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| WORLD METEOROLOGICAL ORGANIZATION  COMMISSION FOR BASIC SYSTEMS  -----------------------------  FOURTH MEETING OF  INTER-PROGRAMME EXPERT TEAM ON DATA REPRESENTATION MAINTENANCE AND MONITORING  GENEVA, SWITZERLAND, 30 MAY - 3 JUNE 2016 |  | IPET-DRMM-IV / Doc. 11.2  (17. 5. 2016)  -------------------------  ITEM 11.2  ENGLISH ONLY |

Management of IPET-DRMM work

**Issues resulting from the fourth meeting of IPET-MDRD**

*Submitted by Chair IPET-MDRD*

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**Summary and Purpose of Document**

IPET-MDRD held its fourth meeting from 9-12 May 2016. Several of the discussions overlapped with the work of IPET-DRMM. This document summarizes the key issues that overlapped.

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**ACTION PROPOSED**

**Management of code lists**

1. Code lists are key to the operation of the Table Driven Code forms, and also underpin WIS metadata and XML data representations. Code lists act as controlled vocabularies, to allow a specific meaning to be identified with a code list term, as lists of permitted values in a given context (for example, the permitted descriptions of the result of a quality control activity), and as descriptions of information (such as Table B entries of BUFR/CREX).

2. IPET-MDRD proposed the set of principles for managing code lists in Annex 1. Their intention was to allow users of code list terms to be able to identify when terms used in different code lists were intended to be related and to avoid creation of new code lists where existing ones would suffice. IPET-MDRD recognized that the needs of different data representations placed constraints on the form of code list terms (for example, code list terms in BUFR are limited to numeric values), and that code lists that limited uses to selecting from a limited range of options would of necessity contain terms that were also include in more generic lists.

3. IPET-MDRD would like to use the principles in Annex 1 and sought the agreement of IPET-DRMM that they would be helpful to both groups.

4. IPET-MDRD also wished to inform IPET-DRMM that TT-WMD (WIGOS Metadata) had produced a list that was intended to include names for all observed physical parameters of relevance to WMO, and that such a list might provide a useful reference point for terms that were used in other lists.

**Organization of OPAG ISS**

5. IPET-MDRD considered the draft Terms of Reference for IPET-DRMM and IPET-MDRD that had been proposed by CBS-MG-16. IPET-MDRD was concerned with the increasing overlap in the technical content of the two teams, but concluded that trying to merge them would result in excessive workload for a single expert team. It identified particular areas of overlap in the maintenance of code tables, and that this overlap extended to other areas (such as the WIGOS metadata).

**ANNEXES:**

1. Principles for managing code lists

2. Draft Terms of Reference for IPET-MDRD and IPET-DRMM

**ANNEX 1: Principles for managing code lists**

These principles are intended to encourage consistency between code lists (also known as controlled vocabularies) used in WMO data representations. The should be applied to all new code lists.

1. Do not create a new term if there is an existing term with the same definition. Terms in a code list should be drawn from existing code lists, provided the term being defined is the same in both lists. The URI of the term in the new list must be the same as in the original list (or if the data representation does not permit URIs, the definition must refer to the URI). The definition must be the same as in the original list. *This allows applications to extend or restrict the values permitted for a particular application while retaining a clear link between the meaning of terms in different code lists.*
2. Do not create a new code list if there is an existing code list that meets the requirement. *Though it may be necessary to create a synonym for the list to conform with the naming conventions used in that context.*
3. Each term in a code list must have a URI that permanently identifies it..
4. Each code list must have a URI that permanently identifies it.
5. When introducing a new term that is related to an existing term, use SKOS to link the two terms to indicate whether the new term is broader or narrower than the existing one. SKOS should also be used to note that two terms are synonyms when updating existing code lists.
6. Once approved for inclusion in a code list, a term must never be removed from that list, though it may be marked as not permitted for use in that list. *This is to ensure that information records created before the term was taken out of use remain meaningful, and that the term definition remains available for any code lists that re-use it.*
7. The meaning of terms must not be changed to be more restrictive. If a term has to be made more restrictive (for example because a single category had to be divided into several sub-categories), then new terms should be defined that have new URIs. *Making a term more restrictive could lead to inappropriate interpretation of pre-existing information records. Broadening the definition of a term may in some cases be permissible, but could cause difficulties in code lists other than the one that proposed the change.*
8. WMO terms may use URIs provided by other organizations (such as ISO) provided that organization uses the principles 1, 6 and 7.