

**NORTH WEST DATA SHARING NETWORK
TECHNICAL COMMITTEE MEETING
JUNIPER ROOM,
SKEENA-STIKINE FOREST DISTRICT, 3333 TATLOW ROAD, SMITHERS
14 June 2005**

Attendance:

Barry Watson, Fred Hankins, Paul Schwarz., Scott Emmons, Francois Depey, Don Morgan, Karen Perkins

Agenda

1. Review of NWDSN Board meeting
 - a. June 14th board minutes to be circulated to tech committee.
2. people are comfortable with minutes structure
3. Review of past minutes – see attached action items, items that were designated as “Done” in the April 25th minutes have been removed from list.
4. Best available data sub committee report: Don, Scott
 - a. Cheryl Delwisch of BCTS is taking 1 year temporary assignment in Kamloops, she is providing a best available project update on June 17 to Don.
 - b. 2 months required to complete best available project.
 - c. Need sample of spreadsheet and structure and what is included. Include with summary of Best Available project. Don to circulate June 17
 - d. 3 things required to complete best available project:
 - i. Meta data associated with coverages and how to track – Scott has work flow for tracking and guaranteeing meta attached and adheres to a meta data schema (data subcommittee). Need to develop a meta data schema – data subcommittee – Scott to lead.
 - ii. Need to identify which data to load with tech committee and make sure that the meta data is attached – activity for Sept 13 meeting.
 - iii. Some data is/will be housed locally, others are links that point to external data sources. On the NWDSN FTP site need to develop a link file schema which indicates where the coverage is located, when it was approved what was the file date, etc. Linkage file content to be developed by tech committee on Sept 13.
 - e. UNBC will develop application for loading best available data:
 - i. How data will flow from input, steps required, meta, etc. Data organization – “loader page” with direction on connecting to map service and loading meta information.
5. Data Aggregation Status – Don, Scott
 - a. FME installed at UNBC waiting for confirmation from Refraction. Is version OK Don to check.
 - b. Security worked out with Latitude and default FTP locations for the load file.
 - c. Review spreadsheet of delivery Don to circulate
 - i. PIR – Paul will complete submission by end of June
 - ii. BCTS – Wren not on call, Barry will contact Wren.

- iii. Fraser – cut blocks will need to be resubmitted, roads need to resubmit by Friday. Fred will upload new file to site for Refractions.
 - d. Aggregate needs to be available in Albers – Don needs to check with Refractions on projection options. Participants can re-project from Albers to their operational systems.
 - e. ABR – sub committee – Barry, Karen and Fred. Schema for ABR. Sub committee tailored schema to operational needs. Didn't duplicate all fields in ABR that weren't relevant to NWDSN operational requirements. Identified 3 different data sets. Road, road structures, access control. Roads submitted are road permits, FTA. New road data set, with new aggregate script. Action need to develop new aggregate script for 3 new classes of roads. Includes source, who supplied, steward who holds tenure. Aggregation would not include roads that they are not stewards, unless eg MoF if MoT then MoF submission.
- 6. SOP reviewed
 - a. Add meta schema SOP based on Scott's work
 - b. Add data loading SOP
- 7. Monitoring Proposal – Don to circulate
- 8. TESERA data Request –
 - a. Need BCTS data to complete Morice - Barry to contact Wren
 - b. Canfor contacted by TESERA for 2005 update
 - c. Needed for 2005 SFM reporting – want to avoid charge back for TESERA collecting data from all of the participants.
 - d. MoF BCTS needs to submit to deliver update
 - e. Aggregate schema doesn't include silviculture activities and is needed for SFMP. Forest cover may be sufficient? Barry investigating.
- 9. Operating Plan - Don to revise and circulate
 - a. Change road conflation to new schema for road, road structures and access control (see item above).
 - b. Meta data need to evaluate best available project to see if additional activity is needed.
 - c. Data translation – FME licence purchase or port scripts to open source.

10. Adjourn

Action Items Carried forward from April 25, 2005 NWDSN Technical Committee meeting (those not carried forward were identified as DONE in April 25th minutes) with actions from June 14 meeting

Action	Contact	Due Date	Status
Circulate June 14 th Board Minutes	Don	June 20	
Best Available BCTS project status and sample spreadsheet	Data Management Sub-committee	June 17	Project status email attached
Best available data load application and steps required	Scot	Report September 13	
Check if UNBC FME version will work with Refractions scripts	Don	June 17	Done - it will work.
What block, road data have been submitted to Refractions? Circulate spreadsheet.	Don	June 17	Done
Fraser Lake to resubmit data to Refractions for translation	Fred	June 17	Done
BCTS to complete data submission	Wren	June 24	
PIR to finish data submission to Refractions	Paul	June 30	
Ensure that an aggregate file has a projection file with the SHAPE. File to be in Albers, participants can re project to operational projection.	Refractions (Darren) Don	May 2	Done – projection information is posted with files
Schema sub-committee to develop an interim road standard for ABR	Schema sub committee	June 14	Done – Fred circulated
SOP update – meta, and data upload	Don, Scott	Sept 13	
New aggregate road schema for road, road structures and access – new project added to 05/06 operating plan	Road subcommittee – Karen, Fred and Barry	March 31, 2006	
Circulate draft monitoring proposal	Don	June 17	Done - attached
Aggregate forest cover adequate for silviculture SFM requirements?	Barry	Sept 13	
Determine if a meta data	Group	Sept 13	

contract is needed based on best available project			
Data translation decision– stay with FME and purchase a NWDSN copy or port to open source translators	Group	Sept 13	
Revised 2005/2006 Operating plan	Don	June 17	Done - attached
Research permanent sampling plots status -loaded in LRDW, available through discovery service. Need BCeID account only. -Kevin to provide link to tech committee	Kevin Eskelin	April 26	Go to http://srmapps.gov.bc.ca/metastar/home.do and enter psp and the links will come up. There is also temporary sample plot data but can only be accessed by government, let Kevin know if you need access to it and he will post on the NWDSN.
Telkwa recovery area has been updated recently. Telkwa recovery area boundary, waiting for final boundary	Kevin Eskelin	Sept 13	Best known information posted at ~strategic/regional/tcra_study-shp.zip and tcra_kfh-shp.zip
Invite WLAP to next board meeting to discuss WLAP custodianship and participation.	Ruth Edwards	April 25	Moved to September 13
Identify a Nadina field service tech committee rep for next meeting.	Don	Sept 13	Sept 13
Best available data sub committee – Meta work flow and schema	Scott	June 24	
Circulate FSP meta data spreadsheet to technical committee	Kevin	May 2	Done – see attached
Circulate IFPA monitoring project sub committee work plan.	Jim/Don	May 31	Done – see attached
Test data aggregation with all submitted block and road data.	Don	August 12	Delayed