



**MINUTE 3rd MEETING OF
PC-IDEA WORKING GROUP ON PLANNING**

Place: Hotel Barra Windsor, Río de Janeiro

Date /Time: August 19, 2011, from 5:00 to 8:00 PM

Participants:

Name and country	E-mail	Skype
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Agenda:

1. Introduction
2. Evaluation of the application of the questionnaire
3. Schedule for final steps in the questionnaire activities
4. Elaboration of the questionnaire report for October
5. Preparation of GGIM presentation
6. Immediate actions in some topics
7. Closure



Development:

1º point of the agenda: Introduction

The GTplan Coordinator referred to the agenda of the meeting of the group, noting the importance of planning the activities for the end of 2011 questionnaire, in order to be reporting results before the Global Forum to be held in Korea GGIM in October.

2º point of the agenda: Evaluation of the application of the questionnaire

The PC-IDEA Executive Secretary presented a critical evaluation of the questionnaire in its aspects of planning, contents, application and data processing. She pointed out that one of the immediate required tasks is to complete the missing information, since some countries left whole sections unanswered and in other cases the responses were incomplete (i.e., in the case of prioritization with numbers from 1 to 5). To complete this task, it was agreed to send to each country the questionnaire with the responses in Excel format, to be reviewed and completed within three weeks. They will be asked to send the corrected files, marking with color the updates, to be easily recognized and integrated into databases.

The PC-IDEA president highlighted the disposal of GTplan and IBGE professionals to make the tabulation, processing and analysis of data gathered by the questionnaire in a very short time, despite the technical limitations that were observed in the Web system.

3º point of the agenda: Schedule for final steps in the questionnaire activities

Activity	Deadline
Sending of the responded questionnaire to the countries in Excel format, with instructions to make corrections and return them in the corrected form.	August 26
Sending of the updated questionnaires from the countries member of PC-IDEA.	September 16
Deadline for data consolidation.	September 23
Preparation of the report with final results and conclusions of the questionnaire and publication of the document in PBworks. Sending an instruction to PC-IDEA countries to review the contents of the report and upload their comments in PBworks.	September 30
Receipt of comments from member countries through PBworks	October 07
Virtual meeting with PC-IDEA countries to discuss the results and conclusions of the questionnaire.	October 14



4° point of the agenda: Elaboration of the questionnaire report for October

It was agreed that the report of the questionnaire will be available in two formats:

- A short paper of about 10 pages containing analysis by content and a conclusion chapter.
- A CD with the consolidated data of the responses from all countries (to be confirmed through consultation).

Also, it was defined a structure of contents for the document and were assigned responsibilities for the development of the different chapters, as detailed below:

- Introduction (Canada - Chile)
- Methodology (Brazil)
- Analysis by content (Canada-Chile)
- Comparison between the results of the questionnaires 2008 and 2011 (Mexico)
- Conclusions and recommendations (Canada-Chile)

5° point of the agenda: Preparation of GGIM presentation

The President of PC-IDEA requested to GTplan collaboration to prepare the document that was committed at the last meeting of the Expert Group on Global Geospatial Information Management (GGIM), which is entitled "Challenges in geospatial policies formulation and institutional arrangements".

In this regard the representative of Canada committed the identification and drafting of the challenges being faced by SDI in these areas, in order to release a first version no later than September 12, with contributions from Chile.

6° point of the agenda: Immediate Actions em some topics

The implementation of technological means for discussing the report of the questionnaire will be in charge of Chile, before 14 October.

The implementation of an SDI Web Observatory in the site of CP-IDEA will be done through the coordination between Guatemala and Brazil, considering the migration of all existing documentation on the current website and incorporating material related to Good Practices provided by Canada.

A short term capacity building plan will be activated, through the development and publication of the supply of existing and available courses, to be distributed to all member countries of the Permanent Committee.



7º point of the agenda: Closure

The President of CP-IDEA makes the closure of the meeting, expressing his satisfaction with the results of work undertaken and the contributions of all members of the GTplan.