

	Action	Target Date	Responsibility	Priority	Status
1	People who want to contribute to the Best Practice Data Paper to contact ADMT co-chairs. Esmee van Wijk and Annie Wong want to help with the DMODE section. S. Pouliquen with the data system as a whole. M. Belbéoch for Monitoring, T. Carval for Real time GDAC operations, A. Tran for GTS, U. Bhaskar, R. Cowley, M. Scanderbeg	ADMT 19	E. van Wijk A. Wong S. Pouliquen M. Belbéoch A. Tran U. Bhaskar R. Cowley M. Scanderbeg P. Velez-Belchi	R	
2	Thierry to move ahead with adding list of co-authors to DOI. Ask National Programs to provide Thierry, ADMT co-chairs, AST co-chairs a list of people who have contributed to Argo, along with possible ORCID to begin the list of authors.	ADMT 19	Thierry, National Programs	R	
3	INCOIS to investigate why the number of BUFR message is very low compared to TESAC	AST19	Uday	H	
4	Inform WMO users of the official end of Argo Tesac messages on 1st July 2018. Post message on Argo websites.	January 2018	M. Belbéoch J. Turton M. Scanderbeg T. Carval	R	
5	All DACs to stop sending Tesac messages on 1 st July 2018.	July 2018	DACs	R	
6	MetOffice to provide the python BUFR converter to Thierry to be made available in the Tools section of the ADMT website and possibly on AIC website	ADMT19	MetOffice	R	
7	Kordi to provide feedback contact name for anomaly	AST19	Kordi	R	

	corrections by Christine				
8	Mathieu to monitor the Monthly check anomalies in the JCOMMOPS system. Feed ADMT/AST co-chairs if profiles on list repeatedly	ADMT19	Mathieu, Christine	R	
9	Mathieu to modify the AIC warning system to separate out floats that need to be checked and floats that may need to be greylisted from S. Guinehut's comparison with altimetry and send them to appropriate person. Real time files to DAC. D files to DAC and dmode operator.	ADMT19	Mathieu, Stephanie	R	
10	Study how to improve the Spike and density test : use threshold per meter: Christine,	ADMT19	Christine	R	
11	Can we build a gradient climatology from Argo with good un-corrected data as done for the min max range by J Gourrion at Ifremer : Breck/Susan/Jerome to study	ADMT19	J. Gourrion, B. Owens, S. Wijffels	R	
12	Annie and Thierry will update the definition of the greylist to take into account BUFR. Annie will update the QC Manual.	AST19	A. Wong, T. Carval	R	
13	Mathieu and Breck will contact RBR to obtain information from the manufacturer to fill the Argo meta- and technical- tables. Immediate needs are a new WMO_INST_TYPE, and information to fill SENSOR_MODEL for CTD_PRES, CTD_TEMP, and CTD_CNDC	ADMT19	M. Belbéoch, B. Owens	R	
14	Breck to check on whether FSI floats have been removed	ADMT19	B. Owens	R	

	from greylis				
15	Thierry and Mathieu to further investigate difference in GDAC delays	ADMT19	T. Carval, M. Belbéoch	R	
16	Reduce number of significant digits in US GDAC GEO directory	AST-19	M. Ignaszewski	R	done
17	Set up the aux directory at US-GDAC	AST19	Mike	R	DONE (2018-01-02)
18	Thierry to go with proposal #2 for adding a new directory for index file. Inform users on ADMT rsync page	ADMT19	T. Carval	R	
19	Keep the action item to automatically resubmit all files if metafile is fixed within 7 days.	ADMT19	T. Carval, M. Frost, M. Ignaszewski	R	
20	Continue investigating ways to allow both GDACs to receive files from all DACs	ADMT19	GDACs	R	
21	Stop allowing Config Mission Number of 0 by AST	AST19	DACs	R	
22	Recheck all files on GDACs with a priority on Dmode files. To be performed early 2018 so that anomalies can be fixed by ADMT	ADMT19	M. Ignaszewski, DACs	R	
23	Put links to Google Ref tables on the ADMT documentation page	AST19	T. Carval	R	
24	Mathieu to work with GDACs to develop API for Argo ref tables . End of February	AST19	M. Belbéoch, GDACs	R	
25	Mathieu to look into NERC vocabulary and see how much work we need to do to use such vocabulary for ref table.	ADMT19	M. Belbéoch	R	
26	M-File : French GDAC to move them to NetCDF4 and USGDAC to get them by mirroring the French GDAC . Interim solution until a new M-File format is specified by the group set up at BGC-Argo meeting	ADMT19	GDACs	R	

27	Christine and John to send DACs the list of active floats that are still in version 3.0 or lower and DACs to reprocess them in V3.1	ADMT19	Christine, J. Gilson, DACs	R	
28	Filechecker to stop accepting files D-Files in version 3.0 or lower 1 st July 2018. If dmode operators are having trouble with this, alert ADMT co-chairs. Alert dmode operators of this change.	July 2018	M. Ignaszewski, Dmode operators	R	
29	Work with Manufacturer to get firmware_version in data sent back at some point in its life	ADMT19	Pls, B. King, R. Cowley	R	
30	Work with manufacturers to define the Battery technical information to be recorded and other trajectory cycle timing data	ADMT19	B. King, R. Cowley, M. Scanderbeg, H. Bittig	R	
31	Collect documentation of curated configs such as ice-detection algorithm documentation. Keep this with meta and tech tables (AIC or ADMT website?)	ADMT19	Pls, M. Belbéoch	R	
32	John to release draft CONFIG table by March. Feedback needed from DACs and re-run audit before ADMT-19.	AST19	J. Gilson	R	
33	John to propose at next ADMT a process to move CONFIG parameters from non-curated to curated tale	ADMT19	J. Gilson	R	
34	For floats that perform Ascending and Descending profiles in the same cycle, if both are Primary Sampling profiles, then each primary sampling profile in N_PROF=1 in two separate netCDF files. Allow small fragment cycles that are not Primary Sampling profiles in N_PROF > 1 even if direction of profile is different	ADMT19	DACs with ascending and descending profiles where one profile is not mandatory	R	

	than the Primary Sampling profile				
35	Clarify definition of primary sampling and put updated definition in user manuals. John to circulate this proposal	AST19	J. Gilson	R	
36	The first DMQC should be done after one year. Then the revisit could be after 2 years for the teams that struggle with DMQC backlog	ADMT19	Dmode operators	R	
37	Add deepest profile level sampled to index file to facilitate monitoring activities	ADMT19	GDACs	R	
38	Review the list of software reported in the HISTORY_SOFTWARE variable to identify human made actions and non-actions and actions driven by human expertise	ADMT19	G. Maze, others??	R	
39	Propose an update to the user Manual section 5 to add more explanation about "group" of HISTORY_STEPS/ACTIONS, rather than isolated actions	ADMT19	G. Maze, others??	R	
40	Propose profile file format checking tests to ensure the HISTORY variables are compliant to reference tables and coherent with each other	ADMT19	G. Maze, others??	R	
41	Christine to provide the CTD ref db for Argo in index file. Steve to provide all CCHDO CTD files that are not recorded in the index file.	ADMT19	Christine, Steve Diggs	R	
42	Mathieu to provide the list of orphan floats which have no assigned DMQC operator and ask for volunteers to process them for this year	ADMT19	M. Belbéoch	R	
43	Mathieu to specify a way to manage Dm-Operator at Float and parameter level to be able to manage programs that do	ADMT19	M. Belbéoch	R	

	not have a program DM-operator and BGC-Argo where different operators may be responsible for different parameters				
44	Study how to better capture the DM-Operator and Institution for each parameter in the profile file. Consider adding a global attribute. If this is accepted, consider using ORCID and EDMO-code to avoid spelling issues. This can help with audits done on the Argo dataset.	ADMT19	??	R	
45	AIC, OGS and AOML to define what to do in term of DMQC for GTS only floats	ADMT19	AIC, OGS and AOML	R	