Review of Action Items from previous meetings

(Appendix E of Final Report TT-GISC 2014)

| **Action Number** | **Decision/recommendation/ action**  | **Responsible** | **Objective/deadline** | **Status** |
| --- | --- | --- | --- | --- |
| ~~14/1-1~~ | **~~Decision:~~** ~~Endorsed the core WIS competencies and the associated output documents on competencies and learning guide:~~~~[~~[~~http://wis.wmo.int/file=687~~](http://wis.wmo.int/file%3D687)~~] [~~[~~http://wis.wmo.int/file=689~~](http://wis.wmo.int/file%3D689)~~].~~ | ~~Include in report~~ | ~~28Feb2014~~ | Completed. See Report of CBS Ext 2014 for updates now being published in the 2015 Manual on WIS[[1]](#footnote-1) |
| 14/1-2 | **Action:** a) Encouraged all GISCs to start to utilize the competency and learning guide in their capacity development and training activities. b) All GISCs should aim at ensuring centres in their area of responsibility have staff equipped with appropriate competencies and thus maximize their ability to support and benefit from WIS | GISCs | ~~ASAP~~ Leave on agenda | Ongoing, especially now we have MoW as per 14/1-1 |
| ~~14/1-3~~ | **~~Action:~~** ~~Jacques Anquetil to coordinate the collection of the comments from all the GISCs on the elements proposed for monitoring and to submit a report to ET-WISC by the 27 March. It requested that the secretariat facilitate provision of the report to ET-WIS.~~~~See also action 14/1-13~~ | ~~GISC representatives, Chair, Secretariat~~ | ~~27 March 2014~~ | Done. Webex meetings led to current project with Remy as project lead and Yasu as technical lead. |
| ~~14/1-4~~ | **~~Action:~~** ~~All GISCs to generate and publish metadata for those bulletins that they are producing and already circulating on GTS as soon as possible~~ | ~~GISCs~~ | ~~ASAP~~ | Done –Normal activity |
| ~~14/1-5~~ | **~~Decision:~~** ~~Agreed that GISC Tokyo provide its "WIS-UNASSOCIATED" set as the authoritative source of baseline metadata and invited all GISCs to synchronize the set.~~ | ~~GISCs~~ | ~~ASAP~~ | Done and proving effective; a few GISCs to go |
| ~~14/1-6~~ | **~~Decision:~~** ~~Agreed~~ [~~Doc 04~~](http://wis.wmo.int/doc%3D2831) ~~provides the basic structures of OAI-Sets to be provided by each GISC.~~ | ~~GISCs~~ | ~~ASAP~~ | Done - Completes Action Item 14/1-1 |
| ~~14/1-7~~ | **~~Action:~~** ~~Requested:~~ ~~a) all GISCs to implement the set membership in the headers of items returned in response to the GetRecord requests; and~~ ~~b) each GISC to make sure that all the sets include all the records, especially records that have not belonged to any operational GISC.~~ | ~~GISCs~~ | ~~ASAP~~ | Done –Normal activity |
| ~~14/1-8~~ | **~~Decision:~~** ~~Agreed to minimize the synchronization failure by following two practical rules:~~ ~~a) avoid using identifiers with only case difference as the primary rule,~~ ~~b) if there is no way other than using identifiers with only case difference, delete old records explicitly (by issuing OAI deleted message), before adding new records~~ | ~~GISCs~~ | ~~ASAP~~ | Done –Normal activity |
| ~~14/1-9~~ | **~~Action:~~** ~~Agreed:~~~~a) That all harvesters need to be able to harvest records even with default namespace declarations;~~ ~~b) To encourage metadata creators to avoid using default namespace declaration.~~ | ~~GISCs~~ | ~~ASAP~~ | Done –Normal activity |
| ~~14/1-10~~ | **~~Action:~~** ~~Urged the GISCs to fix inaccurate datestamps in OAI headers and selective harvesting arguments: “until” and “from”, by the next ET-WISC meeting~~ | ~~GISCs~~ | ~~By next ET-WISC meeting~~ | Done – See new action item 15/1-2 |
| 14/1-11 | **Action:** Agreed to use the ET-WISC internal forum (<http://www.wmo.int/pages/prog/www/WIS/wiswiki/tiki-view_forum.php?forumId=12>) to discuss issues. | TT-GISC | ~~ASAP~~ Leave on agenda | Forum created, now need relevant usage. Ongoing |
| 14/1-12 | **Action:** a) Requested ET-CTS, while investigating cloud computing solutions, to address: legal issues of countries using storage outside of nation; - political barriers to one country using a service managed by another; and data access policy. b) The chair suggested that once ET-CTS has considered this document from a CTS perspective, it is recommended that at least a couple of GISCs experiment further with this concept.c) TT-GISC members to participate in Cloud project | a) ET-CTS chair,b) TT-GISC chair.c) Participating GISCs | a) March 2014b) When convenientc) report back to next TT-GISC meeting | a) & b) both Done – Cloud project in progressC) new |
| 14/1-13 | **Recommendation:** Agreed that detailed monitoring would be at the GISC level, while only the common holding needs to be monitored globally. Thus all GISCs should meet the basic requirement set by monitoring a) The number of core Cache updates in the last 24 hours and b) 24 hour input volume and c) number of items in the complete cache, plus the status of the common holding (core) component. Each GISC is encouraged to establish more detailed monitoring for its own quality assurance process. (See also action 14/1-3)d) TT-GISC maintain close liaison with monitoring team | ~~As per action 14/1-3~~ Remy as project lead and Yasu as technical lead. Participating GISCs project focal points | ~~As per action 14/1-3~~ Leave on agenda | As per action 14/1-3 current project with Remy as project lead and Yasu as technical lead and to report back to TT-GISC. |
| 14/1-14 | **Action:** Agreed to:a) the need for GISC agreement making processes necessary to manage multilateral GISC issues.b) establish a sub team to define TOR and working practices to report back to TT-GISC on recommended procedures for approving inclusion of data in GISC core cache, and similar decisions, so it can be reported to ET-WISC and ICT-ISS. c) need to provide TT\_GISC and TT-DC opinions to ITT-WIS | Japan(lead), USA, Germany, France, UK, Russian Fedand Chair TT-DC | ~~June 2014~~ CBS requested ICT-ISS establish ITT-WIS to look at governance~~.~~Leave on agenda | a&b Done – underway Note new part C added in 2015 meeting. |
| 14/1-15 | **Action:** Meetinga) confirmed file format of 24h cache to be full meteorological bulletin as in report of ET-WISC meeting, 2013. b) encouraged all GISCs to use the full “Meteorological bulletin” as default representation of GTS-bulletin data instances | GISCs | ~~ASAP~~ Leave on agenda | TT-GISC still has some concerns on this issue |
| 14/1-16 | **Action:** Establish a method by which access to a GISC cache is reviewed/audited.  | Germany, France,UK (lead),and Japan | ~~Next TT-GISC meeting~~ Leave on agenda | Noted new WMO\_DistirbutionScopeCode addresses cache holding. In addition CMA paper on monitoring Cache (Doc35) to be passed to Monitoring Team. |
| 14/1-17 | **Action:** TT-GISC recommended:a) GISCs should agree on a single standard to facilitate user federation;b) Establish group to investigate, including establishing basic use casesc) Confirm elements needed to be shared. | USA, Germany, France (Lead), Japan, China,, Australia, UK | Leave on Agenda. Report back to TT-GISC ~~by 2015 (prior Cg 17)~~ 2016 | No report for this meeting so still To be done |
| ~~14/1-18~~ | **~~Decision:~~** ~~agreed~~ ~~a) on the proposed GISC backup procedures in~~ [~~Appendix D, Annex to 9.1~~](#_Annex_to_9.1:) ~~to this report~~~~b) not to include metadata management in GISC backup, and~~ ~~c) not to exchange or transfer metadata management privilege for backup purposes~~~~d) If there is a need to exchange user information, proper security measures should be taken based on the agreement on the two GISCs.~~ | ~~GISCs~~ | ~~ASAP~~ | Done – See WIS guide updates in CBS Ext(2014) report |
| ~~14/1-19~~ | **~~Recommendation:~~** ~~The meeting agreed that:~~~~a) The terms for “~~*~~GISC Registered User~~*~~” should be included in the Manual on WIS, and that the paragraph 3.9.2 be updated to include “~~*~~In addition, GISCs are encouraged to, where feasible, provide backup for registered GISC users that are not included within the mandatory backup procedures for NCs and DCPCs within the GISCs AMDCN~~*~~.~~~~b) The procedure in~~ [~~Appendix D, Annex to 9.3~~](#_Annex_to_9.3) ~~for NCs and DCPCs changing their principal GISC for inclusion in the Guide to the WIS (WMO No 1061)~~ | ~~Secretariat and ET-WISC.~~ | ~~April 2014~~ | Done – See WIS guide updates in CBS report |
| 14/1-20 | **Recommendation:** TT-GISCa) agreed that GISC working arrangements, including recommended practices from TT-GISC, should be recorded in an easily maintained Operations Guide to GISCs (possibly a wiki)~~b) proposed that~~ [~~Appendix D, Annex to 9.2~~](#_Annex_to_9.2) ~~should be included in a GISC operating guide.~~ | TT-GISC | Leave on agenda. Chair add (a) to action plan prior to next meeting | (a) Wiki part not done. (b) completed. See WIS guide updates in CBS report. |
| 14/1-21 | **Recommendation:** TT-GISC recommends that WMO be registered as a DCPC with a principal GISC of Toulouse. | Secretariat and ET-WISC. | ~~April 2014.~~ Leave on agenda | CBS approved, Meteo-France agreed to be Principal GISC, WMO still working out internal processes through Library |
| 14/1-22 | **Action:** TT-GISC:a) Agreed that there was a need for a standard format and method along the lines proposed by GISC Pretoria and described in Appendix D, Annex to 9.4. b) Requested France and Germany to explore this issue further to prepare a report to TT-GISC with an aim to including the details in the GISC Practices Guide | France and Germany | ~~June 2014~~ Leave on agenda | ICT-ISS reviewed the form and recommendations of the TT-GISC and they asked that it be generalized.  |
| 15/1-1 | Requested GISCs that were unable to report to TT-GISC 2015, to still provide status reports  | Jeddah, New Dehli, and Tehran. | ASAP  |  |
| 15/1-2 | Noting closure of 14/1-10 and Doc(xx) from DWD. Request DWD to clarify what still needs to be done regarding OAI timestamps. | DWD (Markus & Bernd) | Before next meeting of TT-GISC |  |
| 15/1-3 | Add CBS-16 demo to WIS monitoring team. | Yasu | Before next meeting of TT-GISC |  |
| 15/1-4 | Provide information to Secretariat n order to populate and update GISC Backup Table (Working Doc 07) relating to GISC data collection and distribution in their AoR. | GISCs / Secrtariat | Before next meeting of TT-GISC |  |
| 15/1-5 | Cache variability1. GISCs to review analysis of cache variation
2. CMA to upload excel spreadsheets containing the number and size of TTAAii and CCCC files in the cache used for cache analysis to meeting page to facilitate GISCs analysis of cache variability.
3. All GISCs are encourage to submit data for future analyses.
4. Pass Doc 35 on cache monitoring to monitoring team.
 | a&c) GISCsb) CMA | a) Doneb) and d- ASAPc) when next analysis occurs. |  |
| 15/1-6 | GISCs to investigate and if possible implement new data policy categories to account for NoLimitation, including treatment of empty policy field. See [http://wis.smo.int/page=ManualWIS](http://wis.smo.int/page%3DManualWIS) 19 May 2015 reflecting CBS fast track approval of WIS Metadata. | GISCs | GISCs to report back on issues and status at next meeting |  |
| 15/1-7 | a) GISCs to investigate and if possible implement WMO\_DistributionScopeCode1. Implement code
2. Encouraged GISCs to review in consultation with data providers existing metadata to include the globalavailable, cache or regional or source flag and batch update metadata.

b) Chair to adivise CBS through ET-WISC/ICT-ISS of the urgent need for ITT-WIS to provide guidance | a) GISCsb) Chair | a) GISCs to report back on issues and status at next meetingb) ASAP |  |
| 15/1-8 | Investigate inclusion of regional networks on dynamic WIS monitoring diagram using information in existing JSON files. | Jose  | Through monitoring Team, report back to next TT-GISC |  |
| 15/1-9 | GISCs are to investigate if they are able to generate Vol C1 or if work is being done within their organization | GISCs | GISCs to report back on issues and status at next meeting |  |
| 15/1-10 | GISCs should implement a training environment along the lines in WDoc3r1. | GISCs | GISCs to report back on issues and status at next meeting |  |
| 15/1-11 | a) Ask Monitoring Team to maintain pilot for GISCs to monitor and to investigate inclusion of some NCs.b) All GISCs are encouraged to 1) provide JSON files, and encouraged to include some NC/DCPC data.b) monitor the three WIS Common Dashboards. | GISCs | Monitoring team and GISCs to report back on issues and status at next meeting |  |
| 15/1-12 | meeting will forward the request described in Doc14 to IPET-MDRD | Chair | ASAP |  |
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1. CBS Ext(2014) Report - <http://library.wmo.int/opac/index.php?lvl=notice_display&id=17160> [↑](#footnote-ref-1)