INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION
(of UNESCO)
Twentieth Session of the IOC Committee on International Oceanographic Data and Information Exchange (IODE-XX)
Beijing, China, 4-8 May 2009


This is an interim report for the contract for the Catalogue of Applicable JCOMM Best Practices Standards. Mr. Robert Gelfeld has been contracted by the IODE Project Office from 19.03.2009 to 19.06.2009 to work in close consultation with the Etienne Charpentier (World Meteorological Organization (WMO)), Bob Keeley (JCOMM Data Management Program Area (DMPA) Coordinator, Candyce Clark (JCOMM Observations Program Area (OPA) Coordinator and Peter Pissierssens (International Oceanographic Data and Information Exchange (IODE) Program Coordinator to:

a) Compile and submit for approval by UNESCO/IOC, not later than 28 February 2009, the list of documents and publications that include best practices and standards relevant to JCOMM (WMO and IOC Manuals and Guides, JCOMM Technical Reports, and other documents produced by JCOMM Panels and Expert Teams, including for example DBCP Technical Documents, and web based materials)

**THIS HAS BEEN FULLY COMPLETED**

b) From the compiled list, address standards development and accreditation, and in particular deficiencies, duplication, discrepancies, potential for cross-referencing, and make recommendations to address those issues

**THIS HAS BEEN FULLY COMPLETED IN THE CONTENT OF THE SPREADSHEET AFTER MEETING WITH ETIENNE AND IS FOUND IN THE STATUS COLUMN OF THE SPREADSHEET**

c) Review and finalize the draft "Oceanographer's and Marine Meteorologist's Cookbook for Submitting Data in Real Time and In Delayed Mode" for inclusion in the catalogue

**THIS WILL BE DONE AFTER IODE-XX**

d) Identify documents (or parts of them) from the list that could be submitted through the JCOMM/IODE Standards process

**THIS HAS BEEN FULLY COMPLETED IN THE STATUS COLUMN OF THE SPREADSHEET AND WILL BE EXPANDED INTO A SEPARATE COLUMN IN THE NEXT VERSION OF THE SPREADSHEET**
The work consists of three phases:

1. List of documents and publications. This was completed on 20 March 2009.
2. Catalogue and interim report. This is now completed as of 20 April 2009.
3. Catalogue online and final report. This will be completed as 19 June 2009.

There are now 63 documents and publications that have been identified for inclusion in the Catalogue of Applicable JCOMM Best Practices Standards (see attachment 1). These have been entered in an Excel spreadsheet. The categories for the spreadsheet have been based on a modified Dublin Core Metadata Element Set. They consist of the following:

TITLE – title of publication or document
CREATOR – general WMO, IOC, JCOMM Panel or Task Team
IDENTIFIER – publication or document number
RELATION – other associated publication or document number (including revision)
SUBJECT – general subject descriptor
DESCRIPTION – short abstract
PUBLISHER – actual WMO, IOC, JCOMM Panel or Task Team
DATE – year published
STANDARD TYPE – text description of standard addressed

FORMAT – hyperlink to URL where publication or document can be found

SOURCE – specific WMO, IOC, JCOMM Panel or Task Team

COVERAGE – geographic coverage

STATUS – current status or recommendation

The spreadsheet has been sorted by creator and identifier number. The current list of documents was reviewed in detail with Etienne Charpentier and Alice Soares of WMO in Geneva on 9 April 2009. Eleven documents were eliminated from the original list of documents completed for Phase 1 and four new documents were added. A STATUS column was added to the spreadsheet to reflect the current status and a recommendation for the publication or document. This spreadsheet has been sent to the afore-mentioned Coordinators for review and their comments will be incorporated for the preparation of Contract duty:

g) Produce the initial version of the catalogue of applicable JCOMM best practices standards in electronic form and make it available via the JCOMM web site.

General Recommendations:

1. All JCOMM Panel and Expert Teams should review the publications and documents identified for their teams for standards development and accreditation, and in particular deficiencies, duplication, discrepancies, potential for cross-referencing, and make recommendations to address those issues;

2. The IOC should review the publications and documents identified for their teams for standards development and accreditation, and in particular deficiencies, duplication, discrepancies, potential for cross-referencing, and make recommendations to address those issues.

Specific Recommendations:

1. Each publication in the spreadsheet has a specific status that need to be reviewed and updated (63 documents in all);

2. The IOC/JCOMM Expert Team on Data Management Practices (ETDMP) need to create and submit their publication for inclusion in the JCOMM Catalogue.

An updated and finalized spreadsheet and a final report will complete this contract. In addition a CD-ROM will be created of all the documents (58 documents have been received as of 20 April 2009). It will be necessary to follow-up the status of each publication and/or document. A new contract or party(s) need to be identified to complete this continuing task. The spreadsheet can be served online either at WMO or the IODE Project office. An online searchable relational database of the spreadsheet information can be served at the IODE Project Office in the future.

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