



# Contact and Agency Information

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

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## Terminology in M<sup>3</sup>G:

**Station Metadata Maintainer (MM) or M<sup>3</sup>G Registered Agency or Site Metadata Custodian:** Agency that keeps the GNSS station metadata (e.g. site log) up to date within M<sup>3</sup>G. In most cases, the Station Owner itself acts as Station Metadata Maintainer. However, it is also possible that the Station Owner delegates the maintenance of the station metadata to another agency.

**Station Owner or Data Supplier or Responsible Agency:** The Station Owner is the agency owning the GNSS station and having the legal rights to distribute the data of the GNSS station and to stop its operation. It is possible that the Station Owner delegates the maintenance of the GNSS station metadata to another agency, which is the Station Metadata Maintainer.

**On-site Point of Contact:** Local point of contact at a GNSS station.

For more information, see the glossary at <https://gnss-metadata.eu/site/glossary>.

## In M<sup>3</sup>G the agency information is organized as follows:

### 1) Station Metadata Maintainer (MM)

The Station Metadata Maintainer information is **inserted** in M<sup>3</sup>G in

- The *"Edit My Agency Information" section (available after login)*: the mandatory information includes name, abbreviation, address, and at least one public non-personal contact of the MM.
- One of the public non-personal contacts of the MM must then be inserted in the *"Prepared by"* field of the site log editor form (available, after login, through the *"Edit all Metadata"* table).

The Station Metadata Maintainer is used in and **exported** to

- Site log: in the field *"Prepared by"* in *"Section 0"*.
- GeodesyML: in the field *"Prepared by"* and the field *"siteMetaDataCustodian"*.

## 2) Station Owner

The Station Owner information is **inserted** in M<sup>3</sup>G as follows

- If the Station Owner and Station Metadata Maintainer are **the same agency**, then nothing has to be done.
- If the Station Owner and Station Metadata Maintainer are **different agencies**, then the Station Metadata Maintainer must add the information about the Station Owner in the menu "*Edit Third-party Agencies Information*" (available after login). The mandatory information includes name, abbreviation, address, and at least one public non-personal contact of the Station Owner.

After this, the Station Metadata Maintainer must use the site log editor form (available, after login, through the "*Edit all Metadata*" table) to insert the agency and contact information of the Station Owner in the section "*Owner/Contact*" under "*Responsible Agency (Station Owner)*". The mandatory primary contact must contain one of the public non-personal contacts of the Station Owner.

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 On-site Point of Contact information is **inserted** in M<sup>3</sup>G as follows

- If the On-site Point of Contact and Station Metadata Maintainer are the **same agency**, then nothing has to be done.
- If the On-site Point of Contact and Station Metadata Maintainer are **different agencies**, then the Station Metadata Maintainer must add the information about the On-site Point of Contact in the menu "*Edit Third-party Agencies Information*" (available after login). The mandatory information includes name, abbreviation, address, and at least one public non-personal contact of the On-site Point of Contact.

After this, the Station Metadata Maintainer must use the site log editor form (available, after login, through the "*Edit all Metadata*" table) to insert the agency and contact information of the On-site Point of Contact in the section "*Owner/Contact*" under "*On-site, point of Contact*". The mandatory primary contact must contain one of the public non-personal contacts of the On-site Point of Contact.

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*".