

AusSeabed Steering Committee

Meeting no.12: 10th August 2022, 13:00-17:00, Virtual and in person at the Boland Centre, Cairns

Notes prepared by Kimberlee Baldry

Attendees: Ralph Talbot-Smith (WA DoT), Scott Nichol (GA—Chair), Cath Samson (Department of Agriculture, Water and the Environment), Mary Young (Deakin), Tim Ingleton (NSW DPIE), Nigel Townsend (AHO—A/g Vice-Chair), Kimberlee Baldry (GA—Observer/Secretariat), Mark Doubell (SARDI), Mick O’Leary (UWA – proxy for Curtin University), David Crossman (IIC Technologies Australasia), Richard Cullen (HC Survey), Martin Tunwell (iXblue Pty Ltd), Mardi McNeil (ECOP; GA), Kevin MacKay (NIWA), Emma Hickerson (GA— Observer), Geoff Lawes (Revelare Pty Ltd – Observer/Host), Pip Bricher (AHO – Observer)

Apologies: Stuart Edwards (CSIRO MNF)

Meeting Overview

Actions list

Table 1. Action list with updates on continuing actions from the previous SC meetings (SC.10, SC.11).

	Action	Responsible Party	Date for Completion	Comments/Status
SC.12.1	KB to send the SC an image of the AusSeabed contribution to the entry display into a new exhibition at the Sea Museum.	KB	August	Completed - email
SC.12.2	KB to update the AusSeabed Strategy in accordance with changes agreed upon in Section 2. This updated strategy has endorsement from the SC and will be presented to the Executive Board when they next meet.	KB	August	Completed - email
SC.12.3	SN, TI and NT to continue to refine the engagement/awareness component of AusSeabed 2025 Roadmap including the desired outcomes of end-user research.	TI	November	
SC.12.4	EH to develop an end-user advisory group in consultation with the SC, to work with the project owner of the AusSeabed end-user research component of the work plan.	EH, KB support	September	Underway.

SC.12.5	The SC review the 2025 Roadmap interim and provide feedback by the end of October.	All SC	October	
SC.12.6	Send out the list of product specs for review by the SC and stakeholders.	KB	August	Completed
SC.12.7	Put the AusSeabed team in contact with KM to share the web service for the Survey Coordination Tool.	KB	August	Completed
SC.12.8	KB to follow up with AIMS and SA department of environment and implement feedback from the SC on the Annual Report.	KB	August	
SC.12.9	SN to update the 2022/23 Work Plan in accordance with Section 5.	SN	August	Completed
SC.12.10	KB to check the timing of the ECOP election and formalise SE as CSIRO MNF's member on the SC.	KB	August	Completed
SC.12.11	Update the events list with those added by the SC. TI and KB to think about a strategy to engage outreach champions and how we use them (maybe ask GA comms), and develop a list of questions the SC regularly get asked to help inform webinars.	TI and KB	August	Underway – contacted GA comms team for support
SC.12.12	Develop the 2022/23 Outreach and Communications Plan and deliver to the SC out of session	TI and KB	November	
SC.12.13	MM to follow up with those who participated in the academic survey. SN to find a way to put an item in the work plan to produce some tangible materials that are needed.		October	
SC.12.14	SC to socialise the First Nations Statement within their organisations by the end of October. KB to implement changes as they are received. From this, an action plan should be drafted to move forward.		October	
SC.12.15	Ask AusSeabed technical team how easy it will be to update the AusCoastVDT tool and NT lead work to build a roadmap on how to progress the development.		September	Underway
SC.12.16	RTS and NT to form an ALB guidelines working group.	NT, RTS	November	
SC.11.1	Follow up with previous SC nominees to build an approved proxy list for the SC.	KB	July	Underway. A list has been compiled.
SC.11.2	Implement the revisions to the TOR and community terminology. Publish pending final approval by the Chair and Vice-Chair	KB	July	Revisions have been completed. Final approval will be sought from Chair and Vice Chair before meeting #13.

SC.11.13	Submit organisational areas of interest and actively promote the tool to their sectors.	All SC	July	The target is to have 25 submissions by July. Closed.
	CLOSED IN SESSION			
SC.11.4	Facilitate the organisation of the AMSA workshop.	KB, MM, TI	July	Completed. Closed
SC.11.5	Provide feedback on the AMSA workshop abstract.	All SC	30 March	Completed. Closed.
SC.11.6	Endorse the Sea Museum images interim.	All SC	May	Closed
SC.11.7	Continue revising the AusSeabed Strategy out of session, in accordance with the feedback and direction provided in item 5.	Lead DC. All SC	July	Completed. Closed
SC.11.8	Provide inputs to the AusSeabed 2022/23 work plan out of session, in accordance with the feedback and direction provided in item 6 and Executive Board direction.	Lead KP. All SC.	June	Completed. SC have provided comments in session and via email. Closed.
SC.10.8	OET activities to progress before the next meeting: Finalise Communications SOP (KB lead), Finalise method to track engagement and outreach (TI/KB), Finalise First Nations Statement (TI lead), Re-commence the AusSeabed 2025 Engagement Strategy, a communications highlight for AusSeabed, Undertake a general review of the website and online resources (KB), Develop a list of AusSeabed engagement champions and outline how they will enhance AusSeabed engagement (TI), Put together an article roster (newsletter and website), send emails to academic sector to gauge awareness and use (MM, IP, MY)	TI lead, KB support	Ongoing	Underway. Completed: Engagement tracking methods, Newsletter schedule, academic sector engagement. Next priority: First Nations statement, AMSA, AusSeabed champions

Meeting notes

Meeting opened 1100

1 Introduction

1.1 Welcome

- The meeting opened with an Acknowledgment of Country and an introduction of all committee meeting.
- We welcomed three observers Geoff Lawes (Revelare), Pip Bricher (AHO), Emma Hickerson (GA).
- NT was formerly elected by the Steering Committee as the AusSeabed Chair.
- The AusSeabed SC (SC) endorsed the agenda.
- No items added to Other Business.

1.2 Minutes & Actions

- Minutes from SC Meeting #11 were endorsed out of session and will be available on the AusSeabed website.
- Outstanding actions were followed up with the group and an updated list is provided above [Table 1]. A live list of the actions resulting from SC meetings can be found on the **AusSeabed TEAMS environment** under the **ASB SC** thread in the **Files** section. Anyone who has not been able to access/set up TEAMS needs to contact KB.
- KB provided an update on the progress of the Actions list since SC Meeting # 9.
 - Actions SC.10.8, SC.11.3-11.8 were closed.
 - Updates were provided against actions.
- SC endorse the progress of the action list.
- NT noted that the AHO will be updating their area of interest very soon

Action SC.12.1: KB to send the SC an image of the AusSeabed contribution to the entry display into a new exhibition at the Sea Museum.

2 AusSeabed Strategy and Roadmap

The SC has been reviewing the 2030 Strategy developed in 2018 at program inception. This meeting session focused on reviewing a final iteration of the new AusSeabed Strategy which has been developed from work conducted during SC meeting #11. The Chair presented an overview of the changes that have been made and called for suggestions to a draft 2025 AusSeabed Roadmap.

Outcome Sought: The Steering Committee endorse the AusSeabed Strategy for publication and provide amendments or direction to the 2025 Roadmap.

Result:

- SN noted that “FAIR data principles” was moved out of the principles into the goals.
- CS has suggested adding “meets the needs of end-users” into the Products Goals.
 - RC noted that we had a discussion on this terminology. They noted that perhaps broad users is more suitable.
 - The SC moved to accept the change as “meets the needs of users”
- Moved to add Australian under the Awareness to “Australian Governments”
 - The SC moved to accept this change
- The SC moved to remove the terminology “broader users” and change to just “users” within the Vision.
- The SC moved to change “AusSeabed data, tools, standards and products are used” to “AusSeabed data, tools, standards and products are widely used”
- CS suggests to remove outcomes from the Strategy or to re-word them. Richard Cullen seconds this view. NT comments that the outcomes are still needed, but he is happy to reword to make more appropriate. CS notes it should reflect the final state not the process. The SC move to keep the outcomes with minor revisions and remove outcome #3
- RTS acknowledges he is happy with everything in the Strategy.
- DC notes we need to standardise words and do a final check.
- CS comments on that she wants the wording in the Roadmap to be consistent with the Strategy.
- CS comments that the layout is really good and clear.
- SN asks the SC to raise if anything is largely missing interim.
- RTS asks what we are trying to achieve about stakeholder engagement and how will we know that we are on track?
 - NT notes that more thought needs to be put into that
 - TI suggests that we should look at the reporting and statistics again

- SN notes we have budget for end-user research which will commence.
- KB notes that an end-user advisory group should be participating in the development of end-user research.
- RTS and CS noted that they need to be reporting up their organisations on the impact of their involvement on AusSeabed. The engagement is an important component of this impact, particularly the end-user research.

Action SC.12.2: KB to update the AusSeabed Strategy in accordance with changes agreed upon in Section 2. This updated strategy has endorsement from the SC and will be presented to the Executive Board when they next meet.

Action SC.12.3: SN, TI and NT to continue to refine the engagement component of AusSeabed including the desired outcomes of end-user research.

Action SC.12.4: EH and KB to develop an end-user advisory group in consultation with the SC, to work with the project owner of the AusSeabed end-user research component of the work plan.

Action SC.12.5: The SC review the 2025 Roadmap interim and provide feedback by the end of October.

3 Progress Update Q4 2021/22

SN (Director) provided a summary of the current progress against the 2021/22 work plan and identified outputs at risk of being delayed or not delivered as per the Quarterly Reports. The work plan includes ten main activities with fifteen specific overarching outputs and where appropriate additional training products/supporting material.

TI (outreach, education and training) and NT (tools, guidelines and standards) provide significant updates in following agenda items.

Outcome Sought: The SC endorse progress made in Q4 and discuss potential upcoming risks

Result:

- The GMRT-AusSeabed prototype has been delivered and will be made available online soon. The project will be extended following end-user feedback of the prototype.
- The first set of 3D seismic derived bathymetry datasets has been delivered. The datasets will be published 4 months after the datasets are delivered. This work was presented in the July AusSeabed Quarterly Showcase which is available online.
- The Areas of Interest submission via the Survey Coordination Tool has had good uptake within the community. KM asks if the layer is published as a web service to link into global initiatives (IHO Data Centre Digital Bathymetry – NOAA/NCII, GEBCO data priority portal). It is, KM will be put in contact with the tech team.
- SN notes that the quarterly statistics report suggests that we have a core user base that is regularly engaging well with AusSeabed platforms.

Action SC.12.6: Send out the list of product specs for review by the SC and stakeholders.

Action SC.12.7: Put the AusSeabed team in contact with KM to share the web service for the Survey Coordination Tool.

4 Annual Report 2022/23

KB provided an update on the status of the 2022/23 Annual Report. The text for the annual report has been drafted after sourcing information for potential highlights from the AusSeabed team, using previous reports and a team workshop. It has been reviewed by the AusSeabed team and is now presented to the SC for a first review.

Outcome sought: Provide edits and suggestions to the content of the annual report paper by **Wednesday August 31** and schedule in time for a future, final review at the end of September. The steering committee provide any further information relevant to the Annual Highlights Report, including national acquisition highlights from 2021/22 FY for their organisations, and request information from their sectors. Deadline **Wednesday August 31**.

Result:

- CS notes that Parks acquisition is actually done by other departments. The SA department of environment and AIMS may need to be chased for this.
- CS comments that the annual report has good coverage of activities. Also notes that a thank you should be noted to past contributors.

Action SC.12.8: KB to follow up with AIMS and SA department of environment and implement feedback from the SC on the Annual Report.

5 2022/23 Work Plan

The 2022/23 work plan has been developed by the Direction and Program Manager, following the planning workshop held in Steering Committee #11. Most activities proposed by the Steering Committee were included in the work plan. SN presented the work Plan to the SC and provided time to hear feedback from the SC.

Outcome Sought: The SC endorse the 2022/23 work plan or provide revisions.

Result:

- MM noted that the Work Plan needs more fleshing out based on the Roadmap.
- CS noted that the KPI seemed very modest in terms of ten datasets, and it should be adjusted.
- NT notes to break up the two AHO line items.

Action SC.12.9: SN to update the 2022/23 Work Plan in accordance with Section 5.

6 Outreach and Communications

TI provided an overview to proposed Outreach and Communications activity in the upcoming year. KB spoke to the communications plan to advise the SC of upcoming communications campaigns. The SC were asked to suggest events, activities and priorities to be added to the Outreach and Communications plan which will be developed in the coming months.

Result:

- RTS commented that the newsletter has been of good calibre. KB noted it has been a team effort – thank you TI, Cisco and everyone who has sent through items. We will continue to work to the newsletter contribution schedule
- MO comments that it will be useful to engage with academics directly to build the tools they need. MM comments that a good first step will be a follow-up email saying we have received engagement.
- TI notes that we have a couple of new engagement champions to help raise the awareness of AusSeabed.
- The SC discussed the annual webinars.
 - We have one booked in September, and aim for one in March.
 - NT noted that the webinars are a good way to engage leadership within the community.
 - Possible areas for presentations include highlighting users experiences, training and capacity development, activity updates, new tech (industry) (around data collection, not marketing a platform).

Action SC.12.10: KB to check the timing of the ECOP election and formalise SE as CSIRO MNF's member on the SC.

Action SC.12.11: Update the events list with those added by the SC. TI and KB to think about a strategy to engage outreach champions and how we use them (maybe ask GA comms), and develop a list of questions the SC regularly get asked to help inform webinars.

Action SC.12.12: Develop the 2022/23 Outreach and Communications Plan and deliver to the SC out of session

Action SC.12.13: MM to follow up with those who participated in the survey. SN to find a way to put an item in the work plan to produce some tangible materials that are needed.

7 First Nations Statement and Workshop

TI provided an update on the status of the First Nations Statement, and SN presented on AusSeabed participation in the AMSA Indigenous workshop. The SC discussed how to move forward on working with First Nations peoples and Sea Country Custodians within the AusSeabed community.

Result:

- The SC will distribute the draft First Nations Statement to their contacts to seek improvements
- SN reported that the AMSA Indigenous workshop focused on what is Indigenous sites, and what is Indigenous knowledge and how they come together to support marine science.
 - There is a potential national effort to develop Indigenous Research Council. NT notes support from AHO to develop First Nations engagement.
 - Discussions in AMSA Workshop by Elders saw AusSeabed as a potential tool to support Native Title to Sea Country.
- PB noted that the Indigenous Data Network may be a useful contact for AusSeabed
- MD questions the “commitment of prioritisation” within the First Nations Statement. Can AusSeabed really commit to that?

Action SC.12.14: SC to socialise the First Nations Statement within their organisations by the end of October. KB to implement changes as they are received. From this, an action plan should be drafted to move forward.

8 Tools, Guidelines and Standards

NT provided an update on tools, guidelines and standards activities within the AusSeabed community.

Result:

- NT noted that SDB Guidelines back in review with technical experts after feedback.
- NT notes the AHO now accepts the product sponsorship for QAX tool.
- NT reported that Sub Bottom Profiler (SBP) Guidelines working group formed to start developing guidelines. MM provided an update saying that a draft is currently being developed.
- NT called for Volunteers to commence review / development of National Airborne LiDAR Bathymetry (ALB) guidelines.
 - RTS noted others in the community that might be interested.
 - Australian standards for airborne LiDAR should be referred to within these guidelines.
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- Update on QAX development and formation of the QAX working group
- NT asked the SC to consider the development of the AusCoastVDT tool published on the ASB website. It is considerably out of date and does not reflect the current Geoid Model, MSL – LAT models, and latest tidal level information. It will take the AHO a very long time to move on this internally.
 - MY seconds the tool is needed now.
 - GL suggested perhaps this is best put within the collaboration with NOAA.
 - RC suggests AusSeabed should discourage use of the tool until it is better developed.
 - The SC endorses the inclusion of the development work into the Roadmap and Work Plan.
- NT notes that AusSeabed should store the HIPP Statement of Requirements on the website. Notes that AHO will still be providing updates to these requirements.

Action SC.12.15: Ask AusSeabed technical team how easy it will be to update the AusCoastVDT tool and NT lead work to build a roadmap on how to progress the development.

Action SC.12.16: RTS and NT to form an ALB guidelines working group.

9 FIG Working Group

GL provided an overview of the International Federation of Surveyors (FIG) working group, and current activities.

Result:

- GL proposed that GA consider an affiliate membership to provide direct representation within broader commissions
 - GL outlined that this would be mutually beneficial as AusSeabed standards can lead the way within this group
- GL raised the question if a global standard for “collect once, use many times” was needed to guide ships of opportunity and establish a mapping liability. AusSeabed can provide input.
- GL noted that a data transfer standard is also needed in the community, including the use of BAG files.
- SN noted that he will consider GA membership.

10 Next Meeting & Other Business

- The next meeting will be scheduled for early November

Meeting closed 1715

Appendix A: Agenda

Date: 10 August 2022

Venue: The Bolands Centre, 14 Spence Street, Cairns

Time: 14:00 – 17:00 AEDT followed by dinner (1900 at Hemingway's Brewery Cairns)

Coordinators: Nigel Townsend, Scott Nichol, Kimberlee Baldry, Natalie Lennard

Time	Item	Action	Lead	Duration	Paper
14:00	Introduction and Welcome		NT	10 mins	No
	Status of Chair - Acting Arrangements	Endorse	SN		No
	1. Action List and progress	Update	KB		No
14:10	2. AusSeabed Strategy and Roadmap a. AusSeabed Strategy for Endorsement to proceed to EB b. Roadmap for Review / Comment	Endorse	NT	20 mins	Yes
14:30	3. Progress update Q4 2021/22	Update	SN	15 mins	Yes
14:45	4. Annual Report 2021/22 Progress Update	Update	KB	15 mins	Yes
15:00	Break				
15:20	5. 2022/23 Work Plan	Discuss	SN	30 mins	Yes
15:50	6. Outreach and Communications - Proposed schedule - Webinar series agenda - Academic Survey Results	Discuss	TI	20 min	Yes
16:10	7. First Nations Statement and AMSA Indigenous Workshop update	Update	SN	10 mins	Yes

16:20	8. Tools, Guideline and Standards Theme update <ul style="list-style-type: none"> - SBP Guidelines update, - SDB, Guidelines update, - ALB guidelines call for volunteers, - QAX Development Update, - AusCoastVDT Status / Discussion 	Discuss	NT	10 mins	No
16:30	9. FIG working group on Hydrographic Standards	Update	GL	15 mins	No
16:45	10. Other Business <ul style="list-style-type: none"> • List recent engagements • Next meeting 	Discuss	NT	10 mins	No
<i>17:00 End of meeting</i>					
<i>1900 Dinner at Hemingway's Brewery Cairns</i>					