

**Executive Committee
ESIP Federation
January 12, 2006**

Participants: Bruce Barkstrom; Karl Benedict; Howard Burrows; Bruce Caron; LuAnn Dahlman; Michael Goodman; Chuck Hutchinson; Tamara Ledley; Hung Pham; Rob Raskin; Patricia Reiff; Dick Wertz; Tom Yunck; Carol Meyer

- I. Adoption of Minutes
 - The minutes were unanimously adopted, as drafted.
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- II. Winter Meeting Debrief
 - Formal comments on the meeting include a need to have the technical tracks and the clusters delve more deeply into topics.
 - Need to keep momentum going between meetings by having interim telecons of the cluster leads and within the clusters themselves.
 - Clusters need to define their areas more.
 - Need to have objectives for clusters, such as:
 - Develop content for portal.
 - Recruit outside participants.
 - Develop scenarios for Integrated Systems Solutions tasks
 - There may be some limitations of the GOS-2 framework and how it presents information.
 - EPA's presence and comments at the meeting seems to signal a closer working relationship with the Federation.
 - EPA awardees may become more involved in the Federation.
 - Possibility of an Air Quality Cluster-EPA joint meeting.
- III. Budget Considerations
 - Federation adopted a budget during the summer.
 - The 3rd year NASA commitment is expected to be \$275,000.
 - NOAA has committed \$250,000/year for the next 3-5 years.
 - Possibility that EPA could also become a strategic partner though, it is premature to count on this for budget.
 - Need to survey the portal team to see what potential costs are for a mid-year budget review.
 - Federation website, portal development (possibly 2 full-time staff)
 - How to engage partners in the portal activity so that their individual efforts and the portal development are mutually supportive.
 - Need to identify the deliverables, timeline and the work necessary to make the portal operational.
 - Bruce Barkstrom will try to come up with an estimate of the cost for doing this.
 - Need to consider that we will be leveraging existing portals.
 - Costs clearly will depend on the approach selected.
- IV. Consideration of Forming a Federation Group on Metadata Standards
 - Need exists to improve metadata standards.

- Recommendation is to create a Metadata Standards group within the Federation to develop a set of standards for metadata to improve interoperability, with a timeline for delivering results.
 - This group would be a subcommittee of either the Products and Services or of the Portal Working Group or could be a Working Group created by the Executive Committee.
 - There is interest within the community to create rich classifications and descriptions of services.
 - The Federation would work with existing standards bodies.
 - This is an opportunity for the Federation to demonstrate leadership in this important area.

V. Summer Meeting

- The proposed dates for the Lamont-Doherty Earth Observatory are June 7-9 and July 19-21.
- Carol will send an email asking the committee to vote on these dates, with an announcement to be made based on the outcome next week.