criteria, circulate to SG for endorsement | Local Govt Reps | 30 March |
| 12 | Provide Local Govt Reps any additional organisations to be assessed | Local Govt Reps & All | 30 March |
|  | Mechanism for publishing data catalogues PID |
| 13 | Finalise PID and receive SG endorsement by email | DOC & All | 30 March |
|  | Metadata PID |
| 14 | Arrange meeting between LINZ Metadata project lead and NIWA | LINZ | 30 March |
| 15 | Finalise PID and receive SG endorsement by email | NIWA & All | 30 March |
|  | Stocktake Benefits and Lessons PID |
| 16 | Finalise PID and receive SG endorsement by email | MPI & All | 30 March |
|  | Stocktake Reporting PID |
| 17 | Narrow PID scope to include RAG status/ % Complete and Planned completion/delivery date and circulate to SG for endorsement | MBIE & All | 30 March |
|  | Communication |
| 17 | SG to provide feedback on the Slack Channel categories  | All | 20 March |
| 18 | SG agrees on next meeting date in May | LINZ & All | 20 March |
| 19 | SG to provide feedback on FAIR principles identified besides work items  | LINZ & All  | 20 March |
| 20 | WG is updated on work plan (PID items, lead agency + contact, objective + scope), SG calls for feedback and contribution to PID and whether there is need for July meeting (scope) | LINZ | 30 March |