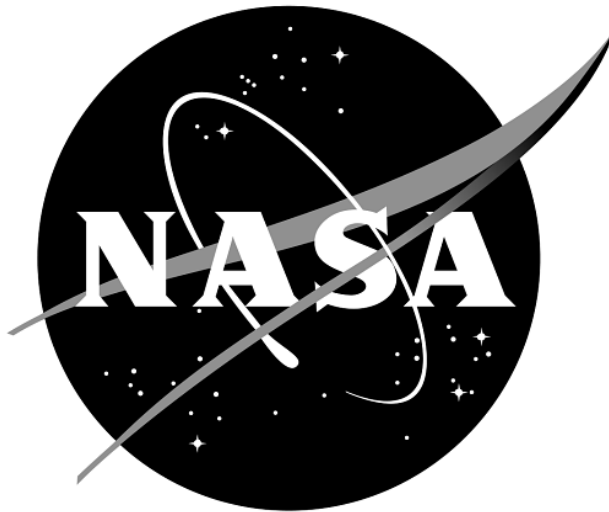

PDS4 Data Design Working Group (DDWG) Charter

NASA Planetary Data System

Version 1.0

November 1, 2016



Change Log

Revision	Date	Description	Author
Draft	2/3/2014	Initial draft release.	S. Hughes
Draft	2/3/2014	Updates.	D. Crichton
Draft	2/4/2014	Updates	M. Gordon, D. Simpson, S. Hughes
Draft	2/5/2014	Updates	M. Gordon, D. Simpson, S. Hughes
Draft	2/27/2014	Extracted DDWG charter from Process for Design Change compiled by D. Simpson	D. Simpson, S. Hughes
Draft	8/10/2016	Updated DDWG charter in accordance with MC meeting on 20160808	D.Crichton, R.Joyner
1.0	2016-11-01	DDWG Charter approved at November MC telecom.	D.Crichton, R.Joyner

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1. Purpose / Responsibilities

The Data Design Working Group (DDWG) provides advice and advocacy for changes to the PDS4 Standards in support of the needs of the Science Communities. The DDWG oversees, coordinates, and monitors the Issue Resolution Process (IRP)¹ for enhancements, omissions, and “fixes” to the Information Model (IM) and Data Dictionary (DD), to the discipline and mission level dictionaries as extensions to the IM, and to the associated documentation.

Specifically, the DDWG responsibilities are to:

- Evaluate Change Requests (CRs) for merit based on, among other factors, the underlying PDS4 design principles.
- Keep their managers informed of DDWG activities and decisions.
- Coordinate design decisions with International Alliances (IPDA).
- Respond to requests for support from the Change Control Board (CCB).
- Respond to requests for clarification of the PDS4 Standards.
- Review proposals and extensions to the PDS4 Standards in support of community needs.
- Provide mission and discipline level assessment of CRs.

2. Membership

Members of the DDWG include one representative from each of the following groups:

1. Atmospheres Node (ATMOS)
2. Engineering Node (EN)
3. Cartography and Imaging Sciences Node (IMG)
4. Geosciences Node (GEO)
5. Navigation Node (NAIF)
6. Planetary Plasma Interactions Node (PPI)
7. Radio Science Advisor (RS)
8. Ring-Moon Systems Node (RINGS)
9. Small Bodies Node (SBN)
10. International Planetary Data Alliance (IPDA)

¹ See DDWG Process Document for details on the Issue Resolution Process (IRP) and ‘working subgroup’ membership.

3. Specific Roles

In addition, specific roles include a DDWG Chair, DDWG Coordinator, IM Representative, Document Authoring Team representative, and a DDWG Reporter.

DDWG Chair – rotating position selected from the Discipline Nodes.

- Appointed² by the EN Manager; with concurrence from PDS Project Manager and DN Manager
- Chairs the DDWG meeting
- Works with Coordinator to set the meeting agenda
- Chairs the DDWG meeting and controls the discussion (relevance and duration).
- Coordinates the assignment of personnel to ‘working subgroups’.
- Regularly reviews the progress of ‘working subgroups’ and intercedes if there appears to be issues with ‘working subgroups’ meeting milestones / schedules.
- Reports status to MC

DDWG Coordinator – selected from the Engineering Node to coordinate the DDWG.

- Appointed by the EN Manager.
- Works with the Chair on setting agenda.
- Works with the Chair to tie schedules / milestones to a targeted build for proposed CRs.
- Liaison between the DDWG and the CCB.
- Tracks status of CRs in JIRA.

IM Representative – selected from the Engineering Node to participate in teleconferences when requested by the DDWG.

- Answers questions about the current PDS4 Information Model (IM) and Data Dictionary (DD).³
- Assesses / ensures CRs adequately address changes to the IM and DD.
- Reports impact of CRs on the IM and DD to the DDWG and CCB, if requested.

² The Chair is appointed every two years.

³ Per CCB Charter (20160808), PDS4 Standards include the PDS4 Information Model (including Data Dictionary).

Document Authoring Team Representative – selected from the Document Authoring Team to participate in teleconferences when requested by the DDWG.

- Answers questions about the current Standards and associated documentation
- Assesses / ensures CR adequately addresses changes to each of the document(s):
 - Standards Reference (SR)
 - Archive Preparation Guide (APG)
 - Concepts Document
 - Data Providers Handbook (DPH)
 - Example Set (in DPH)
- Reports the set of CRs affecting the documents to the DDWG and CCB when the documents are released as part of a build.

DDWG Reporter – appointed by PDS Management, or the EN manager to participate in teleconferences.

- Records and distributes minutes for each meeting. Minutes should include:
 - List of attendees, key points raised, recommendations, decisions, and summaries of discussion on each item.
- Records votes in any DDWG decision.

DDWG Working Subgroups.

- Comprised of “assigned staff” from PDS and IPDA⁴.
- Responsible to study a specific “issue”
- Sets intermediate milestones to ensure meeting the designated build target.
- Responsible for the distribution of supporting material and capturing recommendations, decisions, and action items related to its specific issue.
- Includes identifying possible solutions & prototyping.
- Presents the results to the DDWG and if requested, to the CCB.

4. Voting Membership / Rules

⁴ See DDWG Process Document for details on the ‘working subgroup’ membership and the Issue Resolution Process (IRP).

Voting members of the DDWG are one representative⁵ each from:

1. Atmospheres Node (ATMOS)
2. Engineering Node (EN)
3. Cartography and Imaging Sciences Node (IMG)
4. Geosciences Node (GEO)
5. Navigation Node (NAIF)
6. Planetary Plasma Interactions Node (PPI)
7. Radio Science Advisor (RS)
8. Ring-Moon Systems Node (RINGS)
9. Small Bodies Node (SBN)
10. International Planetary Data Alliance (IPDA)

Non-voting members of the DDWG include:

- DDWG Chair – non-voting member; as Chair
- DDWG Coordinator – non-voting member; as Coordinator
- DDWG Reporter – non-voting member; as secretary
- IM Representative – non-voting member; as representative
- Document Authoring Team Representative – non-voting member; as representative

Voting “rules” are as follows:

- At least five voting members must be present before a vote is taken.
 - A vote of “abstain” is the equivalent of not casting a vote (i.e., the vote is not counted in the tally).
- At least two “affirmative” votes required to push a CR to the CCB⁶.
- A voting DDWG member cannot be a voting member on the CCB.

5. Meetings

The DDWG will meet regularly at a time set by the DDWG Chair. In addition, the DDWG Chair may convene the DDWG in an ‘emergency’ meeting to address time and/or mission critical topics as necessary.

⁵ Node may designate alternate who can vote in the representative's absence.

⁶ Per MC directive, the criteria (merit) for CCB to accept a CR for review requires two nodes to support.

During meetings, discussion is generally restricted to voting members unless a voting member specifically requests comments from a non-voting participant. Observers⁷ may not contribute to discussions unless requested by the DDWG Chair and/or Coordinator.

In some cases, disposition may be determined by virtual deliberation of the members without convening a DDWG meeting; such decisions must be confirmed and documented at the next regular meeting.

6. Communications

Each 'working subgroup' lead will provide a status / progress report to the DDWG Chair and Coordinator at least three days before each DDWG meeting.

The DDWG Chair and Coordinator will prepare a meeting agenda and forward it to the DDWG at least two days before each meeting. Agenda items will include any CRs not previously discussed and for which the DDWG has not established a targeted build, and the progress reports for all open CRs. A request for additional agenda items will be included. Agenda items and time and/or mission critical topics will be addressed as well as possible during the meeting.

If the CCB Chair or Coordinator identifies a request as "critical", the DDWG will expedite consideration of the request, attempting to resolve the issue in the time frame identified by CCB Chair.

⁷ e.g., non-voting DN representatives, NASA Space Science Data Coordinated Archive (NSSDCA), PDS Management, etc.