***Note: These actions are not finalized. Please see minutes and final list of actions.***

Action WGISS-45-7: Yonsook Enloe, Richard Moreno, Rob Woodcock, Mirko Albani, and Chris Lynnes to identify and submit to Michelle the valid versions of their Best Practice and White Papers. Michelle to display these on the Document Management Table on the WGISS website by end of June 2018.

Action WGISS-45-8: Mirko Albani, Iolanda Maggio and Michelle Piepgrass to address Best Practice and White Papers (not lessons learned) Web page (to be put at highest level in CEOS Web Site) population with other WGs material after completion of action on WGISS Interest Groups. Maintain and populate page by September, 2018.

Action WGISS-45-13: Michael Morahan to follow up with Greg Stensaas to update the test site information in the IDN by end of June.

Action WGISS-45-15: Esther Conway, Andrea Della Vecchia, and Michael Morahan to ensure that UKSA’s data collections are accessible through FedEO.

Action 1: Mirko to bring to the attention of SEO and SIT the need for CEOS-globalized (e.g. VCs and WGs) WISP support; suggest this could be provided through SEO. Due by end November 2018.

Action 2: Mirko to inform SIT Chair that CSIRO has confirmed nomination of Rob Woodcock as WGISS representative in the GEOSS Expert Advisory Group. Mirko and Andy will support Rob as needed. Suggest letter be sent by SIT Chair to GEO Secretariat. Due by end October 2018. In progress.

Action 3: Exec (Rob/Andrea) to prepare 1/2 slides for SEO/Brian on what WGISS is doing for Data Cubes and on proposed way forward for WGISS/SEO cooperation on FDA Data Cube topic. Due by end November 2018.

Action 4: Michelle to send ToR to Rob/Mirko. Exec (Mirko/Rob) to update the WGISS Terms of Reference to reflect FDA activities assigned to WGISS and recommendations from SIT/Plenary. Due by end January 2019.

Action 5: Mirko/Exec to prepare an updated set of actions for the CEOS 2019-21 Work Plan to address the mandate on FDA (see FDA AHT recommendations) and other WGISS related activities. Due by end November 2018.

Action 6: Exec (Mirko/Rob/Andrea/Yonsook/Liping) to explore the possibility of a Carbon Portal case study built around the VAST-VNSC Chair Initiative. After confirmation by EXEC WGISS will get in touch with SEO/VNSC if/as needed. Due by end November 2018.

Action 7: Exec (Richard/Iolanda) to further explore possible areas of cooperation with WGDisasters, specifically with regards to the generic Recovery Observatory and FDA/CDA. Due by end February 2019.

Action 8: Each interest group Lead to provide information for the ‘CEOS Agencies Participation/Contribution to WGISS’ table (a table showing the different WGISS groups, their scope, CEOS agency interest/benefits, and skills of representatives), and to finalize, distribute and post. Due by end November 2018.

Action 9: Mirko, Richard, Ge Peng, Iolanda to further elaborate possible collaboration with the WMO International Expert Group on Climate Data Modernisation (IEG-CDM), WIS and WIGOS, and possibly organize a joint session at WGISS-47. Due by end February 2019.

Action 10: Rosemarie Leone and Ge Peng to exchange information and further elaborate on use cases to be included in a CCSDS Green Book. Rosemarie to drive input for CCSDS. Due by TBD.

Action 11: DSIG to consider organizing a discussion/session/workshop regarding long term archival tapes and storage media, eventually with vendors, for example as part of PV2020. Due by end January 2019.

Action 12: WGISS members to provide comments to User Metrics Best Practice. Due by mid-November 2018.

Action 13: WGISS members to perform an analysis of status of implementation of User Metrics at respective organizations and provide input to Iolanda (status check). Due by end March 2019.

Action 14: WGISS CDA (System Level team) to consider/assess feasibility to implement the defined user metrics. Due by end March 2019.

Action 15: Mirko to liaise with CEO to trigger update of the inventory of Virtual Constellations datasets and then assess discoverability/accessibility through WGISS Connected Data Assets infrastructure. Due by end February 2019.

Action 16: EXEC to look for WGISS Vice-chair candidates for period 2019-21 (to become Chair in 2021-23) and ask availability. Due by end January 2019.

Action 17: WGISS (Doug/Andre’ Twele/Michael/Andrea) to draft a short summary analysis on Google Data Search Tool capabilities with respect to CEOS agencies data and differences/ complementarity with respect to WGISS CDA Infrastructure. Include recommended actions, if any, to be carried out on WGISS side (e.g. in IDN). Due by end January 2019.

Action 18: Interest Group leads to send final comments (if any) on the brochure, please send to Michelle and Iolanda. Due by end October 2018 COB.

Action 19: SLT to discuss way forward to implement a single front-end/portal within IDN to access the WGISS CDA for data discovery and access (see proposal Andrea). Due by end November 2018.

Action 20: Andrea, Rob, WGCV (Medhavy, Philippe G, Cindy) to discuss way forward on ongoing activities on data cube support to WGCV. Due by end November 2018.

Action 21: Marco to trigger request of information on SSO White Paper to different partners including NEXTGEOSS (Bente). Due by end November 2018.

Action 22: Michael to provide a one page description of IDN entries (i.e. DIF-10 Writer Page points with fields/sub-fields and reference to external sources) and a DIF-10 metadata validator. Due by end December 2018.

Action 23: Rob to follow up on SAR training/meeting in Vietnam with WGCapD/CSIRO. Due by end November 2018. In progress.

Action 24: WGISS EXEC to consider organizing a session at the next WGISS-47 on EO ontologies as part of the DSIG. Due by WGISS#47.

Action 25: Michael/Andrea/Li Ping to organize a meeting to discuss a metadata model for Services description to be circulated and approved by WGISS. Model will be used to describe services which will then be discoverable through IDN SERF interface. Due by end December 2018.

Action 26: Iolanda to communicate with NextGEOSS, AmeriGEOSS, AfriGEOSS and EuroGEOSS about joining the WGISS inventories (FDA and/or SW/Tools). Due by end November 2018.

Action 27: Iolanda to prepare a proposal for GEO DMP improvement/update based on the work done at WGISS (e.g. Maturity Matrix). Due by end January 2019.

Action 28: Chris, Mirko and Rob to put together one page on recommendations for cooperation between GEO and WGISS based on the outcomes of the Joint Workshop. Due by end November 2018.

Action 29: Mirko/Rob/Iolanda/Richard to organize an FDA hands-on workshop during the next WGISS meeting to demonstrate FDA elements capabilities (subset selected from FDA inventory) and practically address interoperability aspects to make the ecosystem more manageable for users. Due by WGISS#47.

Action 30: Chris to investigate and write an information model in FDA (knowledge).

Action 31: Exec to evolve the OSS Inventory target from an inventory sheet to a mechanism for ongoing CEOS publishing and discovery of open source tools important to CEOS agencies. Assess for sustainability and commitment from CEOS agencies prior to development.​ [OSSW inventory should focus on tools/SW that CEOS wants to make visible for wider use. When published on WGISS web site they should be classified by: 1) Thematic Area (problem they solve), Data Sets usable, Targeted Users, Category (e.g. visualization, etc). High relevant tools should be highlighted. Second steps will be to approve at WGISS level a service/tools metadata (see action 26) and ensure that CEOS agencies register services/tools in IDN using it. Discovery will then be possible via IDN “CEOS branded” entry point. ]

Action 32: Exec to investigate the RDA working groups and identify those that may have relevance to the work of WGISS. Identify next steps.

Action 33: Andy to notify WGISS when the CEOS Open Source Conformance Test Document is approved for Open Source.

Action 34: WGISS Exec to consider having a special session on cloud services. By WGISS-47.