

Draft Charter for PAG Working Group and MC Response

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Background

- Sept 2015: MC requested an updated PAG with the (archaic) costing section omitted; revised document distributed just before Oct MC telecon
- Oct 2015: MC deferred action to November so members could read the revised document more carefully.
- Nov 2015: There were several comments that the PAG needed additional revisions; discussion over 'major' vs 'minor' changes, intended audience, etc. Action deferred to December.
- Dec 2015:
 - Law volunteered Joyner to produce a 'band-aid' version for Discovery 2014 missions selected for further study
 - Law removed existing PAG from web site
 - Simpson drafted and circulated charter for PAG Working Group
- Jan 2016: MC (by default) agreed to hold the 'band-aid' version since it was no longer relevant to Discovery.

Draft Charter for Working Group on *Proposer's Archiving Guide* (PAG)

The PDS Management Council (MC) establishes a Working Group (WG) to review the *Proposer's Archiving Guide* (PAG), to make recommendations on the document's future structure and content, and to carry out the revisions approved by MC.

The PAG WG shall have no more than five members (ideally three) appointed by the MC, but it will seek input from across the PDS. Its term shall be six months from adoption of this charter.

During Month 1 the WG will review recent versions of the PAG (specifically versions 2.00, 2.11, and 2.12) to determine the document's audience and whether the PAG should remain a single document or be split so that separate versions can be targeted to each audience (for example, large mission, small mission, and non-mission data providers). The WG will develop an outline of contents for each recommended version and an estimate of each document's length.

During the remaining months, the WG will implement the recommendations approved by MC, returning the planned document(s) for MC approval at the end of the six month term.

Notes

- Version 2.10 is dated 2014-05-01 and was (until recently) posted on the PDS web site.
- Version 2.11 is dated 2015-12-01 and was circulated to MC for approval at its 2015-12-07 conference call; MC did not approve it.
- Version 2.12 is the 'band-aid' version prepared for distribution to Discovery 2014 Phase-A missions; its release date is TBD.
- A spreadsheet (151208_PAG_lien_list.xlsx) exists, which is a compilation of comments received by current PAG authors/editors as of 8 December 2015. It references original e-mails, documents, and edited versions of earlier PAGs where a wide range of suggestions can be found.

Actions

- Decide whether to set up working group
- If yes,
 - How many versions of the PAG?
 - Who is in each audience?
 - Mission (at what stage in mission development?)
 - Instrument Team (at what stage?)
 - Individual Investigator
 - Shorter, longer ... ?
 - Examples?
 - Should PAG(s) include requirements?
 - Include costing section?
 - Replace Archive Description Document? If so,
 - What documents are listed explicitly?
- If no, what next (there is no public PAG today)?