	National Environmental Information Infrastructure Reference Group	December 3 2014
		Draft Minutes
		For endorsement

MEETING #02 – MINUTES FINAL

Meeting	Meeting # 02 – National Environmental Information Infrastructure Reference Group
Chair	Dr. Louise Minty, Assistant Director, Environmental Information Services
Meeting Date	December 3, 2014
Location	Bureau of Meteorology – Darcy Room Level 3, 14 Childers Street, Canberra
Dial-in/Video	
Time	10:00 am to 12:00 pm (coffee on arrival)

MEMBERS

Representative	Agency	Attending
Christine Williams	Australian Bureau of Statistics	Mark Lound
Tony Boston	Bureau of Meteorology	
Cynthia Love	CSIRO	
Evert Bleys	Department of Agriculture	
Tim Neal	Department of Communication	Jamie Baker
Will Douglas	Department of Education	
Jason Ferris	Department of the Environment	
Pia Waugh	Department of Finance	
Stuart Minchin	Geoscience Australia	Neal Evans
Lex Cogle	Murray Darling Basin Authority	
Tim Clancy	Terrestrial Ecosystems Research Network	Apology
Tim Moltmann	Integrated Marine Observing System	
Adrian Burton	Australian National Data Service	
Ben Evans	National Computational Infrastructure	
John LaSalle	Atlas of Living Australia	Nick Dos Remedios
Phil Tickle	Spatial Information CRC	

SECRETARIAT

Representative	Agency
Andre Zerger	Bureau of Meteorology
Vivienne Bordas	Bureau of Meteorology

OBSERVERS

Representative	Agency
Rachel Horswell	Bureau of Meteorology
John Timermanis	Bureau of Meteorology

MINUTES

Item	Item
Item 2.1	**Opening and attendance**
	Dr Louise Minty (Chair) welcomed participants to the second meeting of the Group.
Item 2.2	**Minutes from Meeting #01**
	Approved the minutes as a true and accurate record of the NEII Reference Group meeting #1 held on the 11th September 2014.
Item 2.3	**Terms of Reference**
	Andre Zerger provided an overview of the changes to the NEII Reference Group (NEII RG) Terms of Reference, key changes include: • An improved reference to State of the Environment reporting as a nationally significant use-case that will influence NEII • Expansion of the NEII RG membership beyond Australian Government Environmental Information Advisory Group (AG EIAG) to include relevant National Collaborative Research Infrastructure Strategy (NCRIS) facilities and Cooperative Research Centers (CRCs) etc. • Time-bounding the Terms of Reference • Editorial comments The role of the NEII Reference Group and Terms of Reference will be reviewed biannually.
Discussion and Questions	Discussions focused on how to better engage with the States and Territories given their criticality in the national environmental data landscape. Members are encouraged to use their existing connections to facilitate this, however while members bring their own networks to the meeting these are not necessarily comprehensive. The group endorsed the need to better understand jurisdictional engagement activities agreeing that members would provide updates at future meetings during the Member Update. The

	NEII programme team noted that the NEII web and collaboration space will be made publically available in early 2015 and this would provide an improved focal point for any jurisdictional engagement activities.
ACTIONS	**Action 2.1** Engagement activities that members have with States and Territories be included as a standing item at future meetings during the member update. **Action 2.2** Agenda item for next NEII RG meeting – How does the NEII Programme and Reference Group better communicate and engage with states and territories?
Item 2.3a	**Australian Government Environmental Information Advisory Group (AG EIAG) update**
Discussion and Questions	The Chair provided members with an overview of Australian Government Environmental Information Advisory Group meeting held on October 29th 2014. AG EIAG membership is comprised of senior executives from agencies with a responsibility for, or interest in environmental information. Dr Rob Vertessy, the Director of Meteorology, is the Chair. The October meeting had a thematic focus on **Data Policy** and **Open Data**. The advisory group noted and endorsed the formation of the NEII Reference Group. There was strong interest and support for the NEII Social Architecture project currently underway with CSIRO given its relevance beyond the NEII. The next meeting, scheduled for April 29th 2015, will focus on the ICT Developments in Environmental Information and selected Chief Information Officers will present at this meeting. Member updates will also focus on this topic. A key theme to emerge from the meeting was recognition of the importance of a whole-of-government approach to environmental information policy and reform through activities such as the NEII.
	Action 2.3 AG EIAG membership list to be circulated with minutes.
Item 2.4	**Social Architecture**
	Rachel Horswell introduced Paul Box (CSIRO) and provided the context for the NEII Social Architecture project. Paul Box presented an overview of the work around the NEII Social Architecture project. It was noted that a social framework is just as important as the technical framework in development of a federated information infrastructure. Key messages were provided around governance, participation and agreements. Paul also provided an overview of models of participation. The reference group explored the following: - Clear drivers and benefits need to be identified early. - Governance is distinct from Programme Management. - There is a need to focus on environmental data priorities and this may require some policy direction or joint agreement. - Who leads NEII and where is the documentation for this and how do we characterize the relationship between NEII and participants? Clarity of roles and responsibilities is critical for supporting a federated system. The final report will be complete in early 2015 and provided to members ahead of the next meeting of the group. Recommendations from the study will be considered and where appropriate incorporated into the NEII programme plan. Additional feedback or questions can be directed to paul.box@csiro.au.
ACTIONS	**Action 2.4** Paul Box's presentation will be distributed to NEII RG members with minutes.
Item 2.5	**Roadmap Review**
	Dr Andre Zerger provided an update on the NEII Roadmap given the

	changes since NEII RG #01 from initial member feedback. The NEII Roadmap is the primary communication tool that provides an overview of the drivers, benefits, the programme organising framework, deliverables and their timing. It provides stakeholders with a view into programme and where possible, participant activities. It will be updated annually as the NEII evolves. Where partners have clarity and resource commitment in place in regard to their NEII-related activities, these will be included into the Roadmap with reference made to the contributing organisation. In parallel the team will develop a register of current and proposed activities. The register would act as a resource for members to learn of related activities across partner organisations and would be tabled at future meetings of the NEIIRG. Pending final feedback and inclusion of participant content, the Roadmap will be released at the next NEII RG meeting and publicly available in early 2015.
Discussion and Questions	Members discussed the need to review the governance structure described in the Roadmap in light of the Social Architecture work undertaken by Paul Box noting that there is a formal connection between the Department of the Environment and the Bureau of Meteorology through the Joint Steering Committee (JSC), while governance arrangements are different between the NPEI Joint Steering Committee and the AG EIAG. Members noted that member inclusions to the Roadmap or activities register should not be restricted to the IT Build focus area, but could also touch on Communication, Engagement, Data Management and Policy and Framework activities. The concept of the NEII as a repository (hosting service for specific data) requires further expansion including the concept of core Bureau-hosted components versus partner components. Members were encouraged to contribute content to the roadmap ahead of NEII-RG #03 where they had resource clarity, or alternatively through the activities register where activities were early in their genesis and not ready to be shared publically.
ACTION	**ACTION 2.5** Members to provide secretariat content into the NEII Roadmap (across all five focus areas) or populate the activities register ahead of the NEII RG #03.
Item 2.6	**NEII Programme update**
Item 2.7	**Member Updates**
	Agriculture – Are currently exploring the role of data models, IT priorities and developing a data strategy for the next financial year. **ABS** – A review of the Environmental Accounts work is soon to be released. An ABS officer has been out posted to the MDBA to improve data flow between agencies and this collaboration will produce a report early in the new year. **ALA** – MERIT tool has been completed for the Department of the Environment and is being actively used to support national programmes. **ANDS** - Working on an input to a data registry, which could be included in the NEII Activities Register. Leading a project to facilitate the development of vocabularies across multiple partners. The Bureau NEII team are involved in this work. **Bureau** – Environmental Information Management Branch are working on delivery of key elements of the Bureau's Data Framework, including around the development of data management plans and possible commencement of a data audit. **CSIRO** – The Marine National Facility has completed work around the CSIRO data access portal (DAP) using international standards that enable improved use of tags to aid data discovery. A draft data roadmap is in preparation and will be shared in a few months. **DoE** – State of the Environment 2016 reporting approach has been signed off by the Minister and is adopting the same reporting framework as SoE

	2011. SoE 2016 will be produced by experts drawn from a number of commonwealth agencies (previously it was undertaken through a committee). Work is continuing on Headline Indicators programme to support SoE. The Department has received approval to move to Creative Commons Version 4. **Finance** – Working with data that is broader than this environmental information-focused group. Noted that under data.gov.au metadata are mapped to a number of different schemas to support interoperability. data.gov.au team are pleased to provide guidance and expertise to other organisations. **IMOS** – Currently focused on the development of a National Marine Science Plan. This may provide a stronger rationale to expand the current data portal to a national capability. **MDBA** – Currently in the next phase of their Information Communication and Technology Strategy.
ACTION	**ACTION 2.6** Adrian Burton (ANDS) to present back to NEII RG on providing an overview of the vocabulary development project.
Item 2.8	**Other business**
NEXT MEETING	**Next meeting** to be held on the 26th of March 2015

ACTIONS SUMMARY

Actions completed and accepted by the NEIIRG will be removed from the rolling action list

#	Action	Due	Status
1.1	Members to prepare for more detailed discussions regarding the NEII Roadmap at NEIIRG #02 in December. The Bureau will be seeking detailed input including the inclusion of milestones and deliverables from member organisations where appropriate.	Prior to NEIIRG #02	Complete
1.5	The Bureau to provide information on the broader National Plan for Environmental Information initiative when papers are circulated ahead of meeting #02	Prior to NEIIRG #02	Provided at Meeting #02
2.1	Engagement activities that members have with States and Territories be included as a standing item at future meetings during the member update.	Ongoing	Complete
2.2	Inclusion of an agenda item for next NEII RG meeting – How does the NEII Programme and Reference Group better communicate and engage with states and territories?	NEIIRG #03	Complete
2.3	AG EIAG membership list to be circulated with minutes.	ASAP	Complete
2.4	Paul Box's presentation will be distributed to NEII RG members with minutes.	ASAP	Complete
2.5	Members to consider inclusion of their content into the NEII Roadmap (across all five focus areas), or populate the activities register ahead of the NEIIRG #03.	Prior to NEIIRG #03	In-progress
2.6	Adrian Burton (ANDS) to present back to NEII RG on providing an overview of the vocabulary development project.	NEIIRG #03	Provided at Meeting #03