Metadata Creation Guidelines

This document supplements User Manual by providing additional guidance to Editors or Admins of Accredited Organizations concerning the creation of harmonized metadata.

During the creation of a dataset, the data provider is required to fill in certain fields as described in the user's manual of the NAP. The values of these fields form the structure and content of metadata.

While any choices ultimately lie with data providers, the NAP's administration strongly suggest that data providers adhere to the following guidelines.

Fixed Fields			
Field title	**Field description**	**Comments**	**Example values**
Title	Includes the title of the dataset	• The value should be short and descriptive. • The value should be written in English and Title Case. • The value should indicate the geographical area covered (lowest possible denomination). • This field is mandatory.	Traffic Volume on Tsimiski Street
Description	Provides descriptive information concerning the dataset	• The value should clarify information not available in the title. • The value should describe the measured variable(s). • The value should describe collection and provision methods. • The value should be provided in both English and Greek.	Real-time traffic volume on Tsimiski street (Thessaloniki, Greece). Data are collected via inductive loops and are provided in 15-minute increments. Κυκλοφοριακός φόρτος σε πραγματικό χρόνο κατά μήκος της οδού Τσιμισκή (Θεσσαλονίκη, Ελλάδα). Τα δεδομένα συλλέγονται μέσω επαγωγικών βρόγχων και παρέχονται σε χρονικά διαστήματα των 15 λεπτών.
Tags	Includes keywords with which the datasets will be searchable	• The value(s) should include geographical coverage denominators following the NUTS classification (preferably Levels 2 and 3). • The value(s) should include the type of measured variable (preferably following the terminology set in Delegated Regulations No 885/2013, 886/2013, 962/2015, and 1926/2017 when applicable). • The value(s) should include the terms "Real-time", "Historical", and "Static" as appropriate. • The value(s) should include the term "DATEX II" (when applicable). When possible use already existing tags.	"Regional Unit of Thessaloniki"; "Region of Central Macedonia"; "Traffic Volume"; "Real-time"
Licenses	Indicates the terms of agreement under which the data are provided (if any)	Use one of the existing options from the dropdown menu. If the data are provided under contract, the choice "Other (not open)" should be selected.	"Other (not open)"

		A PDF file containing a sample contract should be uploaded as a resource, when possible.	
Organization	Indicates the publishing organization	User has a choice among the accredited organizations of which they are a member. User must choose one organization.	"Organization A"
Access	Indicates whether the dataset and its metadata are accessible by all users	User must choose between the options of "Public" and "Private". If the value is set to "Private", an additional dataset should be created with the same title (with the addition of the term "(Sample)" and the appropriate metadata). This new dataset should include a sample resource. The value of the "Access" field of this new dataset should be set to "Public".	"Private" *A dataset entitled "Traffic Volume on Tsimiski Street (Sample)" should also be created.*
Searchable	Indicates whether the data can be listed as a search result on the "Datasets" section of the NAP	User must choose between the options of "True" or "False". This field is available only if the value of the "Access" field is set to "Private".	"True"
Allowed Users	Includes the users that have access to this dataset	The username(s) of the user(s) who are to be granted access should be added as values to this field. This field is available only if the value of the "Access" field is set to "Private".	"User1"
Quality Indicator	Indicates the quality of the dataset	• The value should include any responsibilities assumed by the data provider (if applicable). • The value should include whether the data provider has signed a self-assessment form (applicable only if the data provider has agreed to share the self-assessment form). • The value should include the date of assessment of compliance by a National Body (when applicable). • The value may include other relevant quality indicators based on the quality measures suggested by the European ITS Platform (EIP+).	The data provider assumes no responsibility concerning the quality of the data. The data provider has signed a self-assessment form. The data provider has not yet been assessed by a National Body. Uptime availability is over 90% and error probability is less than 10%.
Update Frequency	Indicates the frequency with which the data resources are updated	The value should be expressed in the largest possible denominator (e.g. "3 hours" instead of "180 minutes"). In case of static data, this field should <u>not</u> be completed.	15 minutes
Maintainer	States the name of the person responsible for the dataset (contact point)	The value should include one of the following two options: • a name followed by middle name (if any), followed by family name or • the name of the maintaining organization followed by the term "Administrator" or other relevant terms (e.g. "Support").	John Q. Doe
Maintainer E-mail	States the e-mail of the person responsible for the dataset (contact point)	Preferably provide a corporate e-mail.	john_doe@company.com
Name (Data Resource)	States the name of an individual data resource	May have the same name as the dataset but a distinction should be made initially on whether the data are real-time, historical, or static and secondly on the data format.	Traffic Volume on Tsimiski Street (Real-time/ XML)
Description (Data Resource)	Provides descriptive information concerning	The value should provide further technical information concerning the specific resource.	This data resource includes counts of traffic volumes from five inductive loops.

		technical issues of an individual data resource	For historical data, the value should state the time period covered by the dataset. The value should state the individual fields included in the resource.	Every time the resource is called, it returns the last three values measured by each loops. Available fields include: "Loop_id", "Timestamp", and "Traffic_volume"
	Format	States the format of an individual resource	Use only one value per resource. For multiple data formats, create multiple resources. This value will constitute a tag for the dataset. Preferably, use already existing tags to describe the format. For non-existing tags, preferably use capital letters.	XML

Suggested Custom Fields			
Suggested title	**Field description**	**Comments**	**Example values**
Communication Method	Indicates the method with which data are fed to the users	May have three possible values: • Push periodically • Push on occurrence • Ping/Pull • Poll In case of multiple data resources that have different communication methods, duplicate entries for each resource should be created and the field keys should indicate the resource to which they refer.	Poll
Data Owner	States the name of the party that owns the dataset (if different from publisher)	Give the name of the organization or a name followed by middle name (if any), followed by family name.	n/a
Data Owner E-mail	States the e-mail of the party that owns the dataset (if different from publisher)	Preferably provide a corporate e-mail.	n/a
Type of Network	States the type of transportation network related with the dataset	• The distinction should be made both at a transport mode level and at a transport network level. • Preferably use official classifications (e.g. Road Design Guidelines Manual – OMOE). • For datasets that include data from multiple network types, this value may include information on each discrete type of network.	Road Transport – Main Urban Artery
Network Description	Provides further details concerning the transportation network	Provided information may include number of directions, number of lanes, lane width, existence of separating structural elements, speed limits, etc.	One directional three lane road with the speed limit of 50km/h
Dataset Language	States the language of the non-numerical entries within data resources	The value(s) should be given in EU24 format. If given in multiple languages, provided all appropriate values separated by semicolons.	en; el
Relevant Delegated Regulation	States the Delegated Regulation associated with this dataset	The value should refer to one or more Delegated Regulations supplementing Directive 2010/40/EC. Possible values include: • DR 885/2013 • DR 886/2013 • DR 962/2015 • DR 1926/2017	DR 962/2015