|  |  |
| --- | --- |
| Minutes of Meeting | |
| Meeting Name : | CGMS Task Force on Metadata Implementation Telco 3 |
| Meeting Date : | *26.11.2014* |
| Meeting Location : | *WebEx Teleconference* |
| Minuted by : | Guillaume Aubert |
| Participants :   * ROSHYDROMET: Dr Zoya Andreeva [ZA], * EUMETSAT: Michael Schick [MS], Guillaume Aubert (co-chair) [GA], * WMO ET-SUP: Mikael Rattenborg [MR] * JMA: Yasushi Izumikawa [YI], Hidehiko Murata [HM], Yoshito Yoshizaki [YY] | |

|  |  |
| --- | --- |
| 1. **Purpose of Meeting**  * Develop the guidance documentation for creating WIS discovery metadata records for satellite products * Define next actions to fulfil the CGMS TF-MI mandate | ACTIONEE |
| 1. **Meeting Agenda**  * *WMO Product Access Guide Description: Product description, categorisation (10 min) [MR]* * *Develop the Guidance*   + *Essential Information for creating Satellite metadata records (10 min) [YI]*   + *Developing/Enhancing the list of essential information* * *Creating a report on GISC portal usability and navigability* * *Next steps, work plan* * *AOB* |  |
| 1. **Introduction**   [GA] welcomed the participants and indicated that today’s Telco would be dedicated to the development of the thematic aspects as the Task Force was working on the creation of the list of essential information to be present in a discovery metadata record to fully describe and qualify 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-3rd-Telco>  [GA] then asked [MR] to present the WMO Product Access Guide (PAG) created by the WMO Expert Team on Satellite Utilization and Products (ET-SUP). |  |
| 1. **WMO Product Access Guide Description**   ***The WMO PAG presentation can be found here***: <http://bit.ly/cgmstfmi-pag>  In his presentation of the WMO PAG, [MR] indicated that the PAG had been created to complement the WIS discovery catalogues because they are currently lacking part of the essential necessary information to provide a relevant search experience to the users. For instance the WIS catalogues require advance knowledge of the datasets, there is no controlled vocabulary to guide the search and they contain an incomplete range of products.  The PAG is also a more targeted experience for users with a basic knowledge in satellite data products. [MR] then described the data model used in the PAG and organized around the physical domain (land, ocean), the themes representing the fields of applications for the products, the geographical area covered and the information about the source and the time. He also presented and demonstrated the PAG Portal.  [GA] asked about the relationship between OSCAR, the Observing System Capability Analysis and Review tool and the PAG. [MR] indicated that OSCAR was the WMO online service describing the observing capabilities and therefore for the meteo space community the spacecraft characteristics such as instruments, coverage, etc while the PAG had a product orientation. [MR] also said that those two sources of information were complementing each other.  [MS] asked who was responsible for maintaining the information used to populate the PAG pages and [MR] indicated that the satellite product providers were responsible for providing and maintaining up to date information to WMO.  [GA] also asked if it would be possible to get statistics regarding how the portal was navigated by the users in order to find the most “interesting angle” for describing the information. [MR] answered that he didn’t have access to statistics but could ask WMO about such information. [GA] said that this could be useful to focus on adding the most interesting elements for describing satellite product in the WIS metadata.  [GA] also asked if the TF-MI should consider space weather products and develop metadata creation guidance for such products. The TF-MI agreed that in the first phase of metadata guidance creation documentation, it should focus on meteorology related satellite products.  The TF-MI also concluded that most of the information provided by the PAG should also be used to create the WIS satellite metadata records. The Task Force should also use the ET-SUP experience and involve ET-SUP in the review of the “thematic” part of the TF-MI deliverables. | To get more details regarding the actions, see the Actions Table at the end of the documents  A1: [MR] |
| 1. ***Essential Information for Creating Satellite Metadata Records***   ***[YI] presentation can be found here:*** [**http://bit.ly/cgmstfmi-jma-prod**](http://bit.ly/cgmstfmi-jma-prod)  [YI] presented the work related to the development of the list of essential information to be present in the WIS metadata records and fully qualifying satellite products.  JMA has started to establish a list of different elements organising in different categories (spacecraft, instrument, products) with open questions to the TF-MI for some of the elements. This task is not considering how this information will be encoded in the WIS Core Metadata Profile and ISO format. This type of work will done by the TF-MI ISO metadata specialists once the list of essential information has been established  [MR] noted that JMA’s work was an extremely useful first step to establish the list of essential information. [GA] ask to the TF-MI if it would interesting to define controlled vocabulary for some of the elements such as for instance Orbits, Products. The TF-MI members said that it was mandatory to define such controlled vocabulary lists that would be later transformed in code lists.  The TF-MI concluded that during today’s session there was not enough time to answer open issues noted by [YI] in the presentation and develop the list of elements and associated controlled vocabulary lists. It was decided to create a document that can be edited by each member and worked via successive email exchanges for creating the final list. [YI] and JMA will continue to drive that task until completion.  [GA] took the action to create the document and send it to the TF-MI members.  He also indicated that all members should work on enhancing the list of essential elements until the next Telco planned for mid-January 2015. For that time the TF-MI should have the list in an advanced draft state because TF-MI has then to develop how the information would be encoded in WMO Core Profile/ISO during February and produce by end of March 2015 in time the documentation for the next CGMS. | A2: [GA]  A3: All TF-MI members |
| 1. ***Creating a report on GISC portal usability and navigability***   [GA] indicated that a report on GISC portals usability and navigability had to be produced based on the conclusion from the previous TFMI sessions and to help WIS GISC providers to better understand satellite data users requirements. He also indicated that he had talked to the ET-WISC chairman and in the following weeks, ET-WISC and in particular TT-DC would formally request such report to the CGMS-TFMI. This report would be one of the TF-MI deliverables submitted for the next CGMS.  [MR] said that this report should also be submitted to ET-SUP.  [ZA] and [GA] volunteered to the work on a first version of the report for the end of January. | A4:[ZA], [GA] |
| 1. ***Way Forward, Next steps***   Following the define working plan, TF-MI will define the list of essential information for describing satellite data product in end of January and will focus on encoding that information in the ISO metadata records in February to produce a CGMS deliverable by end of March. In parallel a first draft of a report on GISC portals usability and navigability is going to be produced by end of January to be released in March. |  |
| 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 mid January 2015. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **List of Actions** | | | |
| **Action #** | **Action item description** | **Due date** | **Actionee** |
| A1 | Request to WMO statistics regarding how the PAG is navigated by users | 4th Telco | [MR] |
| A2 | Create a document based on [YI] presentation allowing to define the list of essential information to describe satellite data products | 4th Telco | [GA] |
| A3 | Develop the essential information describing satellite data products by amending/enhancing/review/commenting the working document created in A2 | 4th Telco | All TF-MI members |
| A4 | Create a first version of the report on GISC portals usability and navigability | End of January | [ZA], [GA] |