

Publishing Metadata Template Guidance

How to complete the Publishing Metadata Template.
Guidance for External organisations providing data
to Natural England.



Introduction

Natural England is an Evidence lead organisation, so metadata should be considered as part of that evidence, as it tells us how, when, why, any restrictions placed upon the data and who the data was created by.

The stages below set out how to complete the Publishing Metadata Template. Completed metadata should be sent to your Natural England Project Lead/contact.

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What you will need.

You will need a copy of the Natural England Publishing Metadata Template.



Publishing
Metadata Template

How to complete the Publishing Metadata Template

Completing the Incoming Data Metadata Tabs

The Publishing Metadata Template contains two templates. The READ ME page explains which templates to use and is explained below.

READ ME	Incoming Data Metadata	Incoming Attribute Metadata	Dataset Metadata	Attribute Information Metadata
	1	2	3	4

The first two tabs (1 & 2), 'Incoming Data Metadata' and 'Incoming Attribute Metadata' (the PINK tabs) are to be completed where you are either:

An organisation providing Natural England data and you do not have any metadata to provide us.

Or

If you are a Natural England Adviser and have received data into Natural England from an outside organisation with no metadata attached to the dataset.

The third and fourth tabs (3 & 4), 'Dataset metadata and Attribute Information Data' (the GREEN tabs) are to be completed by Natural England Advisers creating data.

There are four columns in the **Incoming Data Metadata**, they are explained below, **you need to complete column 4:**

Column 1	The INSPIRE Category (B)
Column 2	A brief explanation of what is being asked in the INSPIRE (C)
Column 3	An example of what is being asked by the INSPIRE category(D)
Column 4	Column to be completed by user. (E) Start at E5, Title

	A	B	C	D	E
1					
2		Metadata Categories (* mandatory)	Explanation	Example	Please complete all fields.
3					
4		Metadata Elements			
5		Title*	Name of data. Keep it short and concise, approx 30-40 characters, including underscoring	Blanket Bog Priority Habitat Inventory for England	
6		Alternative Title	Can provide a fuller title for the data or an alternative name.	Single Habitat Layer	
7		Abstract*	Brief narrative summary of data (free text)	This is a spatial dataset that describes the geographic extent and location of Natural Environment and Rural Communities Act (2006) Section 41 habitats of principal importance. The standalone Blanket Bog Inventory has been extracted from Natural England's Priority Habitats Inventory v2.1. These earlier inventories were produced from 1999 onwards and derived from habitat datasets collated from across the country, prioritising areas outside of designated sites.	
8					

Completing the Incoming Attribute Metadata Tabs

READ ME	Incoming Data Metadata	Incoming Attribute Metadata	Dataset Metadata	Attribute Information Metadata
1	2	3	4	

An Attribute Metadata document is required to explain the content of the attribute information that forms part of the spatial dataset. Attribute columns within datasets are often abbreviated or use aliases which need further explanation.

Examples are given in the first 6 lines of the tab, please fill out the attribute details starting in cell A9, below the grey line.

Please complete a row for **each** heading/column within the dataset.

An example of an **Incoming Data Metadata** and could look like this:

Column Heading	Full Name	Format	Description
Sitename	Site Name	Character (100)	Name of site/description of site
Srvydate	Survey Date	Date	Date the survey was carried out
SiteLat	Site Latitude	Character (12)	Specified as OSGB36
Eastings	Eastings	Interger	Easting of centroid of the site (metres)
Ha	Hectares	Double (6,2)	Size of site in hectares (Ha).
SPSAPBEETL	Sap Beetles	Character (100)	Sap Beetle count per square metre.

There is no restriction on how many columns can be used to explain the attribute information. If more columns are required to explain the attribute information, then please add more columns after the 'Description' column.

Your Data

New spatial datasets, either produced internally within NE or those externally submitted by contractors and other organisations must be sent to the Data Services Team, where we will store and manage this data in a central repository enabling all staff to access it.

When submitting a new or derived spatial dataset, the following files and information needs to be submitted along with the completed metadata template.

- The spatial data should be in ESRI Shapefile or Geodatabase (v10.2.2 with a .lyr file) format. If a contractor supplies data to you in MapInfo Tab or QGIS formats please ask them to convert it to either of the above ESRI formats and confirm that the data has been though the [Esri geometry](#) processes. Data Services will not do this for you.

- Reports or documents that give fuller, more detailed information on creation of the dataset or how to use the data.

Licencing

Within the Lineage (E24) section of the metadata template, you should list all datasets that went into the data to create the final GIS output.

For Natural England contractors supplying derived data back to us, please make sure you have used only data that we have supplied to you, and you have used the copyright statements on all reports, documents and maps.

If you are an organisation supplying data to Natural England, please tell us what type of licence you are supplying this data to Natural England under and if there are any restrictions on the data.

Where possible Natural England aims to make all our derived data available under the Open government Licence (OGL).

Completing the Process - Checklist

To complete the process the following should be submitted to your Natural England Project Lead/contact.

The completed Publishing Metadata Template

Your data in an Esri format

Supporting documentation and/or reports as Word doc or PDF

Data Services, Data Science Services Team.

Version	Date	Comments	Reviewers (if applic.)
Version 1	March 2022	Created for External use	XXXXXXXX