# Guidance on assessing Departmental Datasets

Background

The Government Response to the Shakespeare Review committed to developing full inventories of the data assets owned by departments. In July the Cabinet Office commissioned departments to draw together full inventories of their datasets onto data.gov.uk as the first step to identifying the National Information Infrastructure (NII). Against each departmental publisher there should exist a description of each dataset, whether it is already published, scheduled for publication or not appropriate for release.

The Process

Upload your datasets
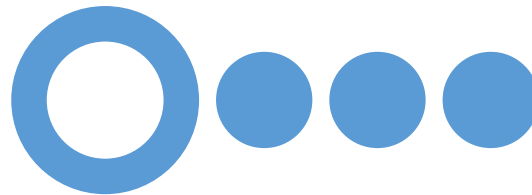
The first step is to upload a spreadsheet (provided by data.gov.uk) to lists all of the unpublished datasets held by your department or entity

Upload your datasets

1	Go to the publishers search page
2	Select your department or entity

Upload your datasets
<managing your inventory>

I Select Manage Unpublished Datasets

Department for Environment, Food and Rural Affairs (DEFRA)

Edit   Manage Unpublished Datasets

I

Search Publisher

Search datasets…   Search

☑ Include datasets from sub-publishers

742 datasets found.   Advanced Search

Upload your datasets
<revisiting what you have published>

I You can download a spreadsheet with all of the datasets you have published in data.gov.uk, including or excluding those publishers that appear under you

Tick the sub-department box if you need a complete list of datasets held by other parties under your authority, whom with you may wish to delegate the review of 'data held' to.

I

Download dataset list

☐ Include sub-departments

here you can...

1. Download the read-only dataset list to review your existing open data
2. Download a list of all the datasets and inventory items you have published on data.gov.uk to date. By regularly reviewing this list you can give us prior knowledge of pending datasets including any other datasets that may not be currently published for specific reasons.
3. You can download your latest 'read only' dataset list anytime
4. You can complete the inventory template and upload at any time if you have frequent updates
5. Download templates are in an Excel file that will be readable in Microsoft Excel, or Open Office, and can then be uploaded to update your inventory
6. You may wish to store local copies of this download for your own record.

Upload your datasets

\<downloading the template\>

I   **Download a spreadsheet where you can enter the information on all of your unpublished datasets**

Download inventory template   I

here you can...

1. Download the inventory template
2. Create new entries to inform us about datasets not yet published.
3. Firstly, review your existing lists of datasets and inventory items available from step 1
4. See specific guidance on completing the template.
5. As a publisher administrator you can share this spreadsheet with other colleagues to complete and send to you for upload.
6. Save the completed template on your PC or local network once complete ready for upload and always keep a local copy as backup.
7. Please include datasets that at present may not be available on Open Licence

Upload your datasets
<Filling the spreadsheet>

1	Provide a title for the dataset (cannot be the same as the title of an already published dataset)
2	Provide a succinct description of the dataset
3	Provide an owner for the dataset. The spreadsheet already contains a drop down with the parent department and all of its sub-publishers in data.gov.uk
4	Enter the date when it will be published, if no date available leave it blank
5	Provide details of the release, if there is no fixed date for publication provide reasons here

	A	B	C	D	E
1	Title	Descriptic	Owner	Date to be published dd/mm/yyyy	Release notes
2					

Upload your datasets
\<uploading\>

I | Upload your completed spreadsheet

Choose File | No file chosen

I

Upload completed template

here you can...

1. Upload your saved and completed template, taking care that you have not changed the structure of the template e.g. don't change the styling or location of columns. You will get an on screen acknowledgement if this is successful.
2. If you need to make a change, as long as you do not change the title of the dataset, you can re-upload a corrected spreadsheet.

Contact team@data.gov.uk if you have any queries about this process.

Upload your datasets

<uploading errors>

I Once you have uploaded, you will be able to see any messages and errors that occurred during the process. Some of those errors will be easy to correct, others will require that you contact your Account Manager in the Transparency Team or team@data.gov.uk so we can help you with the process

I

Inventory upload   24/07/2013 14:41

Status: Complete

Errors

- The non-inventory dataset '2m Composite LIDAR Digital Surface Model' already exists
- The non-inventory dataset '2m Composite LIDAR Digital Terrain Model' already exists
- The non-inventory dataset 'Annual average concentrations of Nitrate and Orthophosphate by landscape type 1980 to 2010' already exists
- The non-inventory dataset 'Annual average concentrations of nitrates in selected groundwater sites experiencing elevated nitrate levels: 1980, 1990 - 2004' already exists
- The non-inventory dataset 'Annual Average, highest and lowest mean concentrations of water quality: Nitrates by region -1980 to 2010' already exists
- The non-inventory dataset 'Annual average, highest and lowest mean concentrations orthophosphate: Great Britain, 1980 to 2010' already exists
- The non-inventory dataset 'Annual average concentrations of selected determinands of river water quality, by river location: 1980 to 2010' already exists
- The non-inventory dataset 'Annual average, highest and lowest mean concentrations of water quality determinands by region 1980 to 2010' already exists
- The non-inventory dataset 'Bathing water surveys, Guideline Standards 1994 to 2011' already exists

Upload your datasets

<checking your uploaded datasets>

1	On the right of all the manage inventory screens you can see a last of your uploads noted by date and time
2	The date and time of the selected report is shown depending on your choice

Edit   **Manage inventory**

30/08/2013 17:56

2

Recent Inventory Uploads

- 30/08/2013 - 22:53
- 30/08/2013 - 17:49
- 30/08/2013 - 15:11

I

Upload your datasets

<common error messages>

Message	What to do
'The non-inventory dataset 'XXX' already exists'	This message indicates that a dataset with that title is already published in data.gov.uk. You need to check if it is the same dataset and exclude it from the spreadsheet (if you get this message the dataset was not uploaded, the system ignored it). If it is not the same dataset as the one published then you need to re-think the title
Owner is missing	You have not chosen an owner on the drop down menu.
Title is missing/Description is missing	Self-explanatory
Header row in the CSV has been modified	You have modified the top row headings, they need to be exactly those provided in the original template you downloaded from data.gov.uk

Asses your datasets
according to the five criteria

Once you have uploaded your inventory datasets to data.gov.uk you need to provide feedback on those datasets that you believe would qualify to be included in the National Information Infrastructure

Assess your datasets

You assess a dataset for its potential benefits in the following areas

1. Economic growth
2. Social growth
3. Effective public services
4. Connective reference data
5. Other key data

- You can only do it once for each dataset and you need to provide reasons for your assessment
- Your assessment will be made public in data.gov.uk
- You can choose which dataset/s you assess and there is no obligation to assess a specific number.
- The volume of assessments and the commentary provided will inform the Cabinet Office's discussions with departments on the prioritisation of dataset release and publication.

Assess your datasets
<find your publisher page>

I	Go to the publishers search page
2	Select your department or entity

Assess your datasets

<bring up the advanced search page>

I Select advanced search

Department for Environment, Food and Rural Affairs (DEFRA)

Edit Manage Unpublished Datasets

Search Publisher

Search datasets... Search

☑ Include datasets from sub-publishers

742 datasets found.

I Advanced Search

Assess your datasets
<filter by unpublished datasets>

I Select Unpublished datasets filter

Data Search

742
Results

Search... [Search]

Parent publisher: department-for-environment-food-and-rural-affairs X

Publishers: Including sub-publishers X

Sort by: Popularity ▼

Show only...
Published datasets (526)
Unpublished datasets (216)

Licence

I

Organogram and staff pay data for Environment Agency [RDF] [PDF] [HTML] [CSV]

Publisher: Environment Agency   Updated: 29 Oct 2010

A list of most Senior Civil Service posts in the Environment Agency including title, contact details, their line manager, and where disclosed, the name of the officer. Vacant posts are...

Assess your datasets

<understand the unpublished dataset>

1	This shows the basic data provided on the spreadsheet uploaded
2	The icons show the number of user that have assessed the dataset against the five criteria

Farm Rents (unpublished)

Publisher: Department for Environment, Food and Rural Affairs   Updated: 22 Jul 2013

Estimates of average farm rent prices by farm type. Source agency: Environment, Food and Rural Affairs Designation: National Statistics Language: English Alternative title: Farm Rent...

Feedback: £ 0   👥 0   🄰 0   ⅌ 0   ❝ 0

£   Economic growth

👥   Social growth

🄰   Effective Public Services

⅌   Potential links to other datasets

❝   Other

Assess your datasets
<obtain more information>

1 Here we display the information originally provided by the publisher

2 Here you can provide your own feedback according to the five criteria

3 You can see all the feedback that this dataset has received

4 You can also edit the datasets details provided in the uploaded spreadsheet

---

4

Farm Rents (Unpublished)

Edit

This is a record for data which is not published.

Description

Estimates of average farm rent prices by farm type.

Source agency: Environment, Food and Rural Affairs

Designation: National Statistics

Language: English

Alternative title: Farm Rent Rates

1

Release notes

(None supplied)

Feedback   Add Feedback

2

£ 0   👥 0   🛡 0   🩺 0   ❝ 0

View all feedback »

3

Assess your datasets
<editing datasets details>

I	You can edit the original details provided in the spreadsheet
2	While you assess the dataset, it may be a good time to edit the original contents and provide a publication date if you missed it originally, this will help manage expectations on release

Farm Rents
↳ Edit unpublished item

Edit

Name
Please name your data record.

Name: Farm Rents ⓘ

Description
Please add a description of the data set. What does the data contain/show? Why was it produced
(It is often displayed with the package title. In particular, it should start with a short sentence that describes the data because the first few words alone may be used in some views of the data sets. Here is the place to state if there are any limitations to the data in order to enable users to evaluate the information; even incomplete data may be adequate for some users).

Estimates of average farm rent prices by farm type.
Source agency: Environment, Food and Rural Affairs
Designation: National Statistics
Language: English
Alternative title: Farm Rent Rates

I

Publish date

Please enter the date as dd/mm/yyyy

2

☐ Please check this box if the dataset will **not** be released and complete the Release notes section below.

Release notes

Upload   Assess   Convert   Published

Assess your datasets
<feedback page>

1	You can add feedback from this screen as well
2	This section shows the feedback provided by users
3	A message can be flagged by users as offensive. This goes to a moderation queue managed by data.gov.uk

Agricultural Market Reports (Unpublished)   Edit
↳ View Feedback

Description

Agricultural Market Reports page provides access to weekly or monthly price information on headings Fruit,...

Release notes

fff

Feedback   Add feedback

Submitted by: Admin on 31/08/2013
Responding as: An Organisation ("Magic roundabout")   Flag as offensive

£ **Economic Growth**
It can help us build our app

Effective Public Services
Because it will make a better agricultural market

Potential links to other datasets
It can be linked with the cattle type dataset

Submitted by: Admin on 27/08/2013
Responding as: An Organisation (Unnamed)   Flag as offensive

£ **Economic Growth**
Yes

Social Growth
Yes

Potential links to other datasets
To my house

Other Benefits
Other

Assess your datasets

<giving feedback>

I   Select the criteria that you think apply to this dataset

2   Selecting a criteria opens up a text box(it may be already visible depending on your system) where you can provide your assessment for this criteria relating to the dataset

1. State the benefits of releasing this dataset as open data

☐ **Economic growth**

i.e. releasing this dataset as open data means you or your organisation are able to provide a commercial product or service or has other positive economic impacts such as better functioning of... £

☑ **Social Growth**

i.e. releasing this dataset as open data means you or your organisation are able to more easily undertake social action, deliver the services of a community group or charity or has a positive environmental impact.

Please give details for selection below

☐ **Effective Public Services**

i.e. releasing this dataset as open data means that a public service is able to run more effectively by giving greater transparency of its operation to citizens, allowing greater choice or supporting new models of provision of services.

☐ **Other Benefits**

Add your own comments...

2. Potential links to other datasets

Does this dataset contain data which could be used to link it to other datasets?

◉ No

○ Yes

○ Don't know

Once initial assessments have been undertaken on data in each inventory by departments and users, departments along with the Cabinet Office will review these and prioritise the datasets on the basis of responses to each individual criterion. In relation to the first three criteria the prioritisation of datasets will be based on:

- The strength of the argument put against each criterion;
- The number of users who highlight an impact against each criterion;
- The number of different impacts highlighted under each criterion; and
- The potential number of users who could exploit the data if released openly.

This will be converted into an overall assessment for each dataset.

Release

The assessment process is designed to inform and influence the release of unpublished datasets. It is expected that some of the datasets which are assessed highly will already have been released. Others will be planned for publication. There may be a number of datasets which are identified through this process which are currently not scheduled for release. The Cabinet Office will work with the Public Sector Transparency Board, users and departments to determine next steps with these cases.

Convert your datasets
to a public dataset
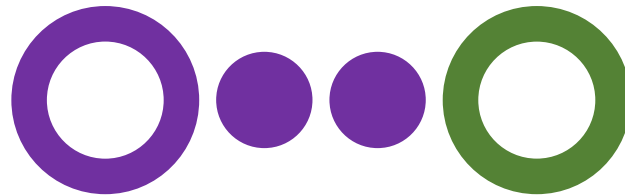
Once you are ready to make the data public, you will have to convert the original unpublished dataset into a public dataset in data.gov.uk

DO NOT make an unpublished dataset public by using the add dataset process, you have to go to the unpublished entry in data.gov.uk and convert it.

Convert your datasets

I   Click to convert the unpublished dataset to a public dataset

Admin: Convert to published dataset   I

Publisher

Department for Environment, Food and Rural Affairs

Convert your datasets

I The familiar add/edit publication screen will appear, some of the information will be already taken from the dataset, fill in the rest of the metadata as you do for any other dataset and click save and finish

Convert your datasets

I Please remember that if your dataset is not just a one-off but a series of files with a time dimension (monthly, yearly) even if in the past, you need to select timeseries as the type of record **THIS IS VERY IMPORTANT**

Farm Rents (Unpublished)
↳ Edit Dataset

Edit

Name

Data Files

Description

Licence

Publisher

Theme & tags

Additional resources

Temporal coverage

Geographic coverage

Extras

State

Data Files

In this tab you enter the links to the files containing the actual data at the heart of this record.

Your record may be creating a single file record (a record which points to just one file) or you may be creating a timeseries record (where multiple files are released over time, for example the £25k spend data, where a new data file is added to the record monthly).

This record is:

I

◉ A single file record
○ A timeseries record

If your data comes in multiple formats, use a line for each.

NB: Do not put links to web pages here. These and other useful documents that are not actually the data should go in the 'Additional Resources' section.

File Title: ⓘ	URL: ⓘ		Format: ⓘ	
		Check		+

Check all URLs

FaQ

What if I believe a dataset is missing?

You can always download the inventory template spreadsheet, enter the missing dataset and upload to data.gov.uk

Is this our only chance to assess datasets?

No, assessing a dataset is a new functionality of data.gov.uk and it will be maintained for the foreseeable future, in fact, this functionality will be extended to published datasets in the coming weeks.

Why do we only have two weeks to assess the datasets when there are thousands of datasets named?

Our intention is to gather an early view and we expect most users and departments to asses those datasets they feel should be part of the NII only. This is an iterative process and will continue as part of our commitment to make data available under the Open Government License, but we aim to have a good early assessment in time for the Open Government Partnership summit in the last week of October, when we will be launching our National Action Plan.

Do I have to make a comment?

It would be appropriate that as owners of the data, departments and other publishers provide as concise an assessment as possible. It is expected that owners of the data would have a far more detailed knowledge of the potential uses, linkages and possibilities for the data.