

Glossary for the Water Monitoring Standardisation Technical Committee

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Version Status

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1.1	5 Aug 2013	Bureau of Meteorology	Glossary	Added 'Forum' to terms 'endorsement', 'endorsement process' and 'standards terminology model'. Added new terms 'Forum protocols' and 'Water Information Standards Business Forum'
2.0	27 Oct 2014	Bureau of Meteorology	Glossary	First version for WaMSTeC (draft)
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1 Purpose and Scope

This document presents definitions of key terms and acronyms used by the Water Monitoring Standardisation Technical Committee (WaMSTeC). The terms are used within WaMSTeC protocols including WaMSTeC Terms of Reference, the endorsement process, the standards terminology model, and WaMSTeC membership, representation and decision making processes.

2 Background

There is value for all organisations involved in WaMSTeC adopting agreed terminology. This glossary will clarify definitions for widely used terms and will allow for common interpretation and mapping of terminology used throughout WaMSTeC activities.

The glossary was originally developed by the Water Information Standards Business Forum (the Forum) in 2013. When the Forum ceased operation in October 2014, its primary functions and activities were transitioned to WaMSTeC. Forum foundation documents, including the glossary, were adopted by WaMSTeC and updated accordingly.

3 Additions to the Glossary

The WaMSTeC glossary can be expanded with additional terms and acronyms as deemed necessary by committee members. All suggestions are to be forwarded to the WaMSTeC secretariat.

The agreed definitions for key terms will have implications in relation to the range of WaMSTeC protocols. All foundation documents will be maintained to align with agreed terminology.

4 WaMSTeC Glossary

guideline

A form of standard. See also “National Industry Guideline”.

legislated standard

A mandatory standard that is required under a legal Act. These standards are categorised as tier 1 in the WaMSTeC standards terminology model.

National Industry Guideline

Guidelines developed and endorsed by WaMSTeC (and previously by the Forum) containing non-mandatory industry recommended practice. The documents contain high level guidance and targets and are promoted for national adoption. These guidelines are categorised as tier 2 in the WaMSTeC standards terminology model.

National Water Information Standard

A standard relating to water information which is issued by the Director of Meteorology, by legislative instrument, in accordance with Section 130 of the *Water Act, 2007*. National Water Information Standards may deal with all or any of the following: collecting water information, measuring water, monitoring water, analysing water, transmitting water information, accessing water information, retaining and storing water information, reporting water information, or any other matter relating to water information that is specified in the regulations. These standards are categorised as tier 1 in the WaMSTeC standards terminology model.

standard

A document that provides requirements, specifications, guidelines or characteristics that can be used consistently to ensure materials, products, processes and services are fit for their purpose.

Source: ISO (<http://www.iso.org/iso/home/standards.htm>)

Technical Reference Group (TRG)

A committee of technical experts that guides the technical development and review of National Industry Guidelines or equivalent documents prior to submission to WaMSTeC for registration and endorsement.

WaMSTeC

Short form for the Water Monitoring Standardisation Technical Committee

WaMSTeC decision representative

The organisation representative who holds the decision making voice on behalf of a member organisation. Each member organisation is permitted one decision making voice, and this person must be identified prior to each WaMSTeC meeting as the decision representative.

WaMSTeC endorsement

A decision reached by a majority (>70 percent) of WaMSTeC members to approve and give support to a standard or guideline developed in accordance with WaMSTeC Endorsement Process. Endorsement signifies that the standard or guideline aligns with industry recommended practice.

WaMSTeC endorsement process

The documented process by which standards and guidelines are reviewed and accepted by WaMSTeC. It includes significant industry input and review phases.

WaMSTeC member organisation

Any organisation that provides at least one organisation representative who participates in the activities of **WaMSTeC**. Membership is open to private industry and government organisations / agencies involved in water resource monitoring activities.

WaMSTeC organisation representative

A participant in the Water Monitoring Standardisation Technical Committee who represents a member organisation. Each member organisation can have any number of organisation representatives on WaMSTeC, or one individual may represent more than one member organisation. Organisation representatives are expected to:

- contribute out of session input to the development and review of standards, guidelines and technical papers;
- attend WaMSTeC meetings in person or via video conferencing (currently held twice a year);
- represent their organisation(s) at WaMSTeC meetings in endorsement decision actions; and
- consider contributing in the roles of chair and secretariat as part of the collaborative committee management arrangements outlined in the WaMSTeC terms of reference.

WaMSTeC protocols

Foundation documents which describe WaMSTeC operations and clarify key terms, processes and procedures. They provide a consistent narrative and reference point for WaMSTeC activities.

WaMSTeC standards terminology model

A terminology model adopted by WaMSTeC that describes three tiers for the categorisation of standards, guidelines and procedures. The tiers are;

Tier One: Legislated standards

Tier Two: Non-mandatory standards and guidelines

Tier Three: Work practices and procedures

Water Monitoring Standardisation Technical Committee

A national committee, to co-ordinate and foster the development of regional and national water information standards and guidelines in Australia. The Committee is managed by a rotating Chair and Secretariat drawn from WaMSTeC member organisations, and reports to the Jurisdictional Reference Group on Water Information (JRGWI).

work practices and procedures

Processes and methods developed by an organisation to practically implement requirements of overarching standards or guidelines within the organisation's business activities. They describe detailed work instruction, direction and "how to" requirements. These are categorised as tier 3 in the WaMSTeC standards terminology model.