Minutes of the 4th IIB meeting (teleconference) 20 April 2012

Participants: Mirko Albani, Alessandro Ammoni (Chair), Steve Browdy, Ben Burford, Ivan DeLoatch, Yana Gevorgyan, Koki Iwao, Stefano Nativi, Jay Pearlman, Ivan Petiteville, Christopher Blackerby, Humbulani Mudau, Yasukuni Okubo, Bernd Richter, Espen Volden

The agenda was approved with an additional item on the Communication issues/ Alfresco discussions

0. Approval of last meeting’s minutes

The minutes of last meeting were approved.

1. Review of the Actions Items

Action 3-1 IIB members (Task Coordinators): Encourage PoCs in collaboration with Leads and contributors to further complete the Sheets and in particular identify activities, milestones and deliverables in 2012 and in 2013 (splitting multi-year activities into phases and identifying intermediate outputs where possible).

Actions still open as there are still outstanding tasks, and will be discussed further on the Task sheets: status and discussion on completeness agenda item.

Action 3-2 GEOSEC & Yana: Produce a first draft of the paper on functions and responsibilities and circulate to Board members for comments before WPS.

Yana will work with the Secretariat on the paper and distribute it a week before the Work Plan Symposium. The paper will be based on the proposals and inputs of Boards members. The Board agreed that it is important for the paper to be distributed before the Symposium. Action still open:

Action 3-3 IIB: Members, in particular Task Coordinators and PoCs, to provide input for guidelines for Task presentations at WPS (suggestions for content and format of presentations), and Ivan D/Yana to collect and consolidate and send to GEOSEC within 30 March.

Action done and closed.

Action 3-4 GEOSEC: Compile inputs from three Boards on guidelines for Task presentations and share with Boards for further comments.

Action done and closed.

Action 3-5 Alessandro/Ivan/Yana: Discuss with IN-03, IN-05 and Data Sharing WG and propose an approach for the target monitoring process before IIB meeting a WPS.

There has been emails exchange with Alan Edwards. There will be an informal meeting at the margins of the symposium. An agenda item on this action will be added to the Joint Board meeting. Discussions have not yet happened with Tasks IN-03 and IN-05. Action still ongoing

Action 3-6 Yana: Invite co-chairs of all Boards to send their suggestions for topics and agenda structure for the joint Boards meeting compile the information and send to GEOSEC by 10 April.

Initial topics and inputs have been collated. The Secretariat will finalise the Agenda.

Action 3-7 GEOSEC: Announce results of the survey of all IN-Board list members on message confirmation and message reply behaviour to the mailing list by 27 March.
Action done and closed.

**Action 3-8** GEOSEC: Selected tool/service for uploading and downloading large files before 30 March.
Action done and closed

**Action 3-9** GEOSEC: Complete review of document management tools by 30 March.
Action done and closed

**Action 3-10** IIB: Decide which document management tool to adopt in WebEx meeting 2 April.
Action done and closed.

**Action 3-11** GEOSEC: Further develop IIB main Web page and add pages for IIB meetings by 30 March.
The Secretariat demonstrated the link to the web page. Action done and closed.

**Action 3-12** for those who have responsibilities for priority items identified in the Action plan: complete the respective section in the Action Plan document as much as possible before WPS, or before next IIB telecom if possible, after discussion with other Task Coordinators as necessary.
Each responsible to complete his part of the text in Word by end of next week. Subsequent updates will be done in Alfresco. Action still open.

**Action 3-13** GEOSEC: Make Doodle poll for next meeting 16-20 April.
Action done and closed.

### 2. Brief from GEOSEC
The status of the online Work Plan Sheets (Task Component Sheets) is as follows (“Posted” means that the Sheet is publicly available on the Web):

| IN-01-C1  | Posted     |
| IN-01-C2  | Posted     |
| IN-01-C3  | No editing started |
| IN-01-C4  | Posted     |
| IN-02-C1  | Posted     |
| IN-02-C2  | Posted     |
| IN-03-C1  | Posted     |
| IN-03-C2  | Posted     |
| IN-04-C1  | No editing started |
| IN-04-C2  | Posted     |
| IN-05-C1  | Posted     |

Information on IN-01-C3 and IN-04-C1 has not been provided. The Secretariat has contacted GTOS about the currently vacant PoC role for IN-01 C3 and will pursue contacting other potential candidates. The PoC for IN-04-C1 has changed but is still IEEE. The Task Coordinator has indicated that there is no response from the components contributors. An email was sent to contributors on April 10. JRC promised to respond immediately after the meeting.

### 3. Work Plan Symposium preparations
- **Infrastructure presentations at WPS**

The Task Coordinators will prepare presentations based on the guidelines and template provided.

- IN-01: Chris is collating inputs from components leads and preparing the presentations. Lawrence Friedl will present and represent IN-01 in the Board meetings.
- IN-02: Koki Iwao has been working with components leads and will prepare the presentation. Koki will present
- IN-03: Mirko Albani will work with Doug on the preparation of the slides. The presentation will be made by Mirko
- IN-04: Yana Gevorgyan highlighted that for a comprehensive presentation that will be representative of the Task, inputs from C1 should be provided. Yana will prepare and present at the WPS.
- IN-05: George Percivall will work with Steve Browdy on the presentation. George will present

The Board asked Task Coordinators if they have encountered any challenges in providing the requested information. Coordinators remarked that the template is notional, and will not be able to speak to all the issues requested.

The Board agreed that if there are any topics or aspects of relevance not covered in the template, it should be included in the presentation.

**IIB Meetings**
There will be a short brainstorming meeting on Monday prior to WPS.

**IIB meeting Thursday 3: Agenda topics**
- GCI
- Data Sharing
- User Requirements Registry (URR)
- Data Usage
- Governance, Monitoring and Communications
- Contributing projects/ initiatives

**Joint Boards Meeting**
The following topics have been proposed thus far:
1) Analysis of issues captured during the WPS
2) Discuss common approach on monitoring and reporting progress in achieving the GEOSS Strategic Targets
3) The feasibility of the URR in the GEO Work Plan
4) Ensuring coordination of cross-cutting issues
5) Data Sharing/ GEOSS Data-CORE related matters

**4. Action Plan progress**
The discussion on the Action Plan focussed on the progress made in the preparations of the AIP-5 Kick Off meeting. It was reported that there has been 16 respondents to date on the CFP.
5. AOB

Communication issues
It was reported that the two tools BaseCamp and Alfresco were evaluated. Alfresco has more extensive features. GEOSEC is exploring the use of Alfresco to the wider GEO community. However the Board noted that it should be used as soon as possible. The Board also noted the concern of migration from the temporary site in ESA to a permanent in GEOSEC, however, ESA’s experience of migrating Alfresco from one server to another was very positive. ESA has volunteered to offer training session after the WPS on Wednesday, probably by Roberto Cossu. Contact person is Mirko Albani.

The IIB Agenda should take consideration of the AIP-5 Kick Off meeting to avoid clashes.

3rd Physical IIB meeting before the GEO IX Plenary, Brazil
There will be a 2 day IIB meeting during the period of 19-21 November 2012 in Brazil.

6. Actions recap:

Action 4-1: IIB members (Task Coordinators): Encourage PoCs in collaboration with Leads and contributors to further complete the Sheets and in particular identify activities, milestones and deliverables in 2012 and in 2013 (splitting multi-year activities into phases and identifying intermediate outputs where possible).

Action 4-2: GEOSEC & Yana: Produce a first draft of the paper on functions and responsibilities and circulate to Board members for comments before WPS.

Action 4-3: Alessandro/Ivan/Yana: Discuss with IN-03, IN-05 and Data Sharing WG and propose an approach for the target monitoring process before IIB meeting a WPS.

Action 4-4: Yana to consolidate and compile inputs with the Secretariat

Action 4-5: Alessandro and Ivan to draft agenda for 2nd IIB meeting on 3 May 2012