



To: Dr Sharifah, Hj Mohsin, Dr Tan, Richard Teh, Nishfariza, Shahrul

Minutes of Meeting
Meeting for Preparation for 2nd RETREAT

Date : 15 November 2006 (Wednesday)
Time : 10.00am-1.00pm
Venue : Bilik Mesyuarat Utama
Tingkat 1, Graha Geomatika

Participants attended:

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|-------------------------|-------------------------|
| 1. Mohaizi Mohammad | 7. Nishfariza Mohd Noor |
| 2. Richard Teh Eng Koon | 8. S.Thamayendhi |
| 3. Hj Mohsin Ahmad | 9. Hasniza |
| 4. Dr Sharifah Mariam | 10. Sarah Hisham |
| 5. Dr Tan Lee Peng | 11. Nizar |
| 6. Shahrul Azmi Tokimin | |

	Event Discussed	Decision and Opinion
1	Discussion on 1 st Retreat Report	- Dr Sharifah responsible for studying the workflow, connectivity, role and directional of MaCGDI.
1.1	Session 1: Introduction to MaCGDI & Briefing on MaCGDI Organisation Function	- Discussion on UPI standard:
1.2	Session 2: Briefing Renong Report	- Standard in Peninsular Malaysia is not uniform and systematic
1.3	Session 3: Human Resource Development	- Sabah & Sarawak have very systematic UPI standards
1.4	Session 4: Questionnaires	- Geospatial Act should be established to standardize the UPI standard
1.5	Session 5: Facilitating Mechanism	- Geoportal online- Richard responsible to study the data pricing.
1.6	Session 6: Conclusion & Future Plans	- Malaysian Geoportal must have business process and commercialized. - The propose chart MaCGDI organisation to be adjusted with workload and designation for every department and position. - MaCGDI / MyGDI – Propose to MaCGDI to choose only one name to avoid confusion. Names to be revised by Dr Sharifah. (<i>committee proposed MyGDI</i>) - The Government service schemes to be listed. - Geodata department headed by director with JUSA C. It consists of dynamic functions. Dr Tan to rearrange the process and flow of the chart. - Richard to propose the Geomodeling applications. * Final 1 st Retreat Report to be adjusted and corrected by Dr Sharifah and Thama to compile the report to send to MaCGDI asap.

2.	Preparation of questionnaires on Area of Concern and issues.	- To be prepared by each consultant respectively.
2.1	MyGDI / NGDC- Hj Mohsin / Mohaizi	
2.2	eCommerce/ E-Business- Richard Teh	
2.3	G4E- Mohaizi/Nishfariza	
2.4	Sectoral Based Application-Mohaizi/Nishfariza	
3	Fine tune the organization structure, role, directions, human capacity building and organization diagnostic.	- To be studied and prepared by Dr Sharifah and Dr Tan
4.	Template for Interim Report by Dr Sharifah.	
5.	Allocation of task and presentation responsibility for 2 nd Retreat.	
5.1	Dr Sharifah/Dr Tan responsible for fine tuning the MaCGDI organization diagnostic.	
5.2	Mohaizi responsible for NGDC/Sectoral Based Application	
5.3	Richard Teh responsible for eBusiness	
5.4	Hj Mohsin responsible for Geoportal/MyGDI	
5.5	Nishfariza responsible for Sectoral Base/G4E.	
6.	Preparation of Program Schedule for 2 nd Retreat on 30 th Nov and 1st December 2006.	- Confirmed the program schedule and venue at Hotel Awana Genting.
8.	Discussion on topics and presenter for Workshop 1 “Seek to Understand then to be Understood”. (see attachment, Draft Option 1 & 2)	-Program schedule option 2 agreed by committee.
9.	Others	-Nish prepared the scope of work of G4E - Key experience and skills guideline for the consultants. -Technology Update 1-Nextmap Overview on 16 th Nov 06- Invitation to all the consultants. -Presentation of Issues relating to data source in NGDC & impact on Sectoral Base/G4E application -restructure the Framework (Pyramid).

Meeting adjourned at 1.15pm

Thank You

Prepared by ERAS MaCGDI Study Secretariat,
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