Terms of Reference

Metadata Data Working Group

# Terms of Reference

# Purpose and role

*This section summarises what is the purpose and role of the committee. This is to be populated by the Sponsor and Chair.*

# The Metadata Data Working Group (MDWG) will support a wider understanding and consistent application of standards based Geographic Information metadata. The MDWG will monitor, review and advise on the most recent standards, and produce and maintain best practice guides to assist users in applying appropriate metadata to their data, and integrating with or implementing metadata management systems.

# Scope of work

*This section provides what is in and out of scope for the committee. This section intends to align the committee directly to the ICSM Operating framework, specifically in the section ‘what we do’.*

The MDWG focuses on policies, specifications, best practice guides and other common data enablers related to enable the capture, management and dissemination of geographic information metadata.

The MDWG will provide:

* Guidance on the use of ISO19115, 19115-1, 19115-2, 19115-3 series of metadata standards
* Advice upon DCAT, JSON, Schema.org, ensuring specific geographic standards activities will be interoperable with these related catalogue activities
* Best practice guidelines and reference materials related to the use of geographic information standards
* Annotated XML templates containing all elements recommended by the MDWG for a) ISO19115-1 and b) ISO19115-2

# 1.3 Strategic responsibilities

*This section identifies what strategic issues and strategies the committee is leading or actively partaking within.*

* Implementation of the Metadata Data Working Group Roadmap
* Interpretation and implementation advice where changes to ISO standards effect interoperability with other related catalogue activities

# 1.4 External influences

*This section identifies what external strategies, projects and issues may influence or impact the working groups work plan.*

* ICSM Strategic Framework
* FSDF Discoverability and Consumeability roadmap
* Australian Terrestrial Datum Modernisation Program, specifically GDA2020
* Australian Government Location Index
* Maturing ISO standards and other global geographic information related standards

# 1.5 ICSM Goals addressed

*This section identifies which goals identified within ICSM strategic plan will be addressed through the committees work. (Refer to the ICSM Strategic Plan – goals Section).*

* Foundation spatial data is interoperable – it is easy to integrate with other data and technologies.
* Improved digital supply chain for synthesised, national foundation spatial datasets.

# Duties

*This section articulates what high level actions the committee undertakes.*

* Create and maintain a roadmap documenting what the MDWG is going to undertake and when.
* Develop, manage and share a series of best practice resources (profiles, applications, FAQs, etc.) to assist both general and technical audiences to understand, implement and manage the latest versions of metadata standards.
* Create and maintain a knowledge base of Australian and New Zealand applied metadata standards, practices and systems
* Actively monitor and assess future metadata standard changes and advise ANZLIC and stakeholders on their impacts on policy and the scale of technical changes.
* Engage with industry organisations to communicate working group developments and directions.
* Provide advice to spatial communities on the value, implementation and management of metadata and associated systems.
* Provide a forum for metadata custodians to share and exchange knowledge related to implementing, maintaining and updating metadata frameworks.
* Provide a forum for inward and outward communication between international (ISO and OGC peak bodies), other interest groups (Australian Government Linked Data Working Group, GeoNetwork community of practice etc.) to inform and seek feedback from core foundation spatial data custodians.
* Govern associated metadata tools, models, vocabularies, and resources, which are published by ICSM and/or ANZLIC.

# 1.7 Administration

*This section documents the committee’s administrative functions.*

|  |  |
| --- | --- |
| **Sponsor** | Simon Costello – the Chair of the ICSM |
| **Chair** | Irina Bastrakova – Geoscience Australia |
| **Secretariat** | *TBC: either provided by the group or negotiated with Executive Office* |
| **Membership** | *Identify the members – as agencies (and for Exec Office use)* |
| **Meeting frequency** | Face to face, twice a year (rotating jurisdictions), teleconferences and specific working group activities will be coordinated by the chair with a higher frequency of meetings to allow delivery of work program. |
| **Channels for collaboration, documentation and communication** | * <http://www.icsm.gov.au/what-we-do/metadata-working-group> * <https://www.loomio.org/g/0HIALycj/icsm-mdwg-iso-19115-3-guidance-development> |

# 1.8 Associated committee working groups for collaboration or awareness

*This section identifies what internal and external to ICSM committees or working groups have impact upon the activities of the committee. This recognition is important for collaboration and communication purposes where agendas may have overlap.*

**Inside ICSM**

* Permanent Committee on Addressing
* Permanent Committee on Cadastre
* Permanent Committee on Geodesy – Specifically activities related to the Australia Geospatial Reference System
* Permanent Committee on Mean Sea Level
* Permanent Committee on Transport
* Permanent Committee on Topographic Information
* Permanent Committee on Place Names

**Outside ICSM**

* **International Standards Organisation Geographic technology (ISO TC211)**: Standardisation in the field of digital geographic information. <https://www.isotc211.org/>
* **Open Geospatial Consortium:** The Open Geospatial Consortium (OGC) is an international not for profit organisation committed to making quality [open standards](http://www.opengeospatial.org/docs/is) for the global geospatial community.
* **Australian Government Linked Data Working Group:** The Australian Government Linked Data Working Group was established in August 2012 to meet the Linked Data challenges facing the Australian government.

# Committee governance

*This section documents the formal governance for the committee with relation to roles, responsibilities and decision making, including committee lifespan control. This section is common across all ICSM working groups. Specific committee exceptions are to be underlined.*

* 1. **Sponsor**

The role of the **Sponsor** is to act as a conduit between the committee and the ICSM executive. The sponsor is:

* Accountable for the committee’s work program
* Accountable for the committee’s associated working groups and special interest groups
* Approves reports, proposals and materials to be formally published and or presented to the ICSM executive
* *Further details on the sponsor’s role can be found in the ICSM Terms of Reference, Governance Charter*
  1. **Chair**

The role of the **Chair** is to lead and manage the committee. The Chair is:

* Responsible for producing and delivering the committee’s work program
* Responsible for project managing associated projects and tasks
* Responsible for reporting to the ICSM executive on the status of the committee’s work program, and any associated Special Interest or Working Groups
* Working with the Sponsor to ensure the work plan is aligned to the ICSM strategic framework and work plan
* The Chair is to be recommended by the sponsor for approval by the ICSM executive, and
* The Chair may attend ICSM executive meetings and participate in discussion
* *Further details on the Chair’s role can be found in the ICSM Terms of Reference, governance Charter*
  1. **Funding and project proposals**
* Funding and project proposals are to be prepared by the committee and tabled with the ICSM executive for decision
* Proposals will clearly document what the project will deliver, who will be responsible for managing the project, where funding will be allocated and when the funding will be spent
* Project reporting will be included within the working groups report to the ICSM executive
  1. **Membership**
* MDWG’s membership should comprise of members from a majority of ICSM jurisdictions
* Membership to a MDWG will be at the ICSM executive's discretion
* Membership may include representations from industry and or other sectors at the discretion of the ICSM executive
* Members are to represent the view of their organization, and be in a position to make or facilitate organizational decisions
* Member organisations are to formally recognize the individual’s role and contribution towards MDWG, and provide support to attend and partake in MDWG meetings and activities
* Non-government organizations may attend and partake in MDWG meetings upon invitation from the Chair
  1. **Permanent Committee lifespan and sub groups**
* Permanent committees are enduring in nature and will be established and terminated by resolution of the ICSM executive.
* A Permanent committee may request the ICSM executive to establish a Working Group to undertake a focused, short-term project related to the committee’s work program. Working groups will be established and terminated by resolution of the ICSM executive.
* A Permanent committee may request the ICSM executive to establish a Special interest Group to provide a forum for professionals working in similar fields, for networking, sharing best practice, and enhancing knowledge sharing and lessons learnt. Special interest groups will be established and terminated by resolution of the ICSM executive.
  1. **Reporting**
* Permanent committees will provide a status report to the ICSM executive for each face-to-face meeting, including the status of any associated sub groups, and appropriate projects.
* Committee members will report back to their agencies and relevant stakeholders on the activities undertaken within the committee
  1. **Decision making**
* Motions and items that require a decision will need to be formally documented within the meeting agenda.
* A quorum will be more than half of the attending Committee members. Resolutions will require the support of the quorum.
* The Chair is responsible for ensuring that the views of all members are considered, including on matters which are not resolved, to ensure they are appropriately considered for future activities.
  1. **Meeting documentation**
* Committee meetings are to be formally recorded through the provision of an agenda, minutes and meeting summary. The Chair is responsible for managing this documentation, including provision of approved minutes to the ICSM executive officer and handing over upon a change in the chair.
  1. **Formal documentation and publications**
* Committee deliverables such as strategies, papers, publications or tools will be provided to the ICSM Executive Office for registration and or management on ICSM communication channels such as the website.
  1. **Communications**
* The committee will engage the ICSM Executive Office when planning for communication activities.
* The ICSM Executive office will provide advice, support and ensure consistency between other ICSM activities.
* The ICSM Executive office will assist with communication messaging, templates and the use of a range of communication channels, including:
  + *Website*
  + *Formal documents*
  + *Reference group*
  + *Presentations*