

AusSeabed Steering Committee

Meeting no. 10: 4th November 2021, 13:00-16:00, Online

Notes prepared by Kimberlee Baldry

Attendees: Ralph Talbot-Smith (WA DoT), Stuart Edwards (CSIRO MNF), Kim Picard (GA—Chair), Kevin MacKay (NIWA), Mary Young (Deakin), Aero Leplastrier (GA— Secretary), Tim Ingleton (NSW DPIE), Nigel Townsend (AHO—A/g Vice-Chair), Kimberlee Baldry (GA—Observer/Secretariat), Mark Doubell (SARDI), Iain Parnum (Curtin University), David Crossman (IIC Technologies Australasia), Richard Cullen (HC Survey), Geoff Lawes (iXblue Pty Ltd), Mardi McNeil (ECOP; QUT), Natalie Lenard (GA-guest), Lachlan Evans (GA-guest), Joshua Sixsmith GA-guest), Justy Siwabessy (GA-guest)

Apologies: Cath Samson (Department of Agriculture, Water and the Environment)

Meeting Overview

Actions list

Table 1. Action list with updates on continuing actions from the previous Steering Committee meetings (SC.6, SC.7, SC. 8, SC. 9)

	Action	Responsible Party	Date for Completion	Comments/Status
SC.10.1	Plan workshop or activity on indigenous engagement strategies. Participants could include HIPP panellists, the maritime Fremantle transport group, and others within the AusSeabed community to collate lessons learned on first nations engagement strategies and develop the AusSeabed First Nations strategy.	RT, NT, TI	July	
SC.10.2	Develop a list of roles and responsibilities for the ECOP position to add to the terms of reference.	MM	July	
SC.10.3	Finalise the TOR based on changes discussed in SC meeting 10 and further revisions received. Collate changes and justifications into a document.	KB	February	In JIRA
SC.10.4	Discuss ECOP voting rights, vice chair term length issue and static representation split out of session with chair VC theme leads and ECOP.	KP, DC, NT, TI	December	In theme leads Agenda

SC.10.5	Derive a proxy list of representatives and propose to SC in TOR review.	KP, DC, NT, TI, KB	February	In theme leads agenda
SC.10.6	Assign SC members to broad community groups within AusSeabed as points of contact.	KB	December	In JIRA
SC.10.7	Provide revisions and endorsement to KB on community terminology interim	All SC	February	
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	
SC.10.9	Send quarterly statistics report to SC, as it was missed in the papers	KB	November	In JIRA. Will be sent with minutes
SC.10.10	General reminder action for SC to represent your sector communities and engage with other organisations on AusSeabed activities.	All SC	March	
SC.10.11	Data Hub team to connect with WA DoT to perform a connection test.	KB to follow	March	In JIRA
SC.10.12	SC members to engage with Aero to send any existing prioritisation frameworks and to send through areas of interest by end of November	All SC	November	
SC.10.13	Conduct an interim session for the 2030 work plan (90 mins)	All SC		
SC.10.14	Provide a platform for SC members to provide comments on papers prior to the meeting on TEAMS to engage discussion. Perhaps implement a comments activity document prior to the meeting.	KB	March	In JIRA
SC.9.13	Provide advice on what end products would best meet the needs of non-technical end-users, and how best to communicate these capabilities to emerging stakeholders.	MD, CS	March	Email sent to GG and CS. MD will follow up.
SC.9.15	Finalise First Nations position statement from AusSeabed and prepare it for review by the Executive Board. Should also progress discussions about contact compilations and the First Nations collaboration strategy.	AL, TI, CS	March	Transferred to new actions and closed

Meeting notes

Meeting opened 1300



1 Introduction

1.1 Welcome

- The meeting opened with an Acknowledgment of Country.
- There was a brief reflection on work towards engaging first nations peoples over the past quarter. WADoT have been working on an interactive PDF map of indigenous nations around WA as a possible mechanism of providing point of contact references, but there is a data access problem at the government level. HIPP panellists have also been gaining in-depth knowledge of first nations contacts and engagement strategy. It was suggested that a workshop to collect lessons learned was needed soon/
- The AusSeabed Steering Committee (SC) endorsed the agenda.
- A HIPP update was added to Progress soundbites (item 6).
- No items added to Other Business.

Action SC.10.1: Plan workshop or activity on indigenous engagement strategies. Participants could include HIPP panellists, the maritime Fremantle transport group, and others within the AusSeabed community to collate lessons learned on first nations engagement strategies and develop the AusSeabed First Nations strategy.

1.2 New SC members

- Mark Doubell (SARDI) is replacing Gretchen Grammar (SARDI).
- New Early Career Ocean Professional (ECOP) representative is Mardi McNeil from Queensland University of Technology. Mardi will build the roles and responsibilities of the ECOP going forward.
- We thank the other two nominees who put themselves forward for the ECOP role.

Action SC.10.2: Develop a list of roles and responsibilities for the ECOP position to add to the terms of reference.

1.3 Outcome of Vice Chair election

- David Crossman has been elected as vice chair by the Steering Committee.

1.4 Minutes & Actions

- Minutes from SC Meeting #9 were endorsed out of session and are 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 steering committee meetings can be found on the **AusSeabed TEAMS environment** under the **ASB Steering Committee** 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.9.1-9.8, SC.9.11-9.12, SC.9.14, SC.9.16-9.20 were closed out of session.
 - Updates were provided against actions SC.9.9, SC.9.10, SC.9.13 and SC9.15.
- SC endorse the progress of the Action List.

2 TOR Review

The Steering Committee is reviewing their Terms of Reference (TOR). These revisions are needed to ensure that the Steering Committee is adequately representing the community and functioning efficiently. The secretary (AL) has put forward suggested changes to the committee prior to the meeting. A discussion was had around these changes during this meeting.

Outcome Sought: The Steering Committee provide any revisions to KB and endorse version 2.1 of the TOR.

Result:

Key changes were provided to the SC and discussed within the meeting.

- Amendments to the TOR can be made outside of the July annual general meeting.
 - Endorsed
- Have revised the role of the SC against the role of the Executive Board
 - Endorsed
- An ECOP representative has been added, taking the total number of members from 13 to 14.
 - Endorsed
- Organisations can now hold membership for up to three years, lengthened from two years.
 - Endorsed
 - DC raised the issue that if a person gets elected as vice chair in their year 2, do they stay for another year?
- Chair and vice chair roles has been extended from one to two years
 - Endorsed
 - It was clarified that the chair and vice chair sits with the individual and not the organisation. However the sector membership sits with the organisation.
 - TOR should clearly state that vice chair can be held by anyone in the committee.
- RC suggested to clarify when we are talking about representatives (individuals) vs membership (organisation) in the TOR.
- Implementation of an approved proxy member list. These members can be called to replace absent members during meetings, if a substitute is not provided.
 - Endorsed
 - Proxy list will be derived in intersessional communications
- If a member misses three consecutive meetings – their position is forfeited.
 - Endorsed

- The role of the AusSeabed Program Director and the Steering Committee Chair have been separated.
 - Endorsed
 - KP the definition of the Program Director doesn't need to be a member of the SC. The Program Director is always an observer on the SC, if they are not the representative of a SC member organisation.
- Agenda and papers will be sent out one week prior to meetings, shortened from two weeks.
 - Endorsed
- The SC will support the program director with financial decisions.
 - Endorsed
- Propose to move to a static representation as the AusSeabed community continues to grow.
 - Note an odd membership number was decided on initially for voting purposes.
 - SC are happy to keep static. A variable representation was decided on when the initial TOR was grown, and growth is no longer desired.
 - KM suggested that if we are worried the SC is getting too large for voting purposes we could have voting and non-voting members.

Other suggestions raised in conversation

- In section 5.3 Vice Chair – change availability to, away or unable to attend.
- Future revision of the TOR (before next meeting) will include the role and responsibilities of the ECOP.
- NT proposed to have two AHO officers as a position on the SC (a data manager and a surveyor to represent two clear lines of funding). The SC agreed that the AHO can invite additional representatives to the committee, as an observer, but may only have one position. A trial is proposed with a regular AHO observer before the TOR is changed.
- ECOP voting opportunity will be discussed offline.
- The SC recommended that the Secretary creates a list of changes and decision regarding the TOR so that the SC understand what and why changes occurred

Action SC.10.3: Finalise the TOR based on changes discussed in SC meeting 10 and further revisions received. Collate changes and justifications into a document.

Action SC.10.4: Discuss ECOP voting rights, vice chair term length issue and static representation split out of session with chair VC theme leads and ECOP.

Action SC.10.5: Derive a proxy list of representatives and propose to SC in TOR review.

3 Collaborator terminology review

The current definition of contributors was established in the first AusSeabed SC meeting (and is only captured in the notes from that meeting). At some point AusSeabed moved away from contributors and started using collaborators. While writing the annual highlights report, it became apparent that some distinction needs to be made about who is a contributor, a collaborator and who is a part of the wider AusSeabed community. This is important to distinguish, so as to be inclusive across all levels of involvement whilst acknowledging the various ways organisations and programs contribute to AusSeabed.

Outcome Sought: Endorsed terminology to be used in reference to the AusSeabed community.

Result:

- GL noted that we don't have a good communication pathways between contributors/ collaborators. When people sign up, they should be assigned a representative on the SC as a direct communication line.
- Newly proposed definitions (which should be listed under "Our Community" on the AusSeabed website) were not discussed in session due to a lack of time. The Paper will be put forth for out of session review.
- Additional comment raised: Who will endorse the status of the members and the review?

Action SC.10.6: Assign SC members to broad community groups within AusSeabed as points of contact.

Action SC.10.7: Provide revisions and endorsement to KB on community terminology interim.

4 Overall progress update 2021/22

KP provided a general update on the current progress delivered in 2021/22 and identified outputs at risk of being delayed or not delivered. After providing an update, including a comprehensive written report, she put the material forward to the SC for discussion.

Result:

- ASB has a new project manager: Lachlan Evans
- Ten main activities have been identified for the 2021/22 work plan. These will lead to fifteen specific overarching outputs. In addition, many of the activities will include the creation of training products/supporting material
- Overall, the program activities are 'on track' with detailed information provided in the progress report:
- NT queried if the timeline for NESP could be extended to deliver a better product.
 - AL noted that AusSeabed has no flexibility to deliver the initial product and to spend more time delivering an enhanced product.
- KP presented progress against three key performance indicators (KPI) with each showing good progress against. It is noted that KPIs have been renamed as goals for reporting purposes.
- MM noted that the spreadsheet layout in the progress report was well done
- SC did not raise any concerns on progress, other than the progression of the NESP National Areas of Interest project.
- Reporting metrics are being reviewed and will be used for the next quarterly report.

5 Outreach Plan 2021/22

TI presented the 2021/22 Outreach Plan to the steering committee who reviewed the progress made and discussed some strategies that could be added to it.

Outcome Sought:

Result:

- TI called for some further help to Outreach, Engagement and Training theme
 - MD volunteered to contribute to Outreach, Engagement and Training
- TI went over the task list and progress made over the quarter. Actions to still complete over 2021/22 include:
 - Finalise method to track engagement and outreach
 - Finalise communications SOP
 - Finalise first nations statement
 - Re-commence the AusSeabed 2025 Engagement Strategy
 - Produce two communications highlights for AusSeabed
 - General review of website and resources.
- Do we continue to deliver ASB outreach via both email and Newsletter?
 - The SC see value in its continuation.
 - They commented that newsletter is a good summary on where things are and to get stuff on top, and useful to forward on to someone as an intro to AusSeabed
 - A suggestion was made of using a live blog in place of the newsletter, or to build it.
 - The SC commented that the newsletter could be a method to show who community point of contacts and representatives are
- Are the SC interested in website statistics quarterly?
 - NT noted that stats in quarterly meeting is good, on what's been used, what's been downloaded and what's been completed.
- Website review – SC Recommendations and feedback? Eg. effort required to re-visit capability register; map-based education + membership/community + capability
 - Engage with SC interim on this work
- **Steering Committee Engagement updates**
 - Two presentations will be from AusSeabed GEBCO 2021 Map the Gaps Symposium
 - AL notes There are two more upcoming presentations as well: Drones conference in mid-November and underwater archaeological society next week

- NT 26 Oct HIPP Annual Day - QAX discussed
- IP noted that they gave a talk to the SSSI and at the end they had a few slides on AusSeabed. SSSI are interested in having a dedicated talk about AusSeabed.
- SIO blogs
- MD noted they would have an opportunity in early December to present on AusSeabed to South Australian stakeholders as part of our IMOS node meetings
- GL noted they are the Chair of FIG WG 4.1 (Hydrographic Standards and Practices). They have some opportunities through this forum to talk about AusSeabed activities in a global forum - MBES guidelines is one topic that is generally of interest to FIG. However, COVID has put a stop to a lot of the FIG activities temporarily so things are slow for now.
- DC noted they will look to get an AusSeabed presentation included in the S-5b and S-8b Programmes.
- KP noted another event we will present is IIOE2
- **Discussion on paper submissions**
 - DC suggested to put together paper that can be used in universities as part of the academic curriculum
 - TI noted regarding Magazines is an article to PIANC
 - IP noted something like Altmetric might be good
- **A new idea regarding an article roster for the SC and engagement champions was put forward.**
- KP suggested a communications article should be put forward on seabed mapping – it difficult to compete with land mapping
- Items not covered
 - Are the AusSeabed resources useful?
 - Ideas from SC on how to better engage with 5 top stakeholder groups; 1) Industry, 2) Researchers; 3) Pacific Nations; 4) State Government, 5) Environmental Managers
 - What communications highlights should we promote? 1 x Tech; 1 x General; 1 x paper
 - How do we address gaps with outreach activities for 1) Tourism (identified by Deloitte as beneficiary of seabed mapping) and 2) Coastal Engineers (greatest # ELVIS downloads but low AS community membership).
 - Should we maintain the current level of community Workshops (1-2 year)?

Action 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)

Action SC.10.9: KB to send quarterly statistics report to SC, as it was missed in the papers.

Action SC.10.10: General reminder action for SC members to represent your sector communities and engage with other organisations on AusSeabed activities.

6 2021/22 progress soundbites

To catalyse engagement from the SC, AusSeabed team members presented small soundbite progress updates.

Outcome Sought: The SC provide feedback and identify where they would like to engage more closely with the AusSeabed team on specific projects.

GMRT-AusSeabed technical design paper and presentation (including demo) by Joshua Sixsmith and Natalie Lennard

- GL asked what's the degree to which architecture will be available to others if they are a customer? Will it be open source?
 - NL yes it will be open source. It is a requirement from the ARDC
- GL asked is the team is engaging with proprietary orgs to say this is how we would prefer things to be stored. Are the team working with Caris?
 - NL yes.

AusSeabed publication schedule paper and discussion by Justy Siwabessy.

Justy provided an update on the process associated with the publication schedule. He highlighted that:

- GA is working on automation from both ASB and contributing hubs.
- The time-lag to publication from a contributing hub depends on volume of data for publishing on the Portal. It will be faster if data standards are up to date
- GA needs to know how often dataset changes from contributing Hub.

The SC commented:

- The possibility of extending the list view on publication schedule was discussed, to include contributing hub schedules too.
- HIPP are still working on getting the data, but progress has been made.
- Guidelines are being put together for the contributing hub. Technology team will be sent to WA DoT to help understand connection, and connection test in the new year.
- No problems or revisions were raised by the SC on the prioritisation methods

AusSeabed Data Portal enhancement paper and presentation by Maggie Arnold and Kim Picard

- No feedback were provided on this work

National areas of Interest update by Aero Leplastrier

- 82 attendees to the workshop
- The SC provided no comments on this work

HIPP update by Nigel Townsend

- This item was added at the start of the meeting. Nigel highlighted that the plan for 2022 has been published/advertised on HIPP and will be put on upcoming surveys on AusSeabed.

Action SC.10.11: Data Hub team to connect with WA DoT to perform a connection test.

Action SC.10.12: SC members to engage with Aero to send any existing prioritisation frameworks and to send through areas of interest by end of November

7 AusSeabed 2030 work plan

The Steering Committee discussed the 2030 work plan. The SC will meet interim in Jan/Feb to progress the 2030 work plan further.

Result:

- KP presented a recap on what work has been conducted on the 2030 work plan to date
- The initial discussions were held in 2018. KP provided a short update on the work that had been commenced. There are three broad themes that were discussed
 - Data Availability
 - New Collect
 - Coverage
- KP asked the SC how we prioritise work and what the way forward is?
- RC highlighted that AusSeabed has no control on new collect, but can only provide focus on where data may be lacking or areas that should be highlighted as a priority for new collect, focusing users towards these locations by providing information.
- KP said a big problem is that we don't have a clear description about the data coverage that the Australian community currently has. What is the timeframe to get this information finalised, to get an understanding of what there is and a % of the EEZ that is mapped?
 - It should be solved in the next year
 - A task team should be formed to progress the polygon coverage
- The SC highlighted that the question on how much coverage is mapped depends on the application or use case for the data. AusSeabed does not have only one customer.
 - GL discussed that currently funding for mapping is largely coming from the state and federal government. Who have interest in nautical charting and military, ports and harbour safety and coastal zone management. In the case of coastal zone management, there is a clear case to use whatever data is available, whereas nautical charting requires specific data. Similarly, for hydrographic models that inform tide data.
 - GL suggests that the data in AusSeabed may be useful in the AHO in another application (hydrodynamic forcing models), parallel to HIPP. This could be another potential funding stream. NT says plans are still being discussed.
 - KP suggested that different assessments of coverage could be made by application. Datasets could be assessed by the ASB based on use-cases to yield this result.
 - MD noted how valuable seabed data is to ocean models. Hydrodynamic models could be a good line of funding for the future.

- KP states that AusSeabed needs to work on a live system – coverage updated on the fly as data is received.
- NT suggested by 2023 we should have multiple contributing hubs set up – HIPP, WA DoT, CSIRO ect. NT notes that momentum is building for this, and the goal can be realised.
- NT noted the national areas of interest is an important area to progress, and increasing communication within the community and HIPP.
- NT noted that the SC should consider end-user needs when developing the 2030 work plan. An example was data visualisation needs, perhaps a GSF->PDF download function on the Data Portal, as some users don't know how to work with shape files. The following website was provided as an example bathymetry viewer <https://www.c-map.com/en-au/chartexplorer/>

Action SC.10.13: Conduct an interim session for the 2030 work plan (90 mins).

8 Next Meeting & Other Business

- Aus-US workshop will be held on the 7/8th of December at the government level.
- Next meeting will tentatively be in-person

Action SC.10.14: Provide a platform for SC members to provide comments on papers prior to the meeting on TEAMS to engage discussion. Perhaps implement a comments activity document prior to the meeting.

Meeting closed 1558



Appendix A: Agenda

Date: 4th November 2021

Venue: Virtual

Time: 1300 – 1700 AEDT

Coordinators: Kim Picard, Kimberlee Baldry

Agenda

Time	Item	Action	Lead	Duration	Paper
1300	Introduction and Welcome		KP	15 mins	N/A
	1. Action List and progress	Update	KB		No
	2. ToR review	Endorse	KB/AL	15 mins	Yes
	3. Collaborator terminology review		KB		No
	4. Overall progress update 2021/22	Update	KP	30 mins	Yes
	5. Outreach Plan 2021/22	Discuss	TI	30 mins	Yes
1430	Break				
1445	6. 2021/22 progress soundbites • GMRT AusSeabed • Publication schedule • Portal enhancement	Discuss	J6, NL JS MA	60 mins	Yes
1545	Break				
1600	7. AusSeabed 2030 work plan	Discuss	KP	45 mins	Yes
1645	8. Other Business • Next meeting (2022/23 work plan) • Aus-US workshop	Discuss	KP	15 mins	No
1700 End of meeting					