

Approved by Data Management Principles Task Force on 10 March 2015

Data Management Principles Task Force  
Terms of Reference

### Purpose

The Group on Earth Observations (GEO) Data Management Principles Task Force (hereafter referenced as “DMPTF”) will support GEO in the definition and endorsement of common GEOSS Data Management Principles. The following principles have been initially drafted by the GEO Infrastructure Implementation Board (IIB). It will be the responsibility of the DMPTF to review the principles, assess feasibility and eventually propose a new formulation:

1. Ensure long time data preservation and distribution
2. Ensure the quality information of EO data
3. Answer the EO user need

### Objectives

The DMPTF is convened to work with GEO collectively, including the Implementation Boards, the Data Sharing Working Group (DSWG), the Implementation Plan Working Group (IPWG) and relevant Work Plan Tasks. The work of the DMPTF will concentrate on developing Principles for:

- Ensuring that data are properly managed (including data citation), accessible, archived and long term preserved (when appropriate)
- Ensuring that data are properly documented (metadata), quality controlled and quality assessed, delivered, and updated in ways that facilitate access and re-use of information made available through the GEOSS Common Infrastructure (GCI).
- Facilitating the link between user needs and data availability, especially with regard to the needs of users from developing countries (e.g. by identifying existing sources of requirements already approved by the relevant user community).
- Facilitating interoperability of GEOSS data resources by promoting a

progressive harmonisation/standardisation of content (data models, thesauri, coding list, ...) and dissemination and usage rights in order to facilitate their re-use at global or regional scales.

DMPTF will also participate in GEO relevant events and will make recommendations to GEO-XI and GEO-XII Plenary regarding next steps.

The DMPTF will propose GEOSS Data Management Principles to be incorporated in the GEO Strategic Plan 2016-2025: Implementing GEOSS.

The DMPTF will study the implications, impacts and impediments in following the GEOSS Data Management Principles and make implementation recommendations for consideration by the DWSG, IPWG, GEO Implementation Boards.

#### Membership and Working Arrangements

- The DMPTF was created by, acts on requests from, and reports to, the GEO Plenary;
- The DMPTF will provide reports to, and request the guidance of, the GEO Executive Committee, as required;
- The DMPTF shall be composed of individuals nominated by GEO Members and Participating Organisations, in particular those with relevant expertise, with administrative support provided by the GEO Secretariat;
- Co-chairs of the DMPTF shall be decided by the DMPTF. There should be a minimum of two co- chairs with representation from both GEO Members and Participating Organizations;
- The DMPTF will meet at such times and places as determined by its members and work mainly through teleconferences and e-mail;
- The DMPTF will coordinate its work with that of the Implementation Boards, IPWG, and DSWG as appropriate;
- The DMPTF will coordinate with other international and regional

initiatives and organisations working on data management issues;

- Specific research work or investigations may be assigned by the DMPTF to sub-teams of individual experts to address identified issues at the appropriate level of detail and professional expertise.

#### Duration

- These Terms of Reference shall be effective from March 2014 through the GEO-XII Plenary, in accord with recommendation of GEO-XI Plenary.