



VOSP002

VOS Metadata Collection Form

Instructions for Port Meteorological Officers

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Introduction

Form VOSP002, or simply VOSP002, resulted from changes to the metadata requirements for WMO No. 47 and the subsequent obsolescence of the VOSClm Form 001.

It is based on the Form F379 developed by the Australian Bureau of Meteorology to enable its contract Port Meteorological Agents to collate and submit the required metadata to Head Office for entry into the corporate metadata database.

What VOSP002 is ...

VOSP002 is strictly a metadata collection form. It collects metadata to satisfy the requirements of WMO No. 47 as well as a range of metadata to help manage a national VOS Program.

VOSP002 is flexible. It can be used for VOS or VOSClm or both; it can be used to record a ship recruitment, a ship de-recruitment or to update previously supplied information.

VOSP002 uses standard electronic form controls to record the data. These controls include drop-down lists, check boxes and text boxes.

The data from VOSP002 can be extracted as a TXT file and imported into the companion **CSV Viewer** spreadsheet, whereby the data are automatically formatted and presented for:

- Viewing to compare successive VOSP002 from the same ship.
- Export to the **E-SURFMAR VOS database**.
- Export to the **XML Generator** spreadsheet, also available from the VOS website.

What VOSP002 is not ...

VOSP002 is not a ship inspection form, nor does it claim to accommodate every conceivable piece of metadata that individual NMS may require to manage its VOS Program.

What VOSP002 collects ...

- Observing program or project in which the ship participates: **VOS** or **VOSClm** or **VOS and VOSClm**.
- Nature of the advice: **Recruitment** or **De-recruitment** or **Update**.
- Date of the ship visit or information update.
- Ship details: Name, Call sign, IMO Number, Flag, dimensions, etc.
- Details to enable shore-to-ship communication.
- Contact details of the Owner/Manager and Local Agent.
- Details of the ship's trading pattern.
- VOS observing program details.

- Details of electronic logbook software in use or shipboard AWS.
- Instrumentation: Owner, Types, Makes & Model, Location, Performance check dates, Serial Numbers.
- Other meteorological or oceanographic instruments: Type and owner.
- Filenames of the supplied digital images.
- Other comments.
- Publications supplied to the ship.
- Name of the authorised officer completing the form.
- Date when the form was completed.

Limitations of VOSP002 ...

Due to limitations in the forms developed in Microsoft Word, the Port Meteorological Officer must have ready access to WMO No. 47 Metadata Version 03 to assist in populating many of the fields on the form:

- The drop-down lists are only been populated with the codes contained in the *WMO No. 47 Metadata Version 03* Code Tables. The PMO must identify the proper code, according to the description contained in the relevant *WMO No. 47 Metadata Version 03* Code Table, prior to selecting the code on VOSP002.
- Each drop-down list is limited to 25 entries. This means that some Code Tables cannot be contained in a drop-down list, e.g. **othl**, **rcnty**, **reg** and **vssl**.

General Instructions ...

1. Use the **TAB** key (or **SHIFT + TAB** to go back) or the mouse to move between fields.

Note: The normal movement if using the **TAB** key is line by line down the page, from left to right.

2. Do **NOT** insert commas in the text.
3. Do **NOT** use the **ENTER** key to end the data entry in a field and move to the next field.
4. Enter all dates in your local format, i.e. **DD/MM/YYYY** or **MM/DD/YYYY**. The form will automatically store the dates in **YYYYMMDD** format when you **TAB** to the next field.

VOSP002 Header

-- Select Advice Type --

- Recruitment
- De-recruitment
- Update

1. Select as appropriate.

Date of Action

1. This refers to:
 - a. The date of recruitment to the relevant programme(s), or
 - b. The date of de-recruitment from the relevant programme(s), or
 - c. The date when the change of information, relevant to the programme(s) became effective.

VOSP002 Body

General

1. The presence of a number in parentheses adjacent to a field; indicates the location of that particular field in the **<pub47record>** section of the XML report prepared for WMO No. 47 and can be ignored.

Drop-Down List

1. Fields with a drop-down list are identified by the visible default option -- **Select** --. Choose an option from the drop-down list.
2. If there is a number in the adjacent **Pub47 Code Table** column, then the drop-down list will contain the codes from the corresponding *WMO No. 47 Metadata Version 03* Code Table. The PMO should refer to *WMO No. 47 Metadata Version 03* to match the description with the appropriate code.

Check Box

1. Check boxes are used to indicate which publications are provided to ships.
2. By default, the list of publications is blank; however individual NMS may consider pre-populating the list with the publications normally provided to their VOF.

Text Box

1. If there is a number in the **Pub47 Code Table** column adjacent to the blank field, the PMO should refer to the corresponding *WMO No. 47 Metadata Version 03* Code Table to match the description with the appropriate code. The PMO should type this code in the field.
2. All other text boxes are free-form and will accept any combination of alphanumeric characters.

Note: Refrain from using the ampersand symbol (&), particularly if you intend to output the data from the form and import it into the **XML Generator**. The & symbol is an XML special character. Consider using the + symbol instead of & symbol if necessary

VOSP002 Footer

Name/Location of PMO

1. Enter the name and position or location of the authorised officer completing the form.

Date of Preparation

1. The date when the form was prepared.
2. This date may be the same or later than the Date of Action in the VOSP002 Header section.
3. Press the **TAB** key to ensure the local date format is converted to the **YYYYMMDD** format.