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| **Title:** | Data Specification for Secure Facilities Sharing Tool | | |
| **From:** | Adam Field, Christopher Gutteridge, Adrian Cox | **Date:** | 13/03/2012 |

### Document History

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| **Version** | **Date** | **Comments** | **Contributors** |
| 0.1 | 08 Oct 2012 | Document created. | Adam Field |
| 0.2 | 09 Oct 2012 | Modifications from CJG email correspondence. | Adam Field, Christopher Gutteridge |
| 0.3 | 31 Oct 2012 | Split from System Specification Document. | Adam Field |
| 0.4 | 02 Nov 2012 | Minor Correction | Adam Field |
| 0.5 | 02 Nov 2012 | Clarification of Open Data row | Adam Field |
| 0.6 | 27 Nov 2012 | Clarification and addition of column headings | Adrian Cox |
| 0.7 | 12 Mar 2013 | Tweaks to specification following meeting | Adrian Cox |
| 0.8 | 13 Mar 2013 | Minor corrections for readability. | Adam Field |

### Background

A tool is to be developed to provide a service to the SES5 group of universities (Cambridge, Imperial, Oxford, UCL and Southampton) as a means to share information about RCUK Costed facilities with a view to share usage of them. This document deals with the specification of the input and output data tables

### Data Submission Fields

We propose the use of CSV documents with the following columns to be used for data submission:

| Column Heading | Required | Description / Notes |
| --- | --- | --- |
| Type | Yes | Defined as either 'equipment' or 'facility'. |
| Name | At least one of these fields must be completed. | The name of the facility or equipment. |
| Description | A description of the facility or equipment. |
| Related Facility ID | No | Must be unset if type=Facility. If type=Equipment then this is the ID of a facility listed in this document which the equipment is part of. If it is possible an item of equipment is related to multiple facilities, multiple values may be specified separated by a mandatory comma “,” and optional whitespace e.g. F0001, F0002. |
| Technique | No | Free text description of research discipline/field e.g. Spectroscopy. This might also be a controlled vocabulary in your database e.g. a taxonomy a taxonomy or categorisation field by adding :N8 or cpv codes by adding :cpv. |
| Location | No | The URL of a Wikipedia page for the city/town/borough in which the facility is in or near (see note below). |
| Contact Name | Yes | Contact name required along with at least one form of contact |
| Contact Telephone | At least one of these fields must be completed. | A contact telephone number, with an optional text prefix (e.g. tel:) to make data input into spreadsheets easier. |
| Contact URL | The URL of a web page containing contact information. |
| Contact Email | A contact email address. |
| Secondary Contact Name | No | Secondary contact name if required. This must include at least one form of contact. |
| Secondary Contact Telephone | At least one of these fields must be completed with second contact name. | A contact telephone number, with an optional text prefix (e.g. tel:) to make data input into spreadsheets easier. |
| Secondary Contact URL | The URL of a web page containing contact information. |
| Secondary Contact Email | A contact email address. |
| ID | No | An institution assigned unique ID. |
| Photo | No | The URL of a publicly accessible photograph of the facility. |
| Department | No | Organisational unit, school or research group which owns the facility (if appropriate). |
| Site location | Yes | Campus or site location of building where the facility or equipment is located. |
| Building | No | Name or reference number of building where the equipment or facility is based. |
| Service level | No | Details of support available for the use of this facility. |
| Web address | No | The URL of a web page giving information about the facility. |
| Open License | No | If this data is open, the license that applies to it (OGL or CC0). If set, the row may be republished. Blank assumes that the row is not open data. |

The purpose of the Location field is to give a rough idea of where the facility is located for the purposes of logistics. Postcodes may be too accurate (the precise location of some facilities may be private), and co-ordinates are unwieldy for humans to use. Wikipedia pages represent an easily verifiable resource which can be automatically converted into ‘approximate location’ coordinates for machine processing.

*Note: The Working Group agreed this is a “nice to have” field which can be included though is not a required field at present. This will be presented as a system enhancement to the Project Board for a decision.*

### Data Output Fields

Data submitted by all SES5 institutions will be aggregated into a single table and be made available for download by any SES5 institution. In addition to aggregation, the following columns will be added.

|  |  |
| --- | --- |
| Column Heading | Description / Notes |
| Institution Name | The name of the institution that owns the facility. |
| Institution URL | The homepage of the institution that owns the facility. |
| Institution Logo URL | The URL of a publicly accessible logo for the institution. |
| Datestamp | The date on which the data were submitted. An indication of how ‘fresh’ the facility record is. |
| Approximate Coordinates | The Latitude and Longitude of the wikipedia location page submitted. (If include by institution) |