

Instructions for Form Completion

The attached Excel spread sheet lays out the required metadata needed for publication on the ECOAQUA Geoportal. This instruction document displays the meaning behind each column and guidelines on who to fill them out

Instruction Table

Column	Meaning	Instruction
NUMBER	The number of the dataset	Fill in a numeric value to represent the dataset's order
FILE NAME	The file name of the data, with file format	Fill in the file name with the file format, for example: example.csv
GEOGRAPHIC REFERENCE	A link displaying the location of the dataset for geodata	Fill in with a web URL linking to the specific georeference area
TITLE	The title of the dataset	Fill in with text a one sentence title of the dataset, containing relevant information such as the sample units
ALTERNATIVE TITLE	A shorthand title	Fill in with a shorter title to distinguish the dataset
CREATION DATE	The date of the creation of the data (for instances of multiday sampling, the last day of sampling)	Fill in in dd/mm/yyyy format the creation date of the data
REVISION DATE	If the data has been altered from a prior publication, the date of the alteration	Fill in in dd/mm/yyyy format the alteration date of the data
REFERENCIA	Keep Empty	Keep Empty
CODESPACE	Keep Empty	Keep Empty
CONTACTO 1	The name of the contact	Fill in with the name of the contact, include titles, if possible, if organisation, use organisation title. For more information on contacts, see Annex 1.1
ROL 1	The first contact type	Fill in with one of the following: author custodian distributor originator owner pointOfContact principalInvestigator processor publisher resourceProvider sponsor user coAuthor collaborator contributor editor funder mediator

		rightsHolder stakeholder
CONTACT0/ROL 2-6	The information about the other contacts	Fill in as a similar fashion to contact 1 for the other contacts for the dataset
ABSTRACT	A more detailed description of the dataset	Fill in with a more detailed abstract explaining the dataset and its creation
PURPOSE	A short description of the purpose of the dataset	Fill in with a short explanation of the purpose of the dataset
PROGRESS CODE	The status of the dataset	Fill in with one of the following: completed onGoing
CREDIT 1	One institution credited with publishing	For the Geoportal, this is always ULPGC
CREDIT 2	Another institution credited with publishing	For the Geoportal, this is always ECOAQUA
CREDIT 3	Another institution credited with publishing	For the Geoportal, this is possible partner institutions involved in publishing the dataset
CONTACTO 1	The name of the contact	Fill in with the same data as the Dataset Creator(s) section
ROL 1	The first contact type	Fill in with the same data as the Dataset Creator(s) section
CONTACT0/ROL 2-6	The information about the other contacts	Fill in with the same data as the Dataset Creator(s) section
REVIEW FREQUENCY	The rate at which the dataset is subject to review	Fill in with one of the following: continual daily weekly fortnightly monthly quarterly biannually annually asNeeded irregular notPlanned unknown
OVERVIEW	Keep Empty	Keep Empty
GEMET INSPIRE THEMES 1	The GEMET INSPIRE standardised themes relating to the data	Fill in with one of the following: Addresses Administrative units Coordinate reference systems Geographical grid systems Cadastral parcels Geographical names Hydrography Protected sites Transport networks Elevation

		<p>Geology Land cover Orthoimagery Agricultural and aquaculture facilities Area management/restriction/regulation zones and reporting units Atmospheric conditions Bio-geographical regions Buildings Energy resources Environmental monitoring facilities Habitats and biotopes Human health and safety Land use Mineral resources Natural risk zones Oceanographic geographical features Population distribution — demography Production and industrial facilities Sea regions Soil Species distribution Statistical units Utility and governmental services Meteorological geographical features Atmospheric Conditions and meteorological geographical features</p>
GEMET INSPIRE THEMES 2-4	Additional GEMET INSPIRE themes	If deemed necessary, fill in with additional of the possible themes from the list above
REGION	Keep Empty	Keep Empty
GEMET THEMES	The GEMET base theme for the dataset	<p>Fill in with one of the following:</p> <p>administration energy environmental policy fishery food, drinking water forestry general geography human health animal husbandry industry agriculture information legislation military aspects natural areas, landscape, ecosystems noise, vibrations physics pollution materials radiations tourism air research</p>

		resources disasters, accidents, risk trade, services social aspects, population soil space transport urban environment, urban stress waste biology water building chemistry climate natural dynamics economics
GEMET CONCEPTS	Keep Empty	Keep Empty
GEMET CONCEPTS	Keep Empty	Keep Empty
SPECIFIC USAGE	The specific usage/purpose of the dataset, similar PURPOSE section	Fill in with a detailed description of the intended usage of the dataset
CONSTRAINTS	The license of the dataset	Fill in with a web URL to the license of the dataset, for example for CC4.0: https://creativecommons.org/licenses/by/4.0/
Restriction code	The code outlining the usage rights for the dataset	Fill in with one of the following (for more information see Annex 1.2): copyright patent patentPending trademark license intellectualPropertyRights restricted otherRestrictions unrestricted licenceUnrestricted licenceEndUser licenceDistributor private statutory confidential SBU in-confidence
TYPE	Keep Empty	Keep Empty
METROS	Keep Empty	Keep Empty
CATEGORY	An additional theming categorisation of the dataset	Fill in with one of the following: boundaries climatologyMeteorologyAtmosphere economy elevation environment geoscientificInformation health imageryBaseMapsEarthCover

		intelligenceMilitary inlandWaters location oceans planningCadastre society structure transportation utilitiesCommunication extraTerrestrial disaster
CATEGORY	An additional theming categorisation of the dataset	Fill in with the options above until needed
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Annex 1.1: Guidelines on Contacts

For more detailed contact information beyond simply name and role, it may be appropriate to also provide information as a new page within the metadata on the specific contact information of the creators and points of contact, with their permission. To this end, for individuals and institutions alike, it may be appropriate to include information on:

Organisational affiliation

Email address

Telephone number

Country of Abode

Contact Address (including postal/zip code)

URL to personal website

Annex 1.2: Information on Restriction Codes

For more detailed definitions of what each restriction code means, consult the following table

Restriction Code	Meaning
copyright	Exclusive right to the publication, production, or sale of the rights to a literary, dramatic, musical, or artistic work, or to the use of a commercial print or label, granted by law for a specified period of time to an author, composer, artist, distributor
patent	Government has granted exclusive right to make, sell, use or license an invention or discovery
patentPending	Produced or sold information awaiting a patent
trademark	A name, symbol, or other device identifying a product, officially registered and legally restricted to the use of the owner or manufacturer
license	Formal permission to do something
intellectualPropertyRights	Rights to financial benefit from and control of distribution of non-tangible property that is a result of creativity
restricted	Withheld from general circulation or disclosure
otherRestrictions	Limitation not listed
unrestricted	No constraints exist
licenceUnrestricted	Formal permission not required to use the resource
licenceEndUser	Formal permission required for a person or an entity to use the resource and that may differ from the person that orders or purchases it
licenceDistributor	Formal permission required for a person or an entity to commercialize or distribute the resource
private	Protects rights of individual or organisations from observation, intrusion, or attention of others
statutory	Prescribed by law
confidential	Not available to the public contains information that could be prejudicial to a commercial, industrial, or national interest
SBU	Although unclassified, requires strict controls over its distribution.
in-confidence	With trust