Meeting Decisions and Actions

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| Meeting date | 18/09/2020 |
| Time | 9.20-11.00am |
| Venue | Conference call |
| Attendees | Heiko Philippi (MPI), Vaughan Stagpoole (GNS), Sorrel O'Connell-Milne (Environment Southland Regional Council - Local Gvt Rep), Anna Meissner (LINZ), Enrique Pardo (DOC), Pierre Tellier (MFE), Miles Dunkin (MBIE), Jochen Smidt (NIWA, Chair) |
| Apologies | Stephen Hunt (Waikato Regional Council – Local Gvt Rep Rep), Oliver Wade (Marlborough District Council – Local Gvt Rep), Rachel Gabara (LINZ), Barb Hayden (NIWA), Paul Trudgian (NZDF), Matt Grose (DOC), Jenny Black (GNS) |

Discussion items

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|  | Description |
| 1 | Minutes of the previous meeting accepted. A few standing actions remain open. |
| 2 | Road map planning (All)SG agreed that a special session was needed to establish a road map. Project leads will prepare material and LINZ will organise the workshop session. |
| 3 | Data portal survey - Agreement on datasets (LINZ/MFE)The group discussed and agreed on a final list of dataset themes to be included in the portal survey. |
| 4 | Communication & Publication - NZMGI Webpage (GNS/LINZ)GNS and LINZ have progressed a draft content of the MGI webpage that will be hosted on LINZ website. The draft will be submitted to the SG for review once completed. |
| 5 | Formats & Standards - Vocabulary and data dictionaries (NIWA)Update from NIWA on internal stocktake and development of a metadata schema. Draft of the schema expected to be finished by end October and forwarded to SG for review. The schema will be mapped on the new ISO 19115-3 metadata standard. Vocabulary should be controlled and NIWA suggests it to be aligned with AODN vocabulary. The maintenance of the vocabulary needs to be considered at a later stage. Vaughan Stagpoole (GNS) suggested to add a "Navigation type" attribute to the list of attributes. NIWA will follow up on that suggestion. |
| 6 | WG meetings - Feedback survey (LINZ)The group discussed the value of sending a survey to the WG to seek feedback on whether the work programme is meeting stakeholders' expectations. It was agreed that the current level of communication (meetings, minutes of meetings and upcoming webpage) was sufficient. A survey was deemed like an overhead and it was instead suggested to provide a "contact/feedback" button on the webpage. |
| 7 | Other businessLINZ sough agreement from the SG to invite Geoffroy Lamarche (Chief Advisor Science for the Parliamentary Commissioner for the Environment) at the next SG meeting to present the PCE's work and discuss their next marine investigation. There was no objection.Heiko Philippi (MPI) requested some clarification on Caleb Stone (StatsNZ) role in compiling lessons learnt from organisations that had undertaken a stocktake to avoid duplication of effort. LINZ is meeting Caleb next week to discuss this.Jochen Schmidt (NIWA) mentioned that data themes for National Environmental Stocktake was being reviewed.Jochen Schmidt mentioned that NIWA and LINZ were involved in the Data Investment Plan, led by StatsNZ. |
| 8 | SG Board - Maori representation (LINZ)Anna Meissner (LINZ) updated on progress finding a Maori/Iwi representative for the MGI-SG. She reported communication held respectively between LINZ and Maui Hudson (University of Waikato), Te Arawhiti, StatsNZ and LINZ's Business with Maori Team. MBIE and MPI offered to engage with other potential representatives. |
| 9 | Chairman role (LINZ) The group considered whether a change of Chairman was needed. Members were happy to step in the role occasionally if required, but it was agreed that a definite change would impact the momentum of the work that the group is undertaking. It was therefore decided that Rachel Gabara (LINZ) remains Chair of the SG. |
| 10 | Future SG meeting schedule (LINZ)The group discussed and agreed on hosting future SG meetings on a set day. |

Actions

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|  | What | Who | When |
| 1 | Seek input from the wider WG on granularity of information for the national inventory.  | LINZ | Nov |
| 2 | Finalise Inventory Publication PID once roadmap is complete. | DOC | Nov |
| 3 | Stocktake Reporting Template to be shared with SG.  | MBIE | End Sept |
| 4 | SG review Stocktake Reporting Template and provide feedback to MBIE.  | All | Mid Oct |
| 5 | Each Project Lead to provide LINZ a status report of high-level tasks from PIDs and reviewed timelines in preparation of road map. | Project Leads | End Sept |
| 6 | Compile above material into project overview and schedule road map meeting. | LINZ | Mid Oct |
| 7 | SG workshop to create road map. | All | End Oct |
| 8 | Finalise data portal survey and send to stakeholders. | LINZ/MFE | End Sept |
| 9 | Progress draft content for webpage and forward to SG for review. | GNS/LINZ | End Sept |
| 10 | Metadata schema to be forwarded to SG for review. | NIWA | End Oct |
| 11 | Include a contact link on the MGI webpage.  | GNS/LINZ | End Sept |
| 12 | Send SG meeting invite to Geoffroy Lamarche | LINZ | End Oct |
| 13 | Clarify StatsNZ role in compiling lessons learnt. | LINZ | End Sept |
| 14 | Engage conversation with potential Maori representatives.  | MBIE & MPI | End Oct |
| 15 | Organise vote/poll to determine meeting date | LINZ | Mid Oct |