

**CGI Council Meeting 2****Note of Meeting****Date:** 12 March 2003**Time:** 9:30 a.m.**Location:** EuroGeoSurveys Bureau, Brussels

**Attendees:** Kristine Asch                      BGR (KA)  
                   Ian Jackson                      BGS (IJ)  
                   Max Fernandez                  Royal Museum for Central Africa, Belgium (MF)

**Apologies:** Marc Levine                      (USGS)  
                   Koji Wakita                              (JGS)  
                   John Broome                                (ESS/GSC)

**1. Introduction**

This is an informal meeting of the CGI Council mainly to ensure that CGI actions and the workplan are progressing satisfactorily and that plans for the future Workshop could be firmed up. No formal minutes will be produced, just actions and decisions.

**2. Actions from 18 October meeting (greyed out = done)**

1/1	Produce action sheet	IJ+KA	21.10.02
1/2	Produce minutes	IJ+KA	31.10.02
1/3	Raise possibility of new cooperation programme with UNESCO	WJ	31.12.02
1/4	Provide list of active IUGS members to IJ + KA	WJ	31.10.02
1/5	Propose potential members from Canada, S. America, Africa, Oceania for short list (to KA/IJ)	All	30.11.02
1/6	Make proposals on membership, statutes, roles, responsibilities, Modus Operandi to IUGS Executive (based on IUGS version). Workplan and proposed membership needed immediately.	KA+IJ	31.12.02
1/7	Send IUGS Statutes etc to KA/IJ	WJ	31.10.02
1/8	Make costed proposal for building/maintaining web site	IJ	30.11.02
1/9	Set up new COGEOINFO web site	IJ	31.01.03
1/10	Produce final financial statement for old CGI	MF	30.11.02
1/11	Produce draft and circulate budget plan (including request for new funds from IUGS)	MF+KA+IJ	31.12.02
1/12	Provide details on ICSU Block grant and transfer to CGI account	WJ	30.11.02
1/13	Produce report on how ICSU funds have been "spent"	MF+KA+IJ	31.12.02
1/14	Make costed proposal for MLT	PM	30.11.02
1/15	Write to WJ (and thus IGC organisers) proposing CGI/2 session at IGC2004 (and "absorb" currently proposed sessions (T08,T20))	KA+IJ	30.11.02
1/16	Clarify place and date of next meeting	KA+IJ	31.01.02

### 3. Workplan

The Workplan issued in November was reviewed item by item to check progress and continued relevance. An annotated copy of the Workplan is attached as Appendix A.

<b>2/1</b>	<b>Produce first draft of table of “geo-information” groups and contact details</b>	<b>KA</b>	<b>30.04.03</b>
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### 4. CGI Statutes

The draft statutes were largely accepted as a reasonable working draft which could be formally approved at the first full meeting of CGI (at IGC 2004?). Two amendments were requested and a revised draft reflecting these will be issued shortly.

<b>2/2</b>	<b>Email IJ appropriate clause on “inactive Council Members”</b>	<b>KA</b>	<b>31.03.03</b>
<b>2/3</b>	<b>Re-issue Statutes as an amended version</b>	<b>IJ</b>	<b>30.04.03</b>

### 5. Membership and Representation

Marc Levine and John Broome had accepted invitations to join the CGI Council. Teedzani Majaule had been invited in the last few days and a reply was awaited. Membership from China, South America, and Australia/New Zealand was discussed.

<b>2/4</b>	<b>Continue to try and identify potential candidates for the Council</b>	<b>All</b>	<b>30.06.03</b>
<b>2/5</b>	<b>Sound out R Missotten (UNESCO) about being a Council member</b>	<b>MF</b>	<b>31.03.03</b>

### 6. Financial Issues

MF tabled the latest CGI Balance Sheet. The \$5000 recently announced in an email to KA by the IUGS Executive was not yet entered. However, with this added the total balance for CGI was approximately +\$13 000. In a later discussion earmarking \$8k of this for the Workshop and \$5K for expenses was proposed.

<b>2/6</b>	<b>Find out whether ICSU funding is a one-off or regular</b>	<b>MF</b>	<b>30.04.03</b>
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### 7. CGI Schedule to IGC 2004 (taken after item 9.)

The following major items were agreed:

- Organise and kick-off Working Group on the MLT
- Launch Web Site in April 2003 and maintain and extend
- Plan and execute “short” Workshop and plan “main” Workshop

### 8. CGI Web Site

The draft site was reviewed and (subject to a detailed edit) was agreed to be a good foundation.

<b>2/7</b>	<b>Do actions requested in IJ mail on web site of 5 March</b>	<b>All</b>	<b>31.03.03</b>
<b>2/8</b>	<b>CGI Executive to sign off Web Site</b>	<b>MF+KA+IJ</b>	<b>31.03.03</b>
<b>2/9</b>	<b>Notify IUGS Executive of Web site launch</b>	<b>KA</b>	<b>10.04.03</b>
<b>2/10</b>	<b>Make links from/to own organisation web sites (and publicize site at any opportunity)</b>	<b>All</b>	<b>31.03.03</b>

#### 9. **Out-reach Workshop** (taken after item 12)

A proposal for a small/short “test the water” Workshop was agreed. This would probably be in Bangkok, and would hopefully be supported by CCOP. A date of late 2003 was suggested. A possible formula proposed was: Day 1 Seminar; Day 2 Feedback from attendees and discussion of future larger Workshop; Day 3 detailed planning of main Workshop in late 2004; Day 4 CGI Council meeting.

<b>2/11</b>	<b>Call R Missotten to get comment on last CCOP Workshop and feedback on these suggestions ie information on costs/funders/programme etc</b>	<b>MF</b>	<b>31.03.03</b>
<b>2/12</b>	<b>Email KW and ask about possible focus/subject of a future workshop (ie supporting earlier KW idea)</b>	<b>KA</b>	<b>31.03.03</b>
<b>2/13</b>	<b>Produce plan/template/programme for short workshop and book CCOP location and dates and accommodation</b>	<b>KA+IJ+MF</b>	<b>10.04.03</b>
<b>2/15</b>	<b>Send KA CEFAG contact details</b>	<b>MF</b>	<b>20.03.03</b>
<b>2/16</b>	<b>Email R Missotten (and CEFAG) more formally about Workshop proposal</b>	<b>KA, IJ</b>	<b>31.03.03</b>

#### 10. **CGI Report for Nice meeting**

A draft presentation had been prepared on CGI and was briefly reviewed.

<b>2/17</b>	<b>Edit presentation as appropriate and email to IJ for loading to Members section of Web site</b>	<b>KA</b>	<b>30. 4.03</b>
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#### 11. **IGC 2004 – Organisation of launch of CGI**

<b>2/18</b>	<b>Write to G Zuffa, to clarify arrangements and ask for a meeting room for one day and ask him to “associate” CGI as a co-sponsor of relevant sessions</b>	<b>IJ</b>	<b>30.04.03</b>
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#### 12. **MLT**

All contributed to history, background and current status of the MLT. All agreed that a Working Group on the MLT was a sensible way forward and that the MLT must be free to use, but its IPR must be protected.

<b>2/19</b>	<b>Contact J Gerseman and draft ToRs for Working Group on MLT</b>	<b>KA</b>	<b>30.04.03</b>
<b>2/20</b>	<b>Prepare initial list of possible members</b>	<b>MF+KA+IJ</b>	<b>31.03.03</b>

**13. Any Other Business**

BGS Knowledge and Research programme project web site and the NADM (North American Data Model) were discussed, as was the need to have a standing item on “news from related groups” on CGI Council agendas.

**14. Date Next Meeting**

Late 2003 (associated with the workshop in Bangkok)

*Ian Jackson*  
Nottingham  
19 March 2003

**Appendix A: Amended Workplan**

*(to be added when done)*