

Review of MDIP Working Groups

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Introduction

A meeting of the MDIP Programme Manager and the MDIP Working Group Chairs was held at HR Wallingford on the 14th Feb 2006, the aims of the meeting were to:

- Discuss activities of the MDIP working groups
- Build on what had already been achieved
- Focus on how to develop practical resources in short term (~ 1 year)
- To increase involvement of all stakeholders (esp. user community)

Anticipated Outcomes were (subject to approval of the MDIP Project Team):

- Proposals for revised remits and memberships of MDIP Working Groups
- Including if necessary a revision of existing working arrangements
- List of deliverables for each working group

At this meeting a revised approach for the MDIP working groups was developed, and this was presented to the MDIP Project Team meeting at CEFAS on 1st March.

The rest of this document presents this proposed revised approach, taking into account the discussions that took place at the MDIP Project Team meeting.

Each of the WG Chairs have been asked to produced more detailed documents to include proposed work plans to achieve an implementation of this agreed approach

Proposed Approach

The emphasis was placed on identifying an approach which would support the development of practical data and information resources for the UK marine community. To this end it is proposed that (at least in the short term) MDIP will focus in turn on the activities of an individual working group at each Project Team Meeting, the aim being to review proposals for and progress on work plans for each working group against a set of timetabled deliverables. To support this approach a cyclical progression is proposed within which the Working Groups provide continuous input, but with periodic reassessment (see diagram on the next page).

It was suggested that MDIP continue with the 3 main existing Working Groups, but with revised remits and wider, *more active*, memberships. In brief

DACs Working Group: Remit to include responsibility for documenting data management and collection standards as they are applied within DACS.

Now also to include documentation of Data Policy / licencing as applied within DACs

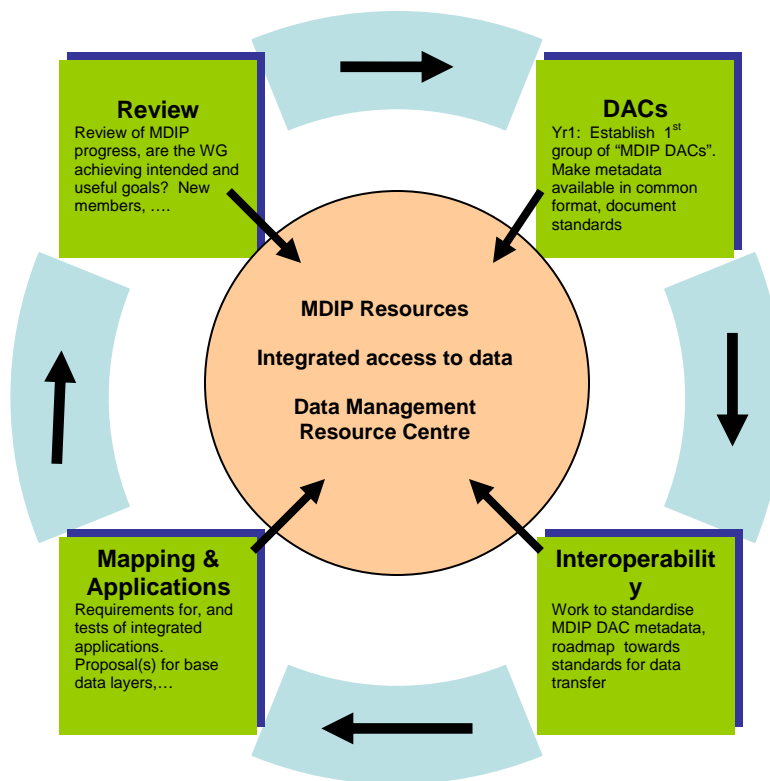
Standards Working Group: Remit reduced to consider standards as they apply to interoperability between individual DACs, and between DACs as a whole and users

accessing data for combined analyses of data/information. Must work with DACs to agree practical steps.

Mapping and Applications: Remit broadened to include an assessment of what common systems/resources/actions are required to support a range of end use applications.

An Annual cycle

An annual cycle of progression is proposed. Activity takes place in all working groups all year round, but progress in each is reviewed in a repeated staged process. Thus, the project team meetings become working meetings, with an annual cycle of the main focus: Spring – DACs, Summer - Interoperability, Autumn – Applications, Winter – Review.



As a first suggestion:

Year 1: Establish **DACS** -> recommend steps necessary to adopt appropriate **Interoperability Standards** -> recommend options for base reference data sets to support **Mapping**, test and establish requirements for **Applications** -> general **Review**
Year 2: Assess **DACS** coverage, include new DACs as appropriate -> build greater **interoperability** into existing DACs, whilst supporting earlier developments in new DACs -> run further user test **Application** cases which can be supported by the greater available range of DACs and interoperable capabilities.

Specific Proposals for MDIP Working Groups

DACs Working Group

Remit

The DACs working group had been provided with a relatively clear remit from the outset and perhaps as a consequence has found it easier to make progress. LR has compiled an overview of what had been achieved, and plans for next activities¹. It is proposed that the DAC WG should continue essentially in its present form, with its remit expanded to include documentation of standards related to data management activities and, where applicable, data gathering activities (DEFRA want this as a deliverable so they can reference them in contracts they place). Also, following the MDIP project meeting, this group has been asked to document/summarise DACs Data Policy Statements.

Membership

Present membership is

Chair - Lesley Rickards (MED coordinator), Juan Brown, BODC, Mike Cowling, the Crown Estate, Bob Gatliff (now Colin Graham), BGS, Dave Morris, CEFAS, Kevin O'Carroll, DTi, John Pepper (now Peter Wright), UKHO, Michael Rose, EA (now Rachel Anning), Steve Wilkinson, JNCC

No specific recommendations for increasing membership have been made, although representatives of DACs clearly should be included.

LR is prepared to continue as chair for now. Review situation at annual review in Dec.

DAC WG Actions

DAC WG and DAC Action list as proposed by LR:

Action	Description	Date
DAC1	Document summarising DAC WG activities to date ¹	14/03/06
DAC2	Document proposing deliverables for DAC WG ¹	14/03/06
DAC3	Finalise initial DAC list of requirements	15/04/06
DAC4	Document reviewing DAC practice against DAC list of requirements	20/06/06
DAC5	Produce list of potential DACs, overlaps between them and gaps	20/06/06
DAC6	Initial list of next set of potential DACs.	20/06/06
DAC7	MDIP to agree approval process for DACs	20/06/06
DAC8	First DACs to have provided information against requirements and recognised as MDIP DACs (if satisfactory)	30/06/06
DAC9	Document summarising MDIP DAC present practice	30/06/06
DAC10	Publish standardised metadata available describing DAC data holdings	30/06/06
DAC11	Discuss with next set of potential DACs whether they wish to be involved. Start process including steps DAC1, DAC7- DAC9	31/10/06
DAC 12	Approval and adoption process completed for second set of DACs.	31/12/06

¹ MDIPDACSub-groupactivities.doc – Lesley Rickards, 14/03/06

(Interoperability) Standards Working Group

Remit

To date this working group has focussed on interoperability issues between (i) the systems/organisations that collect and process the data and the DAC and (ii) the DAC themselves. It is therefore proposed to realign this working group along this aim, with the recognition that it must work closely with the DAC and user reps. The main aims will be to provide a review of current practice and useful initiatives relevant to inter-data set interoperability, and then to identify practical steps that will facilitate progress towards interoperability first in discovery metadata, and then fuller functionality in data search, retrieval and integrated processing.

The documentation of data collection and managements standards (excluding interoperability) are passed in part to the DACs Working Group.

Membership

Present Membership is:

Chair - Kieran Millard , HR Wallingford, Colin Graham (BGS), Dave Morris (CEFAS), Lesley, Steve Wilkinson (JNCC) and Peter Parslow (HO)

Membership should be widened to include stakeholders (reps from e.g. DEFRA², DTI, MOD, MCA) plus co-opted DAC reps as necessary. The partners should select representatives with the right *technical* knowledge, and are requested to consider who will provide them with the most appropriate representation on these groups³.

KM is prepared to continue as chair for now. Review situation at annual review in Dec.

Interoperability Standards WG Actions

KM has provided a discussion document for the WG⁴.

Initial Interoperability WG Action list proposed by DC – to be confirmed by WG.

Action	Description	Date
IS1	<i>Document summarising IS WG activities to date⁴</i>	07/03/06
IS2	Convene meeting of IS WG, invitation extended to DEFRA, DTi, MOD and MCA to recommend members <i>if they can support active participation</i>	15/04/06
IS3	Document proposing deliverables for IS WG	15/04/06
IS4	Overview of relevant initiatives and MDIP-perspective issues in a non-expert language (accessible to end-users and DAC reps alike).	20/06/06
IS5	Summary of current metadata standards / interoperability capability of initial MDIP DACs.	20/06/06
IS6	Recommendations for implementation of standardised metadata descriptions (based on an evolution from present practices)	15/07/06
IS7	Agree roadmap with MDIP DACs for the DACs to put in place appropriate standards for data transfer which support full interoperability	01/09/06

Workplan of this WG to be main agenda item for 20 June 2006 MDIP project meeting.

² A DEFRA representative with involvement in SPIRE was recommended – possibly Philippa Swanton?

³ This holds true for all Working Groups

⁴ MDIP_StandardsWG_DiscussionPaper – Kieran Millard 28/02/06

Mapping and Applications Working Group

Remit

The recommendation is to broaden this WG's remit to *Mapping and Applications* (i.e. end use applications). Under this expanded remit the Working Group will continue to consider common requirements for mapping, but now also consider the requirements of applications of marine data requiring data from different DACs. The objective will be to support activities to test how well the UK Marine Data System as a whole meets the requirements of end-use applications and recommend actions to better satisfy these requirements. Top-level aims include

Mapping

- Recommend options for a base reference data set, which is consistent with equivalents on land.
- Develop guidance (as appropriate) on how data types and features should be portrayed.
- Develop guidance (as appropriate) on how to deal with duplications in key data sets.
- Keep track of and inform MDIP of progress in marine spatial infrastructure initiatives.

Applications

- Drive some test user cases (e.g. the CEFAS initiative proposed by Paul Eastwood)
 - Document the process and identify where major difficulties occur
- Consider requirements on “MDIP data system” for generation of integrated data sets and combined viewing processing (e.g. for Marine Spatial Planning, Integrated Assessments,....)
 - How to tag or label data sets which are applicable in different types of end-use? Some form of registry?
- *Work with ongoing initiatives (e.g. DASSH, COWRIE, ALSF GIS,....) to*
 - *ensure the lessons they learn are put into practice within MDIP*
 - *bring these initiatives into line with MDIP aims – use them to build resources that are of use to the wider MDIP community (data sets, data management plans, integrated data sets, IT capabilities,....)*

The MDIP Project Team meeting (01/03/06) agreed in principle to this expansion, but felt that the remit remained a little vague and some more specific objectives should be identified.

Membership

Present Membership

Chair - Mike Osborne (Seazone), Claire Brown (ABPMer), Colin Graham (BGS), Mike Rose (now Rachel Anning), John Pepper (HO).

Suggest membership is widened to include partners with interests in end-use (e.g. Paul Eastwood (CEFAS), Alison Dickson (DEFRA - MAGIC), Rob Spillard (MCA))

Mapping and Applications WG Actions

Initial Mapping & Applications WG Action list as proposed by DC – to be confirmed by WG.

Action	Description	Date
MA1	Document summarising MA WG activities to date	15/04/06
MA2	Document proposing deliverables for MA WG	15/04/06
MA3	Convene meeting of MA WG, invitation extended to user organisations (CEFAS, DEFRA, MCA, ... user) to recommend members <i>if they can support active participation</i>	31/05/06
MA4	Recommend options for a base reference data sets – to support common requirements for mapping	20/06/06
MA5	Guidance on how data types and features should be portrayed.	01/09/06
MA6	Guidance on how to deal with duplications in key data sets.	01/09/06
MA7	Run and document CEFAS test user case	01/10/06
MA8	Run and document 2nd test user case	01/12/06
MA9	How to work with COWRIE, ALSF GIS,...?	

Activities and work plan of this WG to be the main agenda item in MDIP project meeting to be held in the Autumn.

Licencing and Data Policy Working Group

MO suggested a Working Group to address the issues of data policy: including licencing and costing. A flexible approach to data policy is required to cope with the different business models of MDIP partners, and the different conditions attached to the basic data by their owners. It was suggested that representatives with responsibilities for IPR could be brought together to outline an approach to this which will be able to support online access to meta-data and (eventually) the marine data and information themselves.

DC proposed this at the 01/03/06 MDIP Project Team meeting. Rather than implement a further “fully fledged” Working Group it was thought that the best approach might be through a short term group which would generate a review paper with some proposals. It was suggested (see minutes) that as preparatory background for this the DACs WG provides a summary of existing Data Policy statements. Also we need to consider impact of Freedom of Information and The Environmental Information Regulations.

Licencing and Data Policy Actions

Initial Licencing and Data Policy Action list as proposed by DC

Action	Description	Date
LDP1	DAC WG to summarise current practice with respect to licencing and data policy of initial DACs	30/06/06

Initials

LR – Lesley Rickards
DC – David Cotton
KM – Kieran Millard
MO – Mike Osborne