

AGI Council Meeting

4 July 2022 10:30am – 4:00pm

OS and GeoPlace offices, within National Audit Office
157-197 Buckingham Palace Road, Victoria, London, SW1W 9SP.

AGENDA

Time	Item	Lead	Documents
From 09:30	In-person Arrivals Networking & Coffee Tech setup	Chair	
10:30	1 Start of Meeting Welcome & Chair's Update	Chair	
10:40	2 Review of May Minutes and Actions	Hon Sec	20220506 - DRAFT AGI May 2022 Actions Update.docx
10:50	3 Review of Risk Register	Hon Sec	AGI Risk Register.xlsx
10:55	4 Roles and Responsibilities	Chair	
11:10	5 Finances	Hon Treasurer	20220704_AGI_Treasurer_Update.pptx
11:30	Break		
11:45	6 Finalise AGI's top 3 opportunities	Chair	Please prep paper / slides
12:15	7 GeoCom	FC	GeoCom 22 Council update July.docx
12:45	Lunch – Onsite Restaurant		
13:45	8 ICT and Digital Estate Update	SZ	Please prep paper / slides
14:05	9 Communications Update	RF	20220704_AGI_Comms_July_Update.pptx
14:25	10 Partnership Engagement	Vice Chair	AGIStrategicPartnershipsv2.pptx
14:45	Break		
15:00	11 Education and Skills	IM / AR	20220704 ESAGW report.docx 20220704_AGI_ESAWG_Update.pptx
15:15	12 CPD	RD	Please prep paper / slides
15:30	13 Summary & AOB GDPR EUROGI AGI NI event update	Hon Sec	
16:00	Close	Chair	

16:00 - Local drinks and informal conversation for people who want to stay around

Attendees In-person: Adam Burke (AB), Fergus Craig (FC), Morgan Commins (MC), Rachel Higgins (RH), Steven Zhang (SZ), Stuart Tosney (ST)

Online: Alan Moore (AM), Richard Flemmings (RF) – PM only, Richard Duffield (RD), Katherine Smyth (KS), Anne Robertson (AR), Pam Whitham (PW)

Guests None

Apologies

George Firth (GF), Ian Maxfield (IM), Jo Cook (JCo), James Cutler (JCu), Helen Griffiths (HG), Denise McKenzie (DM)



AGENDA

1. Welcome & Chair's Update

NI Event went well

200 attendees at joint RICS-AGI event – went well.

Webinar series going well – ECN CV clinic event was widely appreciated

Outreach – external engagement on the agenda

JCo has setup a Sustainability meeting

GC evening reception. Richard attended last week. Lower attendance exacerbated by rail strikes

Secretariat back office. Now sit on GeoCom WG and Membership WG and in future the Sustainability WG

2. Review of Minutes and Actions

20220506-01	RH	Book Friday night meal for business weekender.	May 2022
20220506-02	RH	Anyone driving to OSHQ for business weekender please car registration number to RH.	May 2022
20220506-03	AB	Amend Saturday business weekender start time to 9.30am.	May 2022
20220506-04	MC	MC to confirm date of next AGM.	May 2022
20220506-05	ALL	All who need exhibitor passes for Geobusiness for the AGI stand please pass details on to GF.	May 2022
20220506-06	AM	Consider and confirm membership discounts during Geospatial week.	May 2022
20220506-07	ALL	Submit speakers for GeoCom to GF. RH and GF to speak separately about potential Cambridge Conference speakers	May 2022
20220315-01	AB	Create a position statement for our aims and benefits for strategic partners. Partnership update coming today	April 2022
20220315-02	DM	Create proposal for Awards event linked to GeoCom.	March 2022
20220315-03	AM	Share Dynamic Coast connection with AB.	March 2022
20220315-06	RH	Share templates for events and webinars on basecamp.	April 2022
20220315-07	ALL	Each Council lead to send cost estimates for 2022 work to HG to inform budgeting.	April 2022
20220315-08	AB	Meet with HG about her roles of Treasurer and Sustainability Lead for potential redistribution.	April 2022
20220315-09	RD	Ask Compleat to centralise documentation.	April 2022
20220315-10	SZ, MC	Investigate current Q365 account functionality for Hon Sec with SMY ICT	April 2022

20220315-11	SZ	Investigate how non-Microsoft users would access O365 functionality, such as Teams.	April 2022
20220315-13	GF	Set up meeting with back office, Faith Clark and interested Council members. Replaces/subsumes previous action for RD (20211214-1)	April 2022
20220315-14	RD	Check on potential additional costs for Compleat to take on the additional work that Three Trees and a Map used to do.	April 2022
20220315-18	AM	Membership WG to propose standardised sponsorship levels. Ongoing – transfer action to ST	April 2022
20220315-20	JCu	Propose potential members to bring to business planning weekend.	April 2022
20220315-24	JCu	Connect IM and AR to Catherine Souch (RGS) around Skills and Education proposal.	April 2022
20211015-1	ALL, HG	Review management accounts when made available on Basecamp. HG to take ownership. Carry forward – transfer action to AM	OPEN
20220121-04b	DM	Share a proposal for AGI awards on Basecamp.	April 2022
20220121-06	RD, AM	Raise issue of resourcing accounts with Compleat.	April 2022

3. Review of Risk Register

Review of risk register moved to Basecamp.

20220704-01	MC, ALL	MC to share Risk Register and Directors to review	September 2022
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4. Roles and Responsibilities

HG stepping back, remains as Director.

AM taking on Treasurer role, ST taking on Membership role.

Partner member representatives.

SZ raising personal resource constraints – risk of supporting IT/Website role.

5. Finances

AM – just picking up the reigns of this new role.

Met with Peter Reynolds (previous Treasurer), HG, back office – discovery exercise.

House-keeping - Bank and credit card authorisation.

Initial priorities:

- Cash – how solvent are we?
- Year-end accounts – statutory reporting responsibilities
 - 2020/21 accounts due by September
- Budget for 2022? Can we get this reconciled into the accounting software?
 - We need a baseline budget for 2023
- Management accounts – where are we with AGI financial position?

Cash

- Bank statement to end of May - £109,000
- No cashflow forecast, but cash seems a low risk

Year-end accounts 2020/21

- September deadline for last year's accounts
- Cutter & Co are external auditors for previous years
- AM working with back office on action plan to ensure submission by September 2022

MC - Risk raised and added to Risk Register – submission of management accounts by September 2022

Budget for 2021-22

- Early draft from HG now with AM
- Work to align account codes from old software to new software Xero
 - Need this to produce actuals vs budgeted going forward
- Need budget forecasts for balance of 2022
 - FC has sent GeoCom budgets, Comms budgets received from GF
- Anticipating a draft budget by month-end
- Financial year starts 1 January
- We need to plan budget for 2023

Management reporting

- Needed to provide to Council and Exec Group
- Basic P&L reporting needs improvement from Xero
- Monthly meeting pattern setup with back office to ensure regular reporting

Membership and Finances are linked

- Membership income is AGI's greatest sort of income
- AM has ambition to think more strategically in Treasurer role

AB

- What reports do we want beyond the basic? Can the accountant help us?
- Operating budget for balance of 2022 – we need to know what we can allocate to the Membership project and the ICT & web project
- Budget setting for 2023
 - How to empower National Groups for small events?
 - Keen to have a small budget for National Groups that does not require Council approval

6. Finalise AGI's top 3 opportunities

The May business planning weekend is where we brain-stormed top 3 geospatial opportunities. These tie into AGI work, National Groups and our focus for the coming years.

1. Topical right now / Sustainability

- Domain focus - Defence, EO, remote sensing
- RD – valuable to connect with a more tangible delivery for GC

2. Best Practice Geospatial – what does good look like?

3. Professional work and engagement

- Ethics
- Diversity and inclusion
- Skills and education
- Sustainability

AGI mission pillars remain in place.

Can we produce a graphic for the top 3 opportunities?

AM - Scotland seeing convergence between the geospatial strategy and space strategy. How can AGI strengthen with the space agenda?

AR - Organisations are reviewing activities against the SDG's

AB - Welsh focus is on EO and RS

AB – do we agree on the top 3 priorities – can we publish them now?

RH

- Net zero and EO data which contributes to use cases around energy efficiency, sustainability
- Role of geospatial in increasing impact or outcomes in those areas, but it is a busy area
- KTN report already has power of location, Cambridge Conference has a report, GeoCom recording, GC's work on EO. Is there value in collating / curating all the evidence?
- GC are looking to do something in the net zero space. Do we have members, partner members, that have done any work in this space, e.g. OS, ESRI UK

KS - OSNI are keen on EO and AI work and leading steering groups, use EO for benefit of net zero and sustainability agenda. GC is not well promoted or understood in NI.

AB - current focus on sustainability and net zero and the use of EO

Sustainability and wider ESG agenda:

- G7 in Egypt in September
- Spatial Finance is another
- Ethics is the intersection of policy and practice

ECN webinar with UK Space and Satellite Applications Catapult

- Webinar on EO and RS with ECN in September

RD - We need collaboration and partnership with space, rather than a specific workshop

AB - Summary

- We agree on the topical theme – “Sustainability and the use of EO/space”
- AGI Awards gives you the collateral for examples / case studies
- Professionalism and organisational
 - ECN webinar on GeoDataViz – has 95 sign-ups in 2 days
 - BCS are doing [GeoViz work](#)
- Launch as a graphic on top 3 opportunities, with a sentence against each
- Launch at GeoCom

20220704-02	AB	Work with back office to create a graphic for AGI top 3 opportunities and share with Council for comment	September 2022
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7. GeoCom

11 October at RGS London – booked and contract signed.

GeoCom Working Group – good progress.

- Meet weekly on Friday at 2pm
- A diverse group, supported by back office and comms resource

Sub-groups of the working group:

Sponsors WG

- Stephen Croney and RF working with GF to define sponsorship packages
- Platinum sponsorship gives speaking slot, Drinks sponsorship also gives speaking
- Initially launched to partner members, later to associate members
- Platinum sponsors - OS and ESRI UK
- Gold sponsors – Cadcorp, Verisk, GeoPlace

RH - Are we recording?

- RGS can record at their facilities
- Videographer to interact with people to give interviews, b-roll
- RH has an OS photographer

20220704-03	RH	Enquire about OS photo/videographer for GeoCom	September 2022
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Ticket sales

- Back office tested well to ensure ticket sales are smooth, good landing page
- Basic membership rate is about the same as the member ticket rate – should encourage more members
- ECN will get a special discount code
- ST and Emma Chown worked on the pricing model
- Early bird period finishes beginning of September

Speakers WG

- ST, FC and Mark Stileman on this WG
- Input from previous years' WG
- Confirmed speakers – James Cranswick (Deloitte), Yana Gevorgyan (GEO), James Hemingway (BEIS)
- 2 or 3 slots remaining to fill
- In discussions with other organisations

Agenda

- ECN – Rachel has an idea. Presenting some findings from study / market research amongst ECN and strategic partner student membership. Do student members value ethics and sustainability?
- DEI – Rachel's idea above is linked. Option to have a WIG+ event.
- Geovation – Carly Morris speaking and introducing 3 start-ups being gestated
- Skills and Education AWG – would like a GeoCom session to share findings from skills survey of members

Chairing

- Adam, Denise suggested too

Surveys – different surveys / survey segmentation

- Survey organisational members about what skills they want – Skills & Education WG want to do this annually to produce a “longitudinal study”
- Survey members about member benefits
- Survey ECN members for perspectives on employers' values and ethics

Comms and Branding

- Press release and comms going out
- Provisional booking for evening drinks reception on the Tuesday – night of the event

Budget

- Evening reception is additional budget
- Sponsorship levels received already exceed conservative estimates
- RD – suggests contacting Europa for drinks sponsorship

Discussion around Council members attending GeoCom.

Can we meet up as Council the night before?

8. ICT and Digital Estate Update

Migration from Basecamp to O365

- Everyone already has a named account for login and AGI domain email address
- There are separately named role email addresses, e.g. chair@, vicechair@
- We should have separate accounts for working groups
- Proposal to roll out Teams with Council first
 - Agreement to migrate to Teams for all Council collaboration

National Groups and Working Groups (MC)

- Audit of tools and especially use cases for each group
- Identify use cases that are not met by O365 tools

Website Content

- AGI Awards are expected to generate case studies
- Can we signpost to existing content? Our own members and organisations may already be publishing
- Template or online form for case study submission: problem, solution, benefits, lessons learned
- Case studies should be cross-cutting
- Case studies should align to top 3 AGI opportunities
 - What do our strategic partners want to share?

20220704-04	ST	Membership working group to investigate and develop a case study template	September 2022
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9. Communications Update

Group meets monthly, with more frequent meetings too.

Process Improvements

- GF and team have worked on web forms to standardise event organisation – now available
- Comms guidance and planning documentation - now available
- Want to develop a more formal (automated) way to gather information input to newsletters

Demonstration of the online forms for event proposal and for event communications.

- The idea is to avoid email chains and streamline the process.

Event guidance document

- Focus is on early indication of the event to the Comms team
 - For conferences/events – 8 weeks' minimum notice
 - For webinars – 4 weeks' minimum notice

Communications in progress, working with comms back office on

- GEMINI
- CICES and AGI competencies
- Competencies – RF wants a strategic campaign - wants to consider competencies in the round, e.g. work with strategic partners

RF is taking on deputy lead role with GF leading.

Discussion around separation of the Event proposal form and Event comms form.

20220704-05	RF	Share the full workflow of Event proposal and Event comms web forms with Council on Basecamp.	September 2022
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AB

- Spotlight on members
- Spotlight on different elements of AGI – AGI NI is next for the newsletter newsletter
- Potential for a piece on CICES journal – but who would write this? RF – this is something that our Comms back office could write.

20220704-06	KS	Write an event summary piece from AGI NI event for the next newsletter	September 2022
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10. Partnership Engagement

AB - we want to do more work with strategic partners.

RD – Strategic partnerships presentation shared. Richard has created these slides based on his experience to help educate Council and improve our engagement with our partners.

- AGI – our mission is to be thriving UK Geospatial Community, actively supporting a sustainable future
- This means we work with others – across our 3 pillars.
- AGI Strategic Partners – RGS, GeoBusiness, CICES, GovGeog, UK GeoForum, KTN, TechUK, ScotlandIS, Geospatial Commission, SSSI
- RD checking our current list and leads.
- RD – with this presentation aims to convene and knowledge share to improve our working with partners.

We must distinguish between (paid) partner members vs (non-paid) strategic partner members. The latter are around quid-pro-quo relationships.

Discussion and recommendation around strategic partnerships. RD offering support for any Strategic Partnership leads.

20220704-07	RD	List against each Strategic Partner the value this partnership brings to our members/AGI, and how it supports the three pillars of AGI.	September 2022
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11. Education and Skills

Activities since May – continued with fortnightly meetings, including back office.

- Back office has created logo for AWG and set up a Sharepoint site.
- Input content to newsletter
- Met with AGI Scotland – real momentum, especially because of Location Data Scotland. Funding is available to do skills related work in Scotland. Met with Bruce Gittings, AGIS Chair.
- Met with GC
- IM met with RGS's Catherine Souch
- Location Analyst degree apprenticeship

Working Group

- AWG has representatives from all three National Groups
 - Wales represented by Dave Roberts, Welsh Government
 - NI - Laurance Donnelly (sp?) from Translink
 - AR represents Scotland (dual role)
- Would like reps from ECN, GC, strategic partners, wider AGI
- Need to improve terms of reference to enable wider membership

Activities

- Public facing listing on AGI website – provider of skills
- AGI Scotland skills survey has been published – it is currently live
- Immediate need to respond to request for letters of support for Location Analyst apprenticeship
- Website content for the E&S WG – working with back office
- Finalise Terms of Reference
- Extend invitation to wider participants to join the body
- Annual skills survey – timelines?
- Collaborate with AGI Scotland and capture their momentum from the funded Location Data Scotland
- Present survey findings at GeoCom
- Commence collation of registry of skills providers – consideration of what is behind AGI payroll?

Location Data Specialist qualification – request from RGS

- There is a need for an integrated master's apprenticeship. Allow those in industry to transition.
- Target Knowledge, Skills and Behaviours have been developed.
- Who are the correct organisations to deliver this qualification?
- Do we agree that this apprenticeship is an integrated masters to be delivered by the HSE sector and that there is a need for such an apprenticeship?

RH – is it AGI's place to be supporting one part of the industry over another?

AR – not familiar with such an apprenticeship

RD – we can represent our members by asking them. We can take on the role as thought leader.

RH – the apprenticeship is a good programme and a good thing for employers. AGI should be agnostic about the delivery mechanism.

20220704-08	AB	Write a broadly supportive statement for the Location Data apprenticeship.	September 2022
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12. CPD

RD engaged with the process which brought it to life. The ECN response to the CPD scheme will indicate our future – we need to engage with ECN.

RD – we do have good content and description on website. We used to have a CPD officer, but this was entirely voluntary.

MC – raised the heavy operational burden for reviewing and certifying CPD.

AB – what is our unique selling point for CPD? RGS already have their pathways in place?

RH – the geographic community is very broad, CICES, IEMA, CIEM, business management, DAMA, RGS etc... our role as the broad church is to signpost. We are a non-aligned body can look across the pathways to help members find the right career track.

RD – we should do this signposting regardless of whether we bring back our CPD in full. CPD helps you collect points against whatever the appropriate framework you choose to submit against.

RD – is there demand? If we do drop CPD what is the value of our paid membership?

20220704-09	RD	Collate the current CPD offering and the demand as well as operational effort expended over the past two years.	September 2022
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13. AOB

GDPR. MC – work in progress with back office and RH supporting. Multi-year programme ahead.

EUROGI. AB – discussion on Basecamp.

20220704-10	ALL	Comment on Basecamp thread on AGI joining EUROGI as members or seeking a strategic partnership.	September 2022
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Geospatial Commission annual plan has been released.

AM – have AGI referenced the GC annual plan which is now released?

20220704-11	GF	Do a social media post. AGI notes the publication of the annual report from GC alongside the location data ethics report. AGI sent representative to GC event.	September 2022
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Next meetings:

- 9 September 2022 (virtual check-in online)
- 5 October (online)
- 10 October – social evening get-together
- 11 November (virtual check-in online)
- 5 December – in person venue needed

RD – Geospatial Commission have one co-working venue outside of London, [Huckletree](#) in Manchester (max 8)

AB – has new role as Associate Head of Geospatial at NHS SW.

MC – has new role at Senior Data Architect at OS.

20220704-12	MC	Request attendance for 5 December. Look for suitable location away from London.	September 2022
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14. Summary of Actions

Actions from today's meeting 2022-07-04

20220704-01	MC, ALL	Morgan to share Risk Register and directors to review	September 2022
20220704-02	AB	Work with back office to create a graphic for AGI top 3 opportunities and share with Council for comment	September 2022
20220704-03	RH	Enquire about OS photo/videographer for GeoCom	September 2022
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Actions carried over from previous meetings

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