

**NORTH WEST DATA SHARING NETWORK
TECHNICAL COMMITTEE MEETING
DRIFTWOOD ROOM,
SKEENA-STIKINE FOREST DISTRICT, 3333 TATLOW ROAD, SMITHERS
April 25, 2005**

Participants: Don Morgan (Chair), Scott Emmons, Barry Watson, Fred Hankins, Paul Schwarz., Wren Gilgan, Tom MacKinlay, Cyril Thacker, Jim McCormack, Kevin Eskelin

Agenda

1. Review of March 11, 2005 Technical Committee minutes (see attached action items)
 - Completed action items have been removed from attached spreadsheet.
 - Uncompleted actions have been carried through.
 - Update on submission – who has sent what see attached April 18th, 2005 update from Refractions.

2. Sub Committee Reports
 - a. Best Available Data – Wren
 - Met on 21st of March
 - Draft directory structure, work plan developed by sub-committee
 - Meta data is being loaded into an Access data base
 - o Includes fields such as:
 - Currency date
 - Location of file
 - Steward/Custodian of layer
 - o Will align data base structure with government FSP meta data base to minimize redundancy
 - Planners identify which data set they require and which is the most up to date. MoF District stewardship officers have provided some input with MSRM.
 - Best available data project needs to coordinate with Government FSP project.
 - MSRM/MoF FSP project
 - o Due April 30
 - o MoF stewardship officer main local contact, set to populate FSP spreadsheet.
 - Structure of meta data and approval process needs to be clarified.
 - Kevin Eskelin will join Best Available Data sub-committee.
 - MSRM to populate NWDSN with LRDW data cuts?
 - o Long term will be able to access through LRDW using BCeID accounts. However, need updated data sharing agreements.
 - o Short term cut data and post to NWDSN so that data that is of interest to participants is available.
- b. Monitoring – Jim
 - IFPA project, Jim is doing project description and will circulate to sub committee.

- Ensure that monitoring reports can be run against NWDSN data holdings.
 - c. Geoconnections – Scott
 - Waiting for federal government to publish call for proposals.
3. Review and sign off of 2004/2005 projects
- a. Automated block and road aggregation
 - Ensure contractor (Refractions) has verified that it has submitted one block and one road to the ESF validation test in the FTA and RESULTS format. They need to demonstrate that they have met the electronic submission requirements.
 - Need to test automation with all submitted data.
 - April 18, 2005 spreadsheet of what data has been submitted to Refractions. All data to be submitted no later than May 31st (see action items).
 - b. IFPA Data Viewing and Exchange – phase 3
 - Data view complete
 - Hosting options:
 - i. MSRM to host
 - ii. Latitude to host
 - iii. Modify UNBC base map viewer to include new features
 - c. PIR and Fraser Lakes Data projects
 - Fraser Lakes Project complete
 - PIR substantially complete
 - d. Best Available Data Identification
 - Ongoing – see action items
4. 2005/2006 Operating plan
- a. NWDSN project priorities – from Board meeting
 - b. Development of 2005/2006 operating plan
 - i. Projects
 - Projects identified at last technical committee presented to board
 - Board has identified need for technical committee to identify costs and staff time commitments of the projects.
 - 3 classes of projects; Tech committee activity, funded separately, funded by NWDSN
 - Tech committee activity projects:
 - Edge matching
 - Data management – checking data in, meta data, file structure, standards, etc.
 - Map Service hosting logistics
 - Development of umbrella government data sharing agreement.
 - SOP online maintenance – through UNBC funding – document management.

- Linked Project (NWDSN participation, but not administered)
 - Best available, includes Meta and FSP, etc
 - Monitoring
 - West Fraser data update – substantially complete
 - Offline data – hydrology, terrain, etc – if funding available
 - Develop review capabilities:
 - Costs for development covered through linked projects, geoconnections, GEOIDE, etc.
 - Review of FSM and FSM
 - Monitoring reports
 - Harvesting notification to trappers and guides
 - FN view of data.
 - NWDSN funded projects
 - Aggregating data upgrades – move away from FME
 - Integrating projects with NWDSN
 - Road conflation
 - Ensuring meta attached and updated on all data sets
 - a. Option of using ARC GIS meta style sheets.
 - XML files, stored in POSTGIS meta data base.
 - b. SOP identify minimum requirement
 - Form data management sub-committee – Kevin Eskelin, Scott Emmons, Barry Watson, Wren Gilgan.
 - 1. Sub committee will develop a document management proposal with emphasis on SOPs.
5. SOP (Standard Operating Procedure) for access, upload and download – Scott, Don, Kevin
- a. Board input to SOP
 - Structure SOP into a series of SOPs:
 - SOP overview:
 - SOP's available,
 - data sharing agreements,
 - infrastructure,
 - Data Access,
 - Data Security,
 - Map Service,
 - Meta Data standards, and
 - Data Update.
 - b. Current draft review – document will be restructured and distributed.
6. Meta Data
- a. Process for developing and maintaining meta data for local data
 - See Best Available Data project items above
 - b. Adding to SOP

- Meta data standards chapter to be added to SOP.
7. Detailed review of map service
 - a. Folder structure – OK on map service
 - b. Tools and links – reviewed query and upload tools
 - c. Polygon themes and symbology –
 - Don has been trying to get *.map file from MSRM for standardized symbology.
 - d. Next steps:
 - Using the map service for public review and comment and consultation and government review of FSP, etc. – see Operating Plan section.
 - Explore development of a drill down function that generates a report.
 - Determine where site will be hosted and costs.
 - Update connecting to web services to include LRDW.
 - Check if getting data from LRDW through a web feature service.
 8. FTP Site
 - a. Data review in light of “Best Available Data” project
 - b. Folder organization
 - Meet projects such as FSP – structure proposed from the Best Available information sub-committee.
 9. Next meeting – meeting schedule
 - Second Tuesday in the afternoon of every quarter
 - June 14, September 13, December 13, April 11
 - Next meeting around Burns Lake.
 10. Adjourn

Action Items including those incomplete items carried forward from March 11, 2005 NWDSN Technical Committee meeting

Action	Contact	Due Date	Status
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	Done
What block, road data have been submitted to Refractions? Circulate spreadsheet.	Don	May 2	Done
Ensure Refractions has been able to translate to government standards to meet PWC requirements.	Don	May 6 (revised)	
Telkwa recovery area has been updated recently. Telkwa recovery area boundary, waiting for final boundary	Kevin Eskelin	May 2	
Invite WLAP to next board meeting to discuss WLAP custodianship and participation.	Board Issue - Ruth Edwards	April 25	Target June 14 Board meeting
Invite Nadina field service to next meeting. Potential membership.	Board Issue - Cheryl Delwisch	April 25	Target June 14 Board meeting
Canfor will resend a subset to Refractions to make translator work. BCTS will resubmit. West Fraser will submit for May 31 st monitoring dead line. HFP will work with Karen at Babine and will resubmit. Licensee's need to map their internal schema to the ESF+ s schema so Samuel can build the translator. Licensees will put their data on the FTP site under Operational/Licensee/AggregateInput. Please zip shape files and name licensee_feature type (eg cfp_roadperimt.zip, cfp_block.zip, cfp_openingdefinition.zip, cfp_disturbance.zip, cfp_forestcoverpolygon.zip).	Licencees	May 31	
Update FTP site and add an AggregateInput sub folder to licensee's	Scott	May 2	

operational folders.			
Ensure that an aggregate file has a projection file with the SHAPE. Albers and UTM projections of aggregate needs to be available.	Refractions (Samuel) Don	May 6 (revised)	
Schema sub-committee to develop an interim road standard for ABR	Schema sub committee	June 14	
Best available data sub committee – Meta data base	Best available data sub-committee	May 31	
Circulate FSP meta data spreadsheet to technical committee	Kevin	May 2	
Circulate IFPA monitoring project sub committee work plan.	Jim	May 31	
Test data aggregation with all submitted block and road data.	Don	June 14	
Meta data SOP	Data Management sub-committee Kevin, Scott, Wren, Barry	May 31	
Document management - SOP	Data management sub committee	June 14	
SOP restructure document	Don	May 2	Done
2005/2006 Operating Plan	Don with Technical Committee	Draft -May 6 Complete - June 14	