

Ecosystem Stations Labelling

Step 2 procedure

The Step 2 labelling is described in the “Ecosystem stations labelling process document Step 2” document where the general aims, important steps and list of achievement to reach in order to get the ICOS label are described. In order to specify the step-by-step procedure that should be followed by the PI, the different activities that are needed during the Step 2 labelling are reported in chronological order.

The general aim of the Step 2 is to establish a strong link between site Team and the ETC and to build a site that is fully compliant with the ICOS specification. These are two key aspects that are the basis for the future work of the ICOS sites.

What is needed to enter in Step 2

A site can enter in the Step 2 labelling process when:

- 1) Step 1 of the labelling is officially concluded with the approval by the ICOS DG
- 2) The initial site team is selected
- 3) The site team has the time and resources that are needed to perform all the requested activities reported below.

A site can enter step 2 once all these requirements are met. This will be possible starting from October 1st 2016.

How to enter in Step 2

The Step 2 labelling is organized by the ETC that is responsible to define a calendar based on the stations information and availability. Stations PI should fill in the Step 2 proposal form available at:

<https://goo.gl/forms/vDITsl7WOujnwyt83>

On the basis of the information submitted and date of the Step 1 approval the ETC will contact the station PI to communicate the expected start of the Step 2.

Step 2 Labelling activities

The Step 2 labelling will require a number of activities that all will be done in a mutual agreement between the site PI/team and the ETC. All the steps are reported here in chronological order:

- 1) A WebEx between the complete site Team and the ETC is organized by the ETC Director. During the WebEx the whole procedure will be discussed and questions will be answered. Site specific situations can be discussed and in general the link between the two groups will be established.
- 2) Site PI will have to submit the first set of metadata that will include the general site identification (partially already done in Step 1) and the site team characterization using the BADM system.
- 3) The spatial sampling scheme is defined. The site team will have to interact with the ETC for the selection and identification of the different sampling points specified in the "Instructions_ECO_Sampling_Design" document.
- 4) The site team will have to propose a general timeline of measurements implementation based on the status of the site construction, the table of measurements that are needed in Step 2 (reported in the "Ecosystem stations labelling process document Step 2" document) and the availability of finalized protocols. This proposal will be discussed with the ETC in order to agree on a final document describing the sequence of implementations (that can be modified in time when needed after discussing it between site PI and ETC)
- 5) The site team will have to propose to the ETC possible exceptions (due to a real impossibility to follow the ICOS protocols) that will be discussed in order to prepare the "site specific recipes" that will be the official site measurements documentation. The site specific recipes will be submitted to the MSA and GA.
- 6) Based on the agreed timeline and site specific recipes the site team will start the implementation of the protocols and data collection. Examples of data files will be requested as test to validate the format and the possibility to process the data.
- 7) the ETC will write a report proposing the official approval of the site as an ICOS station as soon as all the steps agreed in the timeline are completed, recipes are implemented and the data flow appears robust.