

Minutes of IST/36 meeting of 9th April 2018 held at BSI Chiswick

Attending

Peter Parslow, Committee Chair (PP)
Les Rackham, Individual Capacity – Geographic Information – Acting Minute Secretary (LR)
Rob Walker, Chair – CEN/TC 287 (RW)
Sean Gaffney, MEDIN (SG)
Doug Specht, BCS (DS)
Roger Lott, UK Expert – ISO/TC 211 Control body for the geodetic registry network (RL)
Nick Nisbet, buildingSMART UK and B/555 liaison (NN)
Vanessa Tatler, Committee Service Centre (CSC)

1. Apologies

Apologies were received from Alex Babington, Association for Geographic Information (AB), John Harrod-Booth, EPL/278 liaison (JHB) and Neil Silley, GeoPlace (NS).

2. To review the Constitution and Membership

- i. To welcome and note new organisations and people.

Claire Dawson has resigned and is being replaced by Matt Jinman of ONS.

- ii. To monitor the status of invitations for organizations and people to join the committee.

Action 17/09 - SG to report back to the chair on future NERC representation. SG reported that NERC is undergoing a reorganisation following its incorporation within UK Research and Innovation. This will not complete until the end of the year. Until this is complete, there is little point in pursuing the question of NERC representation. **Carried forward to end of year.**

Action 17/26 – PP to check with CSC if iStandUK are eligible to be members of IST/36. The response from CSC was that subject to their details being available, they should be eligible. **Closed.**

PP reported that Peter Kavanagh of RICS, a papers-only member, had in fact not been receiving any communications for some time due to an incorrect e-mail address being used. This having been rectified, he has now expressed some interest in more active membership.

- iii. To consider those organisations no longer represented and the impact on the balance of representations of the Committee

Nothing reported.

- iv. To review the Co-opted, liaison and any WG expert category members as current and valid.

Nothing reported.

3. Standing items

- i. Conflicts of interest

None

- ii. Declarations of IPR for published standards and work in progress

None

4. Future meetings

- i. Quarterly meeting at BSI

Previously confirmed:

Monday, 2nd July 2018

Monday, 1st October 2018

Monday, 7th January 2019

Confirmed:

Monday, 1st April 2019

- ii. Monthly telephone conference

Previously confirmed

9:30, Monday, 14th May 2014

9:30, Monday, 4th June 2018,

Confirmed

9.30 Monday 6th August 2018

9.30 Monday 3rd September 2018

5. To confirm the minutes of the meeting held on 8th January 2018

Accepted as a correct record.

6. Committee leadership

- i. Committee chair

Action 17/22 - CSC to provide an update on PP's Chairmanship. CSC reported that PP's chairmanship was confirmed for a further three years. **Closed.**

Action: PP to provide approximate timings for agenda items to aid those joining by phone or Webex who only wish to be present for certain items.

The Chair issued a report to the Committee prior to this meeting which is available at [Chairman's Report to IST36 April 2018](#). This gives further background to some of the items reported here.

- ii. AGI secretarial report

Action 17/23 - AB to upload the latest minutes to the AGI website. The minutes are now on the AGI website, a new resources folder has been created for them

<https://www.agi.org.uk/about/resources/category/122-standards-committee-minutes>), there is a link through the Standards Resources page. **Done.**

Action: AB to update Standards Resources page to make the link through to the minutes more explicit.

iii. Secretariat support through CSC

Action 17/12 - CSC to report back to BSI the reaction in the committee to the lack of AITS funding. CSC had forwarded on the committee's comments but did not receive anything back. BSI has agreed to top up the AITS funding to the level it was before further government cuts. This is still totally inadequate for those without access to any external funding. **Closed.**

NN asked whether more information about content could be put into the headers contained within BSI eCommittee Notifications, this would save having to open all the items to find out whether they were relevant or not. CSC explained they can only influence this when BSI acts as the secretariat for international committees. Most agreed that the TC211 Secretariat did a reasonable job in this respect.

7. Outreach

i. Business Plan

Action 18/01 - CSC to remove Mark Richardson from the Committee. Not done. **Carried forward**

Action 18/02 - CSC to change Jacky Duncan to papers only. Not done. **Carried forward.**

Action 18/03 - PP to finalise and publish Business Plan. This has been done on the AGI website, publication on the BSI website was not possible. **Closed.**

ii. Communication Plan

Action 16/23 - AB to contact AGI SIGs to check for any interest in IST/36 activities. No progress AB has spoken with James Norris from the Early Careers Network who have monthly webinars, he thought this would be a good topic for one of them, they just have to agree dates. **Carried forward.**

8. British Standards

i. BS7666

Action 17/13 - RW to check that the draft version of BS 7666 is compatible with ISO 19112. As reported at the previous meeting, RW is unable to progress this action until the draft version of BS 7666 is created. **Carried forward.**

Action 18/05 – AB to liaise with CSC over changes to BS 7666 for the business plan required by BSI. AB has not progressed this action. CSC are on hold waiting for the input to the business plan. **Carried forward.**

Action 18/06 – AB to draft a plan with milestones for editing and completion of the BS7666 for review before the February the conference call. **Done.**

Although the plan had been issued, no progress had been made against the plan. This was of considerable concern within the Committee given the length of time which this has been outstanding. CSC agreed to enquire about critical dates in relation to the review process and copy PP into the e-mail. The criticality of the dates might spur OS into allocating some time to AB for completion of the task.

Action: CSC to enquire of the critical dates for the BS7666 review.

Action: PP to relay to OS the urgency of the task in the light of the critical dates and for AB to be granted the time to complete the task.

Action 18/04 - CSC to forward an email enquiring about the standard and renewable energy onto RW and AB to draft a reply. **Done.**

RW had subsequently received an enquiry about the applicability of the standard to utility networks. The response was that it was not applicable.

ii. UK GEMINI

UK GEMINI 2.3 is now published for review by users on the AGI website [release candidate GEMINI 2.3](#). PP has e-mailed over 500 known users of UK GEMINI in the context of INSPIRE and requested they review the release of GEMINI 2.3. Comments to be sent by the end of April 2018. The Metadata WG will be convened at the end of April to consider the comments.

Action: Members of IST/36 are requested to review GEMINI 2.3 and relay comments to PP

Defra's Architecture & Interoperability Board has proposed that INSPIRE metadata should conform to UK GEMINI 2.3 by the end of 2019.

Action 17/27 - PP to arrange a morning session covering DPA, GDPA and GI standards. PP found a contact who was prepared to give a talk but expected to charge for his services. PP agreed to find and circulate some of the papers that the contact has written on the subject and circulate these. **Closed.**

9. ISO/TC 211

i. Recent ballots and comments

See latest ballot sheet

19112 DIS – UK voted “Yes” without comment. RW is working on the international comments currently – nearly all relate to problems with reformatting by ISO in Geneva, primarily the tables and diagrams. No comments on technical content were received. 19111 had been published on the day of the meeting but RL had not checked if similar errors had occurred.

There also seemed to be delays of several months relating to obtaining translations into French even though the TC decided at a very early stage that there should not be delays for a French translation.

Action: RW to e-mail the ISO/TC 211 Secretariat, depending on the response, PP to raise with Secretariat at the Copenhagen meeting and, if necessary raise at the plenary

ii. Votes pending

See latest ballot sheet.

iii. Review nominations to working groups and PTs

Action 17/30 - PP and AB to review nominations on Ballot sheet. These were reviewed at the meeting. See the latest ballot sheet for the results of the review.
Closed.

In addition, the following were noted:

19116 Positioning Services – revision – JHB is engaged through his *ad hoc* LBS role, he has not been formally nominated to the group.

19126 Feature concept dictionaries and registers – there is no nominee currently. PP has been in contact with MoD and UKHO but has had no response.

!9152 - Land Administration Domain Model – this is at revision Stage 0 – pre-revision project. John Clutterbuck from OS is on the team, but this came about through a UNGGIM not a UK nomination.

GIS/BIM NWIP – Carsten Rönsdorf of OS has been nominated by BSI as the UK representative on the GIS side. He will report into IST/36. Nick Nisbet has been replaced by Barry Hall following nomination by B/555 on the BIM side.

iv. 46th ISO/TC 211 meeting in Copenhagen, Denmark – 2018-05-28/06-01

The UK delegation to Copenhagen will be:

PP - Head of Delegation

RL
AB – possibly

CSC will send nominations to the ISO/TC 211 Secretariat

RW will phone in to some project meetings

Action 18/07 – PP to write to Chair of TC 211 to ensure UK's paper is included in the call for nominees to the *ad hoc* group to revise business plan. **Done.**

Action 17/18 - PP to raise the issue of web publication of ISO resources with IST/- . For further details of the actions taken by PP see the Chairman's Report to IST/36 April 2018. **Closed.**

10. CEN/TC 287

RW has been confirmed as Chair for a further three years.

11. Other activities

i. INSPIRE

See Chairman's Report to IST36 April 2018.

ii. OGC

See Chairman's Report to IST36 April 2018.

iii. British Cartographic Society

Nothing to report. This year's conference is 2nd - 7th September 2018 at the ILEC Conference Centre, London and it will form part of the UK Mapping Festival 2018.

iv. Geospatial Commission

See Chairman's Report to IST36 April 2018.

Although the Commission is still evolving, there is a recognised need for a common view of standards, a view which IST/36 should have a major role in developing. The possibility of holding a workshop lead by IST/36 was discussed although it would be premature to try and set up one now.

v. AGI

See Chairman's Report to IST36 April 2018.

There had been a request from AGI Council for a Council member to attend IST/36 but it was not clear whether this was to learn more about the role of IST/36 or for

the Council member to tell IST/36 about what AGI expects from its Standards Committee.

Action: PP to liaise with AGI about the attendance of a Council member at IST/36 and what AGI wanted to achieve by so doing

12. Other BSI committees

- i. B/555 Construction design, modelling and data exchange (BIM)

Little to report, see also Chairman's Report to IST36 April 2018.

- ii. SDS/2 Smart and Sustainable Cities and Communities

See Chairman's Report to IST36 April 2018.

- iii. IOT/1

Action 17/31 for AB to contact Ordnance Survey member of IOT/ 1 to be a liaison from IOT/1 to IST/36. AB has contacted Simon Navin who has agreed to be the liaison to IST/36. This also needs to be agreed with IOT/1.

Action: PP to e-mail CSC about the proposed liaison between IOT/1 and IST/36 and copy to Simon Navin

13. To review the matters arising from the Minutes of the meeting held on 8th January 2018

See actions table below

14. Any other business

Action 17/32 - AB to ask Jon Harrod Booth for a report on connected and autonomous vehicles. **Carried forward.**

SG announced that MEDIN are hosting an open meeting to exchange information about data sharing requirements for the next 5 years. This is also to mark 10 years of sharing marine data. The meeting is being held on Tuesday 24 April 2018 at University of Liverpool in London, 33, Finsbury Square, London

Members of IST/36 would be very welcome to join the meeting and contribute any thoughts on ways of improving data sharing. If members are interested, they can register at:

<https://www.eventbrite.co.uk/e/sharing-marine-data-past-present-and-future-tickets-43746216110>.

Actions outstanding from previous meetings

3rd October 2016 meeting

Action number	Agenda item	Action	Person	Progress
16/23	7ii	Contact AGI SIGs to check for any interest in IST/36 activities	AB	c/f

3rd July 2017

Action number	Agenda item	Action	Person	Progress
17/09	2iii	Report back to the Chair on future NERC representation	SG	c/f
17/12	6iii	Report back to BSI the reaction in the Committee to the lack of AITS funding	CSC	Closed
17/13	8i	Check that the draft revision of BS 7666 is compatible with ISO 19112	RW	c/f
17/18	9iv	Raise the issue of web publication of ISO resources with IST/-	PP	Closed

2nd October 2017

Action number	Agenda item	Action	Person	Progress
17/22	6i	Provide an update on PP's Chairmanship	CSC	Closed
17/23	6ii	Upload the latest minutes to the AGI website	AB	Done
17/26	8i	Check with CSC if iStandUK can become a member of IST/36	PP	Closed
17/27	8ii	Arrange a morning session covering DPA, GDPA and GI standards	PP	Closed
17/30	9iii	Review nominations on Ballot sheet	PP & AB	Done
17/31	12iii	Ask OS IOT/1 member to be a liaison from IOT/1 to IST/36	AB	Done
17/32	14	Ask Jon Harrod-Booth for a report on connected and autonomous vehicles	AB	c/f

8th January 2018

Action number	Agenda item	Action	Person	Progress
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18/01	7i	Remove Mark Richardson from the committee	CSC	c/f
18/02	7i	Change Jacky Duncan to papers only member of the committee	CSC	c/f
18/03	7i	Finalise and publish Business Plan	PP	Done
18/04	8i	Forward email BS7666 enquiry email to RW and AB	CSC	Done
18/05	8i	Liaise with CSC over changes to BS 7666 for business plan	AB	c/f
18/06	8i	Draft milestone plan on editing BS7666 and distribute before February conference call	AB	Done
18/07	9ii	Write to Chair of TC 211 to ensure PP's paper is included in the call for nominees to the ad hoc group to revise business plan	PP	Done

9th April 2018

Action number	Agenda item	Action	Person	Progress
18/08	6i	Provide approximate timings for agenda items to aid those joining by phone or Webex	PP	
18/09	6ii	Update Standards Resources page on the AGI website to make the link through to the minutes more explicit.	AB	
18/10	8i	Enquire of the critical dates for the BS7666 review.	CSC	
18/11	8i	Contingent on 18/10 - relay to OS the urgency of the task in the light of the critical dates and for AB to be granted the time to complete the task.	PP	
18/12	8ii	Review GEMINI 2.3 on the AGI website and relay comments to PP	All members of IST/36	
18/13	9i	e-mail the ISO/TC 211 Secretariat about the errors in reformatting the standards. Depending on the response, PP to raise with Secretariat at the Copenhagen meeting and, if necessary raise at the plenary	RW PP	
18/14	11v	Liaise with AGI about the attendance of a Council member at IST/36	PP	
18/15	12iii	e-mail CSC about the proposed liaison between IOT/1 and IST/36 and copy to Simon Navin	PP	