

**MMSDIWG Work Plan**

13-Mar-24

Work Item	Work Activity	Milestones	Start Date	End Date	Status P:Planned O:Ongoing C:Completed S:Suspended	Comments	Contact
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 various 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	Aug-20	C	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) The additional layers MSDI Inventory MS Response Letter was sent out to the MACHC on 14 SEP 2020. Responses were due by 9 OCT 2020.	
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	Sep-20	C	Questionnaire 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) The additional layers MSDI Inventory MS Response Letter was sent out to the MACHC on 14 SEP 2020. Responses were due by 9 OCT 2020.	
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	12/11/2023 Currently supporting projects below 5b, 5c, 5d, 5e	

5a	MMSDIWG to identify potential projects to support within the MACHC Region.  Risk Assessment - Dawn Seepersad UWI	* Engage with project teams; * Identify Requirements; * Determine ways the MMSDIWG could support the project to grow MSDI within the Region	Oct-19	Nov-21	C	Dawn provided list of layers for project which informed MSDI initial inventory survey CATZOC data provided to Dawn in Oct 2020. Dawn provided an update at the SEP 2021 MMSDIWG Meeting. Used data from UKHO to support this MSDI use case and answer an MSDI need in NOV 2021.	Dawn Seepersad
5b	MMSDIWG to identify potential projects to support within the MACHC Region.  Risk Assessment - Amrika Maharaj UWI	* Engage with project teams; * Identify Requirements; * Determine ways the MMSDIWG could support the project to grow MSDI within the Region	Oct-20		O	Amrika presented to MMSDIWG Oct 2020 and provided list of data types required for her project in Nov 2020. Amrika provided an update at the NOV 2021 MMSDIWG Meeting. Amrika provided an update at the JUL 2022 MMSDIWG Meeting on MACHC Sources.	Amrika Maharaj
5c	MMSDIWG to identify potential projects to support within the MACHC Region.  Disaster Relief - Map Action - Sudesh Botha	* Engage with project teams; * Identify Requirements; * Determine ways the MMSDIWG could support the project to grow MSDI within the Region	Dec-19		O	Sudesh presented at MACHC20 with requirements to support disaster relief, leading to item 13 below. Sudesh provided an update at the MAR 2021 and JUN 2021 MMSDIWG Meeting.	Sudesh Botha Barbara Bond
5d	MMSDIWG to identify potential projects to support within the MACHC Region.  REDGOLFO project (MPA)	* Engage with project teams; * Identify Requirements; * Determine ways the MMSDIWG could support the project to grow MSDI within the Region	Dec-19		O	Cid provided list of layers for project which informed MSDI initial inventory survey	Cid Gonzalez
5e	MMSDIWG to identify potential projects to support within the MACHC Region.  Silver Bank project	* Engage with project teams; * Identify Requirements; * Determine ways the MMSDIWG could support the project to grow MSDI within the Region	Mar-22		O	Grant for exploration of culturally sensitive wrecks with the region.	Rachel Bobich
5f	MMSDIWG to identify potential projects to support within the MACHC Region.  CDEMA project	* Engage with project teams; * Identify Requirements; * Determine ways the MMSDIWG could support the project to grow MSDI within the Region			O	Explore collaboration opportunities for disaster response and for CDEMA to participate in the next MMSDIWG Meeting. (Action 22.7.1.1)	Elizabeth Riley
6	MMSDIWG to explore potential partnerships within the MACHC Region.	* Identify existing 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	12/11/2023 Currently pursuing partnerships with below 6a, 6b, 6c, 6d	

6a	MMSDIWG to explore potential partnerships within the MACHC Region.  CMA - Caribbean Marine Atlas	* Identify existing 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 ( <a href="https://www.caribbeanmarineatlas.net/">https://www.caribbeanmarineatlas.net/</a> ). Several member states host data on the CMA web portal. Continue to encourage 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) Carolina Garcia presented at the NOV 2021 MMSDIWG Meeting. Carolina Garcia presented Oceans node and link at the OCT 2022 MMSDIWG Meeting.	Carolina Garcia
6b	MMSDIWG to explore potential partnerships within the MACHC Region.  Caribbean Geospatial Development Initiative (CARIGEO)	* Identify existing 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	Explore potential partnership with the Caribbean Geospatial Development Initiative and place documents on MMSDIWG page for review. (Action 20.8.1.2) Linda Peters, ESRI presented at July 2020 MMSDIWG. Simone Lloyd and Linda Peters presented at a few 2021 MMSDIWG Meetings. Invited MMSDIWG to participate in the CARIGEO Webinars in 2021. Linda presented the "My Caribbean Story at the MAR 2022 MMSDIWG Meeting.	Linda Peters, ESRI
6c	MMSDIWG to explore potential partnerships within the MACHC Region. PAIGH GeoSUR	* Identify existing 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	Nov-21		O	GeoSUR serves as a portal for SDI and MSDI data from throughout the Americas. Currently in transition from the Development Bank of Latin America (CAF) to UN Economic Commission of Latin America (CEPAL) support. Engage with GeoSUR in 2022. As of MAR 2022 MMSDIWG the ECLAC agreement has been signed and web portal development will follow.	
6d	MMSDIWG to explore potential partnerships within the MACHC Region. EMODNET in the Caribbean	* Identify existing 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	Sep-21		O	Thiery Schmitt, SHOM and Leendert Dorst, RNLN-NLHS presented about the EMODNET in the Caribbean at the SEP 2021 MMSDIWG Meeting. EMODNET will be presented at the MACHC24 Meeting in Suriname.	Leendert Dorst
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. In 2020 Amy Northern from the UKHO assumed the role of Vice Chair for the MMSDIWG.	

9	MMSDIWG to determine and develop any required MSDI governance documents.	* Review existing 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. Member States are asked to provide updates as MSDI websites / webservices are changed.
11	Promote MSDI efforts within the MACHC Region	* Identify ways to socialize MSDI efforts within the MACHC Region;	Oct-20		O	Presented to MICC Oct 2020. MSDI Seminar in Brazil in 2022. Possible Article in 2024 to promote efforts?
12	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. MMSDIWG Meetings held - 15 APR 2019, 17 JUL 2019, 02 OCT 2019, 26 June 2020, 28 Aug 2020, 28 Oct 2020, 17 MAR 2021, 16 JUN 2021, 22 SEP 2021, 03 NOV 2021, 09 MAR 2022, 13 JUL 2022, 26 OCT 2022, 13 MAR 2024
13	MMSDIWG to determine protocols needed to ensure bathymetric 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	Oct-21	C	This direction was given at the MACHC Meeting in DEC 2019 based on feedback from MapAction. (Action 20.8.4) Contact at MapAction is Sudesh Botha, Matt Simms, Jim and Amy engaging with Sudesh and Matt to understand requirements and what can be offered to support disaster relief (Oct 20) Jim followed up 23 Oct 2020  2021 - Amy Northern and Jim Rogers put forward some protocols to agree with MapAction. Leendert Dorst provided some detailed and constructive feedback on protocols. Finalization of the Protocols took place at the MMSDIWG 22 JUN 2021 Meeting. The MACHC Chair sent the protocols out to the MACHC Membership and additional feedback was received. The feedback was incorporated and the final Bathymetric Protocols are available on the MMSDIWG webpage as of 05 OCT 2021.

14	MMSDIWG to reach out to other RHC MSDI WGs (i.e. SWPHC, etc.) to share best practices, and knowledge.	* Determine what RHCs have MSDI efforts; * Reach out to other RHC MSDI WGs; * Share best practices, and knowledge;	Dec-20	Jul-22	C	Future Direction from MACHC21 in DEC 2020. 2021 - Coordinating with other RHC MSDI WGs to participate in 03 NOV 2021 MMSDIWG Meeting. Both SAIHC and SWHPC participated in the 03 NOV 2021 MMSDIWG Meeting. Each provided a presentation about their respective MSDI activities. There was also a dialogue about what they could learn about MSDI from the MMSDIWG. ARHC presented at the MAR 2022 MMSDIWG Meeting. MMSDIWG to participate in IHO MSDI WG Meetings.
15	MMSDIWG to consider data principles and standards for the MACHC MSDI efforts. Review the UN GGIM data principles as a starting point for the MMSDIWG.	* Review existing SDI data principles and standards; * UN-GGIM data principles can be used as a starting point; * Create MMSDIWG data principles and standards	Dec-20		O	Future Direction from MACHC21 in DEC 2020.
16	Promote the discussion of any item with relevance to SDI/MSDI/MSP and to take appropriate actions.	* Work to promote the discussion of SDI/MSDI/MSP within the MACHC Region.	Dec-20		O	IRCC direction to the MACHC (Action 21.2.1.1.6).
17	MMSDIWG to determine MMSDIWG Secretary	* MMSDIWG Leadership to request a volunteer to serve as the Secretary at an upcoming MMSDIWG Meeting, * Work with new Secretary to establish understanding of duties.	Mar-22	Jul-22	C	MMSDIWG Secretary position established and filled by Amrika Maharaj & Rachel Bobich
18	Coordinate a workshop with UN GGIM to explore UN GGIM principles.	* Engage with UN-GGIM, * Determine workshop requirements, * Socialize workshop to MACHC, * Complete workshop	Jul-22		P	Alberto Costa Nevis suggested having a workshop with UN-GGIM at the JUL 2022 MMSDIWG Meeting. MMSDIWG will reach out to UN-GGIM about workshop.
19	MMSDIWG Representative to participate in the IHO MSDI Meetings	* Identify MMSDIWG Representative, * Determine next meeting	Jul-22		O	Suggested at the JUL 2022 MMSDIWG Meeting based on IRCC Recommendation. (IRCC15 Recommendation 11) MMSDIWG Leadership to attend the IHO MSDI Meeting on 04-08 MAR 2024; Coordinate who will attend.
20	Write Policy & Governance template document for MS to use in developing an MSDI Policy.	* Create writing team, * Consult C-17 for reference, * Develop template document, * Review template document, * Make template document available on MACHC Initiatives website	Nov-22		P	Suggested at the JUL 2022 MMSDIWG Meeting. Talk about at 13 MAR 2024 MMSDIWG meeting to see if there is a volunteer, or a MS willing to share their Policy and Governance documents to help build the template document.
21	RHC to discuss how HO's can assume a geo-coordinating role to help ensure provision of data on a regional level.	* Encourage MS to make their data available at the regional level, * Raise awareness of the various regional efforts, * Provide links to regional efforts on the MACHC WG webpage	Jun-23		P	(IRCC15 Recommendation 2) (Action 23.2.3.2)