BIC Metadata Map Project

January 2022   Peter Mathews, Project Consultant.

Summary of Current Position:

- A strategy paper has been prepared for consideration by the BIC Board detailing possible options for future development of the MCD.
- **We now have 15 submissions to the MCD**
  - New contributors are being encouraged and further marketing to BIC Committee member organisations via direct email has been prepared. The Metadata Sub-committee recommended this proposed mailing to be reviewed by a more appropriate marketing expert before circulation.
- The Metadata sub-committee also recommended the preparation of specific advice on how to complete the Survey for Batchline and Gardlink users.

Initial deliverables achieved to date:
- Launch at LBF 2018 and Key Documentation published on BIC Website
- Pioneer group members test survey created and completed by 21 organisations
- Project Update delivered to LBF 2019
- Strategy review of project resulting in decision to build the Metadata Capabilities Directory.
- Full revision of the Formstack survey to increase structured responses (to optimise the aggregation of responses) and enable minimum contribution requirements to be met
- Full specification of Webpage, database and automated process to support the Directory now completed and ready for development.
- Webpage design (including responsive layouts) delivered
- Initial Marketing Plan agreed and now initiated
- Webpage and back-end system development completed.
- All testing of the MCD has now been completed successfully.
- Invitations to Pioneer Group sent on 22 September 2020
- Live submissions collected, aggregated and presented in MCD
- MCD shared with existing contributors and new users added according to agreed process
- Webpage updated weekly routinely (but not yet published)
- Well-received BIC Brunch and EDItEUR Frankfurt seminar sessions to introduce MCD
- Metadata Map page on BIC website updated in lieu of launching MCD webpage
- MCD webpage and surveys launched to BIC membership
- Strategy paper prepared for review by BIC Board

Next Steps:
- Follow up on new leads for possible contributors
- Direct mail to all BIC Committee members promoting participation
- Prepare advice for Batchline and Gardlink users
- Outcomes from Strategy Review

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