EUROPEAN DIRECTORY OF THE INITIAL OCEAN-OBSERVING SYSTEM (EDIOS)

METADATA INPUT FORM - PART A

PLEASE NOTE MANDATORY FIELDS ARE INDICATED BY AN * AND ARE IN BOLD TYPE
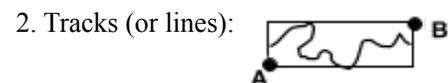
(1) PLATFORM INFORMATION:

If the observations are collected at one platform then enter the details below. If there are several platforms of the same type, with the same owner, operator and instrumentation then either provide a list of the platform names or use separate forms. Where a repeated cruise is undertaken by different ships, these can count as one platform. However, if possible, please list the names, owners, etc., of all ships.

Name or Identifier of Platform *	
Type of Platform *	
Platform Owner *	
Platform Operator *	
Country responsible *	

(2) POSITION INFORMATION:

If the observations made from the platform were collected at a single latitude and longitude (example 1 below), use the latitude-1 and longitude-1 columns. If the observations were collected over a range of latitudes (examples 2 and 3), use both latitude and longitude columns and note in the Type column whether this range represents a track or an area. The position information could be for example a series of CTD stations collected along a section, moored buoy positions, continuous plankton recorder tows, or the area covered by a fisheries survey cruise. If this information is already held in digital form, please supply it in its current form (e.g. as ASCII files output from spreadsheets or databases). The Originator's Identifier can be used to indicate a station name, a standard ship route (e.g. SOOP track identifier), or in the case of a mooring, for example, could be the same as the platform identifier. Please also include information about the reference frames and levels.

Examples: 1. Point: **A** · 2. Tracks (or lines): 3. Area:

When several instruments are in use on a platform, there needs to be a link between the platform, instrument and variables or parameters measured. The 'Instrument/variable pointer' acts as this link. When completing the Metadata Input Form choose a letter or group of letters as the link, and insert it at the appropriate place in the position, instrument and variable/parameter tables.

Instrument/ variable pointer	*Originator's identifier*	**Latitude-1***	**Longitude-1***	*Latitude-2*	*Longitude-2*	**Type (e.g. point, line or track, area)***	*Min. depth (m)*	*Max. depth (m)*	*Minimum sea floor depth (m)*	*Maximum sea floor depth (m)*	**Start Date***

Geographic frame of reference (e.g. WGS84):	
Reference level for depths (e.g. relative to chart datum, mean sea level, instantaneous water surface, sea floor, etc.):	

(3) INSTRUMENT INFORMATION:

Please supply information relating to the instruments used to make the measurements, or attach the information if it is available in digital or printed form. If many instruments are in use, add them in to the EDIOS_MIF_INST file.

Instrument/variable pointer	
Instrument Type	
Instrument Name	
Manufacturer and model	
Manufacture date	
Description	
Technical characteristics	

Further relevant information	
Other attached equipment	

Instrument/ parameter pointer	
Instrument Type*	
Instrument Name*	
Manufacturer and model	
Manufacture date	
Description	
Technical characteristics	
Further relevant information	
Other attached equipment	

(4) VARIABLE/PARAMETER INFORMATION:

List the variables or parameters measured (e.g. temperature, salinity, chlorophyll a, phytoplankton, dissolved oxygen, pH, particulate carbon, silicate, etc), including where possible, an estimate of their accuracy. Any standard real-time or delayed-mode validation schemes should also be noted.

Instrument/ parameter pointer	**Variable/Parameter***	*Accuracy*	*Real-time data validation?*	*Delayed-mode validation?*	*Sampling frequency (e.g. 10 minute, hourly, daily, annually,3 hours before high water, etc.)*

(5) QUALITY MANAGEMENT SYSTEM

Complete for each platform, group of platforms, instrument or group of instruments as appropriate

Is there a Quality Management System (QMS) followed by the organisation responsible for the observations?*	*Yes*	*No*
If yes, is the institution accredited or certified? *	*Yes*	*No*
If yes, indicate accreditation scheme (e.g. ISO9000, QUASIMEME)		
If no, please note which of the following quality assurance procedures are applied (or attach appropriate documentation)		
How frequently are sensors calibrated?		
Are sensors calibrated prior to and after the measurement period?		
Is calibration performed by the manufacturer or by the data generating institution?		
To what accuracy are the sensors calibrated?		
Are there sensor intercalibrations (regular or not)?		
Are there back-up sensors?		
For automatic recording stations: Frequency of comparative in situ measurements (for each variable).		
Is there an instant data validation based on neighbouring stations?		
Are data gaps filled by derived values (e.g. after multi-linear regression)?		
Are standard procedures applied for the processing of the (raw) data (e.g. removal of spikes, comparison with existing climatologies etc.)?		
Are there additional quality control checks, such as consistency checks, range of validity, date, geographical position (typical NODC control procedures)?		

In chemistry: Are there intercalibration exercises? Proficiency testing? Internal quality assurance procedures, e.g. control charts, blank analyses? Name E(uropean) N(orm,) NODC?	
Are the high quality data and the corresponding metadata safe-guarded in a central data bank (NODC, WDC)	
Include details of any other relevant procedures in use	

(6) OBSERVING PROGRAMME INFORMATION

Observing programme name (e.g. UK tide gauge network, UK MAWS (met. Buoy) network, CTD section, Swedish coastal monitoring stations)*
Description of programme
National/International project name(s) (e.g. Argo, GODAE, MedGOOS)

PROGRAMME STATUS: *Please note future commitment to the observing programme, adding dates where appropriate **		
An active measurement programme with no planned end	Yes	No
An active measurement programme with a planned end (include end date if known)		
An active measurement programme with a planned end and planned repeat of program (include dates if known)		
An non-active measurement programme with planned repeat of the program (include dates if known)		
Status unknown		

ACCESS TO THE DATA: *Include information relating to the conditions and protocols for access to the measurements or attach the relevant information (e.g. unrestricted access, access for registered users, access for subscribed users, access restricted, confidential, available for scientific research only, available under EuroGOOS data policy).*
· *Access to data held at the centre responsible for the observations*
· *Access to real-time observations*
· *Access to the archived data set from the observing programme*
Web-site for access to real-time data

Web site for access to archived data

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METADATA INPUT FORM - PART B

PLEASE NOTE MANDATORY FIELDS ARE INDICATED BY AN * AND ARE IN BOLD TYPE

Complete the sections below to provide contact information. Section 1 (Responsible organisation) should always be completed for each platform or group of platforms.

(1) RESPONSIBLE ORGANISATION CONTACT INFORMATION

NAME OF ORGANISATION*	
CONTACT TITLE (e.g. position/title of post for contact person)*	
TELEPHONE	
FAX	
E-MAIL	
WEB-SITE	
BUILDING (building name or number)*	
STREET*	
TOWN/CITY*	
REGION (e.g. county/state/region)*	
ZIP/POSTCODE *	
COUNTRY*	

BRIEF DESCRIPTION OF THE ORGANISATION

(2) REAL-TIME DATA CONTACT INFORMATION

NAME OF ORGANISATION	
CONTACT TITLE (e.g. position/title of post for contact person)	
TELEPHONE	
FAX	

E-MAIL	
WEB-SITE	
BUILDING (building name or number)	
STREET	
TOWN/CITY	
REGION (e.g. county/state/region)	
ZIP/POSTCODE	
COUNTRY	

BRIEF DESCRIPTION OF THE ORGANISATION

(3) DATA ARCHIVE CENTRE CONTACT INFORMATION

NAME OF ORGANISATION	
CONTACT TITLE (e.g. position/title of post for contact person)	
TELEPHONE	
FAX	
E-MAIL	
WEB-SITE	
BUILDING (building name or number)	
STREET	
TOWN/CITY	
REGION (e.g. county/state/region)	
ZIP/POSTCODE	
COUNTRY	

BRIEF DESCRIPTION OF THE ORGANISATION

COMPLETED BY:

DATE: