

COMMISSION FOR THE MANAGEMENT AND APPLICATION OF GEOSCIENCE INFORMATION (CGI)

DRAFT WORKPLAN

Date: 1 November 2002

1. Background

CGI (Commission for the Management and Application of Geoscience Information) is a re-activated Commission of the International Union of Geological Sciences (IUGS). This Workplan is intended to guide the activities of CGI during its initial period of operation, i.e. up to the 32nd IGC in August 2004. It will also serve to inform the IUGS Executive and others of the proposed strategy and activities of CGI. The mission and objectives of CGI were discussed during the kick-off meeting at BGR Hannover on 18 October 2002. The results of this discussion were later documented in a preliminary paper in which specific tasks and actions were defined. That paper (attached as Appendix A) is the basis for this draft Workplan.

2. Mission and Objectives

Mission: To enable the global transfer of knowledge of geoscience information and systems

Objectives:

1. Provide the means for transferring knowledge on geoscience information and systems
2. Stimulate international dissemination of best practice in Geoscience Information
3. Stimulate and support initiatives which are developing standards
4. Establish and play an accepted position in the international geoscience information community and represent IUGS on geoscience information matters

These objectives translate into specific tasks, actions and deliverables which are detailed in the next section

3. Tasks, Actions and Deliverables

Task #	Task	Action #	Action	Deliverable #	Deliverable
1.1	Build global network	1.1.1	Identify, select, and contact of CGI Officers from Canada, S. America, Africa and Oceania	D1	Agreed list of CGI Officers and contact details
		1.1.2	Seek and establish at least one Corresponding Member in every country in the world (use lists of IUGS members and geological surveys as starting points)	D2	List of Corresponding Members and contact details
		1.1.3	Map all existing groups in global Geo-information sector and identify contacts	D3, D4	Database of groups, their geographic and thematic scope and objectives plus the contact details of their lead members

		1.1.4	Establish contact with leaders of groups at 1.1.3, inform about CGI and seek feedback on CGI aims, role and activities	D5, D6	Report summarising responses. Upgraded CGI objectives and tasks
		1.1.5	Connect contacts and groups to global network	D7, D8	Page on CGI website giving details of groups and contacts (see 1.2) plus email shot to all
		1.1.6	Proactive advertisement of activity of CGI	D9, D10	New website (see 1.2) plus A4 colour flyer on CGI, its mission, objectives officers and plans
1.2	Construct the web site	1.2.1	Develop content, structure and format of website	D11	Design brief for website
		1.2.2	Calculate effort and costs to construct and maintain website	D12	Costed proposal for website
		1.2.3	Construct and launch website	D13, D14	Prototype website Version 1 of website
		1.2.4	Maintain website (monitor at least monthly)	D15	Monthly report on website status and visitors, mailed to Officers
2.1	Transfer of knowledge particularly to developing countries	2.1.1	Support and organise conferences and workshops (and appropriate experts and recipients)	D16	At least one CGI workshop/conference per year
		2.1.2	Utilise website to disseminate best practice	D17	Web page(s) giving access to resources (data/applications etc)
3.1	Provide a focal point for knowledge and data exchange, support and bean umbrella (organisation) for national and international initiatives for geoscience standards	3.1.1	Identify relevant information and links and contacts on standards and place on CGI website	D18	Web page(s) on standards (particularly existing standards and methods to apply standards)
3.2	Develop strategy for Multilingual Thesaurus (MLT)	3.2.1	Prepare proposal for MLT	D19, D20	Report on MLT allowing decision on its future. Recommendation on future of MLT to IUGS Executive
4.1	Formulate opinions from and to IUGS on geoscience information matters	4.1.1	Discuss and develop position papers and opinions as and when necessary	D21	Papers to IUGS Executive
4.2	Be present at IGC2004 and subsequent IGCs	4.2.1	Contact 32 nd IGC organisers	D22	Email/letter containing proposal to IGC organisers

		4.2.2	Organise contributions and/or co-organise appropriate sessions (e.g. T20)	D23, D24	Draft agenda for CGI session. Decision on possible co-organisation after dialogue with organisers of current sessions
4.3	Liaise with and take part in as many established geo-information groups/association as possible	4.3.1	Continue existing participation in geoscience information groups (see Actions 1.1.3-1.1.5)	D25	2-way feedback to CGI members on activities
		4.3.2	Take part in other groups	D26	2-way feedback to CGI members on activities
4.4	Be present and take active role as member of CGI at geoscience and geoscience information conferences	4.4.1	Keep watching brief on international conference calendar and attend where possible	D27, D28, D29	Attendance at conferences. Presentations at conferences. Include mention of CGI in other talks where relevant

4 Workplan Schedule

An outline schedule which timetables the above tasks and actions is attached as Appendix B.

5 Management of the Workplan

The overall Workplan will be developed, implemented and monitored by the CGI Officers who will delegate tasks and actions to Working Groups and individual members as appropriate. The Workplan will be a standing item on the agenda of CGI meetings and progress against its objectives will be reported to the IUGS Executive annually.

6. Resources

The limited funds provided by the IUGS will be used to implement this Workplan. These funds will be allocated at the discretion of the CGI Officers. Members of CGI will be expected to support the activities of CGI from the resources of their own organisations as far as possible.

7. Assumptions and Risks

This Workplan assumes that all CGI Officers will play an active role in the running of the Commission and that subject to its statutes, IUGS and its Executive will provide support for the activities of the Commission. Failure in either of these aspects will impact on the above deliverables.

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