

**MEDIN Data Archive Centre Workshop**  
**Thursday 9<sup>th</sup> October – British Oceanographic Data Centre, Liverpool**  
**11:00-16:00**

**Attendees**

Lesley Rickards (MEDIN)	Chris Hill (Geodata)
David Cotton (MEDIN)	Jason Sadler (Geodata)
Juan Brown (BODC)	Dave Chambers (JNCC)
Mike Szkolny (UKHO)	Alison Miles (EA)
Chris Howlett (UKHO)	Nicky Scott (Met Office)
Jon Parr (MBA / DASSH)	Colin Graham (BGS)
James Dargie (CCW)	Chris Pater (EH)

**Apologies**

Martyn Cox (Scottish Government), Philip Roberston (Historic Scotland), Phil Kunzlik (FRS)

**Notes and Actions**

Refer to the attached powerpoint files: MEDIN\_DAC\_wkshop, and DASSH\_medin compliancev2

	<b>Meeting Opened 11:10</b>	<b>Actions</b>
1. Welcome / Objectives	<p>David Cotton outlined the aims of the workshop:</p> <ul style="list-style-type: none"> <li>• An agreed process for joining the MEDIN DAC network (including the responsibilities and requirements on DACS)</li> <li>• Priorities (in terms of data types) for expanding the coverage of the network.</li> <li>• A timetable for the next 3 years, in terms of bringing in new DACs</li> <li>• A proposal to take to the MEDIN Executive Team (in November) on how MEDIN can provide financial support to DACS to join and operate within the MEDIN framework.</li> </ul>	
2. Overview of the MEDIN DAC network	<p>See powerpoint file</p> <p>Questions:</p> <ul style="list-style-type: none"> <li>• Alison Miles: Can EA generate metadata for the portal            Answer: Yes – but discussions are required with EA to establish arrangements regarding status of EA held data in a DAC network</li> <li>• Chris Hill: Is the landward boundary of MEDIN's interests defined?            Answer; No, not explicitly, the working assumption is that it matches that of UKMMAS – It is an issue that should be addressed            Follow-up: Case studies could be used to identify a suitable demarcation</li> <li>• Will all data held by DACs be available by 2010?            Answer: Most of it</li> <li>• There is a need to establish a process by which DACs agree which DAC will take in which data.</li> <li>• There must be a clear route for data from UKMMAS to DACs</li> </ul>	

	<ul style="list-style-type: none"> <li>• There is a need for a users forum (DC's note: The analysis of user requirements is taken up elsewhere in MEDIN, within the Resource and Applications Working Group)</li> <li>• Should establish a DAC email forum</li> <li>• Should have at least annual meeting to allow DACs to discuss practicalities of the DAC network, experience with standards, agree demarcation (See above). Could be linked to a meeting involving a user panel.</li> </ul>	<p>Action 1: DC – Establish a MEDIN DAC email circulation list / online forum</p> <p>Action 2: DC – Plan further DAC workshop once new metadata standard is available – for Spring '09?</p>
<p>3. Accreditation of DACs / 4. Experience of accreditation</p>	<p>See powerpoint file</p> <ul style="list-style-type: none"> <li>• Process: An accreditation team of 2-3 people reviews the DAC response, and then makes a recommendation to the MEDIN Executive team to sign off.</li> <li>• For current "Round 1" DACs (BGS, BODC, DASSH) – panel should make recommendation to next Executive Team meeting (21<sup>st</sup> November). UKHO would go to next meeting (planned for February).</li> <li>• DACs should provide an annual report of MEDIN related activities. MEDIN to provide a pro-forma for this reporting</li> </ul> <p>Experience of Accreditation Process</p> <ul style="list-style-type: none"> <li>• In general positive- it should be comprehensive, rigorous and testing</li> <li>• Still needs some streamlining to remove duplication</li> <li>• Some questions need clearer explanation</li> <li>• Results of process should be documented and online</li> <li>• Results should benefit those being accredited (ensure their processes conform to best practice and are properly documented), and to others (provide guidance on data management and information on DAC).</li> </ul> <p>Questions / Comments:</p> <ul style="list-style-type: none"> <li>• Did procedures of DACs change as a result of accreditation? Answer: In general no, apart from adopting metadata standard, and improving documentation.</li> <li>• Should DACs have a business model and development plan?</li> </ul>	<p>Action 3: LR to summarise accreditation process and circulate draft.</p> <p>Action 4: MEDIN to produce draft DAC reporting pro-forma and circulate</p>
<p>5. How to Support DAC Participation</p>	<p>See powerpoint file</p> <ul style="list-style-type: none"> <li>• There is interest from some DACs to bid for MEDIN funds to support additional responsibilities in acting as MEDIN DAC</li> <li>• Confirmation of value of a MEDIN staff member in particular to support / encourage DAC generation / publication of metadata</li> </ul>	<p>Action 5: DC – Circulate guidelines for applying for funding support</p> <p>Action 6: DC Circulate initial specification for activities of MEDIN staff member as metadata support.</p>
<p>6. Plans for Expanding</p>	<p>See powerpoint file Round 2 DACS</p>	

<p>DAC Coverage</p>	<ul style="list-style-type: none"> <li>• Fisheries – workshop on 5<sup>th</sup> November.</li> <li>• Surface Met: Nicky Scott: Edinburgh is national and world centre for Voluntary Observing Ship data; should be visible through MEDIN. Exeter were also enthusiastic.  BADC tend to hold data from large modelling projects – so there is complementarity between Met Office and BADC holdings. A staged approach would seem sensible, starting with publication of metadata.  There is a need for a BADC, Met Office, MEDIN meeting to discuss how to establish Surface Met DAC within MEDIN.</li> <li>• Heritage Data: Chris Pater: (Wrecks) Data held at National Monument Records (NMR) and Archaeological Data Service (AHDS), York. Suggest most practical approach is to start with data on Listed Wrecks Sites.  Need to distinguish between data and Information (e.g. analyses and reports etc.).  MEDIN to help EH, together with Royal Commissions on the Ancient and Historical Monuments of Scotland and Wales (RCAHMS and RCAHMW) and Historic Scotland draft a scope for a Heritage DAC and circulate.</li> <li>• CCO – Is it a DAC? Is essentially self-contained, but MEDIN portal should bring in CCO metadata</li> <li>• COWRIE and Marine ALSF. Data have been collected, but long term archival arrangements are not in place. MEDIN, Crown Estate, Geodata and DACs to hold meeting to discuss way forward</li> <li>• Organisations such as EA, SEPA. Alison Miles believes these organisations would meet most of the DAC requirements, except the requirement to accept third party data. How do they fit into the system?</li> </ul>	<p>Action 7 James Dargie to provide contacts for Welsh Sea-Fisheries Committees</p> <p>Action 8: DC Arrange BADC, Met Office (Edinburgh and Exeter), and MEDIN meeting</p> <p>Action 9: DC and Chris Pater - Communicate with RCAHMS, RCAHMW and HS to draft scope for Marine Heritage DAC</p> <p>Action 10: DC to liaise with Crown Estate and organise meeting.</p> <p>Action 11: DC and Alison Miles to have offline discussion about EA generating and publishing metadata to MEDIN.</p>
<p>7. Timetable for 2008-2011</p>	<p>See powerpoint</p> <ul style="list-style-type: none"> <li>• Approach was accepted</li> </ul>	
<p>8 Other Issues</p>	<p>No time!</p>	
<p>9. UKHO and BGS Splinter</p>	<p>To agree working arrangements</p>	<p>Action 12: Colin Graham, Mike Szkolny to provide DC with short note.</p>

**Actions:**

	<b>Who</b>	<b>What</b>	<b>When</b>
1	DC	Establish a MEDIN DAC email circulation list / online forum	31/10/08
2	DC	Plan further DAC workshop once new metadata standard is available	Spring 2009
3	LR	Summarise accreditation process and circulate draft.	14/11/08
4	MEDIN	Produce draft DAC reporting pro-forma and circulate	21/11/08
5	DC	Circulate guidelines for applying for funding support	14/11/08
6	DC	Circulate initial specification for activities of MEDIN staff member as metadata support.	14/11/08
7	J Dargie	Provide contacts for Welsh Sea-Fisheries Committees	15/10/08
8	DC	Arrange BADC, Met Office (Edinburgh and Exeter), and MEDIN meeting	Autumn 2008
9	DC, C Pater	Communicate with RCAHMS, RCAHMW and HS to draft scope for Marine Heritage DAC	21/11/08
10	DC	Liaise with the Crown Estate and organise meeting re data from COWRIE and Marine ALSF	Autumn 2008
11	DC, A Miles	Offline discussion about EA generating and publishing metadata	Autumn 2008
12	C Graham, M Szkolny	TO provide MEDIN with short note on operational arrangements between HO and BGS for data responsibilities	31/10/08
13	MEDIN	Improved DAC pages: Summary of what a DAC must provide, summary of current status, summary of DAC responses	30/11/08