

JCADM Proposal to COMNAP and SCAR

July 2003 – June 2004

Background

A SCAR-COMNAP ad hoc Planning Group on Antarctic Data Management was established at XXII SCAR in June 1992. The Group's first report (October 1992) proposed a committee for Antarctic data management overseeing the development of an Antarctic Data Directory System, comprising National Antarctic Data Centres linked to an Antarctic Master Directory (AMD). The Antarctic Treaty Meeting in November 1992 and the SCAR and COMNAP Executives accepted the recommendations from the report in April 1993.

The SCAR-COMNAP Joint Committee on Antarctic Data Management (JCADM) replaced the ad hoc Planning Group in 1997. JCADM is comprised of managers of each National Antarctic Data Centre (NADC), or relevant national contacts if an NADC has not yet been nominated. To date 26 countries are represented in JCADM.

JCADM's priorities over the last few years have been to enlist NADCs and to assist them in documenting their national Antarctic datasets through the creation and use of index (metadata) records. An index record is a description of a dataset, its location and contact details. The AMD, within the Global Change Master Directory (GCMD) was set-up to hold these index records. The AMD is a web based metadata catalogue, which can be accessed by anyone interested in Antarctic information.

The AMD has grown over the past few years to a catalogue of over 2800 data records (approximately 25% of the GCMD total). JCADM's annual budget grew to \$40,000 USD per year for a two-year period to initially set-up the AMD. All these funds went to the GCMD to establish the AMD and to support the NADCs. Since the implementation stage the annual budget has been reduced. The work plan presented below is for a total annual budget of \$10,000 USD.

Work Plan

The first work plan relates to what JCADM plans to achieve over the next year. Although JCADM will not retain any money for this work, the plan relies on the continued support for the maintenance and further population of the AMD. The second work plan relates to what the GCMD will accomplish over the next year with funding for the AMD.

Work Plan – 2003/2004 for JCADM

Task	Responsibility	Deliverable	Date Due
Maintain and further develop the JCADM web site: http://www.jcadm.scar.org/	Australia, UK, Belgium and the Netherlands	An operational and up to date web site	On-going
Recruit National Antarctic Data Centres within SCAR	JCADM Executive	Increased number of countries with NADCs.	July 2004
Provision of a technical workshop for data managers	JCADM Exec and GCMD	All NADCs have the same level of data management knowledge	July 2004

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Task	Responsibility	Deliverable	Date Due
Create an information brochure and poster about JCADM and the AMD	JCADM	An Increased profile of the AMD.	Feb 2004
Make data management an important part of the SCAR Conference	JCADM Exec and Germany	Provide information on Antarctic data management to SCAR scientists and the general public	July 2004
Ensure data management is incorporated into all IPY projects	JCADM Exec	Proper storage and maintenance of valuable information gained from IPY projects	On-going
Increase JCADM's utility for SCAR and COMNAP	JCADM	Create project information files for all national programmes and SCAR programmes	July 2004

Work Plan – 2003/2004 for GCMD

Task	Deliverable	Date Due
Create an Antarctic Project portal from the GCMD?	An Antarctic Project portal resides on the GCMD and can be easily accessed.	July 2004
Create country portals to the AMD	Each country has an appropriate national profile for Antarctic data on the AMD Web site	July 2004
Evaluate the feasibility of automated statistics for the AMD	Instant statistics any time they are needed off the AMD web site.	July 2004
Maintain quality control of the metadata that is entered into the AMD	High-quality index records.	On-going
Development and maintenance of data entry and search tools	Software for metadata creation that is easy to install, use and support	March 2004
Provide metadata expertise and associated technical support to NADCs including documenting DIF management.	Assistance given to NADCs by e-mail and phone	On-going
Tracking development of ISO standards and giving advise to JCADM	Advice to NADCs in implementing international standards	July 2004