

15th UIC Meeting • Pretoria, SA**20 May 2010 • 0800 - 1830 Local Time****Location: St. George Hotel; Room - Dorian Conference Room
Pretoria, South Africa**

The primary purposes of the 15th UIC meeting are to share and incorporate what was learned from the Work Plan Symposium, and to prepare for the Ministerial and Plenary meetings in Beijing.

The primary outcomes from the meeting include developing the draft UIC report for the next Executive Committee meeting; developing next steps given the user-related information gathered during the week; determine next steps for the Beijing meetings; and begin planning for the next Activity Plan.

Co-chair planning meeting the evening before - location and time tbd; all UIC members are welcome.

Final Draft Agenda

1. 0800 - 0845 Registration
2. 0900 - 0915 Welcome - L. Senoko
3. 0915 - 0930 Introductions and Agenda (Moderator - G. Foley)
Review of logistics, objectives, deliverables, acceptance of agenda.
4. 0930 - 0945 Action Item Review - (Moderator - F. Pignatelli; presenter - J. Connery)
Objectives include presenting an overview of all outstanding UIC Actions and closing, assigning, or reaffirming all actions accumulated prior to this meeting.

5. 0945 - 1300 Lessons on User Interface from the Week (Moderator - K. Fontaine)

Topics for discussion:

Report from each UIC member attending the sessions:

- *CoP status; and new ones?*
- *Who are the users?*
- *How have they been engaged?*
- *How will they be engaged?*
- *Identify common inputs, outputs or methodologies across (sub)tasks;*
- *Explore complementarities across (sub)tasks;*
- *Identify options for better connecting existing systems (observing, modeling, information) and/or the outputs of those systems (data, products, information);*
- *Launch practical actions for fostering new and existing interactions across (sub)tasks;*
- *Evaluate the extent to which existing products, tools, systems and services are already registered in the GEOSS Common Infrastructure (GCI); identify possible obstacles to registration and options to overcome these obstacles;*
- *Evaluate the extent to which data and information are already shared within GEO; identify obstacles to data-sharing and options to overcome these obstacles;*
- *Strengthen connections with Committees and Communities of Practice;*
- *Improve Overarching Task and sub-task descriptions/contents;*
- *Suggest mergers of relevant sub-tasks to improve coordination/reduce duplication;*
- *Identify opportunities for the Beijing Ministerial Summit Exhibition.*

Plan for addressing tasks wrt users (Work Plan Analysis follow-up)

User Type preliminary results

Draft the UIC report from this discussion (needs to be assigned)

1030-1100 Break

6. 1300 - 1430 Lunch (provided by the St. George)

7. 1430 - 1730 Ministerial and Plenary Preparation (Moderator -F. Pignatelli)

Topics for discussion:
Ministerial Task Force Update
Showcase support
CoP booklet
Exhibit materials and contents
Committee presentation,Other

1600-1630 Break

8. 1730 - 1800 Activity Plan (Moderator - G. Foley; presenter - K. Fontaine)

Update on status
Plan to address whatever is left
Plan for next version
Other

9. 1800 - 1815 Next Meetings (Moderator - J. Parihar)

10. 1815 - 1830 Action Item Review (Moderator - F. Pignatelli; presenter - J. Connery)

11. 18:30 - 19:00 User Requirements Registry demo

12. Adjourn.