Meeting Decisions and Actions

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| Meeting date | 15/04/2021 |
| Time | 2-4pm |
| Venue | LINZ, Pohutukawa L7 & MT Conference Call |
| Attendees | Heiko Philippi (MPI), Jenny Black (GNS), Deborah Burgess (MFE), Anna Meissner (LINZ), Rachel Gabara (LINZ, Chair), Miles Dunkin (MBIE) |
| Apologies | Enrique Pardo (DOC), Paul Trudgian (NZDF), Te Aomihia Walker (TOK), Shaun Weston (DOC), Vaughan Stagpoole (GNS), Oliver Wade (Marlborough District Council – Local Gvt Rep), Barb Hayden (NIWA), Stephen Hunt (Waikato Regional Council – Local Gvt Rep Rep), Sorrel O'Connell-Milne (Environment Southland Regional Council - Local Gvt Rep), Jochen Smidt (NIWA), |

Discussion items

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|  | Description |
| 1 | Minutes of the previous meeting further discussed and accepted.  The SG discussed again potential marine issues that could be submitted to the PCE for investigation:   * marine protected areas, and the coordination and mandate of the different areas based on their juristictions, * habitat mapping, * freshwater effluence and sedimentation/pollution issues in estuaries, * trawl footprint analysis, and the lack of information around habitat mapping in some fished areas, * open ocean aquaculture and the need for data (bathymetry and other data beyond 100m depth). |
| 2 | Welcome, recap and housekeeping  The chair opened the meeting by restating the importance of the MGI work programme and achievements made since 2018:   * establishment of the NZMGI-WG bringing together over 150 stakeholders, * work programme and commitment from key stakeholders to lead on delivering, * creation of communication channels (slack, website, newsletter) and communication material (infographics, road maps) to raise awareness on progress and achievements, on the value of MGI and GIS events, * completion and publication of six MGI stocktakes, * guidance documents to support others to take stock of their MGI (benefits, learnings, and processes to undertake a stocktake, along with metadata support), * investigation of 10 data portals.   Our MGI projects cannot progress without collaboration. Most of the work so far has been progressed by members of the SG and it is necessary to seek support from the rest of the WG members. SG members committed to providing feedback should communicate directly with the project leads and connect with LINZ in regard to meeting matters (attendance, apologies, agenda...). |
| 3 | Roadmap and update from all Project Leaders  MGI is findable and accessible   * Benefits and learning from stocktake: MPI incorporated feedback from MBIE and is awaiting input from GNS and MFE by mid-May to finalise draft. * LINZ explored options with LINZ Digital Communication Team to better display data portal matrix on website. It was agreed to wait for LINZ's new website before making further changes.   MGI is interoperable & reusable   * NIWA is finalising draft on metadata attributes that will support building a MGI inventory. The final draft will be shared with SG by end of April 2021.   Collaboration and communication   * Basic analytics from the newsletter were discussed. LINZ will explore other metrics to improve the next newsletter. * Project leads provided an overview of their progress via a standardised reporting template that will be published on the website. |
| 4 | International meeting updates  LINZ recently attended several international conferences and meetings:   * IHO – Marine Spatial Data Infrastructure WG * UNGGIM – MGI WG * AusSeabed * UN Decade of Ocean Science for sustainable development * NOAA Global Extratropical Surge and Tide Operational Forecast * Seabed 2030 * SWPHC MSDI WG   Slides of the presentation will be shared with the SG. |
| 5 | Next WG meeting  The SG also discussed dates and venue options for the next WG meeting. MPI will provide a list of conferences held from July to September. Organising the WG meeting ahead or after another conference will prevent stakeholders to travel multiple times. A large room could potentially be booked at MBIE or GNS, depending on number of attendees. Items for agenda could include:   * feedback on working programme, communication channels, website, data portal investigation, MGI inventories, guidance documents, * call for WG to contribute to work that SG is progressing, * presentation from Kevin MacKay on Seabed 2030, * workshop on metadata. |

Current Actions

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|  | What | | Who | When | Status |
| 1 | Communicate list of conferences held from July to September 2021. | MPI | | Mid-May 2021 | Open |
| 2 | Communicate suggested items to Geoffroy Lamarche | LINZ | | End April 2021 | Open |
| 3 | Provide feedback to MPI on benefits/learnings doc and sponsorship template. | MFE and GNS | | Mid-May 2021 | Open |
| 4 | Communicate draft guidance on metadata to WG. | NIWA | | End April 2021 | Open |
| 5 | Provide feedback to NIWA on metadata guidance. | All | | End May 2021 | Open |
| 6 | Investigate dates and venue options for next WG meeting | All | | May 2021 | Open |