

## Data Archive Plan

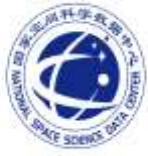
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**Document under Configuration Control**     Yes – At the end of phase    |

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KEYWORDS :

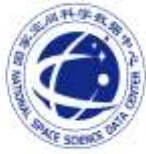
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SUMMARY : -

VOLUME :		TOTAL NUMBER OF PAGES :	COMPOSITE DOCUMENT :	LANGUAGE
		INCLUDING PRELIMINARY PAGES :		
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CONFIGURATION MANAGEMENT :				
REASONS FOR EVOLUTION :				
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## Glossary and list of items

e.g CCSDS

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## **1. DOCUMENTATION**

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### **1.1. REFERENCE DOCUMENTS**


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## **2. INTRODUCTION**

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### **2.1. AIM OF THE DOCUMENT**

This document is a guideline for the NAME data archive process, it define the responsibilities for each parties and specify the archive content, it also illustrate the process and arrange a schedule. Besides, it describe the interface of archiving.

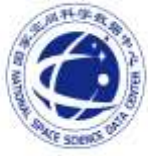
The objective of this document is to share between PRODUCER and NSSDC teams a common set of definitions in order to help data archiving process.

### **2.2. APPLICATION SCOPE OF THE DOCUMENT**

This document applies to archive management process for all levels of data products which generated by \_\_\_\_\_ and NSSDC, as well as related supplementary data and materials (including data and software tools used in the processing or supporting the use of data products, such as data processing method description, data quality assessment report, etc.)

### **2.3. APPLICATION ROLE OF THE DOCUMENT**

The application role of this document mainly includes \_\_\_\_\_ and NSSDC and so on.



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### **3. DATA FLOW OVERVIEW**

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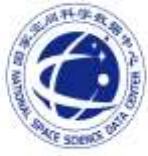
Please give and describe the data flow overview

Flow chart 1 data and products data flow overview

To producer :

Please provide the description of processing flow here.





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## **4. DIVISION OF RESPONSIBILITIES**

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The data archiving undertaken jointly by Producer and NSSDC.

Before data ingestion, the producer must clear the following copyright.

- (1) The copyright of data belongs to the producer. NSSDC needs to declare intellectual property rights when releasing data.
- (2) The producer agrees that the NSSDC also jointly enjoys the editing rights in the copyright of the data, the right to reproduce different media, the right to network transmission, multilingual translation rights, as well as the right to convert and print in different formats.

### **4.1. PRODUCER RESPONSIBILITIES**

The main responsibilities of the producer in data archiving process are as follows:

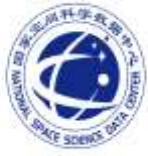
- (1) Provide supplementary data and materials such as relevant technical documents and software tools for data processing, verification and analysis;
- (2) Responsible for quality of archived data products.
- (3) Send the archived data and related supplementary data and materials after form audit to NSSDC to ensure the accuracy, availability and integrity of the data submitted

### **4.2. NSSDC RESPONSIBILITIES**

Its main responsibilities of NSSDC in data archiving process are as follows:

- (1) Organize quality reviews of archived data.
- (2) Make archive products for archived data, manage archive products, and ensure the standardization of archive products.
- (3) Perform local storage, on-site backup and off-site remote disaster recovery of all data products and related supplementary data and materials. Regularly check the storage status to ensure the security of long-term data storage.
- (4) Provide data access services for users (or consumers).

### **4.3. RESPONSIBILITIES OF OTHER INTERESTED PARTIES**



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## 5. ARCHIVE CONTENT

The plan needs to complete the archiving work for the following data products:

### 5.1. DATA PRODUCTS

Please describes the archived data products are shown in Table 1

**Table1 Archived data products**

Type	Level	Description of processing effect	Format	Producer
e.g Science products	SP1		Fits	
	.....			
e.g Auxiliary data	CLOCK -DIFF		xml	
	.....			

### 5.2. DATA ORGANIZATION INFORMATION

Please Provide the Data Organization Information (including Name, File Format, Organization Methods of Product) of All Levels Data Products bellowing in the list

### 5.3. CALIBRATION DATABASE

Please provided the detailed description of callibration database related to data production, data usage, and data calibration.

### 5.4. SOFTWARE AND TOOLS

Please provided the flowing information

Dedicated software and tools required for processing or use of the data should be archived together with the data and instructions are provided. The software and tools for SVOM satellite archiving are shown in Table 2.

**Table 2 software and tools to be archived**



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No.	Name	Use	Format	Provider
1	e.g Bes Viewing Profile	Used to view binary data content	Zip( including instructions)	
2	e.g Data Releas Client Tool	For data download, processing and analysis		
3	API			
4	.....			
5				
6				
7				

The software and tools to be archived above should provide detailed software user manuals and ensure that the software and tool versions are updated in a timely manner.

## 5.5. SUPPLEMENTARY MATERIALS

Please provided the flowing information if it existed

Materials are necessary for data processing or use, including data processing algorithm description, data version description, data processing report, data quality review report, other information related to data processing and use, etc. The supplementary materials to be archived by the XXX is shown in Table 3.

The Example for Table 3 Supplementary materials to be archived

No.	Name	Use	Format	Provider
1	Data processing algorithm description	Data processing algorithms, procedures and software instructions		
2	Data version description	Data version introduction and different version processing instructions		
3	Data processing repor	Brief description of processing results and processing methods		
4	Data quality review report	Quality review information and conclusions		
5	Other information related to data processing and use			
6	Research achivement	Observation of imaging images, published papers,		



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No.	Name	Use	Format	Provider
		description of research achivement, etc.		
7	.....			
8				

The supplementary materials to be archived above should be consistent with the upgrade of the archived data product version, and the content should be updated in a timely manner.



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## 6. ARCHIVE PROCESS

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Please describes the archive process.

The data archive process is shown in the flow chart 2, which is described as follows :

**Flow chart 2 : Data archive process**



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## 7. SCHEDULE OF ARCHIVE PLAN

The data archiving schedule shown in Table 4

### The example for table 4 Data product archiving schedule

No.	Archive content	Archive time	Responsible party	Start time
1	Science products			
2	Auxiliary data products			
3	Calibration databse (If it exists, please list it in detail )	Consistent with the submission time of related data products (submitted with the data product)		
4	software and tools(If it exists, please list iy in detail )	The initial version should be provided with related data products. When the version is upgraded, the new version of the software tool should be submitted within 7 days of the generation of the new data products.		
5	Supplementary materials (If it exists, please list it in detail )	Consistent with the submission time of various data products (submitted with the data product)		

## 8. INTERFACE OF ARCHIVING

The data products must contain the xml file list plus MD5 value for the batch, meantime provied the data quality report and version introduction.

### PLEASE NOTE :

IF ANY DISAGREEMENT OR DIFFERENT OPPINIONS ABOUT THIS FTP DIRECTORY STRUCTURE, COULD PROVIED THE SUITABLE WAY OR FTP DIRECTORY STRUCTURE YOU RECOMMENED BLOW HERE.



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## **9. APPENDIX**

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