

The goal of these metadata requirements is to make sure the future users of this data can use it in an appropriate way, know what kind of data they are about to use and understand potential usage constraints from the metadata. This is especially important considering all data will be made publicly available.

Format

All data collected by third parties, either in the field or as part of a desktop study, must be provided with metadata. Please refer to chapter 4.1 for details regarding appropriate software and versions. When the data is supplied in either a file geodatabase or geopackage, metadata is stored within the data in the database. In case of formats where metadata cannot be stored within the database for example shapefile, GML or grid, metadata must be provided in pure XML-format as separate files using filenames corresponding to the datafiles.

Metadata must be compliant with the Dutch standard for metadata ISO 19115 version 2.1.0 (or the most recent version available when the data is being created). More information on the standard can be found here:

<https://www.geonovum.nl/geo-standaarden/metadata/nederlands-metadataprofiel-op-iso-19115-geografie>

Metadata in xml format can be validated using a validation tool to be found on the website of the Dutch national geo-standards organisation (Geonovum).

<https://validatie.geostandaarden.nl/etf-webapp/testruns/create-direct?testProjectId=3dd218a5-2ba3-3f1c-98fb-10e923839a3c>

Manufacture options

Creation of the metadata should preferably be done when the data is acquired or created and checked and finalised before delivering the data. If necessary, a valid example can be provided.

More information can also be found at:

[Metadata-ISO19115/Voorbeeld Metadata Dataset 2022.xml at master · Geonovum/Metadata-ISO19115 · GitHub](#)

This file has also been attached as an appendix.

An option:

Organisations that use Esri software can use the GeoSticker application to create and edit metadata: <http://www.esri.nl/geosticker>. When using geosticker, please make sure that you set the template to the Dutch national standard and check within the Geosticker program that the metadata is valid.

Organisations supplying data in the form of geopackages should preferably fill in the relevant metadata tables within the geopackage; gpkg_metadata and gpkg_metadata. For more information refer to the OGC documentation regarding metadata [OGC® GeoPackage Encoding Standard](#). If these tables are not filled in, then a separate .xml file should be supplied.

A General Overview Metadata Elements with some Explanation:

Contact Information

1. File Identifier

fileIdentifier

2. Language

Language

3. Character Set

characterSet

4. Parent Identifier

parentIdentifier

5. Hierarchy Level

hierarchyLevel

hierarchyLevelName

6. Contact:

At least one set of contact information of a client and/or creator and/or other point of contact is mandatory and it should include the name of the organisation, the person's role within the organisation or project (e.g. project manager, owner, processor, point of contact, administrator, provider, creator), and a generic email address of the corresponding department within the organisation. If a website is available, please include as well for the organisation and/or department.

Due to the General Data Protection Regulation (GDPR) and considering all information is made publicly available, personal information within the metadata is no longer advisable. A general e-mail address instead of a personal one and a function title instead of a person's name is preferable. If it is deemed necessary to still provide a name or personal e-mail address, that person should have given consent to do so.

CI_Responsible Party:

Individual Name (generalised): ...

Organisation Name: ...

Telephone: ...

Address: ...

Online Resource (website): ...

Date

7. dateStamp

When was the metadata created?

8. Metadata Standard Name:

metadataStandardName

9. Metadata Standard Version:

metadataStandardVersion

10. Locale

Locale

11. Reference System Info:

referenceSystemInfo

Identification (identificationInfo)

12. File title:

Real title describing contents of the data (not the same as the data filename, may include abbreviations)

13. Alternate Title:

No abbreviations, complete title covering the contents of the data

14. Date & dateType:

creation YYYY-MM-DD

publication YYYY-MM-DD (date of approval by RVO)

revision YYYY-MM-DD

15. Abstract:

Short description of the project and the context in which the data is collected/created as well as a description of the specific contents of the data. If applicable refer to corresponding report(s).

16. Purpose of production:

Concise description of the original aim of the dataset. If applicable refer to corresponding report(s).

17. Status:

According to a standard list (Completed; historicalArchive; obsolete; onGoing; planned; required; underdevelopment)

18. ResourceMaintenance: Maintenance and update frequency:

If applicable, otherwise state N/A

19. ResourceMaintenance: Date of Next Update:

If applicable, otherwise state N/A

20. Graphic Overview

This can include a link to an example image online.

21. Keywords:

Keywords describing the dataset taken from the GEMET Thesaurus

<https://www.eionet.europa.eu/gemet/en/themes/>

22. Resource Constraints

a. useLimitation:

Applications for which the data set is not to be used (e.g.: not to be used for navigation; not to be used on a scale larger than 1:50.000)

b. accessConstraints:

None, data will be published in the public domain.

c. useConstraints:

Please supplement and include the following statement:

"The creative commons license 4.0 apply to this material. See hyperlink:

<https://creativecommons.org/licenses/by/4.0/>

This investigation was carried out by ..., commissioned by RVO, an agency of the Ministry of Economic Affairs and Climate Policy. Whilst a great deal of care has been taken in compiling the contents of this investigation, RVO cannot be held liable for any damages resulting from any inaccuracies and/or outdated information."

d. otherConstraints:

Other restriction(s) if any.

23. Spatial Representation Type

https://standards.iso.org/iso/19139/resources/gmxCodelists.xml#MD_SpatialRepresentationTypeCode (e.g. vector, grid, textTable, TIN, stereoModel)

24. Spatial Resolution: Equivalent Scale (for vector data)

Denominator: Scale on which the dataset can be used

25. Spatial Resolution: MD_Resolution (grid data)

Distance (e.g. uom="meter">1.0). Only fill in the distance for grid data.

26. Language

Language that the data is in.

27. Topic Category:

Define the key topic(s) of the dataset eg geoscientificInformation, oceans,elevation

Nederlands metadata profiel op ISO 19115 voor geografie versie 2.1.0 (geostandaarden.nl)

28. Extent

Geographical bounding box in WGS84 with North and East in positive values eg 52.50. There is also a placeholder to fill in the SpatialTemporalExtent (beginPosition and endPosition) and the VerticalExtent (minimumValue and maximumValue)

ContentInfo

29. FeatureCatalogueDescription

Attribute information: Description of all attributes, including - if applicable – all possible values and its measurement.

Distribution Info

30. distributorContact

The organisation responsible for the distribution of the dataset

31. contactInfo

Includes organisational e-mail (woz@rvo) and link to the website Offshorewind RVO (<https://offshorewind.rvo.nl/>)

dataQualityInfo

32. Scope

https://standards.iso.org/iso/19139/resources/gmxCodelists.xml#MD_ScopeCode

eg dataset

33. Lineage: Statement

General description (statement of when, how and where the data was created / collected).

34. Lineage: ProcessStep

Processing of data, if applicable: If the data has been processed, include a description of each step, i.e., transformation or generalisation (geoprocessing history).

35. Lineage: Source

Source datasets (if applicable): A description of used source datasets (if any). Is the dataset complete? If not, a description of the incompleteness is necessary.