**Name of Group**

2.01 Data Archive Ingestion Working Group

**Area**

Mission Operations and Information Management Services Area (MOIMS)

**Proposed Chairperson**

Danièle Boucon

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**Scope of Activity**

The DAI WG will address all areas of Archive data formats, functions, and operations.

Audit and certification issues are out of scope for this group (they are addressed by the Repository Audit and Certification Working Group.

**Rationale for Activity**Agencies need to reduce the cost and increase the automation associated with acquiring, ingesting, managing, and disseminating data and metadata to, within, and from archives. The needs of Producers, Archives, and Consumers will be met by developing additional standards addressing gaps in our current suite of standards.

Archives, including both mission archives, final archives and repositories performing long-term preservation, need appropriate metadata to accompany data objects to facilitate long term preservation. Currently submission requirements are usually totally ad hoc by mission, or by a given multi-mission archive or final archive. Producers of information for archives often seek guidance on how to submit such information.

**Goals**Goal 1: Establish an extensible framework for a Submission Information Package (SIP). It will include mandatory and optional elements, with the ability to recognize categories of information and relationships:

1) define the main metadata categories and attributes;

2) define a way to create a dictionary of various classes of objects that will be considered (e.g., with the CCSDS Data Entity Dictionary Specification Language [DEDSL] standard), taking into account the general metadata identified above, and metadata specific to each given context;

3) define a method for creating a plan of the instances of objects to be transferred during operations (from producer to archive);

4) map instances in the existing XML Structure and Construction Rules (XFDU) Package paper with the model and the dictionary;

5) develop two implementations of the SIP standard.

Goal 2: As needs are identified within the scope of this group, develop new standards to address those needs. New projects will be undertaken when defined through the CCSDS project framework and following approval by the CESG.

Goal 3: While this working group exists, support CCSDS archival requirements:

– monitor and report on Agency archival issues and implementations;

– perform the required 5-year CCSDS and ISO reviews on existing archive related standards. Update and extend these standards as needs are identified during the reviews.

– complete the French version of the OAIS reference model and follow it through CCSDS and ISO approvals.

**Survey of Similar Work Undertaken in Other Bodies**

The area of archiving standardization is active. Due to the successful adoption of past CCSDS archival standards, this working group is looked to as a leader in the archival standardization field. Working group members continue to network with their colleagues outside the CCSDS attempting to ensure that duplication of efforts is minimized.

**Patent Licensing Applicability for Future Standards**

No patent licensing issues are currently envisioned. As new projects are defined, any patent licensing issues will be identified within the individual projects.

**Technical Risk Mitigation Strategy**

Technical risks are low since there is already broad activity in this area and many years of experience of ad hoc non-standardized activities meeting the needs of individual archives.

The initial scoping is the Space agency archives and their Producers. It may also be expanded if reviewers outside the proposed scope find it relevant and useful. Attempts will be made to include participation interested parties from outside the traditional CCSDS members. If outside participation is not obtained, these activities may result in standards that are less well accepted outside the CCSDS community. Lack of outside participation introduces more possibilities for outside standards that may overtake or conflict with CCSDS activities. Working group members continue to network with their colleagues outside the CCSDS to mitigate as much of the risk as possible.

**Management Risk Mitigation Strategy**

Unavailability of resources could delay achievement of milestones. Fallback option would be to reschedule the milestones in accordance with actual availability of resources.

There is the potential that one or more active experts from various agencies may become unavailable and this could impact the schedule if the timeline slips substantially. Fallback option would be to reschedule the milestones in accordance with actual availability of personnel.

**Description of Change**

This charter was changed to include additional fields included in the charter template since our previous update. Completed items have been removed. Charter is updated to allow it to remain relevant without change as new projects for this WG are defined and approved by CESG.

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