First meeting of the IODE Intersessional Working Group on the Health of NODCs

Annotated agenda

Online, 29 September 2023

(prepared by the Secretariat)

# OPENING OF THE MEETING

The meeting will be opened by Dr. Lesley Rickards, Chair IWG-NODCHealth. She will welcome participants and introduce the agenda, attached as Annex I.

# BACKGROUND OF THE IWG

The IODE Committee through the Decision IODE-XXV.3.2.4 established an Inter-sessional working group (further, IWG) on the review of NODC health status within the IODE network. According to the Annex A of the Decision IODE-XXV.3.2.4 the objectives of the WG were:

(i) propose metrics and processes for determining the health status of NODCs in the IODE network

(ii) propose a process to assist NODCs in improving their health status

(iii) recommend updates to the IOC Manuals and Guides No. 5 as appropriate

(iv) submit an intermediate report to the 2020 meeting of the IODE Management Group

(v) implement a provisional health status check of all NODCs

(vi) submit its final report including the provisional health check report to IODE-XXVI (April 2021).

During the January 2020 meeting of the IODE Management Group it was recommended that IWG will propose the changes to IOC M&G 5 taking into account the following circumstances:

(i) disbandment of JCOMM

(ii) NODC and ADU relations

(iii) WDC system superseded by WDS

(iv) ODISCat and other data & information related IODE activities and projects

It was also proposed the following sample categories for the NODC metrics:

(i) amount of data received/processed/archived

(ii) data available online

(iii) metadata availability

(iv) QA/QC implemented

(v) long term preservation

(vi) interlinkages established with ADUs (if any)

(vii) IODE QMF

(viii) contribution of data to OBIS/ODP

(ix) contribution of information to ODISCat

(x) publications to OBPS

(xi) capacity development plans and activities

(xii) funding

(xiii) participation in the international projects

(xiv) sustainable operations strategy (if any)

As no action had taken place on this issue since IODE-XXV (Feb 2019), the IODE management group, at its January 2021 had decided to establish a pre-committee working group (group 1) on this subject. The group met on 18 February 2021. It discussed necessary changes to IOC Manuals and Guides No. 5 and 67 and also recommended the drafting of IODE data centre health check procedures. Taking into account information and the checklist used by the OBIS Steering Group to check the health of OBIS nodes, the pre-committee working group suggested that it is valuable to be able to check the status independently and consider the full range of data management tasks of an NODC (see IOC M&G 5, page 5). Dr Lesley Rickards offered to prepare a short document with a preliminary checklist for the health status of NODCs for use by the inter-sessional working group. Some of the items require input from the NODC, but other items can be checked by IODE. Further work is needed to determine the NODC health check process, how frequently it should be carried out, precisely which checks need to be met for an NODC to be considered active and how inactive NODCs can be assisted to become active.

IODE-XXVI, noting with regret the lack of progress, decided to extend the Inter-sessional working group on the review of NODC health status within the IODE network and instructed it to provide:

(i) a revision of IOC Manuals and Guides No. 5 (Guide for Establishing a National Oceanographic Data Centre);

(ii) a revision of IOC Manuals and Guides No. 67 (IODE Quality Management Framework for National Oceanographic Data Centres and Associate Data Units (Revised edition)); and

(iii) finalise IODE data centre health check procedures, for submission to the IODE Management Group for its January 2022 meeting.

IODE-XXVI instructed the Secretariat to publish and circulate the documents subsequent to their approval by the IODE Management Group.

Dr Lesley Rickards (UK) informed the Committee at IODE-XXVI that the brief document referred to above was available to the Intersessional Working Group.

Initial membership of the group included:

• United Kingdom of Great Britain and Northern Ireland - NODC-Ms Lesley Rickards

• Mozambique- Ms Clousa Maueua

• France - NODC – Ms Michèle Fichaut

• Germany - NODC – Ms Susanne Tamm

During the intersessional period between IODE-XXVI and IODE-XXVII (Mar 2023) the following work had been carried out:

* a revised version of IOC Manuals and Guides No. 5 (Guide for Establishing an IODE National Oceanographic Data Centre, IODE Associate Data Unit or IODE Associate Information Unit (3rd revised edition)) was published on <https://oceanexpert.org/document/30863>
* the revision of IOC Manuals and Guides No. 67 (IODE Quality Management Framework for National Oceanographic Data Centres and Associate Data Units (Revised edition)) was published in 2019 on <https://oceanexpert.org/document/12661>
* a revision of IOC Manuals and Guides No. 73 (Guidelines for a Data Management Plan) was published in 2022 on <https://oceanexpert.org/document/31418>.

However the IODE data centre health check procedures was not finalized as planned and was not submitted to the IODE Management Group held in March 2022.

At IODE-27 it was noted that for a number of IODE NODCs and ADUs no response had been received to requests to update contact information (e.g. through IOC Circular Letter 2892 of 2 June 2022 and follow-up emails of 18 August 2022). In some cases, no contact had been made for over four years.

IODE-27 noted the slow progress on the IODE data centre health check procedures, although a short progress report has been made available very recently, decided to extend the “Inter-sessional working group on the review of NODC health status within the IODE network” for another inter-sessional period and instructed the working group to (i) provide a status report on the procedures to the IODE Management Group (2024); and (ii) finalize the procedures for submission to the 28th Session of the IODE Committee (2025).

IODE-27:

1. instructed the IODE Management Group to take into account the procedures used by the SG-OBIS as a possible model in their deliberations.
2. invited experts to join the working group and welcomed Sissy Iona (Greece), Sheldon Carter (OBIS ADU ISA, Jamaica), Lotta Fyrberg (Sweden), Lennert Tyberghein (OBIS SG), Yang Jinkun (China), Mark Hebden (UK) as members of the group.
3. decided that, once a year, the IODE Secretariat should send out an IOC Circular Letter to all IOC Member States, inviting them to designate or update information on IODE national coordinators (data management and information management) and update the list on the IODE web site.
4. noted the revision of IOC Manuals and Guides No. 5 (Guide for Establishing an IODE National Oceanographic Data Centre, IODE Associate Data Unit or IODE Associate Information Unit) and thanked contributors for their work.
5. noted the revision of IOC Manuals and Guides No. 67 (IODE Quality Management Framework for National Oceanographic Data Centres and Associate Data Units (Revised edition)) and thanked contributors for their work.
6. noted the revision of IOC Manuals and Guides No. 73 (Guidelines for a Data Management Plan) and thanked contributors for their work.

# ACTIONS TAKEN SINCE IODE-27 (MARCH 2023)

The brief document, referred to above by Dr Lesley Rickards, was updated by Dr Rickards in July 2023. The group is invited to take this into consideration during its discussions.

# REQUIRED ACTIONS

The group will be invited to recall its terms of reference:

(i) propose metrics and processes for determining the health status of NODCs in the IODE network

(ii) propose a process to assist NODCs in improving their health status

(iii) recommend updates to the IOC Manuals and Guides No. 5 as appropriate

(iv) submit an intermediate report to the 2020 meeting of the IODE Management Group

(v) implement a provisional health status check of all NODCs

(vi) submit its final report including the provisional health check report to IODE-XXVI.

Reference will also made to the OBIS node health check (<https://manual.obis.org/nodes.html#obis-node-health-status-check-and-transition-strategy>) which outlines a procedure for regular health checks and remedial measures.

The brief document (IODE-IWG-NODC-Health-Status-v0.docx) provided by Dr Rickards, which includes a preliminary NODC health status checklist and raises a number of issues and questions, can be used as a starting point for discussion.

# DISCUSSIONS

The group will be invited to draft a structure of the document that will include (i) metrics and processes for determining the health status of NODCs in the IODE network; and (ii) a process to assist NODCs in improving their health status.

This document should be submitted to the next session of the IODE management group (January/February 2024) as an intermediate report which will then enable a first provisional health status check of all NODCs to be implemented in 2024.

The revised document (taking into account the experience with the provisional health status check) will then be submitted for approval to IODE-28 (March 2025).

# WORK PLAN

The group will be invited to prepare a timeline of actions needed to ensure the availability of the draft document (that will include (i) metrics and processes for determining the health status of NODCs in the IODE network; and (ii) a process to assist NODCs in improving their health status) by December 2023.

# CLOSING OF THE MEETING

The Chair of the group will close the meeting.

**ANNEX I**

**Agenda of the Meeting**

1. OPENING OF THE MEETING
2. BACKGROUND OF THE IWG
3. ACTIONS TAKEN SINCE IODE-27 (MARCH 2023)
4. REQUIRED ACTIONS
5. DISCUSSIONS
6. WORK PLAN
7. CLOSING OF THE MEETING

**ANNEX II**

**List of Participants**

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