

### Action items from SOOPIP-III

#### Secretariats and Coordinator

1. Where applicable, include full SOOP metadata with ship listings in WMO-No. 47 (WMO and JCOMM SG/MC).
2. Pass information on GTS redesign and upgrading to SOOPIP members (WMO).
3. Check on notifications for the BATHY and TESAC code changes scheduled for 3 May 2000, and ensure that all SOOP operators are also notified (WMO).
4. Pass a proposal for a general JCOMM instrument quality assurance, standardization and intercalibration function to the interim JCOMM Management Committee for consideration.
5. Develop a format for SOOP metadata and compile catalogue. (TC with chairman, R. Keeley and operators.)
6. Arrange for relevant WMO/IOC bodies to be advised of the potential problem regarding observation programmes in Antarctic waters in the context of the Madrid Protocol to the Antarctic Treaty.
7. Solicit submissions from operators, compile a metadata base on a semestrial basis and submit to GTSP (TC).
8. Develop a web site facility for manufacturers to provide information to operators on changes in probe manufacturing status (TC).
9. Develop a format for collecting information on individual profiles and associated metadata, on a semestrial basis (TC with chairman, S. Cook and A. Sy).
10. Contact relevant web masters to ensure SOOP site visible from other sites (TC).
11. Add links to mailing lists from SOOP site (TC).
12. Prepare proposal for inclusion of other GTS data types (BUOY, TESAC, TRACKOB) with SOOP monthly BATHY summary (TC).

#### Operators and other participants

1. Provide WMO Secretariat, within 2 weeks, with details of the release of Navy data to archives (type, how, when, how much, etc.), for inclusion in an annex to the present meeting report.
2. Provide WMO Secretariat, through chairman, with full details of any additions required to the BATHY and TESAC code tables regarding recorder/probe types.
3. A. Sy to develop a proposal for the future implementation of **ad hoc** Task Teams to address specific evaluation and related problems (with Chairman).

4. R. Keeley to develop a proposal for the inclusion of a unique profile number, to be transmitted and remain with each profile throughout its history.
5. A. Sy to supervise finalization of the SOOP Operations Guide, to be available in at least a web-based form by end 2000.
6. S. Cook to prepare draft manual on data transmission techniques for SOOP, to be included in SOOPOG.
7. MEDS/GTSP to include line number information with profiles.
8. Provide mandatory metadata to coordinator in agreed format.
9. A. Sy to develop a proposal regarding on-going monitoring of probe quality.
10. R. Keeley to check with NODC/USA concerning extraction of transect-oriented data from CD-ROM data sets and inform members.
12. R. Keeley to prepare and circulate first draft of a data management plan for surface salinity data.

#### **Chairman**

1. Develop a proposal for an internet forum to discuss quality assurance issues. (With Coordinator and A. Sy, by mid-2000.)
2. Prepare a proposal regarding compilation of quality assurance procedures, to be included in SOOPOG.
3. Prepare introduction to SOOPOG – deadline mid 2000.
4. Solicit input from operators for next iteration of the upper ocean thermal review.
5. Bring issues relating to the future decrease in availability of probes to support revised SOOP network to the attention of JCOMM. (With Secretariats).

#### **Other bodies**

1. Agree and implement single format for GTS distribution of Argo data. (Argo Science Team and TC)

#### **Manufacturers**

1. Develop warranty criteria for probes. (With chairman and A. Sy)
2. Provide information to operators, through coordinator and web site, on changes to probe manufacturing status.