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|  | Action | Target Date | Responsibility | Priority | Status |
| 1 | People who want to contribute to the Best Practice Data Paper to contact ADMT co-chairs. Esmee van Wijk and Annie Wong want to help with the DMODE section. S. Pouliquen with the data system as a whole. M. Belbéoch for Monitoring, T. Carval for Real time GDAC operations, A. Tran for GTS, U. Bhaskar, R. Cowley, M. Scanderbeg | ADMT 19 | E. van Wijk  A. Wong  S. Pouliquen  M. Belbéoch  A. Tran  U. Bhaskar  R. Cowley  M. Scanderbeg  P. Velez-Belchi | R |  |
| 2 | Thierry to move ahead with adding list of co-authors to DOI. Ask National Programs to provide Thierry, ADMT co-chairs, AST co-chairs a list of people who have contributed to Argo, along with possible ORCID to begin the list of authors. | ADMT 19 | Thierry, National Programs | R | Start with list from meta files and list from AIC. Ask AST, ADMT, DMQC group for a list of names and emails. Start with a Google Doc with names listed by country, orcid |
| 3 | INCOIS to investigate why the number of BUFR message is very low compared to TESAC | AST19 | Uday | H | Resolved. Some BUFR codes were missing, but now A. Tran has them and numbers should increase. See A. Tran’s report at ADMT-19 |
| 4 | Inform WMO users of the official end of Argo Tesac messages on 1st July 2018. Post message on Argo websites. | January 2018 | M. Belbéoch  J. Turton  M. Scanderbeg  T. Carval | R | Done |
| 5 | All DACs to stop sending Tesac messages on 1st July 2018. | July 2018 | DACs | R | Done except for JMA.  JMA has not stopped yet, due to our internal circumstances. JMA will stop sending Tesac as soon as possible. |
| 6 | MetOffice to provide the python BUFR converter to Thierry to be made available in the Tools section of the ADMT website and possibly on AIC website | ADMT19 | MetOffice | R | Done |
| 7 | Kordi to provide feedback contact name for anomaly corrections by Christine | AST19 | Kordi | R | Done |
| 8 | Mathieu to monitor the Monthly check anomalies in the JCOMMOPS system. Feed ADMT/AST co-chairs if profiles on list repeatedly | ADMT19 | Mathieu, Christine | R | <ftp://ftp.ifremer.fr/ifremer/argo/etc/ObjectiveAnalysisWarning/>  to be done late 2018. |
| 9 | Mathieu to modify the AIC warning system to separate out floats that need to be checked and floats that may need to be greylisted from S. Guinehut’s comparison with altimetry and send them to appropriate person. Real time files to DAC. D files to DAC and dmode operator. | ADMT19 | Mathieu, Stephanie | R | Done. See JCOMMOPS report for details. |
| 10 | Study how to improve the Spike and density test : use threshold per meter: | ADMT19 | Christine | R | In progress. Will present at mtg. |
| 11 | Can we build a gradient climatology from Argo with good un-corrected data as done for the min max range by J Gourrion at Ifremer : Breck/Susan/Jerome to study | ADMT19 | J. Gourrion, B. Owens, S. Wijffels | R | In progress. Will present at mtg |
| 12 | Annie and Thierry will update the definition of the greylist to take into account BUFR. Annie will update the QC Manual. | AST19 | A. Wong, T. Carval | R | Done in January 2018 |
| 13 | Mathieu and Breck will contact RBR to obtain information from the manufacturer to fill the Argo meta- and technical- tables. Immediate needs are a new WMO\_INST\_TYPE, and information to fill SENSOR\_MODEL for CTD\_PRES, CTD\_TEMP, and CTD\_CNDC | ADMT19 | M. Belbéoch, B. Owens | R | Contacted a couple of times. But no reply yet… |
| 14 | Breck to check on whether FSI floats have been removed from greylist | ADMT19 | B. Owens | R | 20% still on greylist |
| 15 | Thierry and Mathieu to further investigate difference in GDAC delays | ADMT19 | T. Carval, M. Belbéoch | R | In progress |
| 16 | Reduce number of significant digits in US GDAC GEO directory | AST-19 | M. Ignaszewski | R | done |
| 17 | Set up the aux directory at US-GDAC | AST19 | Mike | R | DONE (2018-01-02) |
| 18 | Thierry to go with proposal #2 for adding a new directory for index file. Inform users on ADMT rsync page | ADMT19 | T. Carval | R |  |
| 19 | Keep the action item to automatically resubmit all files if metafile is fixed within 7 days. | ADMT19 | T. Carval, M. Frost, M. Ignaszewski | R | Done at US GDAC |
| 20 | Continue investigating ways to allow both GDACs to receive files from all DACs | ADMT19 | GDACs | R | Not Done |
| 21 | Stop allowing Config Mission Number of 0 by AST | AST19 | DACs | R | Warnings generated.  Files still being received (from AOML). MEDS stopped using CONFIG MISSION NUMBER of 0  Study if useful information stored in META\_CONFIG |
| 22 | Recheck all files on GDACs with a priority on Dmode files. To be performed early 2018 so that anomalies can be fixed by ADMT | ADMT19 | M. Ignaszewski, DACs | R | Not done. |
| 23 | Put links to Google Ref tables on the ADMT documentation page | AST19 | T. Carval | R | Done |
| 24 | Mathieu to work with GDACs to develop API for Argo ref tables . End of February | AST19 | M. Belbéoch, GDACs | R | In JCOMMOPS workplan for achievement mid 2019.  Meeting JCOMMOPS/BODC to be set up around June 2019.  Issue being addressed for all platforms at JCOMMOPS, beyond Argo. |
| 25 | Mathieu to look into NERC vocabulary and see how much work we need to do to use such vocabulary for ref table. | ADMT19 | M. Belbéoch | R | See above. |
| 26 | M-File : French GDAC to move them to NetCDF4 and USGDAC to get them by mirroring the French GDAC . Interim solution until a new M-File format is specified by the group set up at BGC-Argo meeting | ADMT19 | GDACs | R | Part (1) of Action Item 26:  M-File:  French GDAC to move them to NetCDF4;  US GDAC to get them by mirroring the French GDAC.  -> The results of Part (1) are the merge files  M"R/D"wmoID\_cycle.nc (single-cycle) and wmoID\_Mprof.nc (multi-cycle).  Part (2) of Action Item 26:  Treat Part (1) as the interim solution until a new M-File format is specified by the group set up at the BGC-Argo meeting.  -> The results of Part (2) are the synthetic files S"R/D"wmoID\_cycle.nc (single-cycle) and wmoID\_Sprof.nc (multi-cycle).  Manual explains how synthetic merged files made and distributed at Coriolis: <https://doi.org/10.13155/55638>  **Examples**  The merged profile of float 6901585 cycle 1 with its Core and BGC parameters          [MR6901585\_001.nc](ftp://ftp.ifremer.fr/ifremer/argo/etc/argo-synthetic-profile/coriolis/6901585/profiles/MR6901585_001.nc)  The merged profiles of float 6901585 aggregated in one NetCDF4 file          [6901585\_Mprof.nc](ftp://ftp.ifremer.fr/ifremer/argo/etc/argo-synthetic-profile/coriolis/6901585/6901585_Mprof.nc)  The synthetic profile of float 6901585 cycle 1 with its Core and BGC parameters          [SR6901585\_001.nc](ftp://ftp.ifremer.fr/ifremer/argo/etc/argo-synthetic-profile/coriolis/6901585/profiles/SR6901585_001.nc)  The synthetic profiles of float 6901585 aggregated in one NetCDF4 file          [6901585\_Sprof.nc](ftp://ftp.ifremer.fr/ifremer/argo/etc/argo-synthetic-profile/coriolis/6901585/6901585_Sprof.nc) |
| 27 | Christine and John to send DACs the list of active floats that are still in version 3.0 or lower and DACs to reprocess them in V3.1 | ADMT19 | Christine, J. Gilson, DACs | R | Lists sent to DACs in Jan 2018. Some DACs asked for an updated list part way through the year. A new lists will be prepared for each DAC in time for the ADMT19 meeting. |
| 28 | Filechecker to stop accepting files D-Files in version 3.0 or lower 1st July 2018. If dmode operators are having trouble with this, alert ADMT co-chairs. Alert dmode operators of this change. | July 2018 | M. Ignaszewski,  Dmode operators | R | Not done  (Mark will review current deliveries to see impact.) |
| 29 | Work with Manufacturer to get firmware\_version in data sent back at some point in its life | ADMT19 | PIs, B. King, R. Cowley | R | No progress – Navis and Apex seem to do this already in the test messages. Arvor do not send this information. Something to follow up with NKE. |
| 30 | Work with manufacturers to define the Battery technical information to be recorded and other trajectory cycle timing data | ADMT19 | B. King, R. Cowley, M. Scanderbeg, H. Bittig | R | Some work done via email with Teledyne to define trajectory information for APF11 floats (included in the traj tables and updated traj cookbok). Also, CSIRO have done some emailing to NKE to better refine traj information, but we haven’t reviewed the NKE table yet. Bec has contacted manufacturers to get the full detail on the battery types used currently and historically. This information needs to be documented somewhere for everyone. Battery type metadata recommendations will be presented at ADMT. |
| 31 | Collect documentation of curated configs such as ice-detection algorithm documentation. Keep this with meta and tech tables (AIC or ADMT website?) | ADMT19 | PIs, M. Belbéoch | R | Not done. Need discussions with ADMT experts. |
| 32 | John to release draft CONFIG table by March. Feedback needed from DACs and re-run audit before ADMT-19. | AST19 | J. Gilson | R |  |
| 33 | John to propose at next ADMT a process to move CONFIG parameters from non-curated to curated tale | ADMT19 | J. Gilson | R |  |
| 34 | For floats that perform Ascending and Descending profiles in the same cycle, if both are Primary Sampling profiles, then each primary sampling profile in N\_PROF=1 in two separate netCDF files. Allow small fragment cycles that are not Primary Sampling profiles in N\_PROF > 1 even if direction of profile is different than the Primary Sampling profile | ADMT19 | DACs with ascending and descending profiles where one profile is not mandatory | R | Proposal rejected after ADMT meeting. Keeping ascending and descending profiles separate. Put non-core, fragment profiles in N\_PROF>1 and leave N\_PROF = 1 with fillvalue if there is no core file. |
| 35 | Clarify definition of primary sampling and put updated definition in user manuals. John to circulate this proposal | AST19 | J. Gilson | R |  |
| 36 | The first DMQC should be done after one year. Then the revisit could be after 2 years for the teams that struggle with DMQC backlog | ADMT19 | Dmode operators | R | Likely changing this recommendation. Want to keep one year revisit if possible. Rejected in 2018 |
| 37 | Add deepest profile level sampled to index file to facilitate monitoring activities | ADMT19 | GDACs | R | Done |
| 38 | Review the list of software reported in the HISTORY\_SOFTWARE variable to identify human made actions and non-actions and actions driven by human expertise | ADMT19 | G. Maze, others?? | R | In progress. New hire who will work on this in next year. |
| 39 | Propose an update to the user Manual section 5 to add more explanation about "group" of HISTORY\_STEPS/ACTIONS, rather than isolated actions | ADMT19 | G. Maze, others?? | R | Not done |
| 40 | Propose profile file format checking tests to ensure the HISTORY variables are compliant to reference tables and coherent with each other | ADMT19 | G. Maze, others?? | R | Not done |
| 41 | Christine to provide the CTD ref db for Argo in index file. Steve to provide all CCHDO CTD files that are not recorded in the index file. | ADMT19 | Christine, Steve Diggs | R | Zip file with 3 logs sent to CCHDO in January. In October 2018, 12 Go-SHIP cruises were downloaded from CCHDO for the period of 2016 – 2018 which will be in next version of Argo refDB delivered before end of December |
| 42 | Mathieu to provide the list of orphan floats which have no assigned DMQC operator and ask for volunteers to process them for this year | ADMT19 | M. Belbéoch | R | See JCOMMOPS Report and ADMT discussions. |
| 43 | Mathieu to specify a way to manage Dm-Operator at Float and parameter level to be able to manage programs that do not have a program DM-operator and BGC-Argo where different operators may be responsible for different parameters | ADMT19 | M. Belbéoch | R | Need developments at JCOMMOPS and further specifications.  To be added to 2019 workplan. |
| 44 | Study how to better capture the DM-Operator and Institution for each parameter in the profile file. Consider adding a global attribute. If this is accepted, consider using ORCid and EDMO-code to avoid spelling issues. This can help with audits done on the Argo dataset. | ADMT19 | ?? | R |  |
| 45 | AIC, OGS and AOML to define what to do in term of DMQC for GTS only floats | ADMT19 | AIC, OGS and AOML | R | In progress. OGS is willing to do DMQC for these floats, but it cannot be a high priority right now. The floats are difficult due to the truncation of the parameters’ values to the second decimal. |