IODE/ICAN Steering Group Meeting - Draft Meeting Minutes

Date: January 8th **Time:** 16:30 GMT **Chair:** Ned Dwyer **Minutes:** K. Kopke, D. Wright
Attendees:

Name	Organisation / Affiliation	Acronym in Notes/Action/Follow up
Ned Dwyer	CMRC, Ireland – ICAN SG Chair	ND
Marcia Berman	VIMS, USA	MB
Kathrin Kopke	CMRC, Ireland	KK
Adam Leadbetter	BODC, UK	AL
Roger Longhorn	Coastal & Marine Union (EUCC), Belgium/EU	RAL
Andrus Meiner	European Environment Agency (EEA), EU	AM
Liz O Dea	Washington State, USA	LOD
Lucy Scott	ASCLME, African Region	LS
Dawn Wright	ESRI Chief Scientist, USA	DW
Alejandro Iglesias	IOC, Paris	AI

Apologies: Tony LaVoi, Andy Sherin, Peter Pissierrsens

ACTION ITEMS FROM MEETING

No	Action	Who is Responsible
1	LS to agree specific days for ICAN-7 and for the training in conjunction with CoastGIS committee and ICAN co-chairs.	LS
2	ND and MB to review communications plan and add additional material and share with SG by March 1st	ND,MB
3	ALL- Comments on current version or other aspects of communication welcome from whole SG. Direct comments to AS, ND and MB	ALL
4	AS and RL to coordinate update and transfer of website.	AS, RL
5	Training committee to review ACMA training already delivered, desired training and plan appropriate training for April 2015.	AI
6	Ned will email Hans-Peter Plag at CZCP to see if their workshop is still in the works	ND

7	ND, MB to discuss with PP his vision for how the AGOL licences are to be used and subsequently follow up with SG and Tech Committee on how these might be best deployed.	**ND,MB**
8	ALL to send example of data sharing agreements to MB	**ALL**
9	ND to check with Technical Committee that the interoperability roadmap is still planned for delivery.	**ND**
10	ND to circulate Doodle Poll for next meeting	**ND**

Minutes of Meeting

Action Items from September 2013 Meeting

a. *Update on dates and location of ICAN 7 (LS)*

- ICAN 7 to be held the week beginning 20th April 2015. Location will be Cape Town or Stellenbosch. An initial estimate of costs is $30-40 per person to cover venue hire, and coffee breaks.
- From an ICAN perspective better to hold workshop BEFORE coastgis as has been the case for ICAN 5 and ICAN 6.
- Should we be an official CoastGIS workshop or our own entity? It was thought that it may be best to keep ours separate. Our timeframe is longer too. Keeping separate should not be a problem. Need to be mindful of any overlaps with CoastGIS workshops that we may want to hold ourselves too.
- It is planned to hold a training course during that week also. Need to determine the focus of the training, the duration and what days it is to be held on. Training needs for ACMA as expressed at ICAN 6 still relevant.

ACTION: LS to agree specific days for ICAN-7 and for the training in conjunction with CoastGIS committee and ICAN co-chairs.

b. *Communications plan and website (RL, AS)*

- AS circulated a communications planner with a draft communications plan outlined. This is certainly a useful tool for ICAN

ACTION: ND and MB to review and add additional material and share with SG by March 1st

ACTION: ALL- Comments on current version or other aspects of communication welcome from whole SG. Direct comments to AS, ND and MB

- Bones of new web site now on an IODE server. Got lots of good input on current web site and desired structure of new web site from ICAN 6. Andy hoping to employ student to do heavy lifting of transferring content from OSU to IODE (Drupal to Joomla). This is a funding request to IODE as well to partially fund this (Andy's U. would pay the rest). Andy and Roger will coordinate, and Dawn will help.

ACTION: AS and RL to coordinate update and transfer of website.

c. ***Progress on training needs from ACMA (LS)***
- Recommendations made at ICAN 6 still stand, nothing to add
- Is there a record of ACMA training activities? Who has travelled to IODE for training? Etc.? IOC has those records
- Would be good for us to list what has already delivered to note gaps and compare with ICAN 6 discussions
- At ICAN 6 we set up a training committee as a key activity. Marcia was coordinator but has now taken on ICAN co-chair duties. Need a new training coordinator. Alejandro has kindly agreed to chair this committee! Gracias!
- Ramon, Lucy, Kathrin, Marcia will continue on the committee as chaired by Alejandro

ACTION: Training committee to review ACMA training already delivered, desired training and plan appropriate training for April 2015.

d. ***User Interactions Handbook (KK)***
- Still working on this project, to remain an agenda item
- Also on the funding list for IODE to support editing and coordination of the handbook. Will happen much more readily if it's a paid activity.
- A link to OceanTeacher is critical (will help w/funding proposal).

e. ***Updates on GEO CZCP Interactions (ND)***
    i. Marcia and Ned participated with them last August. They intend to hold a workshop on coastal information systems.
    ii. Wait and see mode, and will be ready for an ICAN contribution

ACTION: Ned will email Hans-Peter to see if their workshop is still in the works

Updated Workplan and IODE budget
- This has a hard-and-fast deadline of FRIDAY, 10 JANUARY!
- Ned and Peter in discussions on more specifics of our funding requests
- Requests for funding with understanding that you spend everything within the year. We lost the 2013 money because we did not spend it!
- See the updated Jan 2014 Work Plan.
- IODE budget actually doubled, and not a cap in what we can ask for. All projects will be evaluated against the grand total of what IODE has available. Ask for what is realistic according to what we can achieve (and we HAVE achieved according to IOC objectives).
- We are brand new, no IOC track record, so we must make specific and well-justified requests, always related to IOC IODE work (training, publications especially)
- Ned, Marcia, Kathrin will work on budget justification on 9 January
- Also possibly for 2014 as a small budget item: investigate existing and effective data sharing agreements as exemplars. Note what obstacles these may hold for moving atlas projects forward (especially IODE CMA and AMA). Perhaps address in User Interaction Guide as well, in terms of best practice for data sharing, etc.

o anything that relates to data policy, such as data sharing agreements, also needs to mesh with the current IODE Data Policy (developed over decades) and which is part of the remit of the Marine Information Management/Experts Group.

Report on SPINCAM training Workshop, December 2013 (AI)

- Thanks to Yassine and Ned on great training acumen
- New agreement with UCC during 2014 to support development of regional Atlas using the SmartAtlas platform.
- Alejandro will make minutes of the SPINCAM meeting available in English and Spanish soon.

Report on CMA Planning Meeting, December 2013 (MB, LS)
- Purpose was to develop and finalize CMA Phase 2 workplan with a budget – accomplished
- Interest in licensing/data sharing plans and communicating with stakeholders
- Collaboration and sharing of resources
- SPINCAM, CMA, CLME   happening in parallel need to work with each other, get the best from each other, not be siloed

Updates from Tech Committee (AL, LOD)
- Adam reports on 2 more atlases ready to connect to Interoperability Portal, will provide valuable feedback on cookbooks in progress – 2 atlases are California Coastal Atlas (John Helly) and Washington Coastal Atlas (Liz O'Dea)
- User interface development continues on ICAN portal (aka prototype). Good feedback from ICAN 6. A few more will look at this and provide feedback. Tech team will discuss at end of Feb and provide a mock up of workflow to Yassine to help him develop a new user interface.
- Feedback on cookbooks; will try to generate flow charts (concept maps?); implications for training and that committee. Adam will be in touch

ESRI ArcGIS Online subscriptions donated to IODE
- ESRI donated an "ArcGIS Online for Organizations" account with 50 subscriptions to IODE primarily for OBIS and ICAN use, and this donation is being supported by the Esri distributor in Belgium, Esri Benelux. These subscriptions will be available for approximately a 12 month period
- It's important to note that AGOL is a new paradigm which works with subscriptions rather than licences as was the model for ArcGIS Desktop.
- DW explained that AGOL can be used to deliver customised maps using ESRI or private Cloud environments. The subscriptions allow access to the premium content developed by Esri, as well as a number of premium online analytical services. Simple analytical services are already available within the free, public version of AGOL

- In terms of ICAN's role in using the subscriptions DW said that AGOL could be considered an Atlas-in-a-Box solution and would primarily be of value to those who wanted to get up to speed on creating a new atlas. It would be useful for the SG and the Tech Committee to identify those who may get the best value from access to the subscriptions. A good start would be to look at the members page on the ICAN web site and see which atlas members still do not have an atlas up and running yet. For instance, the Coastal Atlas of Sao Paulo Brazil (Luis Conti at ICAN 4), the MUMM Marine Atlas of Belgium, or the Alaska Coastal Atlas have sought help in the past from ICAN. They might be offered a free AGOL subscription to finally get something established online.

  ACTION: ND, MB to discuss with PP his vision for how the AGOL subscriptions are to be used and subsequently follow up with SG and Tech Committee on how these might be best deployed.

Data Sharing Agreements and Data Disclaimers (MB)

- MB said that she can start on this activity by collating good models and examples of such agreements.

ACTION: ALL to send example of such agreements to MB

AOB

- AM reiterated the EEA's interest in the interoperability Portal and asked if the roadmap foreseen for delivery by March 2014, as described in the workplan, was still realistic. In AL's absence ND reiterated that it was his understanding from AL that this was still planned and he believed the update from AL to the meeting confirmed this.

ACTION: ND to check with Technical Committee that the roadmap is still planned for delivery.

- Also take note of the EEA Report that Andrus circulated by email: 'Balancing the future of Europe's coasts' , ICAN mentioned on page 52 .Any feedback welcome and contact him if you would like a hardcopy. And thank you again to EEA for mentioning ICAN in the report.

http://www.eea.europa.eu/media/newsreleases/the-squeeze-on-europe2019s-coastline-continues?&utm_campaign=the-squeeze-on-europe2019s-coastline-continues&utm_medium=email&utm_source=EEASubscriptions

NEXT MEETING: early April and stand by for a Doodle poll from Ned

ACTION: ND to circulate Doodle Poll for next meeting