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| Minutes of Meeting | |
| Meeting Name : | CGMS Task Force on Metadata Implementation Telco9 |
| Meeting Date : | *26.01.2016* |
| Meeting Location : | *WebEx Teleconference* |
| Minutedby : | Guillaume Aubert |
| Participants :   * ROSHYDROMET: Dr ZoyaAndreeva [ZA], * EUMETSAT: Guillaume Aubert (co-chair) [GA] , Michael Schick [MS], * ISO Metadata expert: Uwe Voges [UV], * WMO ET-SUP: Daniele Biron [DB], Mikael Rattenborg [MR], * JMA:,Toshiyuki Sakurai[TY],. | |

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| 1. **Purpose of Meeting**  * Further discuss the CGMS TFMI Information model mapping to ISO 19115 for finalizing it by mid of February. | ACTIONEE |
| 1. Meeting Agenda  * Info model to mapping dicussion, * AOB. |  |
| 1. **Meeting Content**   [GA] welcomed the participants and indicated that today’s meeting would be focusing on finalising the CGMS TFMI information model to ISO model mapping. He proposed to go through the last ISO XML record created by [UV] and based on AMV product inputs provided by IMD. [UV] described for the main parts, the different choices made to assess if each individual mapping was acceptable. The overall example was accepted by the group as the basis for creating the WMO Core profile template for satellite data products and associated examples pending the following open points. During the discussion [GA] reminded that a strict description of an information (i.e. calibration, file product information, ...) should be added when it is going to be automatically exported by programme or one wish to have that automatism capability in the future. He also reminded that currently WIS portals were extremelly generic and only presenting to the users the title, abstract, data policy and an online resource for accessing the product.  Open points:   * Code List definitions   1. Define a code list for the product type (check what has been done in OSCAR)   2. Define a code list for the instrument type based on 3.4.3 Instrument Type Controlled Vocabulary List (taken from OSCAR) * Code List or guideline definition for the processing level: Check the differences between the different agency to see if a codeList can be created. If it is not possibl then define guidelines listing all the different levels in the metadata creation documentation to be prepared by the CGMS-TF-MI. The group acknowledge that if the processing levels are not documented in a code list table then at least the processing level and a definition in english should be provided in the metadata records or point to a reference available on Internet (ie*, Level 1b: Calibrated, Earth located and quality controlled product, in the original pixel location, and packaged with needed ancillary, engineering and auxiliary data.*) * The abstract or product description should be structured. The metadata creation documentation should indicate (as a guideline) how to structure the abstract. Proposal: The abstract should first describe the product (product type, resolution, generation frequency) then focus on the instrument and plateform when necessary and provide information regarding the formats with average file size. * Temporal extent. The temporal extent contains a begin and end date and there shall be a way documented in the metadata creation doc for indicating that the data is continously still being produced (ie. EUMETSAT is leaving the end date empty in that case. To be check with NOAA). * Define gmd:onlineResource for calibrationInformation, product information, platform and instrument information. Those elements contain pointers to additional information to allow users to further extend their knowledge regarding the discovered product   Below is the onlineResource element for calibration. Note the creatio of the codelist value cgms:calibrationInformation. Additional code list values will have to be created.  <gmd:onlineResource>  <gmd:CI\_OnlineResource>  <gmd:linkage>  <gmd:URL><http://www>.....</gmd:URL>  </gmd:linkage>  <gmd:name>  <gco:CharacterString>URL Links to the Calibration information (calibration tables and product information). </gco:CharacterString>  </gmd:name>  <gmd:function>  <gmd:CI\_OnLineFunctionCode codeList=”http://standards.iso.org/ittf/PubliclyAvailableStandards/ISO\_19139\_Schemas/resources/Codelist/gmxCodelists.xml#CI\_OnLineFunctionCode” codeListValue=”cgms:calibrationInformation” />  </gmd:function>  </gmd:CI\_OnlineResource>  </gmd:onlineResource>   * Horizontal, Vertical and temporal resolution (measurement frequency). [MR] indicated that the Horizontal resolution might change depending on the channel, the position in the swath, ... so it will be very difficult to characterize it in the <gmd:spatialResolution>. Same for vertical and temporal resolution. The group proposed to drop that mapping and instead provide some guidelines on how to insert it in the abstract when necessary. * DistributionInformation. [UV] explained how he had mapped the distribution information in the WMO Core Profile such that Data Provideds can indicate the distribution mean and their multiple formats. Members indicated that it was done sensibly and it was proposed to submit it for review to the NOAA CGMS TFMI member has NOAA has extensive experience in creating metadata records. * Data Policy. Insure that the <gmd:resourceConstraints> area containing the Data Policy has enough information and is compliant with the WMO Core Profile standard. The CGMS TFMI metadata creation documentation will have to contain some information to explain how to fill that part for data intended for Global exchange (essential, additional) and non Global exchange (for a custom license, ....) * File Product Information. [UV] indicated that he had to misuse some fields to provide the necessary file product information (typical file size, frequency). [GA] was not in favour of misusing ISO elements as it creates even more confusion for the users and will not be used anyway as File product information by Portals built on ISO metadata records. He propose to find another place for it or add that information (with guidance from the CGMS TFMI metadata creation doc) in the abstract. * Satellite / Instrument information. [UV] indicated that he had used the lineage elements to characterize the plateform and instrument. [DB] indicated that he would be difficult to fully qualify the platform and instrument within those elements and would prefer to use an onlineResource tag to point to a more comprehensive documentations. Additionally the minimum level of information could be added in the abstract for allowing the user to grasp the product content.   [GA] indicated that the group should assess and review the open decision within the next two weeks. By the 5th of Feb all decisions should be taken to allow the release of the first XML ISO metadata record sample. For that point an additional Telco would be scheduled to organise the documentation and examplar generation. The group should also decide what to present during working group IV of the CGMS 2016. [GA] will organise a Telco for mid-Feb 2016. | [All Members]: Take decisions on open points |
| 1. **AOB and End of Meeting**   There was no other business to bring to the meeting and [GA] all participants. The next meeting will take place mid of Feb 2016. |  |

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| **List of Actions** | | | |
| **Action #** | **Action item description** | **Due date** | **Actionee** |
| A1 | Take decisions on the open points | 15.02.2016 | [All Members] |
| A2 | Review the ISO XML metadata record created by [UV] | 15.02.2016 | [NOAA Li] |
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