



AGI INSPIRE Action Working Group

1.0 AGI Mission

1.1 The AGI's Mission is to maximise the use of GI for the benefit of the citizen, good governance and commerce.

2.0 Action Working Groups

2.1 The Action Working Groups (AWGs) act as working parties with a finite and determined lifespan, tasked to deliver an agreed set of objectives. These objectives can be project or sector specific. Their work is co-ordinated by the AGI Executive Group, with administrative support from the AGI Team.

3.0 Key areas of AWG responsibility

3.1 Deliver the objective focused 'work' of AGI within defined timeframes.

4.0 Terms of Reference

<p>Purpose of INSPIRE AWG</p>	<p>To be the main contact point within AGI for INSPIRE from the European Commission and UK central and local governments.</p> <p>To maintain a watching brief on behalf of AGI on all INSPIRE related initiatives and distribute relevant information about these via email, web presence and occasional publications with the emphasis on users of INSPIRE datasets rather than the providers of those datasets.</p> <p>Ensure that AGI responses to INSPIRE documents are compiled, agreed and delivered on time in conjunction with other AGI resources such as the standards committee.</p> <p>Encourage UK (particularly AGI members) participation in the INSPIRE transposition and implementation process including the AGI events programme.</p> <p>Ensure and foster relationships with other UK stakeholders in INSPIRE, for example central and local government.</p>
<p>Purpose of Management Committee Meetings</p>	<p>To ensure formal and effective governance of the group.</p> <p>To monitor all processes undertaken.</p> <p>To be the link to AGI Executive.</p> <p>To manage change where applicable.</p>

Management Committee Members and Roles	Chairman: Robin Waters AWG Champion: Rob Walker SIG Secretary: Dan Haigh Member: Gesche Schmid Member: Gayle Gander Member: Peter Capell Member: Steven Ramage Member: Les Rackham Member: Ian Masser Member: Mike Szkolny Member: David Lee Member: Derek Earnshaw Member: Ian Greenwood Member: Neil Sutherland
The quorate level shall be	A quorum shall be a minimum of six present and/or voting. The Chair shall hold a casting vote.
Frequency of Meetings	As and when required with email and/or teleconferencing participation being the norm.
Agendas compiled by when and by whom	One week before meetings by Secretary.
Minutes will be recorded and circulated by whom	Secretary
Minutes will be circulated no later than (days following meeting)	Two weeks after meetings by Secretary.
Duration of AWG	Until end of transposition phase 2009.

5.0 Aims and Objectives

Overall AWG Objective	AWG Objective	Action Summary
Identify issues and implications of INSPIRE for the UK and prompt for AGI and/or other UK participation in any appropriate way.		
Arrange and facilitate specialist activities, meetings and events as part of the AWG's communication and educational mandate.	Arrange one main seminar per annum. Contribute to the AGI Conference. Identify joint events or opportunities to participate in third party related events.	
Communicate with membership and broader GI market	Maintain Web presence on AGI website. To report to AGI Executive and Council. To have membership	

	<p>links to other AGI SIGs sharing common interests.</p> <p>To participate in the AGI Annual report.</p> <p>To publish ad hoc articles in the media when and where able to.</p> <p>To communicate effectively with Government and other organisations involved in INSPIRE – IGGI, OS, CLG, DEFRA, EUROGI, JRC.</p> <p>To advise AGI Director on INSPIRE issues relevant to the GIP.</p>	
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