

International Working Group on Satellite-based Emergency Mapping (IWG-SEM)

Minutes of the teleconference held on Thursday, 11 March 2014, 14 UTC

Participants

	First Name	Last Name	Organization
1	Feyera Aga	Hirpa	EC-JRC
2	Fabio	Giulio Tonolo	ITHACA
3	Antje	Hecheltjen	UNOOSA
4	Brenda	Jones	USGS

Main Outcomes

During the teleconference, the following points were discussed.

- **Emergency Mapping Guidelines: dissemination**

The draft version 1.0 of the guidelines has been circulated internally and a few comments have been received from DLR and UNOOSA. It is discussed and agree to:

- rephrase the sentences where the term “standard” is used;
- highlight in the document headings that the guidelines are a “working paper” (although it is already clearly highlighted at the end of section 1.3 “About the guidelines”);
- specify in the glossary that the term “Authorised User” does not refer only to the International Charter, but it is intended as authorized user of a generic SEM initiative;
- insert A4 tiles as a possible output size format.

It is agreed that DLR’s proposal to add the term “supportive” in section 1.2 “Background” will be further discussed during the IWG-SEM meeting in Oberpfaffenhofen, Munich, Germany, since it was already proposed to have a discussion on the evolution of IWG-SEM role/mission.

ITHACA informed that the Head of UN-SPIDER Beijing Office contacted IWG-SEM to check the possibility to distribute the guidelines to the participants of the ASEAN workshop on “*Development of mechanisms for acquisition and utilisation of space-based information during emergency response*”, organized by UN-SPIDER and which will be held on 15-16 April 2014 in Jogyakarta, Indonesia. USGS also asked the possibility to advertise the guidelines during the next International Charter meeting which will be held in Beijing in April 2014, as well as to use the document during the Charter PM training session. After a brief discussion, it is agreed that the guidelines are aimed at being widely distributed, therefore as soon as the aforementioned editings will be carried out, the document will be made available for download on the IWG-SEM website and therefore it can be used during both the UN-SPIDER workshop and the International Charter meeting.

Lastly, ITHACA checked with the TC participants if anyone was available to take care of the document template editing, with the goal to adopt a more professional document layout before making the document available for download. UNOOSA mentioned he would have checked UN-SPIDER availability (*after the TC, UNOOSA already confirmed that the UN-SPIDER Information and Media Officer will kindly take care of the document layout*).

- **Technical discussion group on GeoRSS: update**

As agreed, EC-JRC ignited the discussion sending a message and a document to the technical discussion group. As soon as relevant feedbacks will be gathered, EC-JRC will update the group about the main outcomes of the discussion.

- **Next IWG-SEM meeting.**

As agreed, the next IWG-SEM meeting will be **hosted by DLR in Oberpfaffenhofen, Munich, Germany on 20-21 May 2014.**

ITHACA is working on the draft agenda, and agreed with the hosting institution the following schedule, which should allow European participants to limit the number of traveling days:

- day 1: ~11:00 - ~18:00
- day 2: ~09:00 - ~16:00

A draft agenda and the logistical details (including suggested hotels and driving directions) will be provided in the next weeks.

- **AOB**

No additional points to be discussed

The conference call ended at 15:40 UTC