# Minutes of the first GLIDE Steering Committee meeting

At 21:00-22:30 (JST, UTC+9) on 30 June 2021, online

Prepared by the ADRC Secretariat

1. The Steering Committee (SC) meeting was attended by 17 Members and 1 observer (Annex I).
2. ADRC Executive Director, Mr. Nakagawa Masaaki opened the meeting, thanking the participants for their longstanding cooperation with the GLIDE initiative and expressing his expectations for GLIDE further developments under the new SC system.
3. Mr. Nakagawa asked Mr. Julio Serje to act as interim facilitator of the meeting while the different roles were adopted and voted by the Steering Committee.
4. The agenda of the meeting was adopted by participants (Annex II), without any changes.
5. Mrs. Shiomi asked authorization to all participants to record the meeting, authorization that was granted by unanimity.
6. Following the agenda, and based on draft Terms of Reference, the facilitator of the SC meeting, Mr. Julio Serje explained the basic roles of SC Chair, Secretariat, Members and Observers:

* ***A Chair Institution:*** *An institution whose representatives will strive to support the initiative, and who will be able to convene meetings of different types of the SC, and maintain active communications with the rest of the members of the SC. The Chair institution will in the future liaise directly with ADRC in regards to practical matters such as funding, technical matters and others as necessary.*
* ***A Secretariat:*** *ADRC, because of historical reasons, will be the Secretariat of the SC. The SC Secretariat will be responsible for documenting the decisions, discussions and activities of the SC, receiving information from Rapporteurs of meetings and specific activities and disseminating them among SC members and in general with GLIDE stakeholders.*
* ***Members of the SC****: Representatives of the Institutions, who will participate in meetings, provide inputs in discussions, vote to adopt decisions and volunteer for different activities and functions proposed in these Terms of Reference and as result of the SC decisions.*
* ***Observers:*** *SC Members will be allowed and encourage other institutions interested in supported the GLIDE to attend SC meetings. Observers will be able to speak in SC meetings but will have no vote in decisions.*
* ***Subcommittees:*** *The SC will be able to set up smaller groups that would be in charge of specific functions, such as the definition of hazards, or defining indicators.*

1. The facilitator asked the participants to proceed with the first role, the Chair Institution. The first step was for the participating members to either nominate their own institutions, or to propose another institution to become the Chair, as well to propose the term for the Chair, one or two years, for example. The facilitator allowed the floor for proposals. No proposals were heard from the floor.
2. Mr. Julio Serje proposed Tohoku University Professor Ono Yuichi as candidate Chair of the SC.
3. Mr. Alessandro Annunziato stated that it is not easy to express interest in the nomination given there was no clarity of how much work it would involve. Mr. Jonathan Garro expressed that it was a big commitment and that not everybody could make an immediate commitment on behalf of their institution without further consultation.
4. The facilitator clarified that the agenda clearly called all members to participate in this election, and therefore there could be two ways to move forward, one if Professor Ono would decide to accept the nomination, or if the SC members decide to defer the election, giving them time to go back to their institution, consult the possible support for the role, and then proceed to an election using email as main mean of communication.

1. Mr. Ono stated that it was a surprise for him to be nominated and that he also felt that the amount of work involved was not clear yet. However, he would accept the nomination, especially if no other nominations are proposed. Mr. Nakagawa supported the nomination of Prof. Ono.
2. ADRC’S Mr. Nakagawa said ADRC will support SC Chair as the Secretariat. Following Mr. Nakagawa endorsement of Prof. Ono, all other members of the SC supported his nomination as well.
3. With no objection from the SC Members, Prof. Ono Yuichi was elected Chair of the SC. The duration of the term is one year. Mr. Ono accepted the nomination, saying he would be wishing to be the Chair for one year, but would in any case seek the institutional approval for the role. Mr. Serje reiterated than the work that will be required from the Chair would be modest, given only one or two Steering Committee meetings would occur per year. He also stated that most of the actual work would actually be done by the sub-committees to be established for different tasks.
4. Mr. Animesh Kumar stated that Prof. Ono would be an ideal nomination. He clarified that the nomination would be actually for Tohoku University as institution, headed by Prof. Ono.
5. As next point and introduction to the next item on the agenda, the exchange of views of the GLIDE initiative from different institutions, EU/JRC Dr Stefano Paris, Dr Chiara Proietti and Dr Alessandro Annunziato introduced the GLIDE number process in GDACS from preparedness to response. In GDACS, the GLIDE number is included in Event Summary and Satellite Mapping Coordination System (SMCS). GLIDE numbers are also generated automatically in GDACS. In concluding their presentation, they pointed out possible improvements needed in allowing geospatial search, increasing usability for large scale events that affect more than one country or cascading events, and fostering the link to global disaster initiatives. They showed how they are using the user interface to simulate a user interaction and create automatically GLIDE numbers.
6. UNOAT Mr. Samir Belabbes said UNOSAT collaborates with GDACS and utilizes GLIDE numbers. However,the challenge is that GLIDE numbers have not been previously generated in many cases of satellite activations. Mr. Julio Serje advised that UNOSAT should become a GLIDE Operator to generate the GLIDE number by themselves, or by using the API. Discussing with Mr. Stephano Paris, we learned the GDACS is not yet using the API but simulate the UI to generate GLIDE numbers.
7. IFRC Mr. Jonathan Garro stated that IFRC also uses GLIDE numbers to link between databases, as well as a national wide alerting system similar to GDACS. He expressed interest in participating in discussions around the API. Mr. Serje encouraged the use of the API as much as possible.
8. Chair Prof. Ono Yuichi said that the GLIDE API can be a way to connect information from different organizations. In particular Prof. Ono recalled that WMO is working on a system to identify hazard events, which could potentially be tied to actual disasters using GLIDE. He also reiterated the potential use of the GLIDE system to connect not only between events that spawn multiple countries but with cascading events of a major disaster.
9. Mr. Alessandro Annunziato proposed that an important enhancement would be to allow the GLIDE database to store proprietary identifiers from other systems, and to provide the search capability to the API for these identifiers (WMO, GDACS ID, EMDAT, etc.), in this way allowing systems that have already one identifier to connect more easily and more robustly to GLIDE. Mr. Serje replied that this could definitely be a topic for the consideration of the API sub-committee.
10. The facilitator asked Mr. Animesh Kumar about the UNDRR new generation of loss database tools and about how UNDRR sees the role of the GLIDE in the new system. Mr. Kumar said this is work in process, and very much taken into consideration among others, such as a standardized list of hazards for the design and development of the new generation of loss data collection tools being developed. Mr. Rahul Sengupta emphasized that the process is building on previous experiences, and national perception of requirements vis-à-vis the Sendai Framework targets and indicators data collection processes.
11. To engage in thematic and technical issues, the participants agreed to set up three Subcommittees, which were introduced by the facilitators, (1) API development, (2) Standard Operating Procedures (SOPs), and (3) Product Development, which would look into the evolution and improvements to be introduced in the system. Mr. Julio Serje called for organizations to join subcommittees.
12. Prof. Ono stated that the three subcommittees cover a lot of ground and would be enough for the initial activities of the SC. He also pointed out that National Governments are reporting loss data through the Sendai Monitoring system, and that data collection should integrate from the start GLIDE identifiers, and a subgroup or subcommittee should work on how National Governments use and apply GLIDE in the national loss data collection systems.
13. The API Subcommittee will be composed of ADRC, Mr. Jonathan Garro from US Red Cross, and Mr. Julio Serje. This subcommittee will review the current API and propose potential modifications and enhancements to make it more useful and usable by parties.
14. The SOP Subcommittee will be composed of ADRC (Ms. Shiomi Yumi) and UNOCHA (Mr. Adrian Ciancio) that will write down the procedures for common situations, for example when a problem of quality control arises, or the procedure to enlist a new institution.
15. The New Product Development Subcommittee, which would look into new features, enhancements, and additional functionalities will be developed in the GLIDE website. One of many examples of a feature is crowd-sourcing. This subcommittee will provide recommendations for new features given the budget and resource limitations. It will be initially comprised of by Mr. Julio Serje, ADRC, EU/JRC (Dr Chiara Proietti) and IFRC (Mr. Jonathan Garro).
16. Chair Prof. Ono Yuichi requested each Subcommittee select its leader and communicate among the Subcommittee members. The leaders are expected to report their activities at coming SC meetings.
17. As last topic of the meeting, the SC Chair and members agreed to organize the next SC meeting in December. This meeting would be most likely held online, and organized around the [ADRC Regional meeting?] and a second meeting later in May 2022, parallel to the Global Platform on DRR.
18. Chair Prof. Ono Yuichi requested that each participant submit to the Secretariat the list of challenges they face in GLIDE operation and utilization, since such solutions would lead to the improvement of GLIDE services.
19. To close the SC meeting, Chair Prof. Ono said thank you on behalf of all the members. He will gather the ideas, challenges and messages from the member and process them through Subcommittees supported by the Secretariat.
20. UNDRR Mr. Animesh Kumar thanked the Secretariat for convening the meeting and reiterated that they would be interested in contributing in those areas where the GLIDE number would contribute to the successful establishment and rollout of the Sendai Framework Monitoring System and in general with DRR and the topic of Loss Databases, such as the standardized list of hazards.
21. Dr Chiara Proietti stated that the EU/JRC, and GDACS will continue to work on GLIDE, on the GLIDE API and connected topics.
22. Mr. Nagakawa said that ADRC is very happy and supports the new structure around the Steering Committee and as the Secretariat of the initiative.
23. After the SC meeting, the Secretariat will circulate the meeting minutes and the revised Terms of Reference (TOR), which will in turn be endorsed by SC Members.

Annex I

The Participant List

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|  | **Organization** | **Name** | **Email** |
| 1 |  | Mr. Julio Serje | jserje@gmail.com |
| 2 | ADRC | Mr. Nakagawa Masaaki | mn-nakagawa@adrc.asia |
| 3 | ADRC | Ms. Kodama Miki | mk-kodama@adrc.asia |
| 4 | ADRC | Ms. Nakamura Akiko | an-nakamura@adrc.asia |
| 5 | ADRC | Ms. Shiomi Yumi | ys-shiomi@adrc.asia |
| 6 | CRED/EMDAT | Dr Regina Below | regina.below@uclouvain.be |
| 7 | EU | Dr Chiara Proietti | Chiara.PROIETTI@ec.europa.eu |
| 8 | EU | Dr Stefano Paris | Stefano.PARIS@ext.ec.europa.eu |
| 9 | EU | Dr Alessandro Annunziato | alessandro.annunziato@ec.europa.eu |
| 10 | IFRC | Mr. Jonathan Garro | jonathan.garro@redcross.org |
| 11 | Tohoku University | Prof Yuichi Ono | yono@irides.tohoku.ac.jp |
| 12 | Tohoku University | Mr. Sakamoto Masashi | masashi.sakamoto@tk.pacific.co.jp |
| 13 | UNDRR | Mr. Aminesh Kumar | animesh.kumar@un.org |
| 14 | UNDRR | Mr. Rahul Sengupta | sengupta@un.org |
| 15 | UNOCHA | Mr. Adrian Ciancio | ciancio@un.org |
| 16 | UNOSAT | Mr. Samir Belabbes | Samir.BELABBES@unitar.org |
| 17 | JMA  (Observer) | Ms. Hasegawa Jitsuko | j-hasegawa@met.kishou.go.jp |

Not participating: IDMC, PDC, UNDP, WMO

Annex II

21:00 – 22:30 (JST) (UTC+9)

[08:00-09:30 (New York), 14:00-15:30 (Geneva), 21:00-22:30 (Japan)]

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|  | Registration |
|  | Opening remarks by ADRC Executive Director Mr Nakagawa Masaaki |
|  | Self-introduction of participants |
|  | Election of SC Chair and SC Secretariat |
| 4. | Adoption of Agenda |
| 5. | Sharing of GLIDE application from partner organizations  -JRC/EU |
| 6. | Terms of References (TOR) |
| 7. | Subcommittees |
| 8. | Timeline of SC and Subcommittees |
| 9. | Any other business |
| 10. | Closing remarks by SC Chair |