Minutes

# First S-131 project Kick off meeting

1. Welcome (Eivind Mong)
2. Introductions – everyone introduced themselves
   * Eivind Mong – NIPWG Chair – Canadian Coast Guard Senior adviser, e-Navigation
   * Parry Oei – General manager - IHO lab
   * Louis Maltais – Director of Products and Services – Canadian Hydrographic Services
   * Shwu-Jing Chang, Professor & Director, National Taiwan Ocean University
   * Eric FOO – Singapore Maritime and Port Authority
   * Lawrence Chew – Singapore Maritime and Port Authority
   * Ed Kuwalek – IIC Technologies
   * Matilde Skjæveland Skår, Senior engineer at Norwegian Hydrographic Office
   * Charline Giffard, Sailing Directions Officer, Canadian Hydrographic Service
   * Stefan Engström, Traficom, NIPWG Vice-chair
   * Raphael Malyankar, LLC Member/Manager, Portolan Sciences LLC
3. Project Status
   * **The project is approved** – “flag ship project” – Since it is the first IHO Lab project, the eyes will be on us.
4. Working arrangements
   * **Frequency of meetings** : more frequent meetings in the beginning, **biweekly** meetings for the first couple of months, meet at 8 am EST, keeping the meetings short (1 hour) – **next meeting 12th of May**
   * It was agreed to use **Github** for communications, repository of files, codes, discussions. Will be explored by Shwu Jing and Ed IIC and start the platform
   * Team roles precisions
     + Charline Giffard agreed to be **Project Leader**
     + **Port liaison**: IHO Lab and whole S-131 team support
     + Raphael Malyankar: IHO input, **S-131 project specification review** (advisor)
     + Support from **IHO Singapore S-100 Lab** – get people together – get funding – share the results - promote the project – get server to host the project – Challenges: stakeholders participating clear statement to show the value for engaging the stakeholders - marketing
   * **Creation of Project plan** : Shwu-Jing Chang from NTOU and Jonathan Pritchard and Ed Kuvalek from IIC agreed to meet and define more detailed tasks, milestones and a timeline for the project starting with the drafted plan provided by Charline. They will also try to define who will do what considering everyone’s strengths and expertise. Charline can assist.
5. Immediate action (as soon as possible):
   * NTOU and IIC will provide IHO LAB with specifications for a server considering two phases:
     1. Development phase: start with 20 users
     2. Operational phase: 2000 users ++
   * IHO Lab to start procedures to get servers and any others hardware or software needed to host the project
6. Actions for next meeting

* **Github**: Shwu Jing and Ed IIC will start the platform
* Creation of project plan with milestones: NTOU and IIC (Charline can assist)

1. Things to think ahead

* Plan for a **project team workshop** in April 2023 in Singapore (self-funded travel, MPA hosted)
* Define marketing needs
  + Towards source providers
  + Towards information consumers
* Conduct outreach to source providers (ports) and keep them engaged
  + Conduct regular updating meeting with the stakeholders