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## ISO/TC 211 Geographic information/Geomatics

**Title:** Notice and draft agenda, 8th Meeting of Working Group 3 in Vienna, Austria, March 3 and March 5, 1999

**Source:** ISO/TC 211/WG 3 Convenor

**Status:** Notice of meeting and draft agenda

**Required Action:** For information

**Reference:** N 612, N 645

**File names:** 211n647.doc - 211n647.PDF

**Distribution:** P, O and L members  
Chairman  
WG Convenors  
Mr. Keith Brannon, ISO CS  
Mr. François Salgé, CEN/TC 287

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**ISO/TC 211  
Geographic Information/Geomatics  
Working Group 3 - Geospatial Data Administration**

**Title :** Notice and draft agenda, 8th Meeting of Working Group 3 in Vienna, Austria, March 3 and March 5, 1999

**Source:** Convenor Working Group 3

**Status:** For information

**Requested action:** Completion of registration form

**Reference:** ISO/TC 211 N612 & N645

**Distribution:** Members of Working Group 3  
ISO/TC 211 Secretariat  
Working Group Convenors

## Working Group 3 - Geospatial Data Administration

<b>Meeting dates:</b>	1999-03-03 and 1999-03-05
<b>Place:</b>	Austrian Standards Institute, Heinestrasse 38 A-1021, Vienna, Austria.

### **P. and O. members should note the following:**

1. This meeting of Working Group 3 will immediately precede and follow the eighth plenary session of ISO/TC 211 which is being held on 1999-03-04/05.
2. The Working Group 3 meeting on 1999-03-05 will be in the evening immediately after the end of the TC Plenary.
3. Working Groups 1, 2, 4 & 5 will be meeting on similar dates as Working Group 3 and at the same venue.
4. Registration forms are to be found in document ISO/TC 211 N645 obtainable either from your national body or by downloading from the ISO/TC 211 website.
5. An draft agenda for Working Group 3 is appended. Subject to the decision of the Editing Management Committee, there will be Editing Committee meetings on 1999-03-01/02 to resolve comments on CDs currently out for review by national bodies.

### **Action to be taken by those attending the Working Group 3 Meeting:**

1. Please complete the registration form in document ISO/TC 211 N645.
2. The registration form must be returned to the ISO/TC 211 Secretariat by e-mail or telefax as soon as possible, and no later than **1999-02-04**.
3. Hotel reservations are the responsibility of the participants. Full details are to be found in document ISO/TC 211 N645.
4. If there any difficulties in fulfilling these instructions or any queries regarding the agenda please contact the Convenor of Working Group 3 (contact details on the cover sheet).

## Working Group 3 - Geospatial Data Administration

### DRAFT AGENDA

(Times provisional)

3 Mar 09.00	<u>Full meeting of Working Group</u>	
	<b>1. Welcome and introduction</b>	Convenor
	<b>2. Roll call of members</b> Introduction of new members	Members
	<b>3. Approval of agenda and timetable for Project Team meetings</b>	Project Leaders Members
	<b>4. Minutes of 7th Meeting of Working Group 3</b> Approval Matters arising Decisions log	Members
	<b>5. Agreement on Aims and Objectives of Meeting</b>	Convenor
	<b>6. Review of progress</b> CDs	Convenor
	<b>7. Progress reports on Work Items</b> Work Item 10 - Feature cataloguing methodology Work Item 11 - Spatial referencing by coordinates Work Item 12 - Spatial referencing by geographic identifiers Work Item 13 - Quality principles Work Item 14 - Quality evaluation procedures Work Item 15 - Metadata	Project Leaders
	<b>8. Working Group 3 report to the TC</b> Progress Timetable Issues	Convenor
	<b>9. Future role of the Working Group and Project Teams</b>	Convenor
	<b>10. Any other business</b>	All
10.30	<i>Break</i>	
10.45	<b><u>Working in Project Teams under Project Leaders</u></b>	Project Teams
12.30	<i>Lunch</i>	
13.30	<b><u>Working in Project Teams under Project Leaders</u></b>	Project Teams
17.30	<i>Close</i>	

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<b>5 Mar</b> 18.00	<b><u>Full meeting of Working Group</u></b>	
	<b>1. Progress reports from Project Leaders</b>	Project Leaders
	<b>2. Issues arising from progress reports</b> Issues log	Members
	<b>3. Terminology</b>	Project Leaders
	<b>4. Document and revision timetable</b>	Project Leaders
	<b>5. Future programme of meetings</b>	Convenor
	<b>6. Actions on resolutions from the Plenary</b>	Convenor, Project Leaders
	<b>7. Any other business</b>	Members
20.00	<i>Close</i>	

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