

# Level 1 Review

Complete

<b>UUID</b>	a93eca17-1ac7-089d-5495-8aa2aece25b4
<b>Title of Record</b>	Electrofishing Data from Southeast New Brunswick (SFA 16B)
<b>Link to EDH</b>	<a href="https://edh.intra.azure.cloud.dfo-mpo.gc.ca/catalogue/srv/api/records/a93eca17-1ac7-089d-5495-8aa2aece25b4">https://edh.intra.azure.cloud.dfo-mpo.gc.ca/catalogue/srv/api/records/a93eca17-1ac7-089d-5495-8aa2aece25b4</a>
<b>Client Contact</b>	Matthew Horsman ( <a href="mailto:Matthew.Horsman@dfo-mpo.gc.ca">Matthew.Horsman@dfo-mpo.gc.ca</a> )
<b>Level 1 Reviewer</b>	Amélie Robichaud ( <a href="mailto:amelie.robichaud@dfo-mpo.gc.ca">amelie.robichaud@dfo-mpo.gc.ca</a> )
<b>Review Status</b>	Completed on Jan. 9, 2026

Step	Task / Description	Status	Comments
1.0	<b>Perform Completeness Check</b> Prior to the reviewer receiving the publication request, the Data Steward who originated the request should confirm that the metadata and resources are final and authoritative. Before web map services are hosted by CDOS GIS Team, a prereview of the EDH metadata record and all resources are checked for accuracy.		
1.1	<b>Are all submitted parent and child metadata records present?</b> In cases where publication involves parent and child records, ensure that a) the links between parents and children exist, and b) that the links point to the correct resources.	Not applicable	---
1.2	<b>Does the metadata record validate?</b> Prior to requesting EDH internal, or External publication, the draft metadata record must validate. If the record does not validate, validation issues must be corrected prior to requesting publication. Records can be validated in edit mode.	Yes	---
2.0	<b>Review Contextual Information</b>		

Step	Task / Description	Status	Comments
	Metadata records are subjected to a contextual review to ensure readability, consistency, and completeness in the record. Typical feedback is focused on presence/absence of recommended elements, corrections to typos and grammatical errors, recommended changes to ensure descriptions are consistent with resources they describe, etc.		
2.1	<p><b>Is the metadata record title clear and representative of the described resource?</b></p> <p>The metadata record title is the first information presented to potential users of the resource. This must be human readable, specific, and it is recommended that it not include specific organizational names where possible. The following are suggested when choosing a metadata record title:</p> <ul style="list-style-type: none"> <li>• Adding region name in title just to add it is not recommended</li> <li>• Title should be unique and concise</li> <li>• Time period should not be included if the series is ongoing</li> <li>• Adding time period in the title is redundant and should be discouraged</li> <li>• The most important information should be at the beginning for search reasons</li> </ul>	Yes	---
2.2	<p><b>Is the resource description present, human readable, and representative of the resource content?</b></p> <p>The resource description is a primary source of information used in evaluating the fitness for use of the resource. The level of detail in the description can vary greatly by resource type, but this should be written to explain the content of the resource, context under which it was produced, and how it is to be used. References should not be added here. References can be added in the cited section and/or as a data resource. Per CDO: Do not use individual emails or contradict Open License by stating a user must contact the department to analyze the data.</p>	Yes	---
2.3	<p><b>Are core elements present?</b></p> <p>The metadata core elements are checked during the automated validation but should also be read over for accuracy. This includes:</p> <ol style="list-style-type: none"> <li>1. <b>Hierarchy Level:</b> Dataset for single projects or Series for multiyear surveys going to FGP/Open Maps, non-geographic dataset for non-spatial records going to Open Data</li> </ol>	Yes	---

Step	Task / Description	Status	Comments
	<p>2. <b>Status:</b> If the status is completed then the maintenance frequency should be not planned.</p> <p>3. <b>Topic Category:</b> At least one topic should be identified</p> <p>4. <b>Maintenance and Update Frequency:</b> Should correlate with your status above.</p> <p>5. <b>Spatial representation type:</b> Vector or text/table is common</p> <p>6. <b>Keywords:</b> At least one keyword should be identified</p> <p>7. <b>Distribution format:</b> Only the format that the data is distributed in should be included.</p> <p>8. <b>Dates:</b> Publication Date is the date that the data was first published if this is not the first time. Creation Date is the date that this data was first compiled.</p> <p>9. <b>Time Period:</b> The time period should reflect the time period of the data presented. It is OK to not enter an end period if the survey is ongoing.</p> <p>10. <b>Character Set:</b> The Metadata Record Information should be defaulted to UTF8.</p> <p>11. <b>Code space is:</b> <a href="https://epsg.io">https://epsg.io</a> if spatial record</p>		
2.4	<p><b>The record is bilingual?</b></p> <p>French and English metadata is present and accurate throughout the record.</p>	Yes	---
2.5	<p><b>Is there a thumbnail?</b></p> <p>Is there a thumbnail that represents the data? Descriptive name in French and English. No need to include the word "thumbnail" in the title for the thumbnail. In most instances a file size of less than 200 kb is best but up to 1 MB is ok.</p>	Yes	---
3.0	<p><b>Review Contact Information</b></p> <p>Metadata contacts are subjected to basic review to verify that minimum key points of contact are identified and that references are consistent.</p>		

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3.1	<p><b>Does the organization name follow FIPS structure?</b></p> <p>A mandatory requirement for all GC organizational references is that they follow FIPS guidelines (e.g. Government of Canada; Fisheries and Oceans Canada) - this is built into the catalog but should be checked.</p>	Yes	---
3.2	<p><b>Are key points of contact present?</b></p> <p>Although the metadata content standard supports very complicated contact references, the minimum contact information that should always be provided is one contact for cited responsible party (principal investigator - answers contextual questions related to the resource), metadata (metadata content editor - responds to questions or issues specifically related to the metadata content), and distributor (distributor - responds to questions about accessing and using the resource). 'Owner' should not be used as a role. If a group name is used it must be bilingual. When entering contacts in EDH, please be aware that they will transfer to the Open Government Portal (OGP) as follows: - The first contact listed in EDH (Metadata Contact) will be listed as the Creator in the OGP - The email address of the second contact listed in EDH will be listed as the Contact Email in OGP</p>	Yes	---
4.0	<p><b>Review data and other resource links</b></p> <p>Once contextual information within the metadata record is verified, the technical components are reviewed to ensure they exist, are correct, and that they function.</p>		
4.1	<p><b>Does metadata contain details of resource structure either internally or via a linked resource such as a dictionary?</b></p> <p>The internal structure of the published resource can be documented in many ways. The long-term goal is to move towards standard documentation products (e.g. feature catalogue, product specification, etc.), but at a minimum, the review is looking for at least one supplied description of resource structure, regardless of format used to communicate this information, such as a data dictionary. CSV is preferred.</p>	Yes	---
4.2	<p><b>Are direct links to the data available from the metadata record OR standard ordering instructions?</b></p>	Yes	---

Step	Task / Description	Status	Comments
	Metadata is reviewed to confirm that either links to the described resource available, OR that standard ordering instructions are supplied where users must request the resource via e-mail or other means. All data must be easily downloaded and only in rare instances for extremely large files might another option be presented. The authoritative data files must be stored on an CDOS maintained server or service.		
4.3	<p><b>Is the data and other resources available in a non-proprietary format?</b></p> <p>Links to at least one downloadable data resource are provided and access links point directly to data file in a machine-readable format. CSV is the most common but other such as: txt, xml, gdb, GeoTiff, Kml/Kmz, Rdf, Rss/Geoss, and Shp.</p>	Yes	---
4.4	<p><b>Check Accessibility?</b></p> <p>Does the file that is uploaded meet Accessibility requirement. Use Check Accessibility in your office product to confirm.</p>	Yes	---
4.5	<p><b>File properties check.</b></p> <p>Ensure files that are internal only are set accordingly. Also ensure a generic email is used for disposition and the periods are reflective of how long the files should be accessed.</p>	Yes	---
4.6	<p><b>Do all resource links function?</b></p> <p>All web accessible links included in the metadata record are tested to ensure they function and that they point to the correct resource. In EDH if you select 'Supporting Document' as the Resource Type it gets changed to 'Guide' in Open Maps. If children are added as resources use 'Supporting Document'. References should be added in the 'Other citation details' section in the advanced field. References may also be included in a document and attached as a resource so that the information gets ported to Open Maps. "Other citation details are not ported to the OGP.</p>	Yes	---
4.7	<p><b>Can data be portrayed within the EDH internal viewer, ArcGIS Online Map Viewer or desktop GIS software?</b></p>	Yes	---

Step	Task / Description	Status	Comments
	Any data related links are tested to confirm that they function within the EDH internal map viewer and/or desktop GIS software package. WARNING: There are many factors which can cause a data service not to display in the EDH viewer (spatial reference system in use, multi-layer groupings in the geospatial web service) that are not error related. Although all attempts are made to enable data to be displayed within the internal EDH map viewer, a parallel test is always completed with a standalone GIS package as these environments tend to be more flexible in terms of geospatial web service support.		
4.8	<p><b>Do web services contain internal metadata, and if so, do English and French descriptions exist?</b></p> <p>It is recommended that web services be published with internal metadata where possible, though this can become very duplicative. In cases where metadata is included within the web service existence of both English and French metadata is verified.</p>	Yes	---
5.0	<p><b>Data structure, naming conventions, metadata bounding extents</b></p> <p>Review data structure, naming conventions, metadata bounding extents.</p>		
5.1	<p><b>Are attribute names clear and described in a data dictionary?</b></p> <p>Attribute names must be clear and fully described in a data dictionary.</p>	Yes	---
5.2	<p><b>Do measured attributes include name and unit of measure?</b></p> <p>Units of measure included with the attribute in the data file and data dictionary.</p>	Yes	---
5.3	<p><b>Does the bounding extent represent correctly where the data was collected?</b></p> <p>Ensure the bounding extent only covers the area from where the data was collected.</p>	Yes	---
6.0	<p><b>Approve FGP internal (Level 1)</b></p> <p>Once all issues identified in previous steps are addressed, the record is approved for FGP external publication and the process is complete.</p>	Complete	---

Step	Task / Description	Status	Comments
7.0	<b>Approve Open Data publication (Level 2)</b> If the publication request includes publication to the GC Open Government Portal, a second review is completed by an EDH Publisher. The Publisher checks the Release Criteria Checklist (RCC) is signed and this review is complete.		

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