

## Agenda for the AGI Council Meeting

14 December 2021 10.00am – 15.00pm online meeting

Time	Item	Lead	Documents
10.00	1 Welcome & Introduction	DM	
10.10	2 Actions and Minutes from last Council Meeting	ML	<a href="#">Minutes</a>
10.25	3 Finance Update	PR	
10.50	4 EDI	SC	
11.10	Break		
11.30	5 Business Planning	DM	
12.00	6 National Updates	National Leads	
12.15	7 Geocom de-brief	JCo	<a href="#">EDI Paper</a>
12:30	Lunch		
13.00	8 ICT	AB	
13.20	9 Skills	IM	<a href="#">Skills Paper</a>
13.50	10 Membership update	AM	
14.00	11 Partners, MoU's, GC	Partner leads / MoU leads	
14.15	12 Risk Register	ML	<a href="#">Risk Register</a>
14.30	13 AOB	DM	
14.45	14 Summary of Actions	ML	
15.00	15 Close	DM	

**Attendees** Matthew Leaver (ML), Tom Timms (TT), Stephen Croney (SCr) from 11am, Richard Duffield (RD), Alan More (AM), Jo Cook (JCo), James Cutler (JCu), Adam Burke (AB), Steven Zhang, Rachel Higgins (RH), Katherine Smyth (KS), Alan Moore (AM), George Firth (GF), Helen Griffiths (HG), Fergus Craig (FC), Stuart Tosney (ST), Anne Robertson (AR), Richard Flemmings (RF), Kathryn Smyth (KS)

**Apologies** Morgan Commins (MC)

### **AGENDA**

#### **1. Welcome & Introductions**

Apologies noted.

The Chair welcomed everyone to the meeting; the meeting was confirmed as being quorate.

#### **2. Review of Minutes & Actions**

20211214-1	RD	RD to arrange "meet the office" session for new Council members	January 2022
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#### **3. Finance – PR**

1. Broad position expected to be break even for 2021.
2. Currently re-platforming our accounting software.

PR explained that the accounting principles are set up. Any legacy issues that occur next year can be raised with PR for advice.

#### 4. EDI

[Paper](#) presented by JCo which discussed the scope of potential EDI actions by AGI.

Feedback:

RD fed back that Council should support the full scope of the paper.

RH suggested setting a up a year long conversation about EDI to help develop charter of objectives

DM highlighted that International Women's Day is on 8<sup>th</sup> March. Potential for AGI to get involved with initiatives being planned by the Women in Geospatial Network.

20211214-2	JCo	JCo to prepare text ready for issuing comms to membership related to setting up an EDI AWG	January 2022
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#### 5. Business Planning

Agreement to proceed with planning a face-to-face event at OS.

Agreement that a contingency virtual plan will be required.

Agreement that a bulk booking of accommodation for those interested should be explored, taking into consideration necessary cancellation policies.

ML clarified that ML, TT, PR and SCr would attend the January Council meeting as guests.

Agenda / Content

- Potential discussion around comms planning
- Events for 2022
- Geocom
- EDI
- Skills

20211214-8	All	Council members to indicate willingness to attend Business Planning face to face on 21 <sup>st</sup> / 22 <sup>nd</sup> . Also indicate whether you need accommodation or not.	24 <sup>th</sup> December 2022
20211214-9	RD	RD to discuss bulk accommodation booking options with the office.	w/c 3 <sup>rd</sup> January 2022
20211214-10	ML / DM / RD / IM	To continue to work up agenda. ML to arrange catch up meeting early January	24/12/2021

#### 6. National Updates

##### AGI Scotland

- AGIS very busy planning for AGIS event planned for Feb 23/24<sup>th</sup> 2022
- Sponsorship looking good. Speaker planning going well
- On-going collaboration discussions with Location Data Scotland related to building an integrated geospatial community across Scotland.
- Seminars and thought leadership activity very active

##### AGI Northern Ireland

- Webinar on urban regeneration on world GIS day (17<sup>th</sup> Nov). Regeneration a big theme in NI at the moment
- AGI NI Committee undertaking for more outreach / awareness raising activity

- AGI NI also reviewing committee members and executive roles.
- AGI NI aiming for an in-person 1 day event in 2022 to mark 20<sup>th</sup> anniversary celebration

## AGI Cymru

- Increase in steering committee membership
- AGI Cymru conference went well 50-60 delegates
- Cymru specific case studies on the AGI website
- Priority for 2022 is to attract more associate members, more engagement with ECN, more partnerships with other digital orgs.

## 7. GeoCom Debrief – SCr

- 200 registrations achieved, with 167 attendees. Average time spent in the conference was 3 hours. This suggests most people attended on one of the days. Attendance rate is interpreted as being good.
- What went well:
  - Early decision to go virtual was good in terms of achieving planning
  - Governance structure was good on paper
  - Theme identified early which helped with planning and speaker arrangement
  - Good reactions / willingness of speakers to attend
  - Programme worked well. Panel session structure worked well.
  - Event well chaired by DM and RD
  - Lead up event comms very good. Good job by the back office. Possibly we could have started earlier
  - Virtual conference provider level of service was excellent. Would recommend for future virtual events.
  - Free attendance with network membership worked really well.
  - Working group commitment was outstanding
- Areas for development:
  - Governance plan was good, but the execution was challenging. Eg very limited volunteers for the working group. This placed a significant amount of pressure on the 3 volunteers.
  - Recommendation would be to bring the back office into the working group.
  - Website registration was not as streamlined as it could have been
  - We need to start planning for GeoCom 2022 now
  - Online forum might not be suitable for sponsorship in 2022
  - Decision to be made about what content we now make available on the website

## Feedback

TT – Virtual event sponsorship increasingly not appealing. Should we consider a summer event for GeoCom to mitigate pandemic risks?

RH – Is there merit in considering a set menu for AGI sponsorship across all nations and events. Supported by AM. This would allow back office to manage more of the sponsorship arrangement.

AM – Suggested that we coordinate sponsorship with some level of membership

DM - Recommended planning for an in-person event in 2022. We will probably need other in-person events before GeoCom too. Also need to think about how we get more creative in a virtual space.

20211214-3	AB	GeoCom content to be moved to the GeoCom homepage for public access until end of January 2022. After that content to be moved to AGI members area.	31/12/2022
20211214-4	AB / AM	AB / AM to review level of network member vs paid member permissions in membership portal`	January 2022

## 8. ICT – AB

AB provided background on website history.

Website content planning still in progress.

Other major piece of work is other ICT tools. Eg internal collaboration and comms, finance etc.

AB provided overview of the ICT review process.

20211214-5	AB	AB to update ICT paper and re-share with Council for feedback	January 2022
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DM recommended inclusion of email lists to improve membership comms.

ML highlighted GDPR considerations related to ICT collaboration platforms

JCo raised issue of IT accessibility for non-Windows and Apple users

AB – raised issue of website certificates for Gemini

## 9. Skills – IM

IM provided background on work undertaken in 2021.

IM highlighted some of the challenges associated with making progress in this field.

IM expressed interest in continuing the skills work next year but would like support from Council.

Potential AGI activities in this space:

1. Sign posting to training
2. Thought leadership / research paper produced in collaboration with partners
3. Some kind of activity with GC
4. Round table experience to identify pain points for skills / ideas for research paper

IM recommended development of an AWG next year – but we need focus.

JCo suggested that we should include CPD as part of the skills discussion. Should we also canvas the opinions of employers.

20211214-6	IM	IM to reach out to key stakeholders related to skills (GC, apprenticeship group, RGS etc) to gauge interest for activity in 2022.	January 2022
20211214-7	IM	IM to consider plans for Skills AWG	January 2022

## 10. Membership – AM

Update on membership work over last 2 years

AWG focus is around the £500 Associate member level. Plan now in place for implementation in 2022.

Q1 2022 – likely to be about honing the membership approach process.

Webinar to membership planned for Q1.

## 11. Partners, MOU's, GC

General update of activity in the sector and GC

Survey and Spatial Sciences Institute – opportunity to learn from some of their EDI initiatives. DM to follow up on SSSI career pathway mapping work.

KTN – No update. JCu to provide update offline.

CICES – ML provided update on the competencies development work and opportunities for 2022.

GeoBusiness – DM explained the relationship between AGI and Geobusiness. “021 event very busy, very positive. ECN staff performed exceptionally well. Good learning obtained for improving next year’s event eg sign posting to sponsors.

Geography in Govt – update from AB

RGS – Update from DM

BCS – Update from DM

## 12. Risk Register

All to review [risk register](#) on Basecamp

## 13. AOB

RH – Queried responses to AGM questions – DM working on these

IM proposed monthly virtual Council meetings

20211214-11	DM	DM to respond to questions from AGM	17/12/2021
20211214-12	TT	TT to compile AGM minutes and issue to DM	17/12/2021
20211214-13	All	To consider frequency of Council meetings in 2022: to be agree at January Council.	January Council
20211214-14	RD	Arrange induction for new Council members	21/1/2022

## 14. Summary of Actions

20211214-1	RD	RD to arrange “meet the office” session for new Council members	January 2022
20211214-2	JCo	JCo to prepare text ready for issuing comms to membership related to setting up an EDI AWG	January 2022
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#### **Actions carried over from last meeting**

20211015-1	ALL / PR	Review management accounts when made available on Basecamp. PR to notify	OPEN
20211015-7	RH / AM	To support collateral / brochure development. AM to discuss on working group.	UNDER REVIEW
20211015-8	DM / RD	DM and RD to meet to prepare for meeting with RGS to raise CPD.	January 2022
2021015-9	RD	To prepare Council paper on CPD options in 2022	January 2022
20211015-10	ML / IM	ML to discuss business planning coordination with IM.	January 2022
20221015-12	DM	To initiate list of AWG members. ML and RH to support draft of ToR	JANUARY COUNCIL
20221015-13	RH / KS / MC / AM / DM	To identify Comms need in advance. DM to pull together into a paper.	January 2022
20210720-05	AB	To identify web certificate cost for Gemini plugins	Review in January 2022