

Greek National Access Point operational guide

1. Registration to the Greek NAP

The registration to the Greek National Access Point (NAP) is free to all users through the “Register” link. A user after registration is an entity of the Greek NAP and enjoys the following privileges:

- Access to private datasets after being assigned with the appropriate access rights by data providers.
- Publication of datasets after being assigned with publication rights by the NAP administrator.

Concerning the second privilege, a registered user who wishes to publish data is designated by the NAP administrator (according to the procedure described in the second section) as the admin of the organization that he/she is representing. An organization is considered, within the ecosystem of the Greek NAP, the body that is interested in providing data to the Greek NAP (e.g., road operator, public transport operator). The user designated as the “Organizational Admin” can then add more users of various roles under the organization that he/she is representing. The rights corresponding to each role are described in the fourth section.

2. Publication of datasets

Publication of datasets in the Greek NAP can be achieved through the following steps.

Step 1: Become an “Organizational Admin”- Assignment of publication rights

The first step for the publication of datasets in the Greek NAP is the designation of a user representing data provider as “Organizational Admin”. The necessary preconditions for this to happen are the registration of a user acting as representative of an organization, which is carried out individually through the link “Register”, as mentioned in the first section of this document, and his/her authentication.

After the representative completes his/her registration, he/she requests to be designated as “Organizational Admin” by filling out and sending to the NAP administrator the “Registration form for National Access Point Data Provider”, using nap@yme.gov.gr as inside address. The filled-out form shall be sent by using, as return address, *the address that the user has utilized during his/her registration to the Greek NAP* and shall include the full name of the user acting as representative, the company name of this organization, and a short description of the dataset that the organization wishes to publish through the Greek NAP.

The authentication request is examined, and the applicant is informed about its results in the declared e-mail. In case that authentication request has been approved, the NAP administrator undertakes the responsibility to create an “Accredited Organization” (henceforth “Organization”) utilizing the details included in the form. Moreover, it undertakes the responsibility to designate as “Organizational Admin” the authenticated user account.

The “Organizational Admin”, after the completion of the above procedure, holds full dataset publication rights on behalf of the “Organization”, including dataset editing rights.

Step 2: Dataset creation

The “Organizational Admin” logs into the NAP by selecting the “Login” link included in its user interface (providing the appropriate username and password). Subsequently, he/she follows the instructions included in the “User manual” (located in “About” section) to create and/or edit a dataset. Data providers are strongly

encouraged to refer to "Metadata Creation Guidelines" for achieving harmonized publications with the current European practice.

3. Management of an accredited organization

The user account corresponding to the "Organizational Admin" holds, in addition to the rights for creating and/or editing datasets, editing rights of the "Organization" itself. These include the ability to modify the name, description, and logo of the Organization. Furthermore, this user account can introduce new members under the "Organization" as well as to modify the role of these members.

4. Management of organizational users

As mentioned above, it is possible for the "Organizational Admin" to introduce new members under the "Organization" that he/she represents. These new members must have previously been registered to the NAP as ordinary users. These members may have been attributed with one of the following roles:

- "Editor"
- "Member"

Each role has different rights:

- The "Organizational Admin" has full access and editing rights.
- The "Editor" of an "Organization" holds the rights to view, edit and delete an existing dataset belonging to the "Organization".
- The "Member" holds the right to view the datasets published by the "Organization", irrespective of whether these datasets are public or private (please refer to the fifth section).

5. Access to datasets

Datasets can be either public or private. Public datasets are accessible to all users of the NAP, including its visitors. In contrast, private datasets are only accessible to specific users (authorized users). The "Organizational Admin" or its "Editor" selects the authorized users.

In addition, the NAP provides the ability to control data visibility. In particular, it is possible for a dataset to be traceable on the NAP search page and vice versa.

6. Update datasets

Given that the information provided through the datasets published on the Greek NAP typically evolve over time, it is recommended to data providers to regularly update their published datasets. A reasonable update frequency is one per year. In case of a known and substantial change of the provided information, data providers are advised to immediately update the relevant datasets.

7. Compliance with European Legislation

The National Access Point is harmonized with the requirements of the European Legislation for Intelligent Transport Systems. In this context, NAP provides standard forms for the declaration of compliance of provided data with the requirements set by the Delegated Regulations supplementing the ITS Directive (2010/40/EC). As mentioned in the field "Declaration of Compliance" of the NAP platform, the provision of a declaration of compliance is mandatory for data related to Delegated Regulations 885/2013 and 886/2013. Declarations of

compliance is optional for data related to Delegated Regulations 962/2015 and 1926/2017. However, data providers are strongly encouraged to provide declaration of compliance in any case.

More information on the above issues and processes is available in the "User Manual", as well as in the "About" section of the NAP platform.