

Contact and Agency Information in



<https://gnss-metadata.eu/>

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Terminology in M³G:

Station Owner (or Data Supplier or Responsible Agency): the Station Owner owns the GNSS equipment of a GNSS tracking station and has the right to stop its operations.

For EPOS stations, the Station Owner signs the EPOS Data Supplier Letter.

For EPN stations, the Station Owner signs the EPN Commitment Letter.

Operational Centre (OC): the Operational Centre maintains the GNSS station metadata (e.g. site log, antenna calibrations, site pictures,...) in M³G through a specific user account. Mostly, the Station Owner acts as Operational Centre.

For EPOS stations, the Operational Centre is indicated in the EPOS Data Supplier letter (Annex B).

On-site Point of Contact: the local point of contact at a GNSS tracking station.

One agency can fulfill all the roles above, or the roles can be distributed amongst different agencies.

Third-party Station: A station not owned by the Operational Centre, but owned by another agency for which the Operational Centre is maintaining the metadata in M³G (in other words, Station Owner and Operational Centre are two different agencies).

Proprietary Station: A station owned by the Operational Centre itself (in other words, the Operational Centre and Station Owner are the same agency).

In M³G the agency information is organized in as follows:

1) Operational Center

The Operational Centre information is inserted in M³G in

- the “My Agency” section: the information includes name, abbreviation, address, and contact persons of the Operational Centre.

The Operational Centre information is exported to

- Site log: in the field "Prepared by" (name of the OC contact person that completed the site log) in "Section 0".

- GeodesyML: in the field “*Prepared by*” (name of the contact OC person who completed the site log) and the field “*siteMetaDataCustodian*” (agency information coming from the “*My Agency*” section).

2) Station Owner

The insertion of the Station Owner information in M³G depends on whether a station has been set up in M³G as third-party station or not:

- **Third-party station**
 - o In this case, the Station Owner information has to be set up in the menu “*Third-party Agencies*”.
- **Proprietary station**
 - o In this case, the Operational Centre is the Station Owner and the Station Owner information is extracted from the “*My Agency*” form.

The Station Owner information is used in and exported to

- Site log: in the “*Section 12: Responsible Agency*”
- GeodesyML: in the field “*siteOwner*”.

3) On-site Point of Contact

The insertion of the On-site Point of Contact information in M³G depends on whether

- the Operational Centre or Data Owner are also acting as the On-site point of Contact; then their contact information has already been set up in M³G (see 1) and 2)).
- the On-site Point of Contact is different from the Operational Centre or Data Owner; then the On-site Point of Contact must be set up in the menu “*Third-party Agencies*”.

The On-site Point of Contact information is exported to

- Site log: in the “*Section 11: One-site point of contact*”
- GeodesyML: in the field “*siteContact*”.