

**MEDIN Standards Meeting
London 1st December 2008
10.30 – 16.00**

Draft Minutes

Mark Charlesworth (MEDIN) – WS Lead
Steve Gontarek (SAMS)
Colin Graham (BGS)
Dave Cotton (MEDIN)
Roy Lowry (BODC)
James Dargie (CCW)
Chris Hill (GeoData)
Jason Sadler (GeoData)
Steve Wilkinson (JNCC) - Chair
Daniel Lear (MBA)
James Rapaport (SeaZone)
Becky Seely (MBA)
Roger Coggan (CEFAS)

1) Introduction and Welcome

All were welcomed to the first meeting of the newly formed MEDIN standards group. Apologies were received from Kieran Millard.

2) Outline of objectives for the day (MEDIN)

Mark Charlesworth gave an outline of the objectives for the day, stating that any technical terms should be explained clearly for the non experts.

3) Terms of Reference for Standards WG

The terms of reference for the group were taken from the objectives and rational statements from the MEDIN Work Programme agreed at the sponsors board, and the previous Terms of Reference from the MDIP Standards WG. These were then updated to reflect new working structures and circulated to the group. The new terms of reference were generally agreed however further explicit statements on the need to consider metadata and data may be required.

AP. MC to discuss with SW and edit as necessary then circulate to group for final sign off.

4) Discovery Metadata Standard and Tool

a) Metadata requirements

- Metadata requirements identified from Portal Review (JNCC) - 15 mins
- Metadata requirements identified from Archiving across DACs Review (GeoData) - 15 mins

b) Metadata standard

- Review of MEDIN Schema (DASSH) - 15 mins
- Changes to schema and implementation plan for discovery metadata – 30 mins

c) Tools

- Metadata tool development - demo of FishDAC - 15 mins
- Metadata tool development - discussion of requirements - 45 mins

5) Data Product Specifications

- Definition of data product specification in MEDIN context (inc. controlled vocabularies)
- Relationships to UKMMAS Protocols Group and INSPIRE
- What the community want from a data product specification
- How do we get to where we want to be?

6) World Register of Marine Species (WoRMS)

7) Standards for exchanging GIS, charts etc.

8) Signing off and dissemination of standards

9) Future working arrangements for group

- Meeting frequency
- Chair
- Participants
- Meeting Location

10) AOB