

Florida Water Resources Monitoring Council,
May 23-24, 2007 meeting summary

- **Meeting dates established for FY 2007-2008, to accommodate metadata standards strategy:**

July 25 & 26, 2007- Tallahassee

September 11 & 12, 2007- TBA (tentatively at SJRWMD, Palatka)

November 7 & 8, 2007- Tallahassee

February 6 & 7, 2008- TBA

March 5 & 6, 2008- Tallahassee

May 7 & 8, 2008 - TBA

- **Oceans Council funding for establishing metadata standards**

Oceans Council funding of \$3.2M was established by Legislature and signed by Governor. At meeting May 15-16, Oceans Council opted to concentrate the \$600K for initiation of their Integrated Data Management and Dissemination program (IDM) on the first two 'Data Focus Areas' (1 - establishing metadata standards, 2 - designing data storage and retrieval network and examining conversion of existing datasets). They decided to delay the start of last two Focus Areas until next year to help speed progress on the first two.

- **Definitions to be used by this Water Resources Monitoring Council:**

1. Datum: a specific item of information
2. Data Record: collection of data
3. Metadata Element: the specific attribute about individual components of a data record
4. Metadata Standard: technical specification used to create a data record

- **Finalizing Charge #1 Strategy (establishing metadata standards)**

Establishing panel of experts to scope and review contractor efforts:

Each Council member agency to select one member of expert panel. This person does not need to be from member's agency. Focus of panel is on expertise, not agency/entity representation.

1. Criteria for selection of experts:
 - a. Primary focus is expertise in data management for monitoring programs
 - b. Experience with data sharing between agencies or entities (example: STORET)
 - c. Experience with metadata standards
 - d. Ability to work collaboratively; team player; flexibility
 - e. Ability to serve considering time needed

Hiring consultant to carry out information gathering and organizing efforts previously identified by Council:

A) Deliverables from Consultant:

1. Work plan with specific timeline
2. Survey of all existing metadata elements in Florida (including but not limited to: local, state, federal, universities); submitted to expert panel when completed
3. Survey of metadata standards internationally; submitted to expert panel when completed
4. Analysis of existing metadata elements vs. existing metadata standards: submitted to expert panel when completed
 - a. Showing how various metadata are linked/coordinated
5. The Report of the Analysis (Summary: give Council available feasible options); submitted to expert panel when completed
6. Preparation of interim Report delivered to Expert Panel and Council
7. Weekly Progress Reports to Expert Panel

B) Draft skill-set criteria for consultant, to be refined by expert panel:

1. Ability to communicate effectively both verbally and in writing
2. Experience with data sharing between agencies or entities
3. Experience with metadata standards
4. Ability to work collaboratively; good interpersonal skills; flexibility
5. Expertise in data management in diverse water resources related monitoring programs
6. Familiarity with local, state and federal agencies in Florida

7. References and demonstration of past performance with similar projects in metadata and data management
8. Previous survey experience
9. Experience working with scientific data
10. Scientific background
11. Experience as a user of various forms of monitoring data

- **Data types for which metadata should be established:**

Types of data in list of standards:

1. The Consultant will be informed that the universe of water resources data covered is physical, biological, and chemical; and
2. The Consultant is encouraged to refine/enlarge the water resources data table, ensuring that the ultimate list includes but is not limited to those items on the following list under each of the categories

Physical	Water	Biological
Sediment	Sediment	Biology
Air	Air	Taxonomy
Soils	Soils	Microbiology
QC	QC	QC
Spatial info		
Temporal info		
Meteorology		
Lithology		
Hydrology		