

Document id	Title	Organisation /Author	Date	Status
2011-AOR-1	Agenda, Objectives and Resolutions IFD Library Group MG Meetings May 23 – 26, 2011	IFD MG/Roger Grant	2011-05-30	Final

Location: Delta Centre-ville Hotel, Montreal, Quebec, Canada

Time: 09:00-18:00 Monday - Wednesday
13:00-15:00 Thursday

Agenda

Monday 23rd MG meeting (Delta Hotel)

Meeting Planning

1. Review agenda
2. Review resolutions from DC meetings
3. Review Completion Plan
4. Set objectives for meeting

Organization

- How to operate IFDLG – review and discuss
 - a. Administrative Guide – review, discuss, finalize
- IFD Library Group in buildingSMART International
 - a. Discuss status of ExCom response to IFD role in bSI
 - i. Financial operations
 - ii. Website content/features to be transferred to bSI site
 - iii. Licensing and IP
 - b. Discuss involvement with TechCom
 - c. Discuss involvement with bSI UserCom
- Review Partners, affiliates and Observers status
- Financial
 - a. Financial report
 - b. Invoicing status
 - c. Budget 2011 review
 - d. Transfer of IFD assets to bSI
 - e. Budget/Funding for 2012 and beyond
- Marketing
 - a. Website
 - b. Presentation materials – review and updating

Tuesday 24th MG meeting (Delta Hotel)

Content

1. Status content development - each partner
2. Lexicon terms integration - review, discuss, finalize any issues

Page no.	Author
1 of 5	IFD MG/Roger Grant

3. Content clean-up plan status - review, discuss, approve
 - a. Research
 - b. Clean-up activity
4. Procedures for adding content - review, discuss, approve
 - a. Duplicate checking functionality and procedures
 - b. Duplicate reporting and resolution process
5. Request for content development by non-partner organizations – review approach and approve process
6. End user license agreement for commercial use of IFDL content
 - a. Agreement structure
 - b. Agreement signatory
 - c. Distribution of proceeds from agreements
7. Other content items

Technical

1. IFDL API 3.0 release
 - a. Status
 - b. Implementation plan
 - c. Tool upgrades required (PropertyLizer, .Net toolkit etc) – discuss scope and schedule
2. Documentation for tools and procedures status
3. Review, discuss, plan for renewing hosting agreement with EPM

Wednesday 25th MG meeting (Delta Hotel)

Implementation

1. Review current implementation projects
 - a. Update and status of Norwegian projects
 - b. CSI CITI project update
 - c. CSC Content review project plan
2. Usage of IFC 2x3/2x4 in IFD

Summary and Next Steps

1. Montreal 2011 Resolutions
2. Other items and “parking lot”
3. Next meetings
 - a. Physical meetings
 - b. Skype schedule 2011

CSC Conference Events of Interest

Thursday 26th

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|---|-----------|
| 1. What You Need to Know about BIM | 0900-1015 |
| 2. buildingSMART Standards, Information | 1030-1200 |

Page no.	Author
2 of 5	IFD MG/Roger Grant

Participants

Partners

Norway	Per Jaeger	All days
	Jacob Mehus	All days
Netherlands	Radboud Baayen	All days
Canada	Michael Schneider	All days
	David Watson	All days
USA	Nick Franjic	Partial
	Bruce Gillham	Partial
	Jim Robertson	Monday-Wednesday
	Dennis Hall	All days
	Paul Bertram	Partial
	Walt Marlowe	Partial
	Roger Grant	All days
Greg Ceton	All days	

Observers/Affiliates

AEC3	Not Attending
ARCOM	Not Attending
Autodesk	Not Attending
BSD	Not Attending
buildingSMART Finland	Not Attending
buildingSMART Korea	Not Attending
CATENDA	Not Attending
Digicon	All Days
EPM	Not Attending
NATSPEC	Not Attending
RIBA	Not Attending

Guests

buildingSMART International Christopher Groome	All days
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Objectives

1. Go through Administrative Guide in detail, note changes and identify areas needing to be expanded and added so that V1.0 of Guide can be completed following the meeting
2. Finalize 2011 budget
3. Discuss and make plans for full integration into buildingSMART International
 - Membership categories
 - Licensing and IP
 - Financial management
 - Website
 - Branding
 - Technical
4. Discuss and establish procedures for content development by others in IFD
5. Resolve IFD 3.0 deployment plan
6. Discuss and resolve EPM hosting agreement
7. Review and identify plan for adapting content from one language/domain to another
8. Review and update presentation material to improve ability to communicate about IFD and its use
9. Prepare Resolutions

Resolutions

Number	Resolution
2011-05: 1	Agree to further revise and extend Administrative Guide based on review of second Draft version with completion goal for next version in August 2011.
2011-05: 2	Agree on how to continue process of integrating IFD Library with bSI by: <ul style="list-style-type: none"> • Renaming IFD Library to buildingSMART Data Dictionary and announce in concert with API 3.0 release • Operating IFD Library Group as bSI project • Transferring IFD IP to bSI by putting in place a transfer of engagements agreement between bSI and IFD MG • Transferring financial operations to begin in January 2012 • Transferring website content/features to bSI site before the end of 2011 • Developing license agreements under British law for review and approval by bSI ExCom • Taking all possible measures to openly provide information about administration, operations and participation related to IFD Library group to bSI chapters
2011-05: 3	Recognize the value and importance of participation in bSI organization and continuing to work in concert with components of bSI.
2011-05: 4	Elected Jacob Mehus IFD Library MG Chair for 1 year term and Roger Grant Secretary for a 2 year term.
2011-05: 5	Agree to enter into short term agreement with EPM Technologies to license and support EDM model server for IFD API and Content platform with funding requirement for the term (to end of 2011) being met by Standards Norway.
2011-05: 6	Enter into negotiations with EPM Technologies to reach a longer term agreement for

	use and support of EDM model server.
2011-05: 7	Approved 2011 Budget with modifications to funding and expenses.
2011-05: 8	Recognize the need to increase funding to meet increasing expenses through Partner fees and expanded participation.
2011-05: 9	Request that working relationships that addresses collaboration on IFD Library between Partner organizations and corresponding buildingSMART chapters be established and formalized.
2011-05:10	Approve plan to deploy IFD Library API 3.0 beta release immediately with goal of moving to full release by July 1 with announcement via a release to industry following deployment.
2011-05:11	Require all new development to utilize API 3.0 and all existing uses to identify plan to transition to new version with goal of migrating all existing applications to new API and shutting down 2.X version as soon as possible.
2011-05:12	Recognize efforts of EPM Technology and Catenda to produce IFD Library API 3.0.
2011-05:13	Direct TG to: <ol style="list-style-type: none"> 1. Take necessary action to complete content clean-up including eliminating terms with no definitions/descriptions or relationships, moving comments into definitions field for terms where no definition exists and eliminate BARBi context with goal to complete in August 2011. 2. Establish Forum for Content related questions and discussions as part of existing IFD Technical Forum. 3. Resolve all uncompleted Resolutions from DC December 2010.
2011-05:14	Reviewed and updated content management procedures, to be published in Administrative Guide, that include provisions and requirements for Partners and Affiliates with approved projects to add content in any language.
2011-05:15	Recognize and express appreciation to Construction Specifications Canada (CSC) for their generous hosting of the MG meeting as part of their annual conference.
2011-05:16	Updated 2011 meeting plan: <ul style="list-style-type: none"> • Monthly MG and TG meetings in accordance with schedule • Face to face MG meeting in Washington, DC in fall, final dates to be determined by CSI by June 25.