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## **TERMS OF REFERENCE**

# CCI Data Engineering Working Group (DEWG) Terms of Reference

# CHANGE LOG

Reason for change	Issue Nr.	Revision Number	Date

# DISTRIBUTION

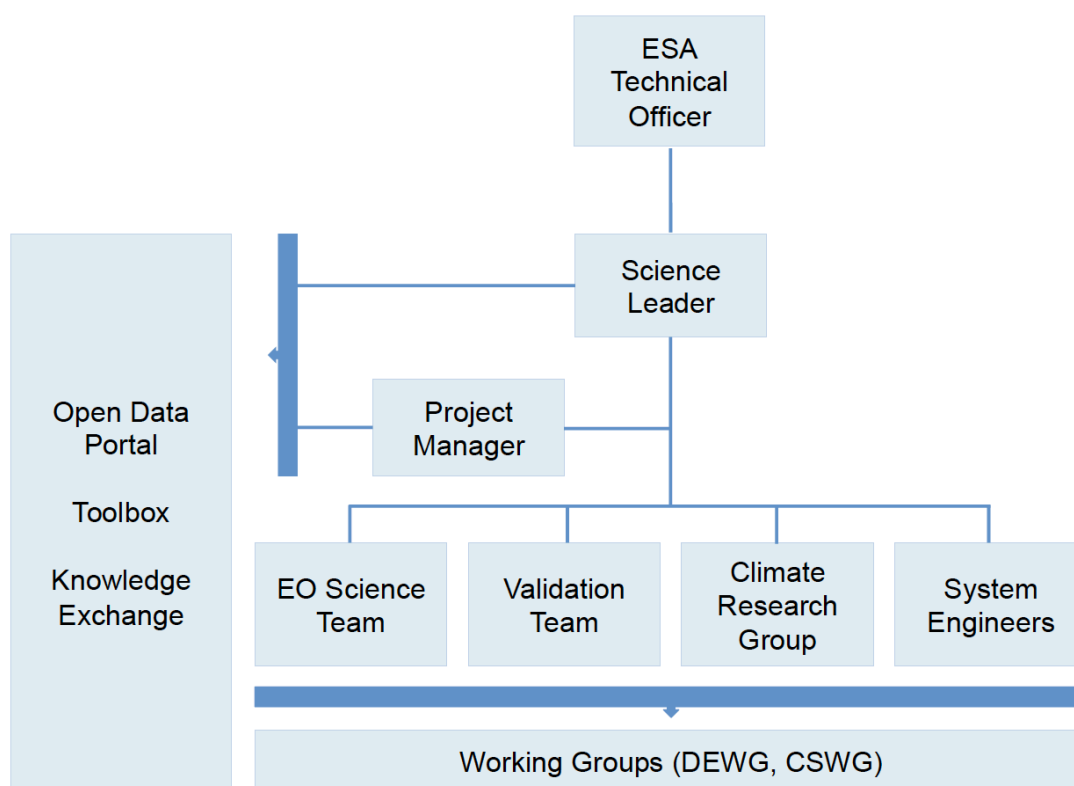
Name/Organisational Unit

## OBJECTIVE

To ensure maximum usability of the datasets produced within CCI, and cultivate tools for their access, discovery and manipulation, through common CCI data standards.

## MEMBERSHIP

The DEWG will include one representative from each CCI project, plus one representative from ESA who will be Chair of the working group, plus two members from ESA involved in ESA Climate Office Knowledge Exchange activities. Additional persons will be invited to attend meetings at the request of the Chair. The Project Manager of each CCI project will ensure participation of their project in the DEWG.



## AIMS

1. To provide a forum to manage data standards across CCI projects
2. To ensure that suitable existing standards are adhered to within CCI data products
3. To agree common format and metadata requirements for CCI data products
4. To enable CCI projects to feed back and iterate on proposed data standards
5. To share expertise on data engineering, and to enhance coordination and communication to avoid duplication of data engineering effort.
6. To provide ESA with insight into the data engineering needs and challenges being experienced by CCI projects.

To achieve these aims, members of the DEWG will

- Address compliance of all ECV products to the CCI Data Standard.
- Provide details to the DEWG on cases where their CCI data products do not conform to CCI Data Standards. In all cases where the CCI Data Standards are not conformed, the respective CCI project team will propose solutions to the DEWG for discussion and implementation.

## **DELIVERABLES**

- Annual assessment of progress within the CCI towards contributions to external data initiatives
- Formal Meeting Minutes and Actions Assignment
- Contributions to the CCI Programme Quarterly Status Reports (QSR)

## **MEETING FREQUENCY**

- The DEWG will meet quarterly via telecon.
- At least 6-monthly face-to-face meetings through participation in the CMUG Integration Meetings and the CCI Colocation Meetings.
- Each CCI project team will be represented at each meeting.

## **TIMEFRAME**

The DEWG will kick off in March 2018 at the first CCI+ Colocation meeting and will run until the end of the CCI programme.

## **GOVERNANCE**

Decisions will be made by consensus where possible. Where consensus cannot be reached, and where it is not feasible to proceed with more than one solution, a decision will be achieved by majority vote.

## **COMMUNICATION**

Communications will take place as and when required by email, telephone or in person. Decisions and actions will be communicated to the DEWG via a DEWG mailing list, and recorded on a DEWG site.