

Land Cover Data Base Project Stakeholder Technical Advisory Group

Draft Terms of Reference

Background

The New Zealand Land Cover Database (LCDB) is a digital map of the surface of New Zealand created using satellite imagery. Two editions of this data base (LCDB1 and LCDB2) were produced under contract to the Ministry for the Environment (MfE). The Ministry for Science and Innovation (MSI), with the backing of MfE and other government agencies, has awarded a four year contract to Landcare Research for the production of two further editions of the LCDB and for associated research.

The project is guided by a Steering Group formed in October 2001. An LCDB Stakeholder Technical Advisory Group was formed by the project's Steering Group at its meeting in February 2010 to provide advice on technical issues that need to be resolved.

These terms of reference were discussed and endorsed at the February 2012 Steering Group Meeting.

Definitions

Collaborator: An agency directly contributing to the production of the LCDB by providing funding, data, checking results or other services.

Stakeholder: A person or group with an interest in the LCDB. This will include data providers, users and funders.

Purpose of the Stakeholder Technical Advisory Group

The LCDB Stakeholder Technical Advisory Group has been established with the purpose of

- Providing a forum for the wider stakeholder community to influence the future LCDB directions.
- Suggesting options or changes that would improve the delivery of the LCDB project.
- Providing recommendations on resolution of technical issues

Functions

To influence the ongoing development of the LCDB by:

- Advising on the future product (LCDB-4 and beyond), i.e. the class definitions, target accuracies etc.
- Providing guidance the accuracy assessment approach and an assurance that the information and quality of data provided by the LCDB is assessed, documented and meets expectations.
- Identifying future uses of land cover products and championing the LCDB.

Membership

The initial members of the Stakeholder Technical Advisory Group will be appointed by the Steering Group to provide the required diversity and level of technical knowledge. Potential members of the advisory group include; individual regional councils, city councils, territorial local authorities, NZ Fire Service, rural fire authorities, CRIs, Universities, representatives from industry.

The Chair of the Stakeholder Technical Advisory Group will be chosen by consensus from the members.

Workings of group

The Stakeholder Technical Advisory Group will:

- work through email, teleconference, videoconference or meetings.
- meet as required through the life of the contract, initially it is anticipated this will be 6 monthly. The frequency of the meetings is likely to vary over time, depending on the stage of the land cover research programme and the delivery cycle.
- work by majority agreement. In the event of a tied vote the Chair will prevail.

Meetings of the Group will be hosted by Lanmdcare at their Wellington offices unless otherwise agreed by the Group. Administration will be provided by Landcare Research. Minutes from Group meetings will be posted on the LCDB website.

The Steering Group will report to Landcare Research, who are ultimately responsible for delivery of the project.