Updated March 2014

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

WARNING: in order to allow for an automated upload into the data base it is necessary that strict formatting rules are followed.
- empty rows have to be deleted (e.g. if you do not have a data set for the spatial data theme "5. Human health and safety" then delete that row.
- some fields have values restricted to 0 and 1 (this is now enforced in the worksheet)
- the fields containing the number of the annexes and the names of the spatial data themes, as well as those containing the spatial data service type are not to be changed (this is now enforced in the worksheet),
- where there are no implementing rules yet to evaluate conformance, the cells are blocked and can not be filled in. They are coloured in white.

These 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 v.2 for monitoring consists of 3 worksheets: "Contributor", "Data input" and "Indicators". Only the worksheets "Contributor" and "Data input" have to be filled in.

The worksheet "Data input" is protected and some actions are restricted in order to assure correct formatting, which is necessary in order to automatically upload the excel sheet in a database.

The following restrictions apply:

- some cells can only be filled with values: 0 or 1,
- to insert a new row select the row you want to duplicate, then click on the button "Duplicate selected row" (in the upper left part of the worksheet) and a copy f this row will be inserted below the selected row,
- it is not possible to insert rows otherwise,
- to delete a row select it and then click on the button "Delete selected row" (in the upper left part of the worksheet) and the row will be deleted,
- the cells that are not used for data input are blocked,
- **WARNING**: it is not possible to make more than one undo,
- **WARNING**: buttons for aggregation or disaggregation do not work.

It is possible to quit the protected mode (from the "Tools" menu select "Protection" and then "Unprotect sheet") but it is recommended to do this only when absolutely necessary and to change back to "Protected" mode as soon as possible (to do this go to the "Tools" menu, select "Protection" and then "Protect sheet").

The worksheets "Data input" and "Indicators" are the same as in v.1.

Worksheet "Indicators"

The worksheet "Indicators" is for information only.

Worksheet "Contributor"

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

Row 1: "Year the document refers to"
Insert the year of the monitoring information refers to. So for monitoring 2011, this would be the year 2010, as the information collected refers to 2010.

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/).
If you use the automated upload then it is not possible to insert more then one language.

Worksheet "Data input"

WARNING: in order to allow for an automated upload into the data base it is necessary that strict formatting rules are followed.
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- some fields have values restricted to 0 and 1 (this is now enforced in the worksheet)
- the fields containing the number of the annexes and the names of the spatial data themes, as well as those containing the spatial data service type are not to be changed (this is now enforced in the worksheet),
- where there are no implementing rules yet to evaluate conformance, the cells are blocked and can not be filled in. They are coloured in white.

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.

Please make sure that all the rows not used (because there is no data set for this spatial data theme or no service for this service type) are deleted.

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.

Column B: Annex (*Art. 2*)

Contains the number of the Annex the spatial data set refers to. If you use the button "Duplicate selected row" to insert a new row you will not need to fill this field manually.

Column C: Theme (*Art. 2*)

Contains the number and the name of the spatial data theme the spatial data set refers to. If you use the button "Duplicate selected row" to insert a new row you will not need to fill this field manually.

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. See guidelines on monitoring and reprting (http://inspire.jrc.ec.europa.eu/index.cfm/pageid/182.) for further information on how to fill this field.

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

Insert the actual area of the spatial data set in km2. See guidelines on monitoring and reprting (http://inspire.jrc.ec.europa.eu/index.cfm/pageid/182.) for further information on how to fill this field.

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

Calculation to determine the % of relevant area covered by the actual area. If you use the button "Duplicate selected row" to insert a new row you will not need to fill this field manually.

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

Compliance of the spatial data theme to the implementing rules defining the interoperability of spatial data sets and services.

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
Calculated based on the information inserted on view and on download services. If you use the button "Duplicate selected row" to insert a new row you will not need to fill this field manually.

Column S: URL of the network service
Insert the URL giving access to the INSPIRE metadata record in XML describing the dataset (as in this example http://inspire-geoportal.ec.europa.eu/resources/history/INSPIRE-94eb64b8-5eab-11e3-8177-52540004b857_20140330-235153/services/1/PullResults/21-40/resources/7.iso19139.xml).

<u>Instructions for spatial data services and network service (column by column):</u>

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.

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 if the service is a spatial data service, else 0.

Column D: Network service. Values admitted: (0/1) (*Art. 2*)
Insert a 1 if the service is a network service, else 0.

Column F: Existence of metadata for spatial data services. 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 for spatial data services. 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 for spatial data services 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 service is 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, the cells are blocked and can not be filled in.

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

Insert the name of the service

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

Insert the URL of the service in form of a GetCapabilities request (as in this example http://wmsx.zamg.ac.at/cgi-bin/zamgInspireWMS?service=wms&version=1.3.0&request=GetCapabilities)

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 and applies to all themes then put 0.