

INTERMAGNET Policy Note		
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Purpose of document: This document describes INTERMAGNET policy on observatory application and acceptance for participation in the INTERMAGNET observatory network for one-minute data. This document also outlines the circumstances under which the INTERMAGNET Operations Committee will make a recommendation on the membership status of an observatory to the INTERMAGNET Executive Council.		
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 withdrawal of INTERMAGNET status for an observatory that is no longer meeting the data quality or data delivery standards for one-minute absolute geomagnetic data as outlined in the current version of the Technical Manual 		
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Outcomes: <i>(Actions assigned and decisions made)</i>		
Note for information <i>INTERMAGNET Policy Notes are designed to record policy decisions and the reasons for the decisions. 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>		

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 are being met. There is also an expectation that these standards will 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 for publication on the INTERMAGNET DVD every year

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 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 was 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 re-application.

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 will be notified of the breach by the Operations Committee.

The Operations Committee will also assess definitive data submitted for inclusion on the annual DVD 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 data of the DVD, definitive data will not be published on the DVD and this will be considered to be a breach of the INTERMAGNET data quality requirements and the observatory 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 offer assistance in resolving it.

4. Withdrawal of INTERMAGNET status

The Operations Committee will inform the Executive Council and provide a recommendation on further action if a participating 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 INTERMAGNET DVD for two consecutive years.

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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