



AusSeabed Steering Committee

Meeting no. 1: 15th November 2018, Geoscience Australia

Notes prepared by Aero Leplastrier and Natalie Lennard

Meeting Overview

Context

This was the inaugural meeting of the AusSeabed Steering Committee (SC), composed of representatives from Commonwealth and State Governments, Academic and Private sectors to progress the coordination of seabed mapping efforts in Australia. This meeting aimed to provide the strategic direction and oversee the delivery of a work plan for the AusSeabed (ASB) group.

Meeting Objectives

- Review the governance and function of the SC in the Terms of Reference (TOR)
 - Elect a Chair, Vice Chair and Secretary within the committee
- Develop the Strategic Plan, including identifying core program themes for the ASB initiative
- Develop the 2018/19 & 2019/20 forward plan

Meeting Outcomes

- Changes suggested for the TOR
- Details for tenure of the first general SC members agreed on (to establish a staggered election system)
- Kim Picard elected as Chair, Nathan Quadros elected as Vice Chair, Secretary position split into two roles: a six month rotating Logistics Secretary and a Communications Secretary. Ralph Talbot-Smith was elected as the Logistics Secretary. The position of the Communications Secretary requires further discussion
- Strategic plan discussed and program themes decided on
- Activities for work plans within the program themes suggested and prioritised (with some having been delegated)

Action items

Follow up item	Responsible party	Date for completion	Outcome/Comments
Decision on Communications Secretary role	Chair/Vice Chair	July	Decision on the Communications Secretary deferred until July AGM. In the meantime AusSeabed will continue with secretariat support from GA.
Engage SSSI to get ASB Activities accredited	Communications Secretary	May 2019	
Generic ASB Slide deck	Chair/Vice Chair	January	Draft complete.
Seek advice on the appropriate maritime boundary to employ in the definition of the ASB data holdings	Natalie Lennard (GA)	Completed	Result of advice will be circulated for comment in the next draft of the strategic plan
Seek advice on the process of making SC participation a tax-deductible expense	Natalie Lennard (GA)	Completed.	It is not pragmatic to pursue this. However there are tax deduction laws surrounding innovation and investment, so individual entities are responsible for investigating the tax implications of any contributions.
Develop templates for activity work plans	Aero Leplastrier (GA)	January	
Review the Program Theme	Program Theme Leaders	February	

activities and organise leads for unassigned projects (see section on workplace activities)			
Develop a set of objectives, timeframe for activities and a work plan (see section on work plan activities)	Activity Leaders	March	
Approach working Group for volunteers to project themes	GA secretariat	In progress	Call open until 14 th of January

Meeting notes—TOR Review

Proxy nomination

If a SC member can't attend then it is their responsibility to nominate a proxy, either from their entity, or, from their sector. Proxy nominations should be given with a lot of warning (around 3 months) before SC meetings to give the proxy time to catch up on relevant issues and initiatives.

Observers

Observers don't have voting rights, but are encouraged to participate in discussion and meeting activities. Each sector can invite one observer to attend any steering committee meeting, and should consult with the other SC sector representatives before the invitation is given.

Role descriptions of the SC positions

The role outlines in table 1 reflect the changes that the SC decided would be appropriate for the roles defined in the TOR. The most notable change is the division of the Secretary position into two complimentary roles: a Communications Secretary (that runs the full 2 year tenure), and a rotating Logistics Secretary (a rotation based position that will be elected at each SC meeting for the subsequent six months).

Table 1. Descriptions of the Administration roles within the ASB Steering Committee

Steering committee members	Chair	Vice Chair	Secretary (two roles) Communications (2 year term) Logistics (rotates every six months)
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<ul style="list-style-type: none"> • Champion the work of AusSeabed • Represent ASB sector partners and your organisation • Maintain communication between sector and SC and encourage engagement • Attend and contribute to meetings • Nominate a proxy when unable to attend • Facilitate and collate contributions from their respective sectors on workgroup initiatives • Engage with experts from workplace and sector to support AusSeabed objectives and specific projects 	<ul style="list-style-type: none"> • Provide a strategic perspective beyond own organisation or sector • Provide leadership and drive the SC • Plan meetings, workshops, and develop agendas • Chair the Committee meetings and AGM according to TOR • Ensure decisions at meetings are implemented • Ensure replacement (via a nomination process) of discontinuing members • Ensure nomination and appointment process takes place at end of each term 	<ul style="list-style-type: none"> • Stand in for the Chair • Support the Chair in ensuring smooth functioning of the Committee and work program • Deal with specific tasks or issues as defined by the Committee 	<ul style="list-style-type: none"> • Help the Chair to plan meetings (C & L) • Organise meeting logistics (L) • Maintain records and administration of the meetings (C) • Uphold the legal requirements of governing documents (C) • Undertake effective Committee communication and correspondence (C) • Distribute the outcomes, recommendations and findings of the SC to the AusSeabed community after finalising documents with the SC (C)
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Tenures of the inaugural Steering Committee Cohort

In the interests of synchronising the terms of the SC with the annual general workgroup meetings (held at the AMSA conferences) and setting in motion a staggered nomination system (to ensure continuity between SCs) it was decided to establish terms of two different durations for the general membership of the inaugural SC. This will see **five positions** (one federal, one state, one private, one academic, and one international) be made available for election at the 2020 AMSA conference (July 2020, a term of one-and-a-half years). The second term will see the other original general membership positions (two private, two state, and one academic) open for election at the 2021 AMSA conference (a term of two-and-a-half-years). Henceforth, the duration of memberships on the SC committee will be two years, unless a member decides to discontinue prior to the completion of their term.

Timing and location of the Steering Committee meetings

Each year the SC will meet twice: the first meeting will occur at the AMSA conference prior to the AGM and ASB workshop, the second will be held in November. The location and timing of the November

meeting will be confirmed at the 'AMSA' SC meeting in conjunction with the election of the SC Logistics Secretary.

Further subdivision of Sectors

The subdivision of sectors to ensure proper representation of the breadth of a sector will be revisited closer to the nomination for the next term (AMSA 2021) and will ensure that changes to the partnership are reflected in the SC membership equitably.

Contributors

We propose that use of the term '*partners*' be replaced with '*contributors*' due to the legal standing associated with '*partners*'.

Formal acknowledgement as an ASB contributor requires engagement with the ASB initiatives, participation at workshops, or strong two-way communication and collaboration via online methods. ASB contributors have the right to have their logo on the website and may use/endorse the AusSeabed logo. A review of existing contributors should be conducted annually at the AMSA SC meeting. Contributors that aren't performing will be notified so that they have the opportunity to step up before the relationship is rebuked. Other Programs, such as NESP and AODN, can also be listed as contributors.

SC administration positions

Chair: Kim Picard

Vice Chair: Nathan Quadros

Logistics Secretary (until AMSA 2019): Ralph Talbot-Smith

Communications Secretary: *Suggestions were made that a non-SC member might take this role, and that it could be provided by the Chair's organisation—this will be confirmed later on.*

Strategic Plan (until 2030)

A strategic plan is being written to guide the development of AusSeabed. As such, the following points were discussed by the SC. The plan will be distributed to the broader community for comments in January 2019.

Program Themes

Three program themes were proposed and agreed on to encapsulate and structure the AusSeabed work plan. These were:

- The Data Hub (lead by Kim Picard and Geoscience Australia)
- Tools, Guidelines, and Standards (lead by Nathan Quadros and FrontierSI)
- Education and Outreach (lead by Ralph Talbot-Smith and WA DoT)

The leader of each program theme has a commitment to report back to the SC on the progress of their work plan. Each program theme will have a predetermined set of procedures and guidelines on how

new projects are approached and implemented. A project engagement strategy will be developed to assist in identifying the benefits and measures of success for a proposed project.

Spatial Extent of Data Holdings

The data holdings are suggested to consist of data collected by Australian institutions and their international partners, including international vessels transiting through the Australian waters (GA's Mark Alcock will advise on the appropriate choice of boundary e.g., EEZ, Australian Maritime Jurisdiction for transit data). The decision to not directly assign a spatial extent to the data hub is that some agencies, like MNF, collect beyond any of the spatial zones discussed (e.g., EEZ, ECS, Maritime Jurisdiction, Search and Rescue Zone, Charting zone, etc.)

Resources, funding and endorsement

As AusSeabed is not a directly funded program, funding strategy will need to be discussed at some point in the future, e.g., whether it is sourced by program themes or acquired centrally for the program and then distributed among different projects. Currently, it is very important that in-kind contributions made by steering committee members and the broader AusSeabed contributors through participation in workshops, meetings and developing the AusSeabed initiative are acknowledged formally in the strategic document. The exact wording is yet to be decided. Endorsement, as a discussion topic, was sidelined until it becomes a relevant topic for the AusSeabed group.

International Engagement

The process for nominating delegates to represent AusSeabed at international forums was discussed but not decided on. It is likely that if international representation is required then a delegate will be chosen taking into account the nature of international relationships and networks that the nominees might have. It is preference but not a requirement that international representatives are chosen from the SC, on those lines, if an appropriate representative from the SC. It was agreed by the group that the Chair should be the face of AusSeabed, and first point of contact for international organisations seeking AusSeabed participation.

Communication

For any sets of guidelines or publications delivered through AusSeabed, the names of all contributing authors should be included as co-authors. For AusSeabed presentations, it is unnecessary to give the names of all contributors. Inclusion of the AusSeabed logo (with website) was decided to be sufficient with the attribution 'Name of Presenter—on behalf of AusSeabed'.

We need to actively engage SSSI to get recognition that AusSeabed activities should count towards accreditation points.

Branding, document templates, and slide decks

The AusSeabed logo should be kept as simple as possible for cohesion. If there is a requirement to have a slightly different logo, for a value stream or product then GA's Products and promotion team will be reengaged to discuss

Geoscience Australia has developed a suite of document templates (report, internal document, slide template and a logo style guide that are encouraged to be used for any and all AusSeabed documentation. These templates will likely be made available through the AusSeabed website, but under a login access (currently being discussed).

A generic AusSeabed slide deck outlining the vision, program themes, and partners of the program was also raised as being an item of value. The Chair and Vice chair will develop this item.

Work plan activities

An interactive session was held to identify possible work plan activities, categorise them into the three program themes and prioritise the activities. SC members self-nominated to lead some of these activities going forward. However any members are welcome to lead any activities they would like to. Members can also volunteer to be part of a particular activity working group at any time. Activity leaders will keep the program theme leader updated on progress, issues, and any projected shortcomings. The work plan activities are included below (Table 2, 3, and 4) for the three program themes.

Table 2 AusSeabed initial Data Hub work plan

AusSeabed Data Hub—Led by Kim Picard (GA)				
Phase/priority	Activity	Notes	Activity lead	Intended completion
Scoping the Problem/1	Survey extents coverage		GA/Aero	Ongoing
Scoping the Problem/1	ASB communications		GA/Aero	Ongoing
Scoping the Problem/1	Metadata formats for distributed exchange - > Interoperability tcc by details		Unassigned	TBC
Scoping the Problem/1	Scoping local portal integration into the AusSeabed Data Hub	Up to each agency to lead the integration of their portal to the	CSIRO AHO WA DoT	TBC

		AusSeabed		
Scoping the problem/1	What formats will be delivered from the data hub. We need a user needs analysis	Analysis could probably leverage off the QA4MBES UNA results	GA	
Build plans	Standards establishment to facilitate data ingestion and QA		CSIRO (Tara Martin)/Paul Kennedy	TBC
Build plans	Different data types we established in scope: water column, backscatter SBP etc.		Unassigned	TBC
Implementation	AusSeabed data hub functionality		GA	TBC
Implementation	Include layers useful to portal e.g. marine Parks + state shapes plus other WMS		GA	Before December
Implementation	Add ENC S-100 onto portal		Unassigned	TBC
Implementation	Machine learning to optimise data processing and cleaning come under this		GA	TBC
Implementation	Antarctic data hub data exchange		AAD/GA	TBC
Next phases	Update Bathy model		Unassigned	TBC
Next phases	Extraction of data according to survey planning polygon to inform planning phase	e.g., data in permits area	Unassigned	TBC

Next phases	Sediments		Unassigned	TBC
Next phases	Line planning tool	Best if integrated into portal	Unassigned	
Next phases	Maintenance/upkeep: <ul style="list-style-type: none"> • Permitting requirements • Licencing • Authorities 		Unassigned	
Next phases	Upkeep and maintain submitted data sets		GA	

Table 3 AusSeabed initial Tools, Guidelines, and Standards work plan

Tools, Guidelines, and Standards—Led by Nathan Quadros (FrontierSI)				
Priority	Activity	Notes	Activity lead	Intended completion
1	Priority Map Review	Requires updating	GA/AHO/Parks	February 2019
1	Database of Reference Surfaces	Needs to be compiled	AHO	TBC
1	Planning and QA tools for MBES data (QA4MBES)	Finish Phase 1 and begin Phase 2	FrontierSI/GA/Deakin/AHO	July 2019

2	Performance test compilation / best-practice standard	Need to establish what kind of tests and procedures.	CSIRO (Matt Boyd/Tara Martin)	TBC
3	Upkeep of Multibeam guidelines	Add appendix with an easy to use fieldwork planning checklist for first time bathymetry collectors	Fugro (Hugh Parker) Paul Kennedy?	TBC
3	Outline what a National optimal survey looks like under the HIPP	A best practice guideline	AHO	TBC
4	Establish an AusSeabed Processing Standard and an ideal survey specifications for data to be incorporated into AusSeabed	Incorporate into the AusSeabed National Guidelines	AHO <u>and OTHERS</u>	This needs to take into account the entire Seabed mapping industry
5	Australian Guideline for LiDAR Bathymetry	Developed a set of guidelines years ago, only requires updating	Nathan Quadros	TBC
6	Australian Guideline for Satellite Bathymetry	Developed a set of guidelines years ago, only requires updating	Nathan Quadros	TBC
7	Crowd sourcing data guidelines	How to effectively crowd source data?	James Daniell (R. Beaman)	TBC
7	Australian Guideline for SBP	An SBP atlas to inform the community about the application and benefits of SBP could be included in	<u>Unassigned</u>	TBC

		this		
7	Yellow Pages for Marine Bathymetry systems on AusSeabed website	Kam Austine has link	GA	March 2019
7	Photo library with upload capabilities for the website	Useful for slideshows etc	GA	March 2019

Table 4 AusSeabed initial Education and Outreach work plan

Education Outreach—Led by Ralph Talbot-Smith				
Priority	Activity	Notes	Activity lead	Intended completion
1	Workshop and Symposium Planning	AMSA 2019 Symposium and Workshop – Perth and the associated SC meeting	Ralph Talbot-Smith Iain Parnum Aero Leplastrier	June 2019

1	Jira for Project Management	GA has a licence, will investigate whether external members can be added	GA	March 2019
1	Contribute to Hydro Navy Course and talk about backscatter, WC data etc.	This interaction needs to be organised with Wendy. Justy Siwabessy from GA would be a good collaborator Projects for postgrad students Uni/education related studies will need outreach Career info paths Hydro training Cat A and B Internship opportunities	James Daniell/Dan Ierodionou	TBC
2	Ensure Australia routinely collects transit data and that there is a pipeline to process and upload to ASB	Public vessel status contacts GA and asks what data we want, but their systems are really bad...	GA	TBC
3	Criteria for contributors membership/recruitment of contributors/review of membership	Can be built from the outline discussed in this document	Unassigned	TBC
3	Analysis of Backscatter methods		Unassigned	TBC
3	Newsletter	Going to help set up an automated email system with the website Including info on resource innovation, tech events, etc... Resource information and tech should be included in the	Kam Austine	Monthly

		update. Coordinate with AHS and other appropriate marine (NESP, IMOS?) newsletters/community		
3	How to measure progress and success	User engagement and analysis	Unassigned	TBC

Table 5 Attendees at the inaugural AusSeabed Steering Committee meeting

Name	Organisation	Role
Kim Picard	GA	Standing Member
Natalie Lennard	GA	Observer
Aero Leplastrier	GA	Observer
Tara Martin	CSIRO MNF	Standing member
Wendy Stuart	AHO	Standing member
Ursula Harris	AAD	General member (Stand-in for Jonathan Kool)
Ralph Talbot-Smith	WA DoT	General member (State)

Tim Ingleton	NSW OEH	General member (State)
Dan Ierodiaconou	Rep. Vic Govt.	General Member (State)
James Daniell	JCU	General Member (Academic)
Nathan Quadros	FrontierSI	General Member (Private)
Paul Kennedy	Guardian Geomatics	General Member (Private)
Hugh Parker	Fugro	General Member (Private)
Rebecca McAtamney	LINZ	Stand-in member for Geoffroy Lamarche (NIWA)
Kam Austine	EGS Survey	Observer