

**LIST OF ACTIONS** – Updated 4 November 2016

<b>Agenda Item</b>	<b>Subject</b>	<b>Status/Date</b>	<b>Comments</b>	<b>Action</b>
CSBWG2				
4	IHO website	On going	Check IHO website for documents and information	All
6	Guidance Document	CSBWG3	Investigate potential DG reviewers from wider community	Adam Reed
6	Guidance Document	IRCC8	Draft introductions for each section	All CGs
6.1	Guidance Document - Metadata	CSBWG3	Recommend what should be in the data metadata and what additional vessel data should be captured in the vessel metadata	DFMCG
6.1	Guidance Document - Metadata	CSBWG3	Investigate requirements and best recording method for vessel sensor type in look-up table	Evan Robertson
6.1	Guidance Document - Metadata	CSBWG3	Check the feasibility and use of confidence check areas for groundtruthing sensors and systems against known data	Evan Robertson
6.1	Guidance Document - Metadata	CSBWG3	Consider additional metadata fields identified as being required and how to include them	DFMCG
6.2	Guidance Document - Uncertainty	CSBWG3	Identify what Uncertainty to be measured and how it could be displayed to potential users	UCCG
6.3	Guidance Document – Data Formats	CSBWG3	Coordinate table of vessel types with DFMCG	Evan Robertson
6.4	Guidance Document - DCDB	CSBWG3	Investigate creation and maintenance of list of echo sounders and navigation receivers look-up tables	Evan Robertson
6.4	Guidance Document - DCDB	CSBWG3	Investigate the feasibility of generating separate files rather than part lines in files when system is interrupted	Evan Robertson
6.4	Guidance Document - DCDB	CSBWG3	Check with other plotter software on what data formats can be imported as guidance to what other format the DCDB could provide	Evan Robertson
6.5	Guidance Document - Legal	CSBWG3	Develop draft section to articulate the legal and liability issues which need to be considered by IRCC and IHO Member States	Jennifer Jencks
6.6	Guidance Document – Systems and Hardware	CSBWG3	Investigate link to NMEA specifications within Guidance Document	SHCG
6.6	Guidance Document	CSBWG3	Develop or suggest diagrams and graphics to explain concepts and email via group email address	All

10	ToRs and RoPs	IRCC8 Completed	Submit proposed ToRs revision to IRCC8	Chair/IHB
11	Any other business	CSBWG3	Investigate other organizations involved in crowd-sourcing, liaise with identified organizations and identify any lessons to be learnt	Caris
11	Any other business	CSBWG3	Consider inviting participation of GO-SHIP at next meeting	Caris
44	Any other business	19 Feb Completed	Investigate appropriate person to take on the role of Coordinating Editor – Chair informed Whitney Anderson (NGA) and Kirsten Crossett (NOAA) have agreed jointly to take this role	James Ford, Adam Reed, Anthony Klemm
11	Any other business	19 Feb Completed	Check consistency of CG names in webpage	IHB
12	CSBWG3	27 May Completed	Circulate an initial letter of invitation	IHB
13	Action List	CSBWG2	Keep chair and IHB informed of progress with allocated actions	All
43	CSBWG2 Draft Report	19 Feb Completed	Draft to be circulated for comment	IHB
43	CSBWG2 Draft Report	4 Mar Completed	All to provide comments on draft report to IHB	All
43	CSBWG2 Final Report	18 Mar Completed	Publish final report	IHB
43	Report to IRCC8	18 Mar Completed	Provide outline draft to Chair	IHB
43	Report to IRCC8	10 Apr Completed	Submit report to IRCC8	Chair