MEETING	**LCDB Governance Meeting**
DATE	**1 November 2011 11:30am**
ATTENDEES	MSI - Viv Smith (Chair), Sarah McDermott (Notes) DOC - Allan Ross MfE - Karl Majorhazi MAF - Gerald Rhys LINZ - Richard Murcott Landcare Research - David Pairman, James Shepherd, Peter Newsome
APOLOGIES	Council rep - Rob Phillips (TDC)
SUBJECT	**Land Cover Database Programme**

1. Welcome/Introduction: Viv

Note council rep, Rob Phillips of Taranaki District Council (nominated by Gary Bedford, chair Science Advisory Group) was unable to attend this first meeting.

2. Project context: David Pairman

See slides for common understanding on projects aims
http://www.lcdb.scinfo.org.nz/documents/LCDB_Governance_mtg1.pptx

Expectations on involvement of the wider group in checking maps

- Strong collaboration with stakeholders essential – had commitments in project planning stage, now need to translate that into co-funding – cash and in-kind including checking data.
- Stakeholder Advisory Group will be set up and have broader representation.
- Tight timeline due to expected LUCAS work for MfE – much of the mapping must be completed by February.
- LCDB-3 at least will use similar methods and standards as in the last.
- Year 1 does not require as much technical input from stakeholders, but this will be more significant from 2012/13 on.
- Project on track to deliver, stakeholders will have until mid-April to check data.
- Urgent need to get contacts in councils, MAF, DOC, and Rural Fire set up for the checking phase.
- Landcare Research undertaking desktop work for LCDB-3 from September 2011 to February 2012, will release draft versions as become avail for check by RCs. Estimated time to check is 0.75 weeks (Auckland) to 6 weeks (Canterbury, DOC). MAF 3 weeks work checking against internal databases – note issues with MAF restructure likely to be fewer people in this area.
- Landcare Research is happy with product delivered, however opportunity for stakeholders to further improve the quality of product via validation, noting this will be awkward due to time lapse (this 'catchup' LCDB is based on 2008 data). Aerial photographs from that timeframe may be used as evidence against which to check. Will want to know:

- o advise errors known already in previous versions
- o areas worked over (known errors/changed use) – give to field officers to validate
- o any other checks the stakeholders can do
- LCDB-3 rationalises to 33 classes (note: forest age classes were affected by this), even this is a struggle to do exclusively from spectral imagery. May be able to subcategorise for LCDB-4, or alternatively, a 'special puprose' subgroup e.g. breakdown of shrublands for DOC. Makes a difference for versioning.

ACTION: Landcare Research to produce clear guidance for reviewers, aim for consistency in checking. Also to set up help protocols for collaborators doing checking – target for these mid-November.

ACTION: Gerald to check on privacy issue, extent to which ETS data can be used.

ACTION: Governance group to provide contact names: MAF, DOC. For councils - Karl to provide March workshop participant names if avail, Sarah to ask Gary for names for council contacts *(Note: Sarah later asked Gary and he said to liaise directly with Rob for this)*

3. Role of Governance group: Viv
- Group considered draft terms of reference and provided a number of changes and suggestions.
- Technical questions to be referred to Stakeholder Advisory Group, who will make recommendation to Governance Group – TOR to define relationships between groups.
- Preference for open government, final documents (minutes etc) from this project are to be approved at meeting then put into public domain.
- Landcare Research to present formal recommendation papers to the Governance Group for decision at meetings.
- Guidance sought from Landcare research as to whether the desired approach was to make the research (as opposed to the New Zealand LCDB product) publically available, or whether to commercialise internationally given that this project will potentially make NZ the market leader in this area.
- Use of MS Project or similar to track project, plan to be approved by Governance Group, however the role of the group is not project management.
- Governance Group to support Landcare Research to get deliverables achieved (created well and communicated well), help manage external relationships to enable the scientists to do their jobs, and to encourage richer use of the product.
- Product is important national asset and may be good case study of how to make geospatial strategy work in practice.
- Functions of Group to include: demonstrate value and develop forward momentum / funding going forward – irresistibility.

ACTION: Landcare Research to circulate key documents that frame the programme, to enable Governance group to determine what is contracted vs optional vs market opportunities for the programme, and what aspects are research, what are product development.

ACTION: Richard to present on governance, data, geospatial strategy at next meeting.

ACTION: Viv to revise Terms of Reference and circulate for decision at next meeting.

4. LCDB3 methodology briefing: James Shepherd

Not covered except as above due to lack of time

5. LCDB3 project progress briefing: Peter Newsome

- Discussion including some issues of:
    - o Problems with some class definitions
    - o Elimination of very small polygons
    - o Accuracy assessment approaches
    - o Error reporting facility
- Technical questions to be referred to Stakeholder Advisory Group, who will make recommendation to Governance Group eg 20% of polygons are below one hectare, should they be merged.
- LCDB-3 will provide a single layer, using original polygons (bisected, trisected)
- Close to release, Landcare Research will need guidance on how this should occur, versioning, opportunity to correct errors beyond 30 June 2012, regular updates

6. LCDB research strand: James Shepherd

Discussion deferred due to time and no immediate decisions being needed.

7. Communication plan: David Pairman

See remaining PowerPoint slides

- Landcare are building a web site (www.lcdb.scinfo.org.nz)
- A newsletter will be available shortly (draft circulated)
- Methods for providing help to collaborators will be set up for the checking phase
- A stakeholder Advisory Group was planned to be established by Mid-January. In view of earlier discussion it was felt this should be accelerated as quickly as possible.
- Landcare would like to present at the Regional Council Land Monitoring Forum and other appropriate meetings.
- Forward looking digital product and expertise developed may have export potential
- 'No surprises' approach to communications, Governance Group to be kept informed, including outside of meeting times if necessary
- Discussion on options for logo, brand needs to be modern and consistent with leading edge technology product/expertise, possible use of 'land cover information' tagline.

ACTION: Landcare Research to discuss with Rob Phillips regarding presentations to RC Land Managers Forum and Biodiversity Managers groups.

ACTION: Governance Group members alert for opportunities for Landcare to present on LCDB programme.

8. Other business

- Discussion on timing of Stakeholder meeting of key council staff, other CRIs and end users, ideally would be arranged for December, may be able to piggyback on a SIG meeting.
- DOC nominee for this technical group is Derek Brown
- Next Governance Group meetings: First week Dec (half day to allow a ¼ hour for each member to cover programme from their context), then first week Feb 2012, Landcare Research to set up meetings, MSI to host and chair in first year.

Lunch