Practical Session I

Key issues
How to assess how much metadata are sufficient or what metadata are needed? This is related to issues as what loss is acceptable and how to evaluate the authenticity of the digital objects.

Some other key issues in the area of metadata are:
- ensuring the quality of metadata, e.g. consistency, creating them
- involving the producer or creator at the beginning of the object’s life cycle
- interoperability, how to co-ordinate different needs and schema’s
- involving vendors regarding support for metadata

Are there more key issues surrounding metadata?
What are the priorities and how to realise?
Practical Session II

**Interoperability**

How to co-ordinate different efforts and achieve interoperability?
What methods approaches should be taken, e.g. through standards or a meta-language (meta-level) or creating a new environment such as semantic web or ...

What are the challenges in setting up interoperable metadata, e.g. on a political or technical or intellectual level?
How to keep metadata meaningful over time?
Practical Session III

Implementation
How to make it work?
Metadata are seen as costly, boring and cumbersome. How to make them effective and meaningful to people (e.g. managers)? What messages do we tell the different parties involved?
Preservation is no objective in itself, it all serves to provide access over time to digital information. This broader perspective is needed to deal effectively with metadata.

How to create and manage metadata in a cost-effective and feasible way?

e.g. metadata from producer; extraction, ensuring quality, management, maintenance

e.g. risks/benefit analysis, requirements analysis, metadata framework, system specification, contracting

What issues concerning implementation need to be respected at the design phase of a metadata programme?