

# **PDS Procedures on Maintaining Data Release Dates and Announcing Data Releases**

## **Version 1.0**

*Last Updated: 2/27/2020*

### **1. Purpose**

The purpose of this document is to help carry out the policies described in the “**PDS Policy Statement on Data Release Dates and Announcements**” (herein, PDS Data Release Policy; available: [https://pds.nasa.gov/datastandards/documents/policy/FINAL\\_PDS\\_Release\\_Announcement\\_Policy\\_2019\\_10\\_08.pdf](https://pds.nasa.gov/datastandards/documents/policy/FINAL_PDS_Release_Announcement_Policy_2019_10_08.pdf)). This document captures step by step procedures to ensure that all data releases will be announced by the EN, all release dates will be consistent PDS-wide and that the PDS Data Release Calendar will be accurate and up-to-date. Per the PDS Data Release Policy, each Discipline Node (DN) is responsible for determining when data are valid and ready to be released and that Node is responsible for communicating any associated release information to the Engineering Node (EN). EN is responsible for making PDS data release announcements to the community on behalf of the Nodes.

### **2. Roles**

A Lead Node Point of Contact (LN DR-PoC) must be identified for each mission data release.

A Discipline Node Data Release Point of Contact (DN DR-PoC) must be designated for each non-lead Node involved in a mission and each non-mission data release. For non-mission data, the DN DR-PoC will typically be the R&A proposal letter writer or the main archiver of the data.

An EN Data Release Point of Contact (EN DR-PoC) must be designated for all missions and non-mission data releases.

A Project Office Data Release Point of Contact (PO DR-PoC) must be designated for all missions to be responsible for anticipated release dates.

A Data Release Point of Contact (DR-PoC) table will be created and maintained by EN and posted on the EN website at <https://pds-engineering.jpl.nasa.gov>.

### **3. Procedures**

#### **3.1 Data Release for Mission Data Sets**

##### *3.1.1 Lead Node DR-PoC*

Four weeks prior to the announcement of a data release, the LN DR-PoC will send the following release information to the EN DR-PoC:

- Mission name
- Instrument name(s)
- Data release announcement date
- Data release announcement text

##### *3.1.2 All Node DR-PoCs involved in the data release including the Lead Node*

Three weeks prior to the announcement of a data release, each DN DR-PoC will send the following release information to the EN DR-PoC, and cc the LN DR-PoC:

- Mission name
- Instrument name(s)
- Data release number(s) or name(s)
- Observation or data range
- Collection LID or data set ID
- Data release date
- Description of data products, including level (raw, calibrated, etc.)
- URL where users can download the dataset(s)
- Any changes from the anticipated data release schedule (e.g., an instrument data set is not included in the data release because it is delayed)

##### *3.1.3 EN DR-PoC*

Upon receiving the information, EN will format the release information into a release announcement. On the date of release, EN will confirm with the LN DR-PoC that the data have actually been released. Upon confirmation, EN will distribute the announcement through the PDS website (main page and PDS Data Release Calendar), PDS data subscription service, and relevant listservs (e.g., Planetary Exploration Newsletter).

#### *3.1.4. Delayed Releases*

It is recognized that some data sets may be delayed past their anticipated release date for various reasons and that it is desirable for the data to be released immediately after the issue is resolved. For these cases, the DN DR-PoCs will notify the EN DR-PoC of the delay as soon as known. In the case that an issue resulting in a delay arises within a week of the announcement date, EN will still work to change the release announcement prior to distribution but this is contingent on personnel availability and timing of notification. The final mission release announcement will include a statement stating the delay in release date for that data set. Upon resolving the delayed release, the DN DR-PoC will immediately notify the EN DR-PoC of the new anticipated release date and include the information specified in Section 3.1.2. EN will update the PDS Data Release Calendar as soon as possible.

#### *3.1.5. Releases under External Agreements*

For mission data with highly irregular releases and that must wait for external releases of the data [e.g., agreements requiring PDS releases to occur after a Planetary Science Archive (PSA) release, such as Rosetta] the release announcement procedure should follow Section 3.2 for non-mission data sets.

### **3.2 Data Release for Non-Mission Data Sets**

#### *3.2.1 Discipline Node DR-PoC*

For cases where the release date for non-mission data is known in advance, the DN DR-PoC will send the following release information to the EN DR-PoC at least one week prior to when the data will be released and is announced:

- Name(s) of non-mission data set(s)
- Data release date
- Data release announcement text
- Data release number(s) or name(s), if applicable
- Observation or data range, if applicable
- Collection LID or data set ID
- Description of data products, including level (raw, calibrated, etc.)
- URL where users can download the dataset(s)
- For R&A programs: PI Name, institution, funding program, and program year

It is recognized that it is often desirable for non-mission data to be released immediately after the data are finalized and liens are resolved. For these cases, the DN DR-PoCs will prepare the release information, above, immediately after the data are released or a release date is set. EN will then prepare and distribute the release announcement according to Section 3.2.2 as soon as possible but within one week after the release information is received.

### *3.2.2 EN DR-PoC*

Upon receiving the information, EN will format the release information into a release announcement. On the date of release, EN will distribute the announcement through the PDS website (main page and PDS Data Release Calendar) and relevant listservs (e.g., Planetary Exploration Newsletter). To reduce email traffic to PDS release subscribers, subscription service announcements for non-mission data will be announced in aggregate at least once a month.

## **3.3 Data Subscription**

### *3.3.1 Lead Node DR-PoC*

Two months prior to the first data release of a new mission, the DN DR-PoC will send the following information to the EN DR-PoC to prepare the data subscription service:

- Mission name
- Instrument data set name(s) or data collection name(s)
- Data description(s)

### *3.3.2 EN DR-PoC*

Upon receiving the information, EN will include the information for mission data into the PDS data subscription service.

## **3.4 Anticipated Data Release Dates**

### *3.4.1 PO DR-PoC*

Eight weeks prior to the end of a calendar year, the PO DR-PoC will collect the following anticipated release information from each LN DR-PoC for the following calendar year:

- Name of mission
- Name of instrument
- Data Release Number(s) or Name(s)

#### -Anticipated Data Release Dates

Four weeks prior to the end of a calendar year, the PO DR-PoC will send a compiled list of anticipated release information to the EN DR-PoC. The PO DR-PoC will check for new or updated anticipated release information at a minimum of once per quarter during the calendar year. Each LN DR-PoC has the responsibility of notifying the PO DR-PoC and the EN DR-PoC if there are expected changes to the anticipated release dates.

#### *3.4.2 EN DR-PoC*

Upon receiving the information, EN will update the PDS Data Release Calendar to include the information provided.