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| Minutes of Meeting | |
| Meeting Name : | CGMS Task Force on Metadata Implementation Telco 1 |
| Meeting Date : | *03.09.2014* |
| Meeting Location : | *WebEx Teleconference* |
| Minuted by : | Virendra Singh |
| Participants :  ***TF-MI members:***   * CMA: Dongfeng Luo [DL] * EUMETSAT: Michael Schick [MS], Guillaume Aubert (co-chair) [GA], * ISRO: Dr Virendra Singh (co-chair) [VS], * JMA: Yoshito Yoshizaki [YY], * NOAA: Anna Milan [AM], * ROSHYDROMET: Dr Zoya Andreeva [ZA],   ***Additional attendees:***   * Yasushi Izumikawa (JMA CGMS contact’s point) [YI], * Mr. Hidehiko Murata (JMA WMO ET-SUP Member) [HM], * XU Zhe (CMA NSMC Data Services), [XZ] * Qi Yong-gang (CMA NSMC Data Services) [QY] | |

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| 1. **Purpose of Meeting**  * Highlight and explain to the TF-MI participants the main objectives of the Task Force (see TF-MI TOR for more info) * Highlight and explain schedule and deadlines * Definition of tasks to be done in the near future (next CGMS meeting) | ACTIONEE |
| 1. **Meeting Agenda**  * *TF-MI members Introduction**Round Table* * *TOR Presentation, main objectives of TF-MI* * *Organisation and Schedule* * *First actions* * Work allocation * AOB |  |
| 1. **TF-MI members Introduction Round Table**   The two co-chairs [VS] and [GA] had decided off-line that [GA] was going to chair this Telco. [GA] welcomed the participants and invited the participants to introduce themselves and highlight their expertise and knowledge relevant in the area of ISO metadata, WMO Core Profile and Satellite data products.   * Anna Milan, NOAA: National Geophysical Data Center. 10 years of metadata creation experience (ISO 19115/ISO19115-2/19119). Limited knowledge about WMO Core Profile 1.3. Knowledge about Satellite data products with regards to her experience on the MGDC long term Archive. * Yoshito Yoshizaki, JMA: .... * Zoya Andreeva, Roshydromet: ... * Guillaume Aubert, EUMETSAT: Web Service Engineer responsible for the development of the EUMETSAT product catalogue (Product Navigator) based on ISO metadata records. Member of WMO IPET-MDRD defining the WMO Core Profile. Active participation as a member of the WIS team during the WIS requirement definition and the prototyping phase. * Michael Schick, EUMETSAT: Data Services Engineering Team Leader. Responsibilities include the EUMETSAT Earth Observation Portal and Long Term archive. Involved in interoperability working groups such as ESA/HMA and WGISS/CWIC. Working knowledge of ISO19115/19 in scope of EUMETSATs Product Navigator, which describes EUMETSAT offerings via data services. Knowledge of products and format from the Long Term Archive. * Virendra Singh, IMD: Director(operation) of INSAT-Meteorological Data Processing System and responsible for data reception, processing ,dissimination & data Archival from presently oprational Geostationay Indian satellite (Kalpna-1, INSAT-3A &INSAT-3D). No knowledge about WMO core Profile1.3. * Xu Zhe, CMA: * Dongfeng Luo, CMA: |  |
| 1. ***TOR Presentation, main objectives of TF-MI***   [GA] presented the TOR and highlighted the main goals of the Task Force  CGMS Presentation: <http://bit.ly/CGMS42-TF-MI-TOR>  CGMS TF-MI TOR: <http://bit.ly/TF-MI-TOR>  ***TF-MI objectives:***   * Create guidance documentation, detailing how to define satellite product metadata records in the best way * Create metadata templates based on WMO Core Profile 1.3 for the most representative products   + Ensure compliance with WMO Core Profile 1.3   + Define a set of mandatory information for describing Satellite Products in WMO Core Profile 1.3 * Use TF-MI as a forum to provide a consolidated view for all the satellite data providers on the current user experiences in respect to find satellite data.   ***Deliverables:***   * Documentation and metadata templates, ... * Executive report on TF-MI activities to be produced for CGMS-43   [GA] highlighted during the presentation that Satellite Operators where involved in other interoperability efforts such as for instance the ESA Heterogeneous Missions Accessibility (HMA) and CEOS WGISS Integrated Catalogue (CWIC).  MS describe the ESA HMA project and indicated that for discovery metadata EUMETSAT was also using ISO 19115-2 and extended this further. EUMETSAT extensions have been submitted to the ISO board for consideration to include in the standard. |  |
| 1. ***Organisation and Schedule***   *Schedule*  [GA] explained that the documentation, templates and executive report need to be produced by end of March 2015 for being presented during the next CGMS 43. This leaves 7 months to complete the work. [GA] proposed to organise the work in two parts: develop the guidance until end of 2014 and write the documentation and create the examples from Jan to Mar 2015.  *Work organisation*  The participants agreed on the following arrangements:  Organise one teleconference per month. The next Teclo will be in October.  Use a Google group to communicate and keep track of the emails exchange by the Task Force.  [GA] said that some organisational tasks would have to be done by the team. For example, the Task Force needs to appoach the CGMS secretariat and WMO to understand if the documents could/ should be published on the CGMS or on the WIS WMO Web Site. |  |
| 1. **Adoption of the First Actions to be performed**   [GA] outlined as a proposal a set of tasks to be perform to produce the metadata documentation and examples.  *Introductory task:*  **T1**:Review WMO Core Metadata Profile 1.3 and report to the task team: describe mandatory fields, data policies, ....  **T2:**Review the existing available metadata records for satellite data products and provide a status for the different satellite data providers   * Organisation Plans for generating the metadata records * Review WMO Core Profile version compliancy, essential elements added in the metadata, extensions not handled by the GISCs,   *Develop guidance:*  **T3**: Define what type of mandatory attributes have to be added in the metadata and where to describe satellite data products in the metadata records (product type, instrument info, ....)  **T4:**Define which products selection should be used to create the example metadata templates.  *Implement/Write guidance documentation:*  **T5**: Develop guidance documentation on how to create metadata records for Satellite products  **T6**: Create examples/templates for the selected representative datasets.  **T7**:Create tools to validate the created metadata (against WMO Core Profile 1.3, and with the guidance created).  [GA] also presented additional activities that could be performed if time/resource permits or later in 2015.  *Ensure that WMO Core Profile is compliant with other interoperability efforts:*  **T8:**Gap analysis between WMO Core Profile 1.3 and HMA ISO metadata and CWIC ISO metadata.  *Provide inputs regarding the WIS implementation and infrastructure to ET-WISC:*  **T9:**usability feedback regarding the discovery services  **T10:**data accessibility: Assess/Survey if data is accessible from all regions via the WIS  *Organisational Task:*  **T11**: Organise the publication of information on CGMS and WMO web site  ***Discussion:***  A discussion followed and [AM] indicated that the plan was very ambitious for 7 months. [GA] answered that the main goal was to create some guidance documentation to allow satellite data providers defining and create the WMO discovery metadata records. The other proposed tasks will be implemented if time and resources permit. He said that in December the Task Force would re-evaluate what can be done to fulfil that objective and that a limited number of examples could be created for March next year if the creation of the documentation is a too large task.  The Task Force decided to focus on T1 and T2 until the next Telco.  [AM] volunteered to review NOAA entries against the WMO Profile (***A1***), [XZ] also offered to do the same for CMA (***A2***). [YY] from JMA indicated that they were not involved in the metadata definition and would seek for some support in the JMA organisation to review the MTSAT satellite metadata (***A3***). [MS] and [GA] indicated that they would also provide a status regarding the EUMETSAT metadata records present on the GISC catalogues for the next Telco (***A4***).  [MS] added that he would present during the next Telco, some EUMETSAT products to present the ISO extension that had to be created to fully describe satellite products (***A6***).  [VS] indicated that he wanted to learn more about the WMO Core Profile to try describing IMD and ISRO products with it.  [GA] indicated that all members that were not familiar with the GISC catalogues infrastructure should try the different portals and report regarding their usability. He said that one mandate of the team was to represent the satellite data provider users and provide some feedback regarding the WIS discovery services to the WIS development team to help them building the services as requested by the users.  All TF-MI members should try to find a satellite product and get familiar with a record encoded in the WMO Core Profile 1.3 (**A8**)  [ZA] indicated that she would also look at the different portal and the metadata documentation to learn more about the WMO Core Profile and the WMO WIS infrastructure. [VS] indicated that he would do the same.  [GA] said that as part of IPET-MDRD, he could take on T1 and prepare some information regarding the WMO Core Profile 1.3 for next Telco. | Refer to the bottom of the document to get the actions’ details  **Actions**:  **A1: [AM]**  **A2: [DL], [XZ]**  **A3: [YY], [HM], [YI]**  **A4: [MS], [GA]**  **A5: [MS]**  **A6:[GA]**  **A7:[ZA], [VS]** |
| 1. **AOB and End of Meeting**   There was not other business to bring to the meeting and [GA] and [VS] thanked all participants. [GA] will organise the next meeting in October. |  |
| 1. **Additional information**   WMO Metadata information page:  <http://www.wmo.int/pages/prog/www/WIS/metadata_en.html>  WMO Core Profile:  Part 1 : <http://bit.ly/WMOCMP-Part1>  Part 2 : <http://bit.ly/WMOCMP-Part2>  WIS Wiki metadata guidance page:  <http://www.wmo.int/pages/prog/www/WIS/wiswiki/tiki-index.php?page=WmoCoreMetadata&structure=WIS+up>  Complete list of GISC available**:**[http://www.wmo.int/pages/prog/www/WIS/centres/index\_en.php?sortBy=centreGisc&sortAsc=true](http://www.wmo.int/pages/prog/www/WIS/centres/index_en.php?sortBy=centreGisc&amp;amp;amp;amp;amp;amp;amp;amp;sortAsc=true)  GISC Bejing: <http://http://wisportal.cma.gov.cn>  GISC Brasilia: <http://gisc.inmet.gov.br/gisc/start_js_JSP.do>  GISC DWD:[http://gisc.dwd.de](http://gisc.dwd.de/)  GISC Meteo France:<http://wispi.meteo.fr/openwis-user-portal/srv/en/main.home>  GISC New Dehli: <http://wis.imd.gov.in/MessirWIS/srv/en/main.home>  GISC Seoul: <http://gisc.kma.go.kr/openwis-user-portal/srv/en/main.home>  GISC Tokyo: <http://www.wis-jma.go.jp/cms/> |  |

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| **List of Actions** | | | |
| **Action #** | **Action item description** | **Due date** | **Actionee** |
| A1 | Assess the presence of NOAA satellite data in the GISC catalogue, provide a status on the metadata type (version, particular elements, ...) and compare the metadata profile used for these records with the one used in the NGDC catalogue. |  | [AM] |
| A2 | Assess the presence of CMA satellite data in the GISC catalogue, provide a status on the metadata type (version, particular elements, ...) used. |  | [DL], [XZ] |
| A3 | Assess the presence of JMA satellite data in the GISC catalogue, provide a status on the metadata type (version, particular elements, ...) used. |  | [YY], [HM], [YI] |
| A4 | Assess the presence of EUMETSAT satellite data in the GISC catalogue, provide a status on the metadata type (version, particular elements, ...) used. |  | [MS], [GA] |
| A5 | Present the EUM metadata record extension used in the EUM Product Navigator |  | [MS] |
| A6 | Prepare the documentation to present WMO Core Profile 1.3 to the Task Force. |  | [GA] |
| A7 | Look for satellite data on GISC portals and report on the usability of the different portals |  | [ZA], [VS]  [AM], |
| A8 | Look for satellite data on the GISC portals and get familiar with the WMO Core profile records |  | All TF-MI members |