

MEDIN Data Archive Centre (DAC) Working Group Remit:

Objective: ‘To establish, maintain and expand an operational network of accredited Data Archive Centres to facilitate long-term storage for and access to the United Kingdom’s valuable marine environmental data resources’

Rationale: The Working Group aims to ensure marine environmental datasets are securely archived according to best practice and to national and international standards; ensure data holdings are clearly searchable and are made available on the MEDIN portal; offer expert advice on the management of marine data; support and promote the FAIR principles, and provide regular updates on the status of the network of Data Archive Centres.

Terms of Reference:

- 1) Maintain an overview of each Data Archive Centre’s capability to provide:
 - a. long-term curation of key datasets, according to best practice and to relevant national and international best practices;
 - b. clear searchable information on their data holdings by generating and publishing metadata on the MEDIN portal;
 - c. expert advice in the management of marine data;
 - d. accreditation as required by the MEDIN Sponsors’ Board (MEDIN Sponsors’ Board requested the move from MEDIN accreditation to CoreTrustSeal accreditation in 2019)
- 2) Produce an annual report summarising the capabilities and recent activities of all accredited MEDIN DACs, including Key Performance Indicators (KPIs) related to data use, to be submitted to MEDIN’s governing body, the MEDIN Sponsors’ Board and published on the MEDIN website.
- 3) Identify any issues with sustainability or funding of any DACs within the network.
- 4) Identify gaps in the DAC network and, informed by the other working groups within MEDIN and the sponsors’ requirements, identify the priority areas that should be addressed.
- 5) Develop a strategy and plan for filling the gaps identified and monitor progress towards the delivery of this.
- 6) Publicise and promote the MEDIN DAC network in the marine community.
- 7) Review the uptake of the DAC network with data generators and users and identify any additional action required to encourage adoption.
- 8) Identify any issues which will affect delivery of a comprehensive network of DACs for marine environmental data and where necessary raise these with the MEDIN Executive Team.

Meeting Schedule: The Data Archive Centre Working Group will meet at least every 6 months. Membership will be across all accredited Data Archive Centres and interested MEDIN partners and represent a balance between users and operators of Data Archive Centres.

Reporting: The group reports progress to the MEDIN Executive Team every quarter.