Meeting Decisions and Actions

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| Meeting date | 27/05/2020 |
| Time | 9.30am |
| Venue | Conference call |
| Attendees | Matt Grose (DOC), Enrique Pardo (DOC), Vaughan Stagpoole (GNS), Pierre Tellier (MFE), Stephen Hunt (Waikato Regional Council – Local Gvt Rep), Jochen Smidt (NIWA), Paul Trudgian (NZDF), Miles Dunkin (MBIE), Anna Meissner (LINZ), Rachel Gabara (LINZ, Chair) |
| Apologies | Barb Hayden (NIWA), Heiko Philippi (MPI), Oliver Wade (Marlborough District Council – Local Gvt Rep), Sorrel O'Connell-Milne (Environment Southland Regional Council - Local Gvt Rep), Jenny Black (GNS) |

Discussion items

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|  | Description |
| 1 | Minutes of the previous meeting accepted. |
| 2 | National MGI Stocktake (LINZ, DOC, NIWA)LINZ provided a general overview of Stage 1 of the National Stocktake. SG members from LINZ, DOC and NIWA provided insights of their progress and experiences. The publication of the different inventories revealed discrepancies in the granularity of information published, highlighting the need for further discussion around consistency for a national inventory. NZDF started a stocktake of their marine geospatial data. Unclassified information will contribute to the National Inventory. |
| 3 | Benefits & lessons learnt from stocktake (MPI)MPI was absent but sent a brief report of lessons learnt from their own stocktake. Further work is required to update the PID, likely with contribution of other organisations that completed their stocktake.The group agreed lessons learn needs to consider the experiences of all contributing members.  |
| 4 | Stocktake publication (DOC)No progress on PID since last meeting due to COVID-19 priorities. A question was raised whether publication of an aggregated national MGI inventory is within the scope of this work. DOC had not been intending to include this. The group discussed the relationship between the metadata and vocabularies standards work and an aggregated inventory.The SG identified the need to develop a road map to illustrate the interdependency of items within the workplan.  |
| 5 | Options for stocktake stage 2 (LINZ)Update from LINZ on recent meeting with StatsNZ to discuss options for undertaking future stocktakes and leveraging from Stats' experience. Stats NZ is planning to develop guidelines for end-users planning to undertake future stocktakes, as part of closing out the open data programme.The SG agreed they would not put further efforts into Stage 2 options until the lessons learnt, inventory publication, and metadata work was complete. |
| 6 | Key agencies undertaking stocktake (Local Govt Representative)The SG agreed that progress needs to be made and road map to be developed prior encouraging other organisations to undertake a stocktake of their MGI, unless organisations are already independently working on it. SG agreed this work item to be on hold. |
| 7 | Stocktake Reporting PID (MBIE)No progress due to COVID-19 priorities.SG agree a simple RAG status report with planned milestones and delivery dates would be sufficient.  |
| 8 | Metadata and formats (NIWA)NIWA is working internally to align formats and metadata across NIWA datasets. Given the diversity of data collected by NIWA, it is hoped that this work is representative of MGI collected by others. NIWA is also engaging discussions with LINZ's Technical Leader Standards and Interoperability Sub-Group. |
| 9 | Data portal investigation (LINZ/MFE) LINZ and MFE identified criteria of assessment for the data portal investigation and identified portals that will be targeted by the investigation. PID was updated and an online survey was created. The survey will provide baseline information for the data portal investigation. The SG will provide feedback on this material. |
| 10 | NZ MGI-WG website (GNS/LINZ)LINZ initiated internal discussions to seek support for the creation of an internet page on the LINZ's website. The SG agreed that hosting the page on an existing platform would reduce costs and speed up creation. The SG also agreed for the page to be hosted on LINZ's portal. |
| 11 | Next WG meetingSG agreed the need to reconnect with the wider WG to update on progress achieved over 2019-2020 and seek contribution from others to progress SG work. A 1-2hr virtual meeting to be held in July. Items for the agenda may include: SG formation, workplan overview, progress on work items (by project leads), Habitat Mapping Task Group.  |
| 11 | Iwi/ Māori representation on the SGLINZ met with Te Arawhiti representatives in mid-March. Te Arawhiti recommended a couple of individuals as potentially representing Māori interests within the WG and joining the SG. The SG agreed that the representative should have a marine background to best support the MGI work programme. LINZ to further discussion with these individuals. |
| 12 | Habitat Mapping Task Group A "Habitat Mapping" group has been created on the MGI slack channel to facilitate communication between stakeholders interested in the topic, following common interest expressed by DOC and MPI seeking information to improve management of the marine environment. |
| 13 | Other Business:Stephen Hunt (Waikato Regional Council) provided information that UoW is the lead organisation for the Data Science Platform funded by MBIE. The programme funded for 7 years aim to provide new tools to explore science data and find patterns, and find better, faster and more efficient ways to store and access data. Further discussion with UoW will help understand whether this initiative is aligned to the work done by the NZMGI-WG.Matt Grose (DOC) representing the NZ ESRI User Group suggested to call out to the group to see whether other organisations were undertaking a stocktake of their MGI, to leverage from their experience and potentially contribute to the National MGI Inventory.GNS is hosting Hydro Day on 22/06/2020 for NZ. The seminar could be of interested to the wider NZMGI-WG and ESRI User Group. List of respective members will be passed on by LINZ and DOC to GNS to communicate agenda. |
| 14  | Next MeetingNext SG meeting held in late July 2020 a doodle poll will be sent out to SG.  |

Actions

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|  | What | Who | When |
| 1 | Seek input from the wider WG on granularity of information for the national inventory.  | LINZ | Mid July WG |
| 2 | Benefits & lessons learnt from stocktake: collate information from other organisations and finalise PID. | MPI | TBC with MPI |
| 3 | Finalise Inventory Publication PID once roadmap is complete. | DOC | Late Aug |
| 4 | SG workshop to create road map. | All | Late July |
| 5 | Stocktake Reporting Template to be developed.  | MBIE | Late June |
| 6 | Metadata and standards PID to be progressed. | NIWA | Late July |
| 7 | SG provides feedback on Data Portal Investigation Survey and PID.  | All | 8 June |
| 8 | LINZ to follow up on support for creation of web page. | LINZ | End June |
| 9 | LINZ to further discuss Māori representation on SG with Te Arawhiti. | LINZ | End July |
| 10 | Investigate Data Science Platform funded by MBIE and led by UoW.  | LINZ | End June |
| 11 | Find out whether other organisations are currently undertaking MGI stocktakes within ESRI User Group. | DOC | End July |
| 12 | List of NZMGI-WG and ESRI UG members to be passed on to GNS to communicate agenda of Hydro Day. | LINZ & DOC | 3 June |
| 13 | SG agrees on next SG meeting date in July. | LINZ & All | 8 June |
| 14 | SG agrees on next WG meeting date in July. | LINZ & All  | 8 June |