10th ADMT meeting action list
Update 12th October 2010

	Action	Target Date	Responsibility	Status
	Monitoring Actions			
1	Calculate time delay for getting R-files and D-Files onto the GDAC. Investigate files slowly arriving.	End 2009	AIC	Stats available in AIC monthly reports Also now an action item from AST meeting
2	Make a page on ADMT www site on surface pressure processing and add a link to CSIRO TNPD page	AST11	Sylvie and Annie	Posted pressure statement with info on how to recognize a TNPD float file. Decided not to link to CSIRO TNPD page because it is not being maintained.
3	Investigate DOI index to register usage of Argo Data as it's done for publications	AST11	L. Rickards	Proposal will be made at ADMT11
	Trajectory Actions			
4	Coriolis to continue work with DACs to clean TRAJ files	AST11	M. Ollitraut and DACs	AOML, Coriolis and JMA done through 2008. Will be posted on Coriolis website by end 2010. BODC, ongoing, data are being submitted to Coriolis (October 2010). Incois done August 2010

	Action	Target Date	Responsibility	Status
5	DACs to correct their metadata and decoders to avoid similar anomalies in the future	ADMT11	All DACs	Coriolis: Done on French floats, started on german floats CSIRO received no feedback from Ifremer BODC, checking of BODC data has not commenced yet. Incois in progress
6	Inform on how to store dated measurements made during descent and ascent either in TRAJ or TECH (already possible in TRAJ format)	ADMT11	Thierry	Done in user manual 2.3 (section 3.15)
7	DACs to implement the TRAJ file format changes agreed at ADMT10 and documented in User Manual V2.3	ADMT11	All DACs	CSIRO waiting for feedback from action 5 before re_running trajectory decoding… BODC, as per CSIRO. Incois in progress
8	DAC to plan dead float reprocessing	ASAP	All DACs	Strategy for reprocessing defined at Coriolis. BODC, as per action 7. INCOIS: All dead floats are reprocessed with the implementation of CSIRO s/w
	GDAC Actions			
9	Finalize automation file removal according to the agreed procedure and document it	End Oct09	GDACs	Coriolis: done on 3 Nov 2009. Updated in manual as well Done at USGDAC

	Action	Target Date	Responsibility	Status
10	Modify the "latest data" directory to handle a sliding of 3 months and separate R and D data.	AST11	Coriolis_GDACs	Done in Jun 2010 Updated in September to be homogenious with US-GDAC. The latest data organization has to be documented in the user's manual
11	GDACs have to see if they keep index file and index-detailed file and document it	End 2009	Mark and Thierry	Description is provided in User Manual 2.3 and implemented at Coriolis . USGDAC is not keeping the detailed index file
12	Finalize md5 set up at GDAC and document	End Oct09	GDACs	US GDAC and Coriolis produces md5 signature of all GDAC files. Documentation in User Manual 2.3
13	Document feedback on RT feedback from statistical test at Coriolis in QC manual	End 2009	Thierry Carval	A section 2.4 has been added in the RT section of the QC manual
14	Implement tech file synchronization	ADMT11	GDACs	Done at Coriolis June 2010 Ongoing at USGDAC August 2010
15	Document File Checker in appendix in Qc Manual	End October	Mark & Annie	Done
16	Turn to operation File checker with an interim period of 2 months and capability to relax it if too many files are rejected	End 2009	GDACs and DACs	Ongoing - Mark is running checker on separate system
17	Update File checker to handle consistency checks and TECH file checking	ADMT11	Mark	TECH files not included yet
	Real-time Actions			

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18	KMA to investigate why there is less messages from KMA on GTS in past 2 month	End 2009	KMA	KMA is working with Mark to solve this problem (Feb 2010)
19	INCOIS, KMA and JMA to investigate why there is still some small time differences sometimes between profiles on GTS and at GDAC and correct it on RT incoming files	ASAP	INCOIS, KMA, JMA and Mark	JMA - done KMA – done INCOIS waiting for response from IMD, India to start processing their own GTS updates.
20	MEDS and JMA to investigate why some of the JMA BUFR messages are not seen by MEDS and FMNOC	ASAP	Anh Tran , Mark and JMA	Solved by JMA.
21	DACs to finalize the setting up of BUFR transmission and warn Anh and Mark	ADMT11	CLS, Coriolis, CSIRO, AOML, BODC,KMA, NAVO	Target date mid October at Coriolis CSIRO send to BOM the BUFR target Novembre to send on GTS BODC, done, operational in September 2010. CLS doing in for INCOIS
22	DAC to assess their flags according to Coriolis statistical test recommendations and resubmit them	ASAP	All DACs	To be checked by Christine CSIRO OK BODC OK INCOIS OK
23	DAC to assess their flags according to Altimetry and resubmit files or provide feedback in data are good after each quarterly check	4 times a year	DACs	Most of the DACs update their profiles
24	Update QC manual and User manual to explain -when a float is introduced in the grey list -to users how to use it	End 2009	T. Carval, A. Wong	Done
25	-study how to keep the information of sensor failure	ADMT11	Thierry & Mathieu	Documented in User manual 2.3 Fill anomaly section in Metadata file

	Action	Target Date	Responsibility	Status
26	BODC to test the new Jump Test proposal made by B King at ADMT9	AST11	BODC	Aiming for reporting to ADMT-11
27	Implement the common method for determining the positions and observation times at DAC and document it in the User Manual	ADMT11	DACs. Ann and Thierry	Documented in User Manual 2.3 To be implemented at DAC CSIRO: done but will revisit while reprocessing floats Incois done as using CSIRO software BODC, will be implemented with trajectory actions.
28	Clean the tech file for surface-pressure	End November 2009	AOML, Coriolis, KMA, NMDIS	AOML: done for new tech.nc files. Old files still need to be replaced Coriolis: done on Apex . On going on Provor KMA: done Feb 2010 BODC, done, tech files recently resubmitted with latest technical names. INCOIS done for all APEX floats. PROVOR could not be done.
29	Implement RT pressure correction on APEX	End 2009	AOML, Coriolis, CLS, KMA	AOML: in progress (2/10) Coriolis: done on new profiles. Done in delayed mode processing. Need to be done on RT files not processed in DM KMA: done Feb 2010 BODC, done. INCOIS done

	Action	Target Date	Responsibility	Status
30	Process old active float that are registered at AIC and not at GDAC	ADMT11	AOML Coriolis	Coriolis : started
31	Include pressure in global range test in QC manual and DAC to implement it	End 2009	Thierry and DACs	QC manual upated Coriolis done July 2010 CSIRO done INCOIS Done
	Delayed-Mode QC Actions			
32	Modify QC manual on editing raw files and revise definition of PARAM and PARAM_QC	End 2009	A. Wong	Done
33	DM operator to report back to DACs when a TNPD APEX float should go on grey list		DM operators	Coriolis : check with Marek if done on German floats BODC, not applicable. INCOIS: No TNPD float
	Reference Dataset Actions			
34	Coriolis to update Ref DB in integrated new CTD from WOD09 and pre 1990 CDTs	Dec 09	C. Coatanoan	Distributed Feb 2010
35	NODC/CCHDO to collect CTD in sparse area for the REF DB and especially Southern Ocean	ASAP	T. Boyer and S. Diggs	Received one Australian cruise from CCHDO To be done with NODC
	Format Actions			
36	Finalize Repetition_Phase description	AST11	T. Carval & Claudia , Ann	Done
37	Revise the user manual according to meeting decisions and emails comments	End OCT 09	T. Carval	Documented in User Manual 2.3
38	Resubmit meta-files	ASAP	All DACs lead GDACs	CSIRO Started INCOIS Started ???
39	Finalize the delivery of bounced profiles	End Nov 09	GDACs and AOML	Link to action 42

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40	Resubmit Oxygen float according to new recommendations	ASAP		Additional variables described in User Manual 2.3 Done for Coriolis TO be done at INCOIS
41	Update TECH file naming convention to handle all the surface offset behavior and add a column to record whether an information is decoded or estimated	ASAP	Ann with Provor and Solo PIs	On Ifremer side information provided on PROVOR CSIRO done
42	Test the multi-axis format change proposal	AST11	Uday , Claudia, Thierry, MArk	Thierry sent test files mid July
43	Test the CF –compliant proposal made by T Carval	AST11	Jim, Uday, Steve, Thierry, Charles	Target date ADMT11t
44	Investigate the content of the existing metadata files make suggestion for improvements	ADMT11	AIC	
45	Start work with WMO to set up links between Argo GDACs and WIGOS	ADMT11	Thierry & Loic& AIC	postponed