

Terms of Reference
LTER IMC Working Group
Unit Working Group
Version 1¹

1. Overview

The Unit Working Group is a working group of the LTER Information Management Committee with network-wide scope.

Name Short: Unit

Name Initials: UWG

Planned Scope: network-wide

Date of Formation: 2008

Planned Duration: continuing

Related groups: Controlled Vocabulary WG, Web Services WG

2. Purpose

The Unit Registry Working Group goal is to establish a standardized dictionary of scientific units that will be available to all sites and provide an online interface to that dictionary (the Unit Registry).

3. Background

This working group was formed from an Ad hoc Dictionary Process Working Group first established in 2005 (DPWG: PAL/CCE, FCE, GCE, SBC). In 2008 the working group reorganized as the Unit Working Group. Decision types include formal (vote), semi-formal (consensus), informal, compliance (mandate).

4. Membership

Members of the Unit Working Group are drawn from the LTER network. Membership is open; members may join at any time.

5. Offices

A chair or co-chairs will be identified informally and will hold office indefinitely.

¹ **Version 1.0 approved** by Mason Kortz and Linda Powell on 01/20/2011

6. Meeting Plans

Meetings by VTC and sessions at the annual IMC meeting as needed. Agendas will be prepared as needed by chairs informally via email.

7. Roles in the IMC

Tasks include development and maintenance of community-level Unit Registry tool (<http://unit.lternet.edu/unitregistry/>), development of a LTER Unit dictionary ‘Best Practices’ guideline document, establishing a LTER network unit vetting process, provide training for LTER IM community on Unit Registry management.

Communication within the working group will be done via VTC and email lists.

Reporting will be via VTC as needed, session at annual IMC meeting, and written annual report to IMC.

8. Budget and Expenses

Proposals will be written as needed, including but not limited to product-oriented working group proposals to fund meetings and training proposals to fund training LTER information managers on using the Unit Registry.

9. Amendments

These Terms of Reference may be amended by consensus of the working group participants in attendance at an annual IMC meeting.