Regional training workshop on geographical information system for energy planning

Data and metadata collection guidelines

Practical example of metadata collection

Dakar, 12 August 2014

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Practical example of metadata collection

The metadata template Metadata worksheet

1   **Open the "template_metadata.xls"**

Metadata
(template_metadata.xls)

2   **Fill all the fields of the template**

3   **Save the file (better use the same name of "Name of the resource" field)**

Metadata
(roads.xls)

The metadata template

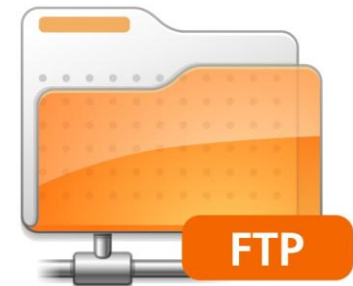**One metadata sheet per each GIS dataset**

Metadata
(roads.xls)
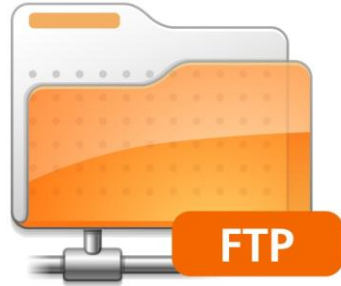
+

GIS data
(roads.shp)

Compress the files
(roads.zip)

Transfer to ftp
(www.unep.grid...)

The metadata template

ACCESS to the FTP server

Address: **orion.grid.unep.ch**
User Name:………..
Password:………….

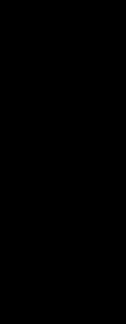*User Name & Password will be sent you by mail*

The template

ISO 19115 Metadata Sheet Template – Vector and raster

IDENTIFICATION INFO

Citation	instructions	Fields to fill
Dataset Title:	*The name of the dataset.*	
Date:	*Date (yyyy-mm-dd) refers to the creation/publication of the data.*	
Date type:	-Please choose an item-	-Please choose an item-
Abstract	*Free text, concise, pertinent. Please add Here the measurement units (eg Km, tons,*	
Point of Contact:		
Individual name	*Name of person responsible of the dataset*	
Organisation name:	*Name of organisation*	
Role:	-Please choose an item-	-Please choose an item-
Electronic mail address:	*Free text*	
Descriptive Keywords		
Descriptive Keywords:	*Free text (comma separated keywords)*	
Resource contraints		
Constraints:	*Free text: specific use constraints (eg commercial, non-commercial, policy*	
Equivalent scale		
Resolution	*level of detail expressed as the scale denominator of a comparable hardcopy map or*	
Extent (temporal)		
Begin date	*This date (yyyy-mm-dd) refers to the start date of dataset.*	
End date	*This date (yyyy-mm-dd) refers to the end date of dataset.*	
Extent (Geographic)		
Geographic Bounding Box	*The geographic extent of the dataset: Regional, National, Sub-National, Local*	
Other identification info		
Spatial representation type	-Please choose an item-	-Please choose an item-
Language	*English-French-Portuguese*	
Topic category code	-Please choose an item-	-Please choose an item-
Supplementary information	*Any other descriptive information about the dataset: ADD here the field names and their description*	

DISTRIBUTION INFO

OnLine resource (access to downlad data)		
Url	*The address of ftp server*	
Name of the resource	*The file name (normally zipped)*	
OnLine resource (supplementary information)		
Url	*More info about dataset*	

A simple Excel file:
- 4 main sections
- 27 fields
- ISO 19115 compliant

Merci

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