

Guidelines for filling in the Excel Template for Monitoring INSPIRE by the contributing authorities

These detailed guidelines on how to fill in the excel template for monitoring integrate the guidelines for monitoring and reporting that can be found on the following website: <http://inspire.jrc.ec.europa.eu/index.cfm/pageid/182>.

The Excel template for monitoring consists of 3 worksheets: "Contributor", "Data input" and "Indicators".

Worksheet "Indicators"

The worksheet "Indicators" is for information only. The calculation of the information to be transmitted to the Commission will be made by the tool for monitoring.

Worksheet "Contributor"

The worksheet "Contributor" collects basic information on the document and the contributor.

Row 1: "Year the document refers to"

Insert the year the document, that is the monitoring information, refers to.

Row 2: "Member State"

The Member State the contributor belongs to using the ISO 3166-alpha-2 code, except for Greece and the United Kingdom, for which the abbreviations EL and UK are recommended (<http://publications.europa.eu/code/pdf/370000en.htm>).

Row 3: "Organisation"

The name of organisation or contributor.

Row 4: "E-mail"

The e-mail of a reference person or a functional mail address.

Row 5: "Language"

The language used to compile the information collected in the worksheet "Data input" using the codelist (See ISO/TS 19139) based on alpha-3 codes of ISO 639-2. Use only three-letter codes from in ISO 639-2/B (bibliographic codes) (<http://www.loc.gov/standards/iso639-2/>).

Worksheet "Data input"

The worksheet named "Data input" is for collecting the monitoring information based on the list of spatial data sets, spatial data services and network services.

Each spatial data set and each spatial data service should get one row. Therefore rows should be inserted as needed.

When a row is inserted please make sure that:

- for each spatial data set the number of the Annex and the number and the name of the spatial data theme are written in this new row (column B and C),
- for each spatial data set the formula in column J is copied from the row above or below,

- for each spatial data set the formula in column O is copied from the row above or below,
- for each spatial data service the type of service is written in the new row (in column B).

Also please make sure that all the empty rows not used are deleted.

These aspects are important in order to allow a correct conversion of the information into the xml schema.

Network services are Spatial Data Services.
Spatial data services not necessarily are network services.

Instructions for spatial data sets (column by column):

For each column the information required is reported as well as the reference to the number of the Article of the Commission Decision (2009/442/EC) (in italic)

Column A: Responsible authority within the MS

This column should contain the name of responsible authority.

This column is for Member State convenience. The information in this column is not available in the aggregated list (the list with the contributions of all public authorities in a Member State).

Column B: Annex (*Art. 2*)

Insert the number of the Annex the spatial data set refers to.

Column C: Theme (*Art. 2*)

Insert the number and the name of the spatial data theme the spatial data set refers to.

Column D: Spatial data set (*Art. 2*)

Insert the name of the spatial data set (usually used to designate it)? This could possibly also contain the scale in order to clearly identify the spatial data set.

Column F: Existence of metadata. Values admitted: (0/1) (*Art. 3*)

Insert a 1 if the metadata exists or a 0 if the metadata does not exist.

Column G: Compliance of metadata. Values admitted: (0/1) (*Art. 4*)

Insert a 1 if the metadata is compliant, that is all the fields are filled in accordance with the implementing rules on metadata (Commission Regulation (EC) No 1205/2008).

Column H: Relevant area of the spatial data set. (*Art. 5*)

Insert the relevant area of the spatial data set in km².

Column I: Actual area of the spatial data set. (*Art. 5*)

Insert the actual area of the spatial data set in km².

Column J: Extend of the spatial data set. (*Art. 5*)

Copy the formula from the row above or below.

Column K: Compliance of the spatial data set. (*Art. 6*)

This information can not be provided yet, as the implementing rules on data specifications have not been adopted yet.

Insert a 0.

Column L: Accessibility of metadata through discovery services. (*Art. 7*)

Insert 1 if a discovery service exists for this spatial data set its metadata, otherwise 0.

Column M: Accessibility of spatial data sets through view services

Insert 1 if a view service exists for this spatial data set, otherwise 0.

Column N: Accessibility of spatial data sets through download services

Insert 1 if a download service exists for this spatial data set, otherwise 0.

Column O: Accessibility of spatial data sets through view and download services

Copy the formula from the row above or below.

Instructions for spatial data services and network service (column by column):

For each column the information required is reported as well as the reference to the number of the Article of the Commission Decision (2009/442/EC) (in italic)

Column A: Responsible authority within the MS

This column should contain the name of responsible authority.

This column is for Member State convenience. The information in this column is not available in the aggregated list (the list with the contributions of all public authorities in a Member State).

Column B: Type of service (*Art. 2*)

Insert the type of spatial data service according to Commission Regulation (EC) No 1205/2008).

Column C: Spatial data service (*Art. 2*)

Insert a 1.

Column D: Network service. Values admitted: (0/1) (*Art. 2*)

Insert a 1 if the spatial data service is also a network service, else 0.

Column F: Existence of metadata. Values admitted: (0/1) (*Art. 3*)

Insert a 1 if the metadata exists or a 0 if the metadata does not exist.

Column G: Compliance of metadata. Values admitted: (0/1) (*Art. 4*)

Insert a 1 if the metadata is compliant, that is all the fields are filled in accordance with the implementing rules on metadata (Commission Regulation (EC) No 1205/2008).

Column L: Accessibility of metadata through discovery services. Values admitted: (0/1) (*Art. 7*)

Insert 1 if a discovery service exists for this spatial data service its metadata, otherwise 0.

Column P: Use of network services. (*Art.9*)

To be filled in if the spatial data service is also a network service.
How many user requests are annually on that network service?

Column Q: Compliance of network services. Values admitted: (0/1) (*Art.10*)

To be filled in if the spatial data service is also a network service.
Is the network service in conformity with the implementing rules on Network Services (Commission Regulation (EC) No 976/2009)? Where the implementing rules have not yet been adopted yet, put 0, as in this case compliance can not be evaluated yet.

Column R: Name of the spatial data service (*Art. 2*)

Insert the name of the spatial data service

Column S: URL of the service (*Art. 2*)

Insert the URL of the service

Column T: List related themes (*Art. 2*)

Insert the themes the service refers to: pick one or more themes from the list of INSPIRE themes below the table. Insert the associated numbers from the list below, not the names. If the service is unspecific or applies to all themes then put 0.