MMSDIWG Work Plan

26-Jun-20

Work Item	Work Activity	Milestones	Start Date	End Date	Status P:Planned O:Ongoing C:Completed S:Suspended	Comments
1	Drafting committee to develop new Terms of Reference (TOR) for the MMSDIWG.	* Solicit volunteers for the Drafting Committee; * Draft TOR; * Distribute TOR for wider comment from the MACHC; * Approve new TOR	Dec-18	Apr-19	C	TOR was approved after the MACHC comment period in March 2019.
2	MMSDIWG to develop a List of Layers common to varios MSDI project users in the MACHC Region.	* Determine the common layers needed; * Develop list; * Use list to support MSDI efforts in the Region	Apr-19	Jul-19	C	Bathy, Shoreline, Maritime Boundaries defined as key foundation datasets.
3	MMSDIWG to develop a List of Additional Layers to support various MSDI projects in the MACHC Region.	* Determine the additional layers needed; * Develop list; * Use list to support MSDI efforts in the Region	Dec-19		O	Based on feedback from various MSDI Projects in the MACHC Region additional layers have been identified to be added to the List of Layers necessary for MSDI purposes. (Action 20.6.1)
4	MMSDIWG to create an MSDI Inventory of existing MSDI / SDI web resources in the MACHC Region.	* Explore Inventory methods; * Develop Inventory questions; * Create Inventory tool for gathering MSDI information; * Notify MMSDIWG members about MMSDIWG Inventory; * Gather MMSDIWG results; * Make the MACHC members MSDI website information available via the MACHC MMSDIWG webpage	Jul-19		O	Questionairre sent to all members (MMSDIWG Inventory Survey) and results are now displayed via the MMSDIWG site. Ongoing requirement to maintain and to fill in the gaps. Encourage members to complete the Inventory Survey if they haven't already done so. Also ask members to make any necessary updates to their existing information. (Action 20.8.1.1)
5	MMSDIWG to identify potential projects to support within the MACHC Region.	* Identify potential projects in the MACHC Region; * Develop a list of possible projects; * Engage with project teams; Determine ways the MMSDIWG could support the project to grow MSDI within the Region	Oct-19		O	Disaster Relief - Hurricanes; Risk Assessment - Dawn Seepersad

6	MMSDIWG to explore potential partnerships within the MACHC Region.	* Identify exisiting SDI / MSDI efforts within the Region; * Develop a list of possible partners; * Engage with possible partners; * Determine best way to partner to support MSDI in the Region	Dec-19		O	CMA - Caribbean Marine Atlas (https://www.caribbeanmarineatlas.net/). Several member states host data on the CMA web portal. Continue to encorage member states to consider using CMA as a mechanism for making their MSDI data available if they don't already have an existing infrastructure to do so. (Action 20.8.1.3) Explore potential partnership with the Caribbean Geospatial Development Initiative and place documents on MMSIDWG page for review. (Action 20.8.1.2)
7	MMSDIWG to explore potential Capacity Building efforts with MSDI in the MACHC Region. MSDI Training at the MACHC Seminar in December 2019.	* Determine possible MSDI Capacity Building efforts; * Identify the logistics necessary for an MSDI CB effort; * Develop MSDI CB effort plan; * Implement MSDI CB effort	Sep-19	Dec-19	C	Capacity Building MSDI Training was completed on Tuesday 03 DEC 2019 prior to the MACHC Plenary Meeting.
8	MMSDIWG to determine the MMSDIWG Vice Chair	* UKHO volunteered to provide a Vice Chair Candidate at the MACHC Meeting; * UKHO to identify a candidate	Dec-18	Jul-19	C	Tom Scott-Clarke from the UKHO has filled the position of the MMSDIWG Vice Chair.
9	MMSDIWG to determine and develop any required MSDI governance documents.	* Review exisiting MSDI Governance documents; * Draft MMSDIWG Governance document; * Share the Draft with the MMSDIWG members for comment; * Get consensus / approval from MMSDIWG members	Jul-19	Oct-19	C	Tom Scott-Clarke from the UKHO has drafted a MMSDIWG Governance Document. Completed Governance Document endorsed at the MMSDIWG Meeting on 02 OCT 2019.
10	Promote MSDI Discoverability within the MACHC Region	* Identify MSDI resources within the Region; * Build list of MSDI resources; * Make list of MSDI resources available via MACHC MMSDIWG webpage; * Share list of MSDI resources with other MSDI venues	Oct-19		O	MSDI Resources have been listed and linked on the MMSDIWG Site to aid data discoverability.
11	Promote MSDI efforts within the MACHC Region	* Identify ways to socialize MSDI efforts within the MACHC Region;			P	

11	Conduct Quarterly MMSDIWG Meetings each year	* Plan three Quarterly MMSDIWG Meetings via telecon / webmeeting connections; * Plan one Quarterly Meeting at the MACHC Meeting in person; * Determine if more MMSDIWG Meetings are necessary to accomplish the objectives and work plan	Apr-19		O	MMSDIWG Meeting information to include the Agenda and Minutes are available on the MACHC Initiatives website.
12	MMSDIWG to determine protocols needed to ensure batymetric data is accessible and in formats to support disaster response mapping requirements.	* Determine user requirements; * Study format options; * Work with members to socialize recommendations	Dec-19		O	This direction was given at the MACHC Meeting in DEC 2019 based on feedback from MapAction. (Action 20.8.4)
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