

# SSEDAS Mapping - How To Guides

In general the process and template provided should be easily understandable and comprehensive. Following these steps, you should get good results. Follow the first steps first, and then read the the section on how to use the Template. The section on the segments of the Template is not required, but useful to read, as the Template is very much self-explanatory. Enjoy the process, go with the flow. Have a good mapping experience of inspiration and amazement about the depth and multitude, the Social and Solidarity Economy already has all over Europe.

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# The Data Collection Process

## First Steps:

1. Browse this How To Guide to get an overview on the structure and topics of the guide, if you need it later.
2. For some segments, it is important, that you read the respective segments first, so you know your respective responsibilities:
  - i. [Image collection guide for SSEDAS](#)
  - ii. [Data licensing agreement for SSEDAS](#)
  - iii. [contact data publishing guide for SSEDAS](#)
3. Install LibreOffice, if not done already: <https://www.libreoffice.org/>
4. Open the Data Collection Template you were provided in your mailbox, named:  
„template - SSEDAS Mapping\_v.0.15\_en\_intelligent\_empty“
5. Give it a try, by putting in the first initiatives, the template is quite self-explanatory.
6. If questions arise, revisit the how-to guide, and see if you find the answer right away.
7. If you find a question not represented in the how-to guide, please contact us, to answer it, and make it part of the FAQ Section. You can find the FAQ section here in our Forum  
“Discourse”: <https://discourse.transformap.co/c/mapping/ssedas-mapping-faq>

## How to use the Data Collection Template:

The template is **intelligent**. It will mark areas, that are not optional red, if they are not filled. In some cells, there is an input help hint, if you select the cell. For some columns, there is a background color coding giving you feedback on the correctness of your entry. Red means, there is something wrong and this entry will not be accepted. Orange and Yellow are used e.g. if the length of the text is more than recommended.

### Information on the rows in the template:

- In the **1<sup>st</sup> line** of the template you find some **descriptions** to the columns.  
You also **find descriptions, if you put the cursor in a field to enter something**. Give it a try.
- In the **2<sup>nd</sup> line** you find the **names of each column**.  
**Bold** is mandatory. *Italic* is optional and encouraged to contribute!
- In the **3<sup>rd</sup>** you find a random **example** to have a first impression for how to fill the columns.
- **From the 4th line you can start your collection!**

If you have already collected data and want to **copy&paste content from another (Excel) file**, paste it as "text only" (otherwise it would overwrite the 'intelligence' behind each cell). To paste "text only" in Libreoffice: *Edit* → *Insert contents* → *Choose Unformatted text*, select separator accordingly! Before you **copy&paste already existing data**, make sure to **read the Data Licensing Agreement** beforehand.

Sometimes you will **need to research**, what the initiatives are actually doing, to assign them with the right POI Types, tags and write the **appropriate short description**. If you are not sure, note the website and research the rest lateron. As the **categories are in development** while we collect, please use your own tagging first in the respective collumns, to harmonize them later in the process.

There are "**must-have**" and "**optional**" columns. For a dataset to be accepted, only the "must-have"-columns have to be filled out. The only needed information is: Name, address OR coordinates, POI-Type, tags (*lateron the SSEDAS category tags, for now your own tagging*). All other columns are optional. Feel encouraged to provide them best possible, as they make the map come alive!

## The Columns in the Template in Detail:

### In general:

- **Don't abbreviate!**  
Computers can easily shorten words, but not the other way (St. could be Street or Saint).
- **Use your characters in your language** - local characters are supported via Unicode!  
Write correctly "ü"/"ß", instead of "ue"/"ss".

### Name (Column A)

- The name of the initiative. The name which local people use.  
E.g. write "Ordia" instead of "Ordia Handels Ges.m.b.h."
- Name is the name only! Use "POI Type" field for type, and the description field accordingly.  
E.g. write "Ryman's" instead of "Ryman's Stationary - Green & Sustainable Paper"

### Address Data (Columns B-F)

- For each part of the address, there is an extra field. Please split up street and house-number in their respective columns. Each column has to be filled out.
- You can copy and paste common values like country, postcode and city. Please don't

abbreviate the street! ("St." could be Street or Saint).

- If the POI doesn't have an exact postal address (e.g. a street market), please supply coordinates (see last columns).
- If your country uses a different addressing scheme (E.g. block numbers in Japan), please contact us! We will supply you with a template according to your scheme.

## POI Classification (Column G)

- We use OpenStreetMap's scheme for the general POI classification, that enables data of the SSE map to be integrated in OpenStreetMap, if quality criteria are met.
- This field is required. If nothing fits, add a custom value AND use the "short description" field for an explanation!
- Tip: The options provided in the drop down are better searchable (CTRL-F) in the sheet "POI Types for Column G"! You find it on the bottom of the sheet.

## Short Descriptions (Columns AD,AE)

- Please supply short descriptions of the POI, if possible.
- If there is nothing special about it (e.g. a plain organic bakery), it doesn't need a description text, and you can leave it empty!
- Please stay objective, no advertisement texts (~~...best project ever...~~)!
- Try to keep it short! Maximum length is 254 characters.
- The following is not allowed:
  - <Enter> please write simply in one line.
  - Hyperlinks! Use the "Website"-column for a link.
- You have the possibility to enter texts in English and your local language.
- Please choose your language at the first time in field AE 1 right above!  
(The field is marked red and easy to find)
- The English description makes the map internationally interesting!
- Your language comes first, as the map should serve people in your area!
- If you want to supply texts in multiple languages, other than local and english, please contact us - we can add more languages if you wish.

## Images for POI (columns AF, for license AG,AH)

You can add 1 image for each POI.

Please read the [Image collection guide for SSEDAS!](#)

You find a clear process and description of responsibilities there.

- For the image filename (or link) use column AF.
- For the image license, use column AG
- For the image attribution text (if the license requires it), use column AH

## Contact Information (columns AI-AN):

Please read the [contact data publishing-guide for SSEDAS](#)

- After each 'sensitive' column (AK, AM) you have to clearly state in the following column (AL, AN) that this entry is okay to be released in the public domain.
- If you are not sure if you allowed to copy the information from the website (email-address or phone number is not a link, but a not-selectable image), you can use column AJ to directly provide a link to the page where further contact details can be looked up.
- Format of email-addresses: it has to have the "@" as character in it, not e.g. "info(AT)example.org".
- Format of phone numbers: As we are a global project, phone numbers have to be supplied in a format that they can be reached from anywhere on the globe! So we only accept numbers in the format +COUNTRYCODE PREFIX NUMBER, e.g. "+49 123 456789-0"
- If there is more than one, separate them with a semicolon (;).

## Opening Hours (Column AO):

You can specify either a link to the page where the opening hours are published (recommended if they change frequently) or write them directly in there.

If you write them directly in there, please use the machine readable format of OSM, see [https://wiki.openstreetmap.org/wiki/Key:opening\\_hours](https://wiki.openstreetmap.org/wiki/Key:opening_hours).

For a graphical editor see <http://github.pavie.info/yohours>, cp&paste the result here.

If they are not known, leave empty. If only on appointment, write "ondemand".

## Organic/Fair Trade/Regional (Columns AP-AR):

Here you can set some attributes as used in OpenStreetMap:

- Organic: If the products you can get here is produced organic.
- Fair Trade: Offers fair-trade products.
- Regional: Offers products regionally produced, e.g. on farmer's markets.
- For each of them you can choose between:
  - "unknown" is the default value, if left empty
  - "only" if it applies to 100% of the range of products
  - "yes" if it applies to a significant amount of the range of products
  - "limited" if limited to certain categories of products, not the whole range
  - "no" if no or very little that is basically not worth mentioning

## SSEDAS tags (Columns AS-AU):

For SSEDAS Tags (category), use this fields.

If the category / taxonomy / tags are not ready, try your own ideas.

You do not need to fill all three, but can.

It is no problem, if one of these tags is the same, as column G, "POI Type (OpenStreetMap)" e.g. community garden)

- AS: Main category for your initiative (e.g. DIY-cultivation and -harvesting)
- AT: Sub-category / specific category for your initiative (e.g. community garden, CSA, ...)
- AU: If there is a second main or sub category

## Coordinates (Columns AV, AW)

To place a POI on a map, the "where" is crucial!

- You can either supply the address, and we geocode the location as precise as possible,
- or you provide the coordinates directly.
  - **If you supply the coordinates**, make definitely sure, that the source for the geo-data is public domain!
    - You may collect the coordinates on the ground via a GPS device,
    - or trace it from aerial imagery that explicitly does allow that (or directly from OpenStreetMap).
    - You may take coordinates from Bing maps, they explicitly allow it for the purpose of improving OpenStreetMap:
      - On Bing, zoom in until you see the object in the aerial imagery.
      - Right-click it. Now you can copy the coordinates.
      - Only the usage of coordinates is allowed, not the address!
- You are not allowed to use coordinates from Google maps, because their licensing terms forbid usage elsewhere than on Google products. You may only use a Google Maps export if you initially uploaded the data to Google with coordinates and are the copyright holder of the coordinates, which is very unlikely. You must not use coordinates generated by Google or traced on Google imagery.
- If one initiative does not have a clear address, you can search visually on Bing and export the geo-coordinates from there.

**If you do not supply the coordinates, we use an Open Data geocoder** with (e.g based on OpenStreetMap) to convert the address to coordinates.

- It may be the case that there doesn't exist an accurate open datasource for this particular address.
- In this case we will ask you to move the POI to the correct position on a Umap, in which we will feed in all POIs that fail to geocode or present an unrealistic location.
- We will feed back the address/coordinates information you provided back to OpenStreetMap to improve its open geo-database and contribute to the geo-commons!

## Glossary:

- POI – Point Of Interest – is a specific point location on a map. For us it is the SSE initiatives.
- OSM - [OpenStreetMap](#) - is a wiki based open source crowd contribution mapping system, that is one of the pillars of the SSEDAS mapping infrastructure
- FYI - or fyi is an abbreviation for "For Your Information". It indicates, that the information that follows is just additional information that is not required to be processed, but given for people, that might be in depth interested.
- Umap – [Umap](#) is a free mapping system.  
When there is unclarity about some POI's coordinates, we may generate a custom map with them on Umap and send you the link to the map. You should drag&drop each POI to the correct coordinates.

## Important Annexes:

### Image collection guide for SSEDAS

The collection of an image for each initiative is an optional requirement. We would very much like to display an image per initiative, as it makes the map and descriptions more colourful and vivid. As we are working to build a digital commons, that serves the Social and Solidarity Economy movement, we want to work together with the state of the art digital commons communities, licenses and tools.

*For the main image storage, we chose Wikimedia Commons.* Dependent on quality criteria, the images are either stored in Wikimedia Commons, or in an image database provided by the TransforMap partners, if they don't meet the "*Educational aspect*" requirement of Wikimedia Commons.

**For collecting images we especially need to make sure about the approval of the owner, to publish it under an open license, as mentioned below.**

**Images need to meet the following criteria:**

#### **Technical and content criteria (quality of the image):**

- Minimum size: 200x200 Px (pixels).
- Format: JPEG, SVG, or PNG
- A high quality is welcome, as we would like to upload the images to Wikimedia Commons and provide them to for public use. For the map, they will be scaled automatically to the required size.

- The image should be of a good descriptive/educational quality and give information about the activities of the initiative.

### **Rights to publish under a free license:**

- Each SSEDAS partner holds the responsibility for the publishing of the data and images they collect. That also includes the responsibility to obtain the rights to publish the images under a free license. Whoever provides an image without clear permission as stated below, holds full responsibility for such practice.

### **Types of License:**

#### **The provider of the image needs to agree to the following:**

*"I hereby agree that contributing the image in my ownership does not infringe the intellectual property rights of anyone else and agree to release it under the following free license. ..."*

- You may choose any license that meets the following conditions:
  - Republication and distribution must be allowed.
  - Publication of derivative work must be allowed.
  - Commercial use of the work must be allowed.
  - *The license must be perpetual (non-expiring) and non-revocable.*
- **We recommend CC-BY for its simplicity.** You are encouraged to also read Wikimedia's tips for choosing a license: [https://commons.wikimedia.org/wiki/ Commons:Choosing\\_a\\_license](https://commons.wikimedia.org/wiki/ Commons:Choosing_a_license)

### **Collect images from the Initiatives:**

- Ask the initiatives for an image of their ownership and the right to publish it under a fully free license, as described above.

#### **For each image, do:**

- Make sure, the person/institution has ownership of the image (simply ask).
- Put the agreed license in column AG in the data collection template.
- If attribution (CC-BY) is required by this particular license, record the creator in the data collection template in column AH.

### **Naming, storing and sending images:**

- name the file as follows: just small letters; no spaces; no special signs.
- In the data collection template, there is a column (AF) "image". The file name of the image should be copied here (including the file-ending e.g. "examplepicture1.jpg").



- It is crucial, that you provide the file name in column AF, for connecting your files to the corresponding POIs!
- You will be provided with an upload link, where you can upload all images individually, or combined/compressed as a ZIP file.

### Other possibilities for storing images:

- You can also host the images yourself: Just provide a http(s)-link to the image in Column AF. Please also use the license field in this case.
- You can point to an already existing image in Wikimedia Commons: Prefix the filename in WM Commons with "File:", e.g. "File:Templehof\_garden\_2.jpg". In this case you don't need to provide the license, as it can be fetched from Wikimedia Commons.

## Contact data publishing-guide for SSEDAS

Publishing contact data is a delicate issue, because we have to respect the privacy of individual people. Official addresses are okay, we can publish them when they do not refer to an individual. If it is already published on a website and clearly public, as e.g. the address of a shop (and it is machine readable, e.g. it is not a picture), we take permission for granted, if it is not referring to an individual.

There are different types of contact data:

- ones we see as **sensitive** (**personal email-addresses**, **personalized office** email-addresses, telephone numbers)
- and **public ones** (website, legal organizations postal address of POIs visible in the public).
- There is no problem of publishing links to a public website. (Column AI)

For Email-addresses and telephone numbers, we distinguish between :

- **official addresses** of an initiative, like info@example.org or the landline number in an office/shop.
- **Contacts, explicitly referring to an individual**
  - **Private contact** like [name.surname@mailprovider.com](mailto:name.surname@mailprovider.com) or a private mobile phone number.
  - **Personal office contact** like [name.surname@example.org](mailto:name.surname@example.org), or professional number leading to a specific individual in the office.

- If it is not already published online, you need to ask and get clear permission to publish it!

Therefore, after each 'sensitive' column (AK, AM) you have to clearly state in the following column (AL, AN) that this entry is okay to be released in the public domain.

If you are not sure if you allowed to copy the information from the website (email-address or phone number is not a link, but a not-selectable image), you can use column AJ to directly provide a link to the page where further contact details can be looked up.

We just want to make clear, that we do not publish or store the contact-data, that is not permitted by the owner of the address/phone-number.

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## Terms of Data contribution and Data licensing agreement for SSEDAS

### Terms of Map-Data contribution:

Each SSEDAS partner has to agree that the contributed data does not infringe the intellectual property rights of anyone else, and (s)he has the the right to release the data as [Public Domain](#).

- Terms of Image contribution:

For the possible Creative Commons & Public Domain licenses for images, please consult the provided "Image collection guide"

### Responsibility of each contributing SSEDAS Partner:

If a partner contributes material to the SSEDAS mapping project (or allow any third party to make material available), You are entirely responsible for its content, and any harm resulting from, that content. That is the case regardless of whether the content in question constitutes text, image files, an audio file, or computer software. By making content available, you represent and warrant that:

- The downloading, copying, publishing and use of the content will not infringe the proprietary rights, of any third party in any country.
- If your employer has rights to intellectual property you create, you have received permission from your employer to make the content available as Public Domain.
- You have fully complied with any third-party licenses relating to the content, and have done all things necessary to successfully pass through to end users any required terms.
- The content (especially the content written in another language than English), is not spam, is not misleading, not machine- or randomly-generated, and does not contain unethical or unwanted commercial content, or encompasses further unlawful acts.

- The content is not pornographic, does not contain threats or incite violence, and does not violate the privacy or publicity rights of any third party.

## Waiver

SSEDAS Partner data contributions are licensed under a [CC-0 Public Domain License](#) (Media may have other free licenses). Without limiting any of those representations or warranties, TransforMap has the right (though not the obligation) to, in TransforMap's sole discretion (i) refuse or remove any content that, in TransforMap's reasonable opinion, violates any of the policies mentioned above or is in any way harmful or objectionable, or (ii) terminate or deny access to and use of the SSEDAS Map to any individual or entity for any reason, in accordance with the SSEDAS Steering Committee.

## About this document

This document was created for the SSEDAS project on 14. January 2016.

It is licensed under a [CC-0](#) (Public Domain) license.

Its latest version can be found here in this Github repository:

<https://github.com/TransforMap/import-data>

Links to [.odt](#) or [.pdf](#).