

GeoConnections/Earth Sciences Sector, Natural Resources Canada
Technical Workshop

Demystifying the Metadata Collection Process

A Canadian Workshop on the U.S. Federal Geographic Data Committee's Content Standard for Digital Geospatial Metadata (FGDC CSDGM) and its Extended Profiles

Hosted at:

University of Ottawa, SITE Building, Room STE 0131, 800 King Edward, Ottawa, Ontario
Tuesday June 10 to Thursday June 12, 2003

Agenda

Workshop Goals:

This training is intended to provide: a thorough understanding of the U.S. Federal Geographic Data Committee's Content Standard for Digital Geospatial Metadata (FGDC CSDGM) and its Extended Profiles; tips for the metadata collection process; knowledge in building the Canadian Geospatial Data Infrastructure (CGDI); understanding tools available; anticipating/planning for the latest and future directions in metadata, including other standards; and, networking with peers and potential partners.

Throughout the FGDC metadata training, participants will be applying their newly acquired skills and work experience to create complete metadata entries within the University of Ottawa's computer lab classroom using Internet access to the GeoConnections Discovery Portal. Upon completion of the three days training, attendees will return to their metadata tasks with in-depth knowledge to: complete fields more thoroughly and accurately; locate authoritative resources; and, provide input into the processes and structure of developing the CGDI.

Tuesday June 10, 2003

8:30 – 8:35 *Andrea Buffam (Natural Resources Canada)*

Welcome, Logistics and Agenda Review

8:35 – 8:50 *Everyone*

Introductions/Round Table: Participant networking

8:50 – 9:10 *Cameron Wilson (Natural Resources Canada/GeoConnections)*

Building the Canadian Geospatial Data Infrastructure (CGDI): An Overview

Cameron will outline the role of GeoConnections in building the CGDI, its goals, benefits, and the seven programs; Access, Framework Data, GeoInnovations, GeoPartners, Sustainable Communities, National Atlas of Canada and the Geomatics Skills Network.

9:10 – 9:30 *Cameron Wilson (GeoConnections), Geoff Howell (CISE)*

Recognizing Partners: Canadian and International

Cameron will recognize current partners and indicate anticipated achievements. Geoff will present details about coordinating, implementing and integrating a large data collection process involving many partners.

9:30 – 10:30 *George Lienkaemper (FGDC Instructor)*

Metadata and Clearinghouse Concepts

George will: define and describe metadata and its value to an organization; present an overview of how the CSDGM was developed, and; outline the structure of the FGDC standard and introduce the Graphical

Representation. The idea of a metadata clearinghouse and how it works will also be introduced. Examples of the Discovery Portal clearinghouse interfaces will be provided.

- **15 min. break** -

10:45 – 12:00 *MetaManager - Fedele Stella (Natural Resources Canada), M3Cat - Michael Cain (Natural Resources Canada), ESRI ARCCatalog Metadata Management – Mike Ballard (ESRI Canada), WebWraptor – Judy Guenette(Natural Resources Canada) , XchainJ - Dave Denault (Environment Canada), SMMS - George.*
Choosing a Metadata Entry Tool

The presenters will describe a number of metadata entry tools including: MetaManager, M3Cat, ESRI ARCCatalog, WebWraptor, XchainJ, and SMMS. This will familiarize participants with the types of tools available and provide an understanding on why a tool would be considered to ease the metadata entry process.

12:00 – 12:15 *Andrea*

Using the Discovery Portal: A supplier's guide

Andrea will present and assist participants with creating a user profile on the Discovery Portal. The hands-on assignments using the FGDC metadata standards will be conducted from this access point.

- **12:15 – 1:30 lunch break** -

1:30 – 3:00 *George*

FGDC Metadata Content: An in-depth look at each section

Templates and Mandatory Elements – Introduction of templates or reusable sections of the standard (Citation, Time Information, Contacts). Review Section 1 Identification Information, with special emphasis on the Mandatory elements covered in Discovery Portal. Review Section 7 Metadata Reference Information. Hands-on exercise - to begin preparation of a record using the Discovery Portal to enter Mandatory Elements, Section 1 and Section 7.

- **15 min. break** -

3:15 – 4:15 *George*

FGDC Metadata Content: An in-depth look ...

Data Quality Information - Review Section 2 Data Quality Information. Describe the tests for data quality addressed by the standard. Outline the concept of data sources and process steps. Hands-on exercise - to add Section 2 information to the metadata record.

4:15 – 4:30

First day wrap-up and Departure

Wednesday June 11, 2003

8:30 – 8:40 *Andrea*

Logistics and Agenda Review

8:40 – 10:30 *George*

FGDC Metadata Content: An in-depth look ...

Geospatial Metadata - Review Section 3 Spatial Data Organization Information and Section 4 Spatial Reference Information. Remind clients that this information can be automatically derived from spatial data by GIS software. Outline reference systems most commonly used by clients. Hands-on exercise - to add geospatial metadata to the metadata record.

- **15 min. break** -

10:45 – 11:30 *George*

FGDC Metadata Content: An in-depth look ...

Attributes - Review Section 5 Entity and Attribute Information. Describe how data tables and attributes are documented in the FGDC standard. Since some participants will be documenting data collections and the Discovery Portal does not support multiple attribute entry at this time, the focus of the hands-on exercise will be preparing an Entity and Attribute Overview.

11:30 – 11:40 *Group Photo for FGDC – University of Ottawa lobby*

- **11:40 – 1:30 lunch break** - Luncheon at ZamPub, 801 King Edward (across the street from the University)

1:30 – 3:00 *George*

FGDC Metadata Content: An in-depth look ...

Distribution Information - Review Section 6 Distribution Information. Outline the choices available in the standard for making data accessible inside and outside an organization. Hands-on exercise - to add distribution details to the metadata record.

- **15 min. break** -

3:15 – 3:45 *George*

FGDC Metadata Content: An in-depth look ...

“The Dr. is In” - Finalize records, save.

3:45 – 4:15 *George*

CSDGM Profiles: Describing Biological Assets, Methods, and Analytical Tools

Metadata Profiles - Describe the concept of a FGDC Standard Profile. Outline existing profiles, including the Biological Data Profile.

4:15 – 4:30

Second day wrap-up and Departure

Thursday June 12, 2003

8:30 – 8:40 *Andrea*

Logistics and Agenda Review

8:40 – 9:15 *George*

CSDGM Profiles: Describing Biological Assets, Methods, and Analytical Tools

Biological Data Profile - Review the elements added to the geospatial standard to document biological and tabular data sets. Describe tools to assist in documenting biological data.

9:15 – 10:00 *George*

Metadata Development and Consistency: Refining and Ensuring Quality

Preparing Quality Metadata – Outline strategies and guidelines for preparing consistent and useful data documentation.

- 15 min. break -

10:15 – 10:30 *Cindy Mitchell (Natural Resources Canada)*

Controlled Vocabularies: Choices

Choosing and Registering Vocabularies - Exploring the need and use of controlled vocabularies.

10:30 – 10:45 *Cindy (Natural Resources Canada), Ron Gauthier (Environment Canada/CISE)*

A Government On-Line (GOL) Overview: Incorporating Dublin Core/meeting the requirements

A GOL Overview - An introduction to the Dublin Core Metadata Initiative; an overview of the GOL implementation of Dublin Core metadata and a closer look at dc.coverage, the spatial metadata element of Dublin Core.

10:45 – 11:15 *Cindy*

The Impact of ISO TC211 19115: An Overview

The Impact of ISO 19115 - An introduction to the newly-ratified ISO 19115; and introduction to ISO 19139 (implementation specification for 19115); plans for adoption, adaptation and implementation; introduction of the new 19115 metadata elements on the Discovery Portal.

11:15 – 12:30 *Mike Adair (Natural Resources Canada)*

Describing and Networking Services: Connections

Distributed Searching using the Z39.50 protocol

An introduction to distributed searching using the Z39.50 protocol and the product collection concept vs. individual products - both are described by FGDC metadata.

Web Services - What to put in the "online linkage" field

A general introduction to geographic web services describing services available through the CGDI such as OGC web mapping, XML, etc. An outline of what they do, how they work and how web services can improve access to your data will be provided. This will be followed by a description of how this is implemented on the Discovery Portal and how to fill in the Online Linkage field for your metadata

12:30 – 12:45 *Andrea*

Wrap-Up

After a lunch, the classroom and instructor will be available for any final discussions.