

# **NSDI Cooperative Agreements Program**

## **Metadata Training and Outreach Assistance Project**

**Date:** January 29<sup>th</sup>, 2013

**Agreement Number:** G12AC20131

**Project Title:** NSDI CAP 1: Metadata Trainer and Outreach Assistance

**Report:** Interim

**Organization:** Miami-Dade County, Information Technology Department

**Principal Investigator:** Bibi Oung

**Collaborating Organizations:** Local Cities, County departments, Esri, and South Florida GIS Expo

### **Executive Summary**

The metadata research, information gathering and testing phase of this project was completed enabling staff to confidently move forward with the preparation of metadata creation, implementation and assistance training workshops, and presentation materials for internal and external users and managers. A narrative summary was submitted to Esri International User Conference for Metadata for Manager, Developers and Data Users workshop, and another summary will be sent to South Florida GIS Expo when registration opens in August.

Miami-Dade County expects to provide Metadata Training and Outreach Assistance to its cities (Attachment 1), county departments, local and state agencies, educational institutions, and at the South Florida GIS Expo and Esri International User Conference. Miami-Dade County is comprised of thirty-four cities, Miccosukee Indian tribe and twenty-five departments, and the South Florida region is comprised of Monroe, Miami-Dade, Broward, West Palm Beach, Martin, Charlotte, Glades, Lee, Hendry and Collier counties (Attachment 2).

The research phase of this project was completed.

### **Project Narrative**

Miami-Dade County approached the Metadata Training and Outreach Assistance grant by first seeking to acquire the latest metadata industry information to effectively prepare training and presentation materials for internal and external users. This was accomplished by attending several metadata training workshops and a Metadata Special Interest Group session at the 2012 Esri International Users Conference, NOAA metadata webinars, and subsequent metadata workgroup sessions. Additionally, ArcGIS 10.1 was installed, and metadata tools, procedures, template changes, and ArcGIS 9.3 to 10.1 metadata migration efforts were tested. Information acquired during the research phase was documented, and effective online webinars methods are being explored. In the meantime, narrative was submitted to Esri 2013 International User Conference for acceptance, and one will be submitted to South Florida GIS Expo in August when submission opens.

Challenges encountered during the research phase were primarily software changes with exporting metadata and output formats procedures, and identifying effective methods of broadcasting webinars. However, tools, software documentation and online support were used to resolve the issues. Challenges faced in the preparation phase are, the development of effective metadata training presentation and workshop materials, and standard and procedures that encourage and reinforce metadata importance to attendees; coordination of workshops and presentation sessions with available resources; and broadcasting training and presentation sessions effectively, especially with education institution.

Training presentation and workshops will be coordinated and conducted within the aforementioned focus areas and collaboration among Miami-Dade county users, cities, and logistics should lead to successful sessions.

Measures are in place to provide metadata creation, implementation and assistance support to county employees whether in person, by email or phone. However, processes will be developed to handle external metadata assistances. Metadata training presentation and workshop materials and other documentation will be maintained with version changes and enhancements, both locally and published via Miami-Dade County [GIS Self Services Data Download](#) site. Yearly reinforcement and encouragement of data documentation will be done through Miami-Dade County GIS User Group for production and non-production data. Existing metadata policies will continue to be enforced.

## **Training and Outreach Assistance**

Miami-Dade County will provide the number, duration, type of training session and venue of each workshop, and indicate if Internet/Web access was available. Attendee name, organization and type of organization, email address, if permitted, and workshop type (manager or user) will be provided as an appendix in the final report.

Attendees' satisfaction evaluation will be conducted upon the completion of each training sessions using NSDI Training Evaluation form and feedback will be provided, and any form of recognition, article or endorsement will be included in the final report.

Workshops will be promoted through Miami-Dade County's What's New for County Employee email bulletin, Miami-Dade County website, FGDC calendar, possibly through Esri, and other means.

## **Status of Metadata Service**

Metadata is being served through Miami-Dade County's GIS metadata site noted above in HTML format and will be served through FGDC Browse-enable Web Directory in XML format.

## **Next Steps**

Miami-Dade County Geographic Information System group will maintain training materials as software version changes, provide updated demos and training sessions as needed, and maintain the county's metadata site.

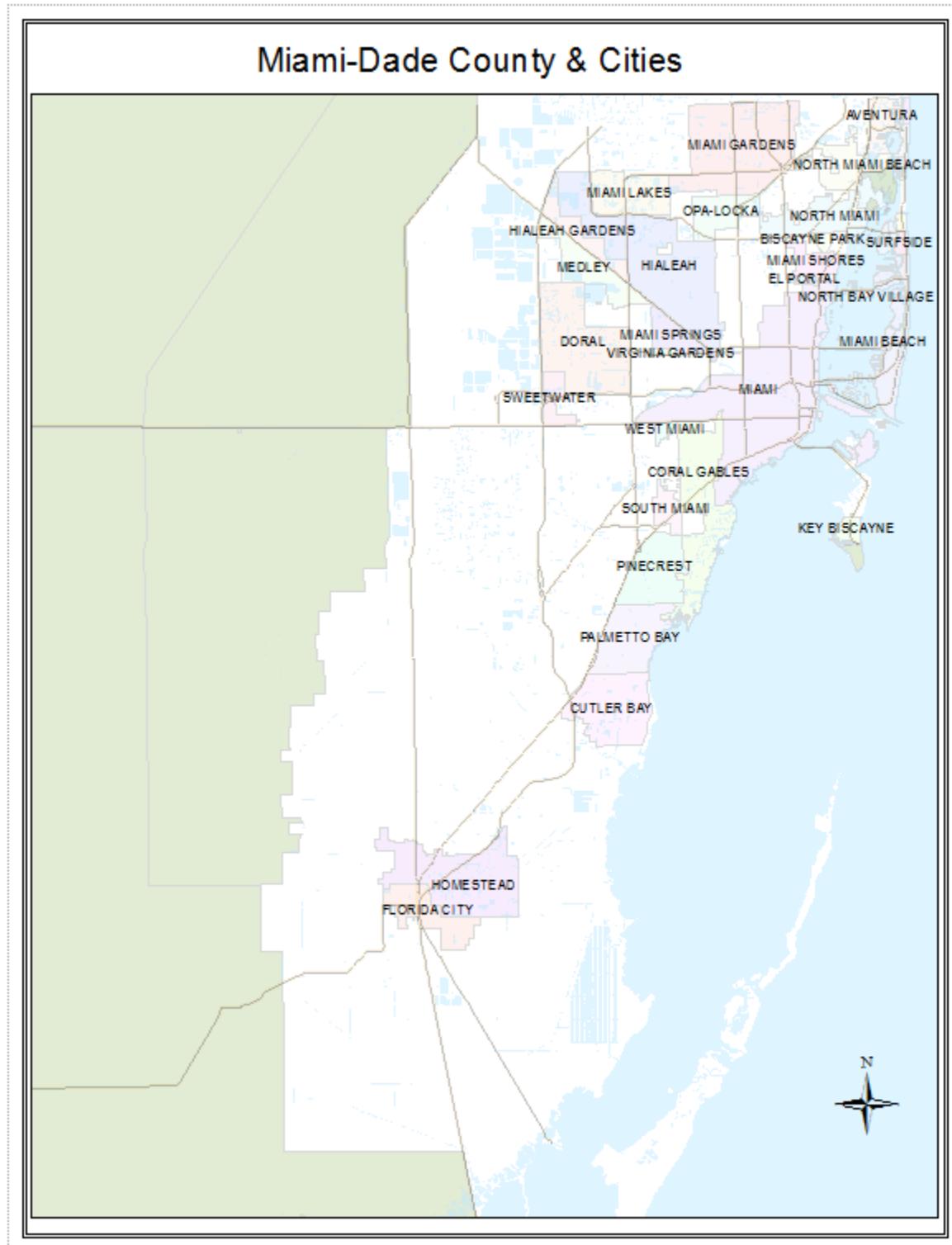
This grant has allowed Miami-Dade County to establish a relationship with FGDC and Metadata Working Group that will allow some level of information and activities to continue beyond the performance period of this grant.

The next phase of this project is to finalize the compilation of information and development of metadata training materials, and manage logistics. This includes workshop and presentation materials, narrow-down training and presentation days, and coordination efforts, obtain metadata URL and develop webpage, and prepare for Esri User Conference workshops.

Issues with metadata management are primarily to require users to maintain and complete metadata as part of their data processing, which requires management endorsement and emphasis of its importance.

Future metadata training and outreach assistance will be conducted on an as needed basis as indicated above.

**Attachments 1**



## Attachment 2

