

INTERMAGNET Policy Note		
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Related documents: INTERMAGNET Technical Manual, INTERMAGNET Discussion Document DD6, INTERMAGNET Meeting Minutes <i>UNAM Mexico City, 20 – 22 September 2005, ZAMG Vienna 2018, NRCan Ottawa 2019.</i>		
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Purpose of document: This document describes INTERMAGNET policy on observatory applications and grounds for accepting an observatory's participation in the INTERMAGNET network. This document also outlines the circumstances under which the INTERMAGNET Operations Committee will make a recommendation to the INTERMAGNET Executive Council on changing the membership status of an observatory		
Terms of Reference		
<ol style="list-style-type: none"> 1. This document describes the general requirements for an observatory wishing to participate in the INTERMAGNET network for one-minute absolute geomagnetic data. 2. This document does not provide a detailed description of the technical requirements for acceptance and continued participation in the network. These are provided in the current version of the INTERMAGNET Technical Manual (www.intermagnet.org) 3. This document describes INTERMAGNET policy on non-compliance, and final withdrawal of INTERMAGNET status, for an observatory that is failing to meet the data quality or data delivery standards for one-minute absolute geomagnetic data, as outlined in the current version of the Technical Manual 		
Date due:	Date submitted: 9 August 2019	
Outcomes: <i>(Actions assigned and decisions made)</i>		
Note for information		
<p><i>INTERMAGNET Policy Notes are designed to record policy decisions and the reasons for the decisions.</i></p> <p><i>The Secretary of the Operations Committee assigns the Document Number, maintains the metadata on the cover sheet, and keeps an index of all documents. Documents to be archived and indexed will be given integer version numbers. Working documents will have fractional version numbers. Only the lead author may edit the main text.</i></p>		

1. Introduction

Observatory institutes wishing to have an observatory participate in INTERMAGNET are required to submit an application to the INTERMAGNET Observatories Subcommittee chair that demonstrates that the INTERMAGNET requirements and standards are being met. There is also an expectation that these standards will continue to be met in the future. Applications are assessed by the INTERMAGNET Operations Committee against a set of documented standards described in the Technical Manual. The Committee will recommend that the INTERMAGNET Executive Council accepts the application if:

- The observatory is meeting and will continue to meet the documented standards on data quality and data formats.
- The observatory transmits and will continue to transmit data in near real-time to the INTERMAGNET network
- The observatory will submit definitive data and metadata for publication via the INTERMAGNET Reference Data Set (IRDS) every year. The IRDS includes physical and online publication of definitive data.

The INTERMAGNET Operations Committee will periodically assess compliance with the standards.

It is recognised that any real-time network is potentially subject to operational problems leading to temporary interruption of data acquisition and/or degradation of data quality. If required, the INTERMAGNET Operations Committee may offer advice or technical support to resolve such problems. However, an observatory institute that is not able to operate an observatory to the required standards may have the INTERMAGNET status of that observatory withdrawn.

2. Application to the INTERMAGNET network

Institutes intending to have an observatory participate in the INTERMAGNET network are requested to submit an application and provide sample data to the INTERMAGNET Observatories Subcommittee chair using the form on the INTERMAGNET web site. The application will then be reviewed by the INTERMAGNET Operations Committee against the standards defined in the Technical Manual. If these standards are met, and once real-time data are being transmitted to the network, the INTERMAGNET Executive Council chair will communicate to the observatory institute that the application has been successful and that the observatory is recognised as an INTERMAGNET observatory. Observatories are accepted into INTERMAGNET on the condition that the institute will ensure data quality and data delivery standards continue to be met.

Applications may be rejected on the grounds that the data quality or data delivery standards have not yet been met, in which case the Operations Committee will communicate this and the reason for the decision to the observatory institute making the application. There is no restriction on institutes re-applying.

3. Ongoing Participation in the INTERMAGNET Network

On a regular basis, the Operations Committee will monitor the delivery of one-minute, real-time data by participating observatory institutes against the requirements outlined in the Technical Manual.

Where an observatory does not transmit real-time, one-minute data to the INTERMAGNET network for a continuous period of one-year, this will be considered to be a breach of the INTERMAGNET data delivery requirements and the observatory institute will be notified of the breach by the Operations Committee.

The Operations Committee will also assess definitive data submitted for inclusion in the annual IRDS against the data quality standards and format requirements for one-minute data

as defined in the Technical Manual. The deadline for submission of definitive data will be communicated by the Operations Committee in advance and sufficient time will be provided for final processing following the year end.

Where no definitive data have been submitted prior to the submission deadline, this will be considered to be a breach of the INTERMAGNET data delivery requirements and the observatory institute will be notified of the breach by the Operations Committee.

Where definitive data have been submitted, but where data quality or format issues have not been resolved prior to the publication date of the IRDS, definitive data will not be published in the IRDS and this will be considered to be a breach of the INTERMAGNET data quality requirements. The observatory institute will be notified of the breach by the Operations Committee.

Where an observatory institute does not meet INTERMAGNET requirements for any reason, the Operations Committee will contact the operating institute to specify the nature of the problem and to offer assistance in resolving it.

4. Withdrawal of INTERMAGNET status

The Operations Committee will designate a participating observatory to be non-compliant where the observatory institute:

- Does not respond to a communication from the Operations Committee notifying that the observatory has breached INTERMAGNET standards
- or
- Does not transmit real-time, one-minute data to the INTERMAGNET network for two consecutive years.
- or
- Does not submit or does not have definitive one-minute data accepted for publication on the IRDS for two consecutive years.

In the event of observatory non-compliance, the Operations Committee will

- Notify an institute that an observatory has been designated as non-compliant, specifying which data delivery requirements have been breached
- Set a deadline by which time all INTERMAGNET data delivery requirements must be met. This deadline will normally be the date for submission of definitive data in the calendar year following the date of notification of non-compliance
- Inform the institute that the observatory's INTERMAGNET status may be withdrawn if this deadline is not met

Where a participating observatory meets the data delivery requirements by the stated deadline, the institute will be notified by the Operations Committee that the non-compliant designation has been lifted.

Where a participating observatory fails to meet the data delivery requirements by the stated deadline, the Operations Committee will inform the Executive Council and provide a recommendation on further action. On the basis of the recommendation by the INTERMAGNET Operations Committee, the INTERMAGNET Executive Council may withdraw INTERMAGNET status from a participating observatory.

Where an observatory has had INTERMAGNET status withdrawn, the observatory institute will be required to submit a further application to the INTERMAGNET Observatories Subcommittee chair before INTERMAGNET status can be reinstated.

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