**Action WGISS-45-** Michelle Piepgrass to provide Interest Group leads the WGISS brochure (soft copy) presented at WGISS-44; Interest Group leads to review and simplify their text, keeping the mission of WGISS by April 25. WGISS Exec to consolidate and finalize the brochure, and create a page on the WGISS website for easy access.

**Action WGISS-45-** Mirko Albani and Iolanda Maggio to organize development of a procedure for making visible to CEOS the new agency datasets that become available by Q4 2018.

**Action WGISS-45-** DSIG to create a White Paper on the Data Stewardship Reference Model and Maturity Matrix and send it to the DMP team as a proposal for inclusion in the GEO DMP by July 2018.

**Action WGISS-45-** Yonsook Enloe, Richard Moreno, Rob Woodcock, Mirko Albani, and Chris Lynnes to identify and submit to Michelle the valid versions of their Best Practice and White Papers. Michelle to display these on the Document Management Table on the WGISS website by end of June 2018.

**Action WGISS-45-** Mirko Albani, Iolanda Maggio and Michelle Piepgrass to address Best Practice and White Papers (not lessons learned) Web page (to be put at highest level in CEOS Web Site) population with other WGs material after completion of action on WGISS Interest Groups. Maintain and populate page by September 2018.

**Action WGISS-45**- Liping Di to send an email to Mirko Albani with the details of information he still needs from the Carbon team. Mirko to forward these to the CEOS Carbon Team and organize a teleconference to review the status of the portal so that it can be opened to the broader community for review by April 20, 2018.

**Action WGISS-45-** Mirko Albani to work with Paola De Salvo to organize a GEO-CEOS interoperability session at WGISS-46 in order to identify how WGISS can cooperate with the interoperability goals of GEOSS by end of May, 2018.

**Action WGISS-45-** Michael Morahan to follow up with Greg Stensaas to update the test site information in the IDN by end of June.

**Action WGISS-45**- WGISS Exec to organize bi-monthly telecon with WGCV to formalize as actions the tasks identified during the Joint Session, and to review status of these. First telecon in June.

**Action WGISS-45-** Iolanda Maggio to obtain from Robert Woodcock the CSIRO information model for managing OSS. Iolanda to distribute revised software metadata model to agencies, asking them to complete the relevant information and return to Iolanda by mid-May.

**Action WGISS-45-** Mirko Albani and Iolanda Maggio to ask every agency to send information on how they collect user metrics, which metrics they collect, and what they do with their metrics by end of april

**Action WGISS-45-** ESA to update the draft WGISS Work Plan with the results of WGISS-45 session discussion; final draft to EXEC for review by end of April; issue by end May 2018.

**Action WGISS-45-** Call for interest from a WGISS-participating agency to take over WISP: deadline for expression of interest is end of April 2018. WGISS Chair will ask SEO to support these services in case no other agency actively involved in WGISS volunteers to take over WISP.

**Action WGISS-45-** Michelle Piepgrass to organize a telecon in May (WGISS, WGCapD, SEO, CEO) to identify ways for WGISS to support WGCapD on CEOS Workplan action FDA-5.