

Assigning Metadata: UK MoD Case Study for Dublin Core Knowledge WG (Berlin '08)

www.nglis.org.uk/tipshome.htm

25 Sept 2008 DC Berlin by Michael Warner UK MoD



Outline

- Brief background
- Practical problems
- MetaEngine Solution
- Demonstration
- Taxonomies in the Public Sector

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Brief Background

- Over 20 years experience in Information Management
- Responsible for Metadata policy and guidance in MoD
- Built UK Defence Terminology and its maintenance
- Steering group led to development of Government subject List
- Chair the Taxonomies in the Public Sector group

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Metadata capture across the MOD

- **What problems are we are trying to solve?**
 - The onerous process of applying document properties
 - The low quality of document properties applied
- **What we are trying to achieve?**
 - Improve the quality of information tagging
 - Improve the usability of information tagging process
 - Enhance the relevancy of search results.
- **First steps...**
 - Present document properties in easy to use “bite-size” sections
 - Provide a central Thesaurus lookup facility available from Defence Intranet

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Properties currently...

User is presented with

- Too many properties
- Little meaning
- No easy method of population

The system suffers from a poor user interface with

- No indication of importance
- No Rational (metadata grouping)
- Significant screen Scrolling

Web File Properties

Info-Improved Ways of Working
2004-12-01 MOD Library Template

UK Protective Marking * **NO PROTECTIVE MARKING**

Author * **DII\collinsp632**

MMS Date Created * **3/12/2004**
Enter date in D/M/YYYY format.

Owner * **DII\collinsp632**

Document Group **[Dropdown]**

Status **Draft**

Document Version **[Empty]**

Review decision **[Dropdown]**

Approved by **[Empty]**

Fileplan ID **[Empty]**

OK Cancel

Save and Close | Delete | Check Out | Version History | Discuss | Edit in Microsoft Office Word | Go Back to Document

Name * **237-08 Product Design Specification 8.doc**

Title **Product Design Specification for Internet Explorer 6.0**

UK Protective Marking * **NO PROTECTIVE MARKING**

Author * **DII\needham421**

MMS Date Created * **3/12/2004**
Enter date in D/M/YYYY format.

Owner * **DII\needham421**

Document Group **[Dropdown]**

Status **Draft**

Document Version **[Empty]**

Review decision **[Dropdown]**

Approved by **[Empty]**

Fileplan ID **[Empty]**

Keyword **[Empty]**
1. Right click on the link <http://www.defence.mod.uk/thes/thes/index.htm> and select Open in New Window.
2. Browse to the Keyword for this document.
3. Copy the term and paste into this field.

Description **[Empty]**

Date next version due **[Empty]**

Source **[Empty]**

Purpose **[Empty]**

Abstract **[Empty]**

Security descriptors **[Dropdown]**

Security National Caveats **[Dropdown]**

Security non-UK constraints **[Dropdown]**

Nickname **[Empty]**

Contributor **[Empty]**

Contact **DII\needham421**

Publisher contact **[Empty]**

Publisher **[Empty]**

Geographical region **[Empty]**

Geographical detail **[Empty]**

Content time-line **[Empty]**

Alternative title **[Empty]**

Copyright **[Empty]**

Date acquired **[Empty]**
Enter date in D/M/YYYY format.

Date available **[Empty]**
Enter date in D/M/YYYY format.

FOI Exemption **[Empty]**

FOI released on request **[Empty]**

FOI Publication Date **[Empty]**
Enter date in D/M/YYYY format.

FOI Disclosability Indicator **Not Assessed**

* indicates a required field

Created at 03/12/2004 11:15 by [Needham, Hyles H.](#)
Last modified at 03/12/2004 11:15 by [Needham, Hyles H.](#)

To search for users, click "Find e-mail address" below. To copy the address in the box to the clipboard, click

☒ Find e-mail address | ☐ Copy e-mail address

[Empty]

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Properties proposed...

A clean presentation of properties

- Logically grouped
- Easy to navigate
- Available from both Office and Sharepoint.

Save and Close | Delete | Check Out | Version History | Discuss | Edit

Summary | Status | Content | Security | FOI

Name * 041205 U Metadata Collection .doc

Title Metadata Collection made usable

UK Protective Marking * NO PROTECTIVE MARKING

Owner * DII\collinsp632

Document Group Memo

Status Draft

Document Version 1.0

Keyword Information Policy

Description An example of how to enable a less intimidating user experience.

Web File Properties

Corporate iHub
MOD

Summary | **Status** | Content | Security | FOI

Document Group Memo

Status Draft

Document Version 1.0

Approved by

Date next version due

Enter date in M/D/YYYY format.

* indicates a required field

File Properties... OK Cancel



Where is MetaEngine to be used?

- Defence Information Infrastructure Future environment
- Installed with Autonomy within SharePoint MOSS 2007 environment – supports auto-categorisation feature
- 2002 Content Management System (Microsoft) and migrate to MOSS in DII/F in 2009

Features of MetaEngine

- Label documents in SharePoint using thesauri and taxonomies
- User can search and browse vocabularies
- Automatically selects preferred terms & remembers selected terms
- Connects to managed vocabularies using web services
- Mandatory metadata template can be customized

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Setting document properties using
metaEngine DataConnect
in SharePoint 2007

TiPS – How we help

- Who we are? Information Professionals – building, maintaining controlled vocabularies
- Practical guidance – web site
- Leverage providing expert guidance to influence policy and procedures promulgated by the e-Government Unit - lobby
- Subject range – experience
- Metadata – Discovery and management of information

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Taxonomies in the Public Sector

[Welcome](#)[Bibliography](#)[Taxonomy Benefits](#)[Terminology](#)[Policy Documents](#)[Resources](#)[Diary](#)[Meetings](#)[Contacts](#)[Links](#)

WELCOME

Who are TiPS members and what do we do?

We are a group of like-minded information professionals from central government, local authorities, government agencies and non-departmental government bodies across the UK, including some independent taxonomy specialists, who have a common goal to share best practice in building and applying taxonomies and thesauri. We use our taxonomies and the terms in them to organise our information resources so that people can find them.

How often do we meet?

Usually 4 times a year

How is the meeting structured?

It is a full or half-day meeting spanning the lunch hour to include useful but more informal information exchange. The agenda varies in its format but will often concentrate on a specific topic and quite often a vendor is invited to demonstrate a product linked to the theme of the meeting. To date the meetings have all taken place in London where the majority of our members are based, but our membership is not confined to the capital, and we have representation across the UK.



Thanks

Presentation to the Knowledge Community Working Group
September 2008

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