

Actions:

- Sub-facilities to document their procedures following the Ocean best practice IOC initiative template (noting there is some flexibility to adapt the template).
- Ming and Mia to send QA best practices document
- Sub-facilities to provide timeline to IMOS Office of when they will provide the QA/QC documentation (noting it is now a requirement as part of the Project Plan).
- TSS samples need to be sent ASAP and contact relevant people before sending sample and add a secondary contact
- Microbes: if filters were unfrozen at some point, need to be flagged but not thrown away.
- Ian/Paloma investigate delivery of dangerous good (ethanol) and disseminate to the group.
- Update microbial video for line flushing/cleaning
- SOPs for new sampling
- Provide a national standard product that embrace the full suite of IMOS NRS observations to produce long-term time series

Actions:

- IMOS Office to communicate to sub-facilities the policy for BYO instrument including data sharing requirements.
- Impact database: ALL to let Indi know if you hear/ know of the data being used. Inform about the French tidal model and only IMOS had data they could access easily
- Ocean Current: ALL consider looking at table (ABOS ADC ANM_P25 Ptable) and flag any issues with him.
- Add capability of automatically add the calibration coefficient to the netCDF using the Toolbox.
- Fluorescence to chlorophyll: Change the name of the chlorophyll data to clarify this is not raw chlorophyll. Users need to be aware it is fluorescence as chlorophyll.
- Produce a protocol of the process to get to fluorescence as Chla.
- Review the filtering for WQM burst data (spike detector) with the view to improve the automated QC (Nick Mortimer's filter for Fluorecence but could also apply to T and S.
- Improve regional thresholds for cut offs in the Toolbox
- Work with calibration facility to access historical calibration coefficients and calibration data

Recommendations:

- Define terminology around QA and around QC
 - QA: process of doing everything that should be done to produce the best data (pro-active). People that collect the observations need to be closely involved in the QA.
 - QC: detect product deficiencies (reactive).
- Work towards a distributed QC system where audits are done by experts. This could be done as a workshop with experts to audit each others data
- Centralise the databases (repository of raw data), centralise the data processing by standardizing the use of the toolbox, making sure that regional characteristics are allowed for and agreed upon by facility
- Consider providing a platform for sub-facilities to discuss different technology/ equipment to enhance sharing of knowledge between sub-facilities.
- MLD: Consider including a disclaimer with products to reduce ambiguity and clarify limitations.
- AODN to consider having a new section to advertise new products
- Hugo and Laurent as tandem for the toolbox.

Recommendations:

- The time recorded for the burst data needs to be the time center (middle of burst)
- Update CARS with IMOS data, but will involve a lot of work and it is a research product.
- More defined pathway to deliver data to AODN from piggy-back sensors on IMOS infrastructure.
- Introduce a product label rather than FV01 and FV02 as it is too restrictive.
- Have a 15minutes gridded product rather than one hour.
- Harness skills in the sub-facilities to further the product and visualisation.
- Develop a mooring description and visualisation of mooring data website
- Do more scripting – expand range of scripts available.
- Contribute to IMOS data workshops at AMOS & AMSA