|  |  |
| --- | --- |
| Minutes of Meeting | |
| Meeting Name : | CGMS Task Force on Metadata Implementation Telco 2 |
| Meeting Date : | *14.10.2014* |
| Meeting Location : | *WebEx Teleconference* |
| Minuted by : | Guillaume Aubert |
| Participants :   * ISRO: Dr Virendra Singh (co-chair) [VS], * EUMETSAT: Michael Schick [MS], Guillaume Aubert (co-chair) [GA], * WMO ET-SUP: Daniele Biron [DB] * JMA: Yasushi Izumikawa [YI], Hidehiko Murata [HM], Yoshito Yoshizaki [YY] * NOAA: Anna Milan [AM] | |

|  |  |
| --- | --- |
| 1. **Purpose of Meeting**  * Report on the set of actions defined during CGMS TF-MI Teleconference 2 * Define next actions to fulfil the CGMS TF-MI mandate | ACTIONEE |
| 1. **Meeting Agenda**  * *Tour de Table to present the outcomes of the actions to be performed for the second Teleconference*   + *Assess presence of satellite products and evaluate the metadata content on the different portals (15 min) [NOAA, JMA, EUMETSAT]*   + *Look for satellite data on GISC portals and report on the usability of the different portals (10 min) [INSAT]* * *WMO Core Profile 1.3 specificities description (5-10 min) [GA]* * *Develop the guidance*   + *WMO Product Access Guide Description (10 min): Product classification [MR]*   + *EUMETSAT ISO Metadata Record extension description (10 min) [MS]* * *Next steps, work plan* * *AOB* |  |
| 1. **Outcome of actions to be performed**   [GA] chaired the Telco, welcomed the participants and indicated that since the previous teleconference, the TF-MI members were still developing some knowledge regarding the WIS infrastructure, the WMO Core Profile and the ISO metadata standards. This will continue through today’s Telco and until the next one and this was a necessary phase prior to start developing the guidance documentation regarding the creation of metadata records for satellite data products.  ***All the reports/presentations produced by the TF-MI members as input to this meeting can be found in*** [***http://bit.ly/TF-MI-2nd-Telco***](http://bit.ly/TF-MI-2nd-Telco)  GA then asked [AM] to report on her assigned action (see list of actions in previous minutes in <http://bit.ly/TF-MI-1st-Telco>):  [AM] indicated that she provided a list of NOAA portals that build on ISO metadata. Those portals are using the ISO 19115-2 version while the WMO Core Profile 1.3 is still based on 19115 version 1.2. She indicated that it was a problem as most of the NOAA organizations would have to go backward and convert their 19115-2 metadata to the previous version.  Regarding the portal usability and navigability, she indicated that on the Washington GISC it was not easy to find satellite data products and that the usability could be improved to help the user in its search discovery process and help him find the products he wanted.  [GA] noted the findings regarding the GISC catalogue portal usability and indicated that one task of the TF-MI should be to report on these usability and navigability issues to the ET-WISC expert team in charge of the WIS development and evolutions to make them aware of the difficulties encountered by the users and help them improving the WIS infrastructure.  Then [MS] presented his findings regarding EUMETSAT products on the WIS. He indicated that the ISO Metadata records used to create the discovery services for the EUMETSAT Product Navigator Catalogue was also based on ISO 19115-2. He also indicated that an extension had to be created to describe additional information related to the satellite product or their distribution as it could not be put in the ISO format (see <http://bit.ly/TF-MI-2nd-Telco>).  [AM] said that this was interesting and she asked if we could imagine to create an extension instead of a profile for the WMO Core.  [GA] said that it was a possibility but would be unlikely to be accepted as the IPET-MDRD was always trying to not extend the ISO standard to stay compliant with it and keep the implementation of the discovery catalogue as straightforward as possible. Adding an extension would mean that all the GISCs need to understand the extension content to use it and this would make the technical solution much more complex.  [YI] presented (see presentation <http://bit.ly/TF-MI-2nd-Teclo-JMA>) the GISC Tokyo JMA portal and indicated for instance how MTSAT products could be found. For other products such as AMVs and AP RARS (AMSU, HIRS), he pointed out that it was difficult to find them as the metadata was not containing the information leading to the data. He then indicated that the keywords for categorizing the products were not properly classifying the products and extremely relevant information such as for instance sensor and instrument were missing. He said to conclude that even if JMA was providing satellite products on the WIS, users would have difficulties to find them at the moment. The TF-MI was then a good opportunity to improve the access to the JMA satellite data products.  [GA] said that in light with the findings from JMA, NOAA and EUMETSAT, the TF-MI needs to constructively report to the ET-WISC on the usability issues encountered by the users in order to allow the WIS implementation teams to start working on those issues. The TF-MI agreed that it was a very useful outcome. A set of action for developing such report would need to be produced and agreed by the TF-MI.  [VS] presented the IMD GISC (see presentation <http://bit.ly/TF-MI-2nd-Telco-IMD> ) and indicated that currently no INSAT satellite data was present in the GISC. [VS] indicated that his team was currently working on the integration with the IMD GISC and using the outcome of the TF-MI to create those records, they should be in a position to publish the records in a year time. | To get more details regarding the actions, see the Actions Table at the end of the documents  A1: [GA],[VS]. |
| 1. **WMO Core Profile 1.3 specificities description**   [GA] presented the WMO Core Profile 1.3 to highlight its specificities and in particular the metadata differences for the data intended for global exchange (GTS data) and non global exchange data (DCPC data). He explained depending on which category the data was belonging the metadata content was quite different. The TF-MI would need to produce documentation for both categories. He also indicated that the Data Policy aspects and scope of distribution would need special care in the creation of the documentation, as it was an area in the WMO Core Profile that was subject to confusion. He also added that it would be interesting to develop recommendations on how to write the abstract and title. This would allow to provide a consistent way to describe all satellite data products and would allow users to easily compare and relate the products.  The presentation can be found here: <http://bit.ly/WMOCoreProfilePres> |  |
| 1. ***Develop metadata guidance documentation***   [MR] could not be present to describe the **WMO Product Access Guide**. [GA] indicated that the WMO Product Access Guide could be presented during the 3rd TF-MI Teleconference and the themes used for categorizing the products in the PAG would still be a useful source of inspiration for developing the satellite product categorisation.  For the next item EUMETSAT ISO Metadata Record extension description [GA] indicated that it had been previously covered by [MS] in the first part of the meeting. |  |
| 1. ***Way Forward, Next steps***   A discussion on the way forward started and it was decided by the TF-MI members to assess the compliancy of the Satellite metadata records with the WMO Core Profile 1.3. This would allow the TF-MI members to develop a sufficient knowledge on the WMO Core Profile 1.3 to then start developing the guidance documentation and examples.  The chairman also pointed out that in parallel the TF-MI should start developing the list of essential information that should be present in the WMO Core Profile 1.3 to describe Satellite data products. The JMA members with [YI] as the coordinator accepting to take the lead on that task and start producing a list of attribute that could then be discussed and enhanced via email | A2: all members A3:[DL],[XZ], A4: [AM], A5: [MS], [GA], A6: [YI], [HM], [YY].  A7: lead by [YI]. |
| 1. **AOB and End of Meeting**   There was no other business to bring to the meeting and [GA] and [VS] thanked all participants. The next meeting will take place in November. |  |
| 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 Beijing: <http://http://wisportal.cma.gov.cn>  GISC Brasilia: <http://gisc.inmet.gov.br/gisc/start_js_JSP.do>  GISC Offenbach:[http://gisc.dwd.de](http://gisc.dwd.de/)  GISC Toulouse:<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/> |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **List of Actions** | | | |
| **Action #** | **Action item description** | **Due date** | **Actionee** |
| A1 | Plan for a set of actions leading to production of a report on GISC portal usability and navigability | 3rd Telco | [GA] |
| A2 | Develop the knowledge on the WMO Core Profile 1.3 using [GA] presentation and the WMO Core Profile 1.3 official documentation. | 3rd Telco | All TF-MI members |
| A3 | Assess the compliancy of metadata for the CMA satellite products in the GISCs catalogue. Provide information regarding the version of Core Profile supported. Check if there are metadata records for products intended for global exchange and non global exchange. Check if the data policy/scope of distribution, … are correctly implemented … | 3rd Telco | [DL], [XZ] |
| A4 | Assess the compliancy of metadata for the NOAA satellite products in the GISCs catalogue. Provide information regarding the version of Core Profile supported. Check if there are metadata records for products intended for global exchange and non global exchange. Check if the data policy/scope of distribution, … are correctly implemented … | 3rd Telco | [AM] |
| A5 | Assess the compliancy of metadata for the EUMETSAT satellite products in the GISCs catalogue. Provide information regarding the version of Core Profile supported. Check if there are metadata records for products intended for global exchange and non global exchange. Check if the data policy/scope of distribution, … are correctly implemented … | 3rd Telco | [MS], [GA] |
| A6 | Assess the compliancy of metadata for the JMA satellite products in the GISCs catalogue. Provide information regarding the version of Core Profile supported. Check if there are metadata records for products intended for global exchange and non global exchange. Check if the data policy/scope of distribution, … are correctly implemented … | 3rd Telco | [YI], [HM], [YY] |
| A7 | Develop the list of essential information that needs to be present to describe satellite data products | 3rd Telco | Lead by [YI], [HM], [YY] |