Data and metadata requirement guide

February 2021
Version 4

European Environment Agency

Introduction

This is a guideline on the requirements for maps, charts, illustrations and infographics to be included in EEA reports and EEA web products. The guideline also defines the mandatory metadata required for the different items.

The target audience is the EEA in-house authors and project managers who acquire data and metadata for maps, charts and illustrations that are included in printed reports, briefings, indicators or other web-based products. The secondary audience is the external experts preparing 'ready-to-use' draft maps, charts or illustrations for the EEA.

Any comments and questions can be forwarded to the EEA on the following web forum: https://community.eea.europa.eu/

Contents

1. Copyright permissions for data, maps and figures to be used in EEA products

It is the responsibility of the EEA author or project manager to obtain the necessary copyright permissions for material used in any EEA product. This includes permissions for maps, figures and the underpinning data in reports and/or in web products. The default EEA letter used to obtain copyright permission can be found in Annex 1 and in the document: "7.a_EEA Copyright request letter_Final_Jan 2019.doc"

Further information on copyrights can be found in this document:

- "7.b Note on Copyright to staff Final 14.01.19.pdf"

2. Requirements for static maps

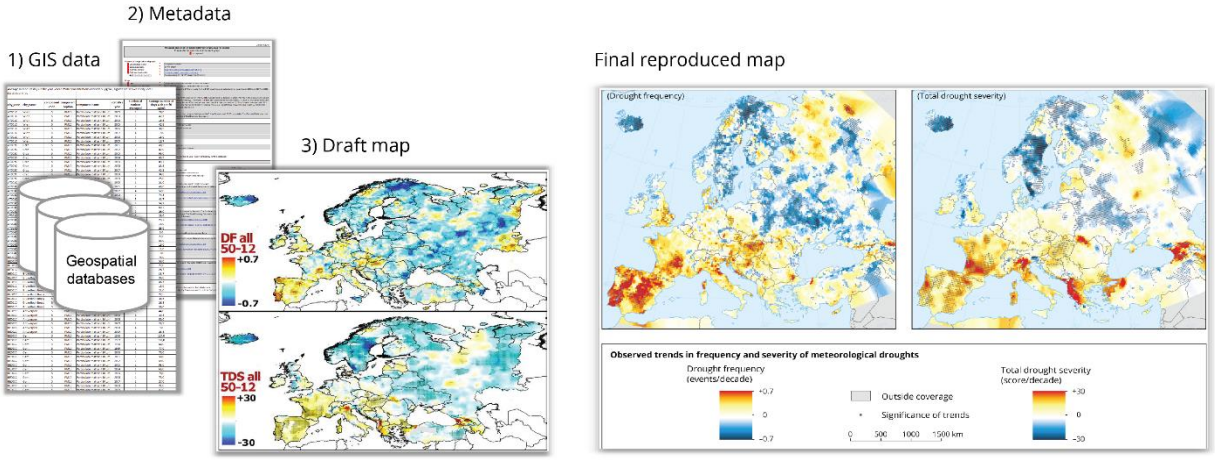
The use of maps in EEA products is an appropriate way to simplify complex messages. Even behind a simple map, large amounts of data may have been processed and classified to help show features and tell a story.

All maps created by authors for EEA products are reproduced in COM1 in line with EEA quality standards and to ensure that the EEA's corporate identity and style are followed.

To reproduce a map, three items are required (see Figure 2.1):

- a draft map that conveys an idea;
- the data used to create the features and elements of the map;
- metadata describing the features and elements of the map.

Figure 2.1 Requirements for reproducing maps: 1) Geospatial data (various GIS-formats), metadata and 3) draft map delivered to the COM1-team. The team reproduces any map following the EEA style guides.



2.1. Draft map

A draft map is a prerequisite for the final map. The author must be able to provide the cartographer or consultants with an idea/concept for the map. Any suggestions for improving the cartographic instruments may be then discussed with the EEA author to refine the map's message. The draft map should be delivered in a readable format (i.e. JPG, PNG or BMP) and the resolution should be 150-300 dpi. If the map is a new version of an already existing map in the EEA data service (https://www.eea.europa.eu/data-and-maps/figures), the URL for this location should be stated in the 'Metadata checklist for maps' (see Section 2.3 Metadata requirements for static maps).

2.2. Data requirements for static maps

The data delivered to COM1 should be sufficient to create or reproduce a map. Data delivered to COM1 must be homogeneous and of general good quality.

Various geographic information system (GIS) formats are accepted, although the 'shape' format or the Esri file geodatabase format is preferred. If the data provider is using ArcMap, we will recommend that data are shared and delivered in a 'Map package' file.

The ArcMap 'Map package' file is a compressed format that holds all data sets included and features used in an mxd-project in one single compressed file. This is a very convenient way of exchanging data for both the data provider and the EEA QC (quality control) team.

Performing geospatial analysis and creating maps most often generates many intermediate related files (.SHP, .XML, .SHX, .DBF, .SBN, .SBX and .PRJ files). We can only encourage maintaining an appropriate file structure and a consistent naming of files. If a 'Map package' cannot be generated, please deliver a single zip-file containing just the data and layer files needed for the specific map, ensuring that all changes have been saved, that all GIS applications are subsequently closed and that no locks remain on the data.

If the characters in a map are not displayed correctly, the data provider should verify that the font is set to the 'UTF-8 character set'. Shapefiles support UTF-8 but not by default. Guidelines on how to set up the character set used for ArcGIS by default are provided via the link below. To avoid broken characters we recommend following these instructions. We also recommend avoiding using special characters in the names of the delivered files, which may cause problems later down the line.

GIS data represent geospatial locations on Earth. The Earth is not a perfect three-dimensional sphere. Any time multiple locations, areas or transecting lines need to be represented in two-dimensional space, such as on paper or on a computer screen, some distortion will occur. Geographers use coordinate systems to define the rules by which those distortions are applied, with the goal of minimising the distortion for the desired location.

The data to be delivered should be correctly projected into one of these coordinate systems:

- (Europe) Lambert Azimuthal Equal Area (LAEA), datum ETRS89, 52 N, 10 E, false easting 4 321 000, false northing 3 210 000, EPSG code 3 035;

- (World) Customised Esri Times CRS using Times world 10 E for centralising Europe. (Geographic CRS: GCS_WGS_1984). The EPSG-code is non-existent.

2.3. Metadata requirements for static maps

Metadata is data about data. We all rely on metadata on a daily basis without realising it. When shopping for food products in a supermarket, it is very easy to read about a product's expiry date, place of origin, organic status, percentages of fat and carbohydrates, etc. This is data about the products we want to buy. Likewise, we ask for data regarding the GIS data provided.

We encourage data providers to collect/develop the metadata and GIS data simultaneously.

2.3.1. Metadata required for the EEA content management system (EEA CMS)

The following metadata are required for the *administrative* level supporting the EEA CMS:

- title of the map in English;
- a short description of the map;
- geographical coverage (alpine regions, biogeographical regions, NUTS regions, etc.);
- countries involved (or country groups, e.g. EU-27_2020, EEA-32_2020);
- temporal coverage;
- copyrights/terms of use;

- keywords and topic;
- in-house and external contacts.

2.3.2. Metadata required for the spatial data

According to the EEA metadata profile, which is based on ISO 19115/19139 and the *INSPIRE Metadata technical guidelines v 1.3*, the EEA is obliged to procure metadata for spatial data sets. The following metadata are required for the spatial data sets used in static maps:

- data set name, owner and web address;
- data set creation and publication dates;
- URL for the data set;
- reference to coordinate systems;
- spatial resolution;
- methodology;
- copyright permissions for the use of the data sets.

The metadata template for maps can be found in this document:
"Data-Metadata-Maps-template.xlsx"

Further documentation and guidelines for creators of metadata related to spatial data sets can be found here: https://taskman.eionet.europa.eu/projects/sdi/wiki/Cataloguemetadata_guidelines

2.4. What is a 'good map'?

A good map has a story to tell or a message to communicate. It should be appealing and catch the reader's attention at a glance. A good map will help the reader to gain a better understanding of a complex situation. A key element in a static 'good map' is the dynamic nature of its features.

Please always consider whether a map can be replaced by a graph or a table. If this is the case, a graph or a table should probably be made.

Please find sample maps in Annex 2.

3. Requirements for interactive maps

Interactive maps are characterised as maps that allow the reader to zoom in and out, pan across the screen, identify individual and specific features, query underlying data by, for example, topic or specific indicator (such as changes in artificial surfaces over time) and encounter other means of using or displaying selected information in the map.

The interactive maps are embedded in web map applications to provide extra functionality, layout and an optional storyline to the user experience.

The interactive maps provided in EEA web services can be accessed as follows:

- DiscoMap (http://discomap.eea.europa.eu/);
- the EEA public map services (https://www.eea.europa.eu/code/gis/gis-applications-api);
- ArcGIS Online (http://eea.maps.arcgis.com);
- an example of a story map (interactive maps embedded in a web map application) (http://noise.eea.europa.eu/);
- an example of simplistic map viewer application (https://www.eea.europa.eu/themes/landuse/interactive/fragmentation-indicator).

Working in a system of layers, the different levels of geographical information are placed on top of each other. Unlike static maps, interactive maps have the advantage of a number of features designed to improve the display of a large amount of complex data.

Interactive maps can contain a timeline and may hold multiple and overlapping layers that can be viewed individually or together. Such maps also display valuable information or charts via pop-ups, which appear when the reader clicks on a point or an area of the map.

Some points worth considering before deciding to build an interactive map are:

- What is the added value of an interactive map?
- Does the map contain features that can be feasibly reproduced in an interactive service?
- What should the interactive map look like: colours, symbols, features?
- Who are the users and what questions should the interactive map answer?

These points can be considered in consultation with DIS2.

All services for manufacturing an interactive map in the EEA are maintained by the DIS2 team. The template ‘Supplying maps for creating or updating EEA map services’ can help to identify the requirements:
http://discomap.eea.europa.eu/map/giseionet/EEA_MapServicesTickSheet_2016.pdf

3.1. Data and metadata requirements for interactive maps

There are requirements for the data formats when creating map services for interactive maps, depending on the type of service. Therefore, please be sure to consult with DIS2 when initiating the process.

For further clarification of the requirements for data and metadata, please read the document *ArcGIS Server: publishing geospatial data to the web using the EEA infrastructure*:
http://discomap.eea.europa.eu/map/giseionet/Publishing_data_to_the_web_with_ArcGIS_Server.pdf

ArcGIS Online is a workspace and web platform for creating and sharing maps. The requirements for accessing and uploading data, metadata and maps to the ArcGIS Online can be found in the document *ArcGIS Online: publishing geospatial data to the web using the EEA infrastructure*: http://discomap.eea.europa.eu/map/giseionet/Publishing_data_to_the_web_with_ArcGIS_Online.pdf

4. Requirements for static and dynamic charts, infographics and illustrations

4.1. Static charts

A static chart is mainly created to be used in paper or PDF reports.

4.1.1. Data requirements for static charts

Data for static charts should be delivered in Excel files — one Excel file per chart. The EEA template for static charts should be used. The data- and metadata template for charts can be found in this file: "Data-Metadata-Charts-template.xlsx"

Three tabs can be found in the template file. The first two tabs need to be filled in for the delivery of the static charts:

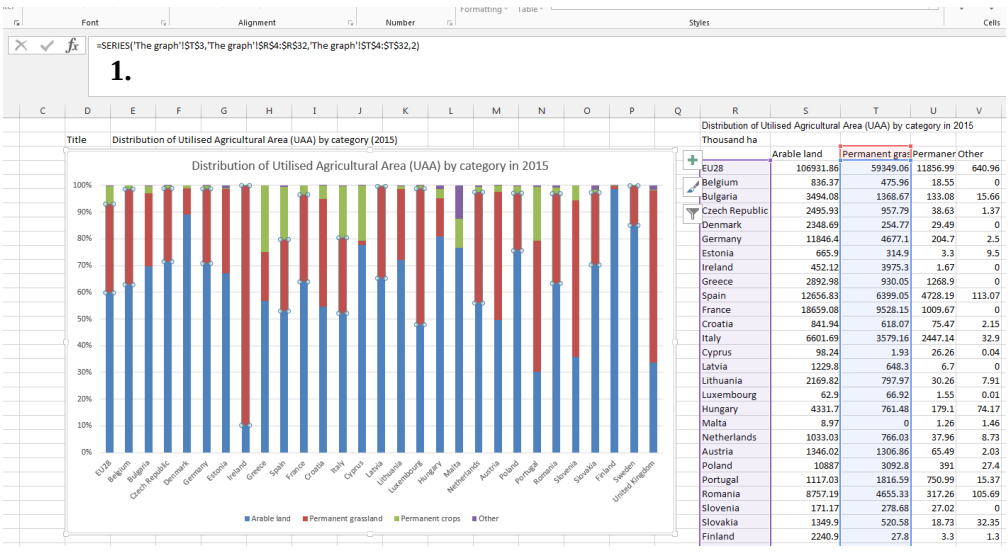
METADATA: please add the required information here. It is mandatory to fill in the red-marked fields. Without metadata, the product cannot be published in any EEA product.

DATA AND CHART: this is where the data that underpin the graph itself need to be inserted. Please ensure that the graph is based on the data provided and does not contain any references to any kind of foreign file. Please also avoid inserting the graph as an image.

More data – optional: This tab can be used as place holder for disaggregated data underpinning the chart.

Before handing over the data to COM1staff, select 'features' in the graph. The data next to the graph should be highlighted and the 'formula bar' should directly address the relevant column and the records of the data (see Figure 4.1).

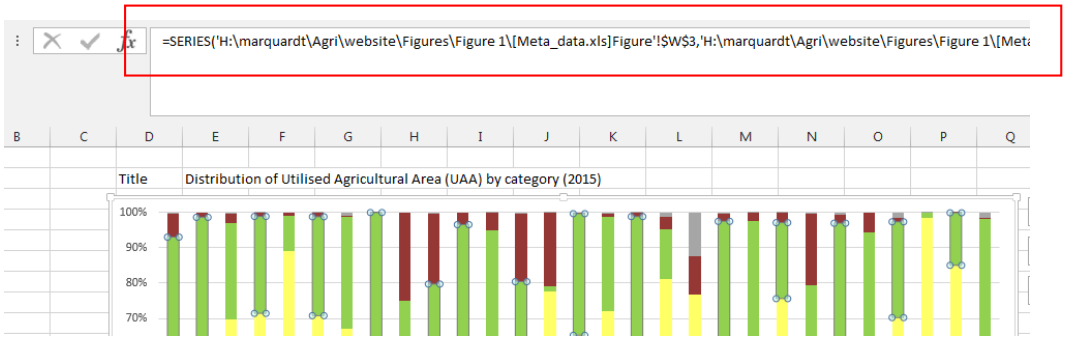
Figure 4.1 The red feature 'Permanent grassland' has been selected in the graph and the data columns have been highlighted. Furthermore, the Excel 'formula bar'addresses the sheet, the relevant columns and the records of the data



Distribution of Utilised Agricultural Area (UAA) by category in 2015				
Thousand ha				
	Arable land	Permanent gras	Permaner	Other
EU28	106931.86	59349.06	11856.99	640.96
Belgium	836.37	475.96	18.55	0
Bulgaria	3494.08	1368.67	133.08	15.66
Czech Republic	2495.93	957.79	38.63	1.37
Denmark	2348.69	254.77	29.49	0
Germany	11846.4	4677.1	204.7	2.5
Estonia	665.9	314.9	3.3	9.5
Ireland	452.12	3975.3	1.67	0
Greece	2892.98	930.05	1268.9	0
Spain	12656.83	6399.05	4728.19	113.07
France	18659.08	9528.15	1009.67	0
Croatia	841.94	618.07	75.47	2.15
Italy	6601.69	3579.16	2447.14	32.9
Cyprus	98.24	1.93	26.26	0.04
Latvia	1229.8	648.3	6.7	0
Lithuania	2169.82	797.97	30.26	7.91
Luxembourg	62.9	66.92	1.55	0.01
Hungary	4331.7	761.48	179.1	74.17
Malta	8.97	0	1.26	1.46
Netherlands	1033.03	766.03	37.96	8.73
Austria	1346.02	1306.86	65.49	2.03
Poland	10887	3092.8	391	27.4
Portugal	1117.03	1816.59	750.99	15.37
Romania	8757.19	4655.33	317.26	105.69
Slovenia	171.17	278.68	27.02	0
Slovakia	1349.9	520.58	18.73	32.35
Finland	2240.9	27.8	3.3	1.3

If the ‘formula bar’ for the ‘selected’ feature points to a foreign file location, the delivered Excel file will be rejected (see Figure 4.2).

Figure 4.2 The green feature has been selected in the graph and no data columns have been highlighted. The Excel ‘formula bar’ displays a file location on a foreign computer. The graph should relate directly to the data as procured in the file — no links to foreign files will be accepted



4.1.2. Metadata requirements for static charts

The following metadata are required for the administrative level supporting the EEA CMS:

- title of the map in English;
- a short description of the map;
- countries involved (or country groups, e.g. EU-28, EEA-33);
- temporal coverage;
- copyright permissions/terms of use;
- in-house and external contacts;
- data set name, owner and web address;
- data set publication year;
- URL for the data set is nice to have.

4.2. Dynamic charts (DaViz)

Interactive charts, dynamic charts or dynamic visualisation, hereinafter called DaViz, are made for web products, such as indicators, briefings and other HTML-based products. With DaViz, you can generate attractive and interactive charts and combine them on a dashboard with facets/filters that update the charts simultaneously. Charts made in Tableau are, for the time being, unable to be embedded in EEA indicators and briefings. Tableau features are used as a basis for country fact sheets and other publications.

4.2.1. Data and metadata requirements for DaViz

The requirements for DaViz are enhanced compared with those for static charts (Section 4.1).
Data should be prepared for creating DaViz — supporting information on how to prepare data can be found here:
https://www.eea.europa.eu/data-and-maps/daviz/learn-more/prepare-data

DaViz can exploit data sources such as CSV (comma separated values), TSV (tab separated values), XML or JSON files. Such files can also be exploited when available via web URLs.

Metadata for DaViz covers the same topics as static charts (Section 4.1) as well as a few more.

The template file is the same as that described in Section 4.1. However, when delivering data for DaViz, we would like to ask for a bit more — it is optional, but we would like to ask for the disaggregated data or 'drill down data':

More data — optional

There is emphasis on providing derived data to support the intention of traceability of data published. Derived data can also be viewed as 'drill down data'. Drill down data allow users to learn more about the 'end result' and its underpinning data.

For example, if a graph shows a trend at country-group level, it may be relevant to make the details broken down by country available in parallel with the underpinning data of the graph.

The key message is: if it makes sense to deliver 'a little extra' information, then please do it.

4.2.2. Direct queries via SPARQL

One particular application of the above-mentioned technique anticipates the use of the semantic data service; SDS (http://semantic.eea.europa.eu/sparql) is a public online database of triple store type, which can be fed with a wide range of data sets.

Enquiries can be made via SDS by using the SPARQL scripting language. Such enquiries can be stored in a 'Data table via SPARQL' plone item type — plone will execute the script against the SDS's endpoint and store the results, which can then be used by DaViz.

The script will document the extraction methodology, and it can be reused many times for running analogous computations (i.e. DaViz used in new issues of an old indicator), allowing fast computation, consistent results and traceable methodology.

SDS: data management approach
SDS stores the latest available versions of data sets and in most cases ingestion is automated (i.e. Eurostat). Other data sets are ingested upon request.

Versioning approach
Results of computations are cached by plone. The 'Data table via SPARQL' can be scheduled to run unattended (hourly, daily, weekly, monthly) to feed the visualisation with the latest available data in the SDS's backend, changing the visualisation's data automatically.

In the case of those DaViz that are related to indicators, highlights or reports, scheduling is void to avoid changes in the data displayed by the visualisation.

For this to happen a set of minimum requirements is needed
SPARQL code is intended to be used more than once; therefore, priority should be given to developing scripts to be used in context, where they will be reused several times (i.e. annual indicators or reports).

4.3. Infographics and illustrations

An infographic (information graphic) is a representation of information in a graphic format designed to make the data easily understandable at a glance. People use infographics to quickly communicate a

message, to simplify the presentation of large amounts of data, to see data patterns and relationships, and to monitor changes in variables over time.' (WhatIs.com).

4.3.1. Data and metadata requirements for infographics and illustrations

The EEA author has the responsibility of acquiring the necessary copyright permissions for the use of illustrations, infographics, figures, images and photos made externally. We require permission to adapt infographics, as well as to use them in their original state.

Two situations may occur:

1. The EEA author has a draft figure, image, slide, Excel file or hand-drawn sketch of a new illustration/infographic required for an EEA product. The EEA layouter will develop a new illustration in cooperation with the EEA author. The only requirement in this situation is that the EEA author is available for questions.

2. The EEA author delivers a (nearly) final image, illustration or slide where either no changes or very few changes are needed. In this situation, the EEA layouter may need to make only very few changes or no changes at all. Delivered illustrations should be in an editable format, such as .EPS, .AI or .PDF format.

As a minimum set of metadata is requested, please ensure these topics follow illustrations/infographics:

- Title
- Short abstract
- Copyrights issues
- Owner/provider (preferable also a contact person)

EEA infographics used in reports already produced may be found here:
https://www.eea.europa.eu/media/infographics/infographics

In Annex 3, there is a small sample of infographics intended to provide inspiration.

4.4. Features as charts, figures, maps and illustrations created using Tableau

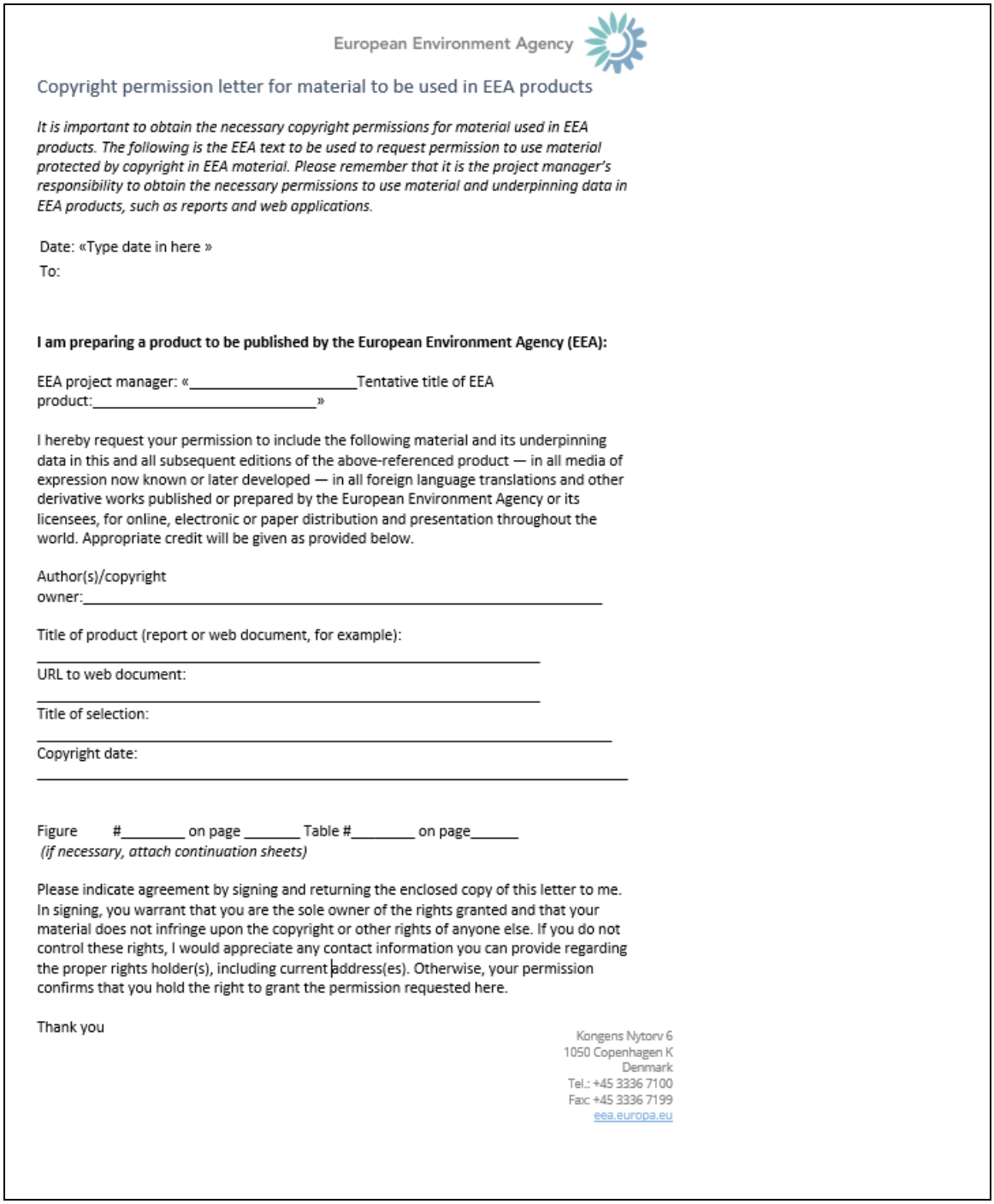
Features created using Tableau will be re-produced by the COM1 team in order to follow the EEA cooperate style guide.

Please deliver the 'Tableau Packaged Workbook.twbx' file (Tableau-file) to the COM1 team. If the Tableau-file contains several sheets please also inform about which sheet(s) to process. The requirements for metadata are the same as for features created in Excel. Please deliver the metadata Excel-sheet together with the Tableau-file.

Annex 1 Copyright permission letter

Copyright permission letter for material to be used in EEA products

It is important to obtain the necessary copyright permissions for material used in EEA products. The following is a model of a copyright permission letter. Please remember that it is the project manager's responsibility to obtain the necessary permissions to use the figures and underpinning data in reports and/or in web applications.



European Environment Agency

Copyright permission letter for material to be used in EEA products

It is important to obtain the necessary copyright permissions for material used in EEA products. The following is the EEA text to be used to request permission to use material protected by copyright in EEA material. Please remember that it is the project manager's responsibility to obtain the necessary permissions to use material and underpinning data in EEA products, such as reports and web applications.

Date: «Type date in here »
To:

I am preparing a product to be published by the European Environment Agency (EEA):

EEA project manager: «_____Tentative title of EEA product:_____»

I hereby request your permission to include the following material and its underpinning data in this and all subsequent editions of the above-referenced product — in all media of expression now known or later developed — in all foreign language translations and other derivative works published or prepared by the European Environment Agency or its licensees, for online, electronic or paper distribution and presentation throughout the world. Appropriate credit will be given as provided below.

Author(s)/copyright owner:_____

Title of product (report or web document, for example):
_____
URL to web document:
_____
Title of selection:
_____
Copyright date:
_____

Figure #_____ on page _____ Table #_____ on page_____
(if necessary, attach continuation sheets)

Please indicate agreement by signing and returning the enclosed copy of this letter to me. In signing, you warrant that you are the sole owner of the rights granted and that your material does not infringe upon the copyright or other rights of anyone else. If you do not control these rights, I would appreciate any contact information you can provide regarding the proper rights holder(s), including current address(es). Otherwise, your permission confirms that you hold the right to grant the permission requested here.

Thank you

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European Environment Agency

EEA responsible name:

_____

Agreed to and accepted:

by:

_____

(signature) *(title)* *(date)*

Credit and/or copyright notice:

_____

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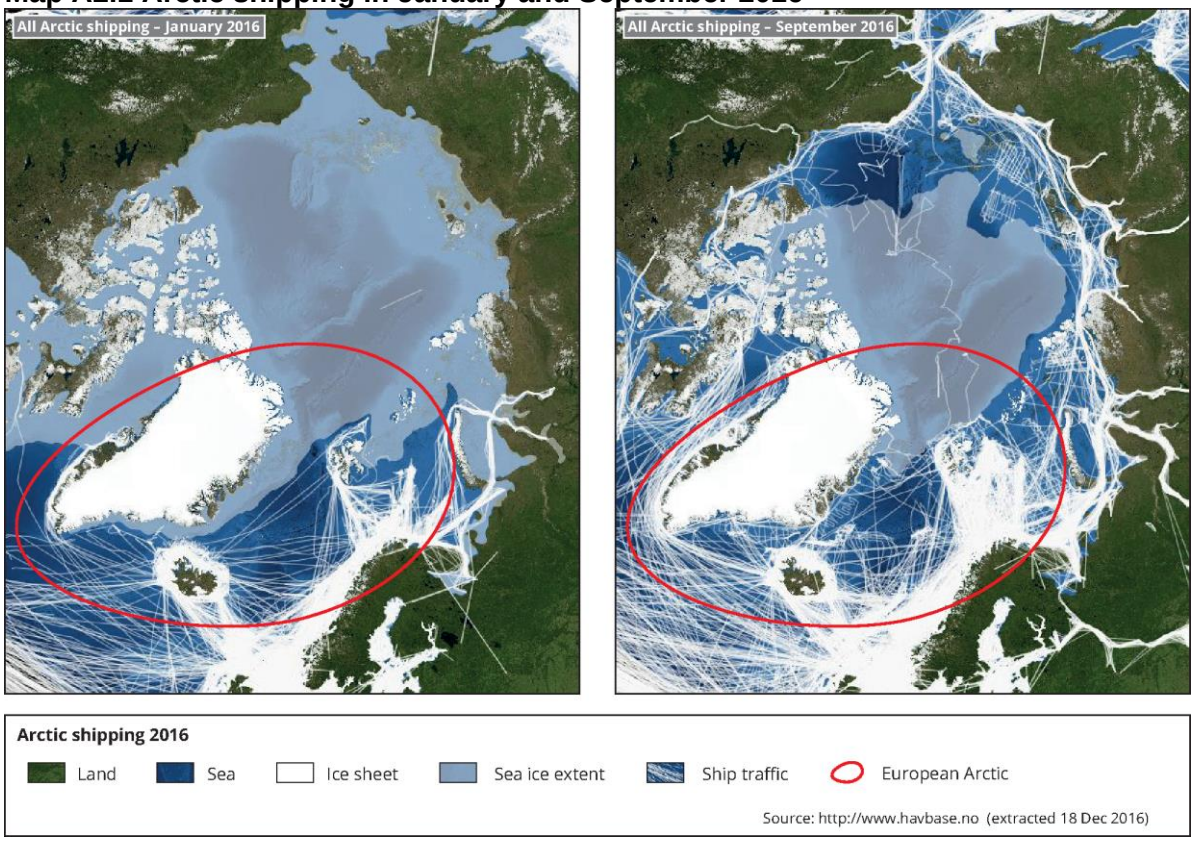
Annex 2 Good practice for static maps

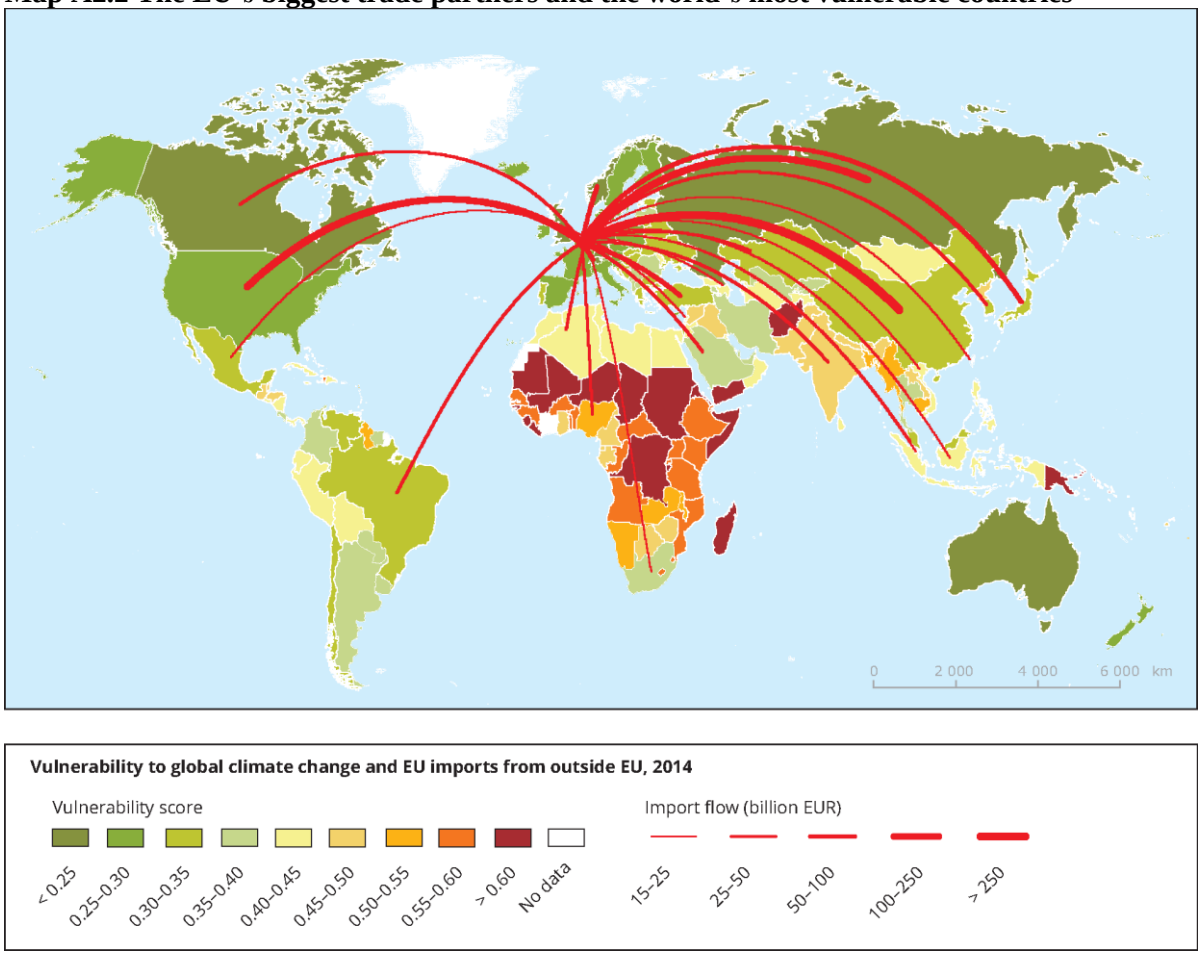
In this annex, a number of 'good practice' maps are shown.

Map A2.1 Arctic shipping in January and September 2016



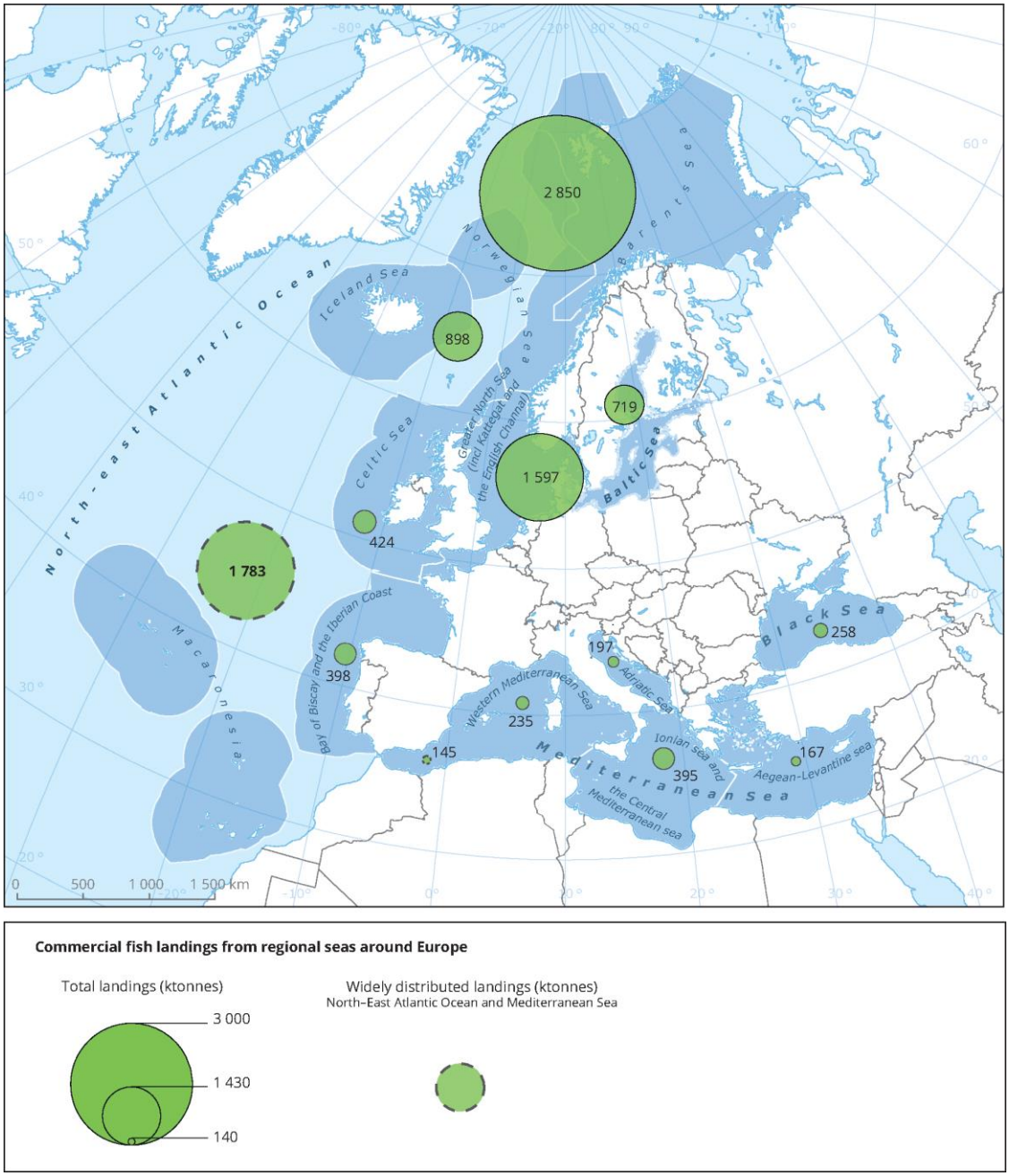
These maps are from EEA Report No 7/2017 *The Arctic environment*. The maps show the impact of the global climate change that now allow ships to pass through the Arctic during the summer. All ship traffic in the Arctic is monitored via satellites and strict Norwegian registration. All white lines represent single ships. This map allows the reader to visualise a very dynamic feature. The reader has an overview of the heavy traffic and at the same time the map allows them to view details.

Map A2.2 The EU's biggest trade partners and the world's most vulnerable countries



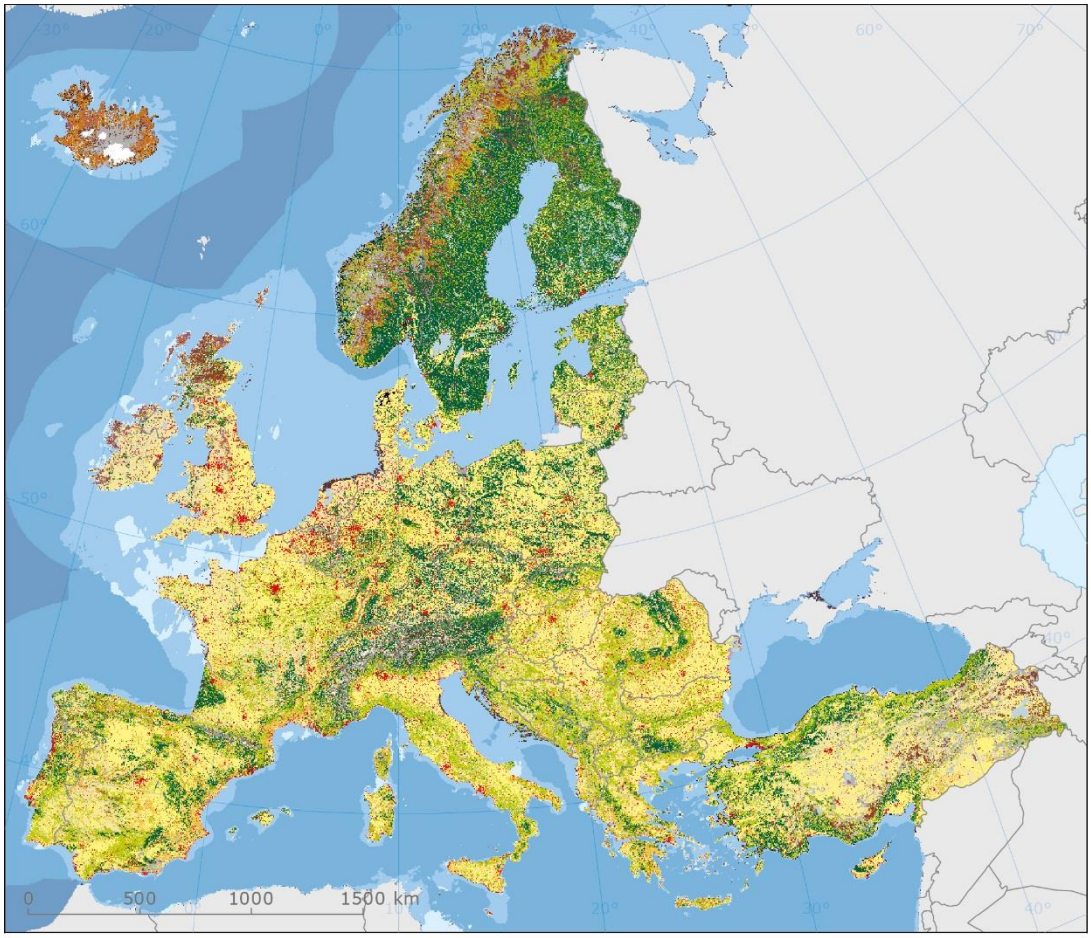
This map shows the estimated climate vulnerability by nation and the EU imports from outside the EU (the 20 largest importing countries only). The map was made for EEA Report No 1/2017 *Climate change, impacts and vulnerability in Europe 2016*. The map provides a brief overview of the most vulnerable countries and the EU import flow. It is easy to see that the biggest trade partners are China, the USA and Russia.

Map A2.3 Commercial fish landings from regional seas around Europe



This map was made for EEA Report No 7/2017 *The Arctic environment.* The map shows the commercial fish landings per regional sea. The reader will quickly notice the huge difference between the commercial fish landings in the regional seas.

Map A2.4 Ecosystem map of Europe



Ecosystem map (aggregated)

Marine waters
- Open waters
- European regional seas

Marine seabed and coastal habitats
- Sublittoral sediment
- Infralittoral and circalittoral rock and other hard substrata
- Marine habitats
- Coastal habitats

Inland surface waters
- Inland waters and shores

Inland vegetation and habitats
- Tundra
- Arctic, alpine and subalpine scrub and grassland
- Mediterranean-mountain scrub and brushes
- Heathland scrub
- Grasslands and land dominated by forbs
- Regularly or recently cultivated agricultural, horticultural and domestic habitats
- Broad leaved deciduous and evergreen woodland
- Mixed deciduous and coniferous woodland
- Coniferous and broad leaved evergreen woodland
- Wetlands - mires, bogs and fens

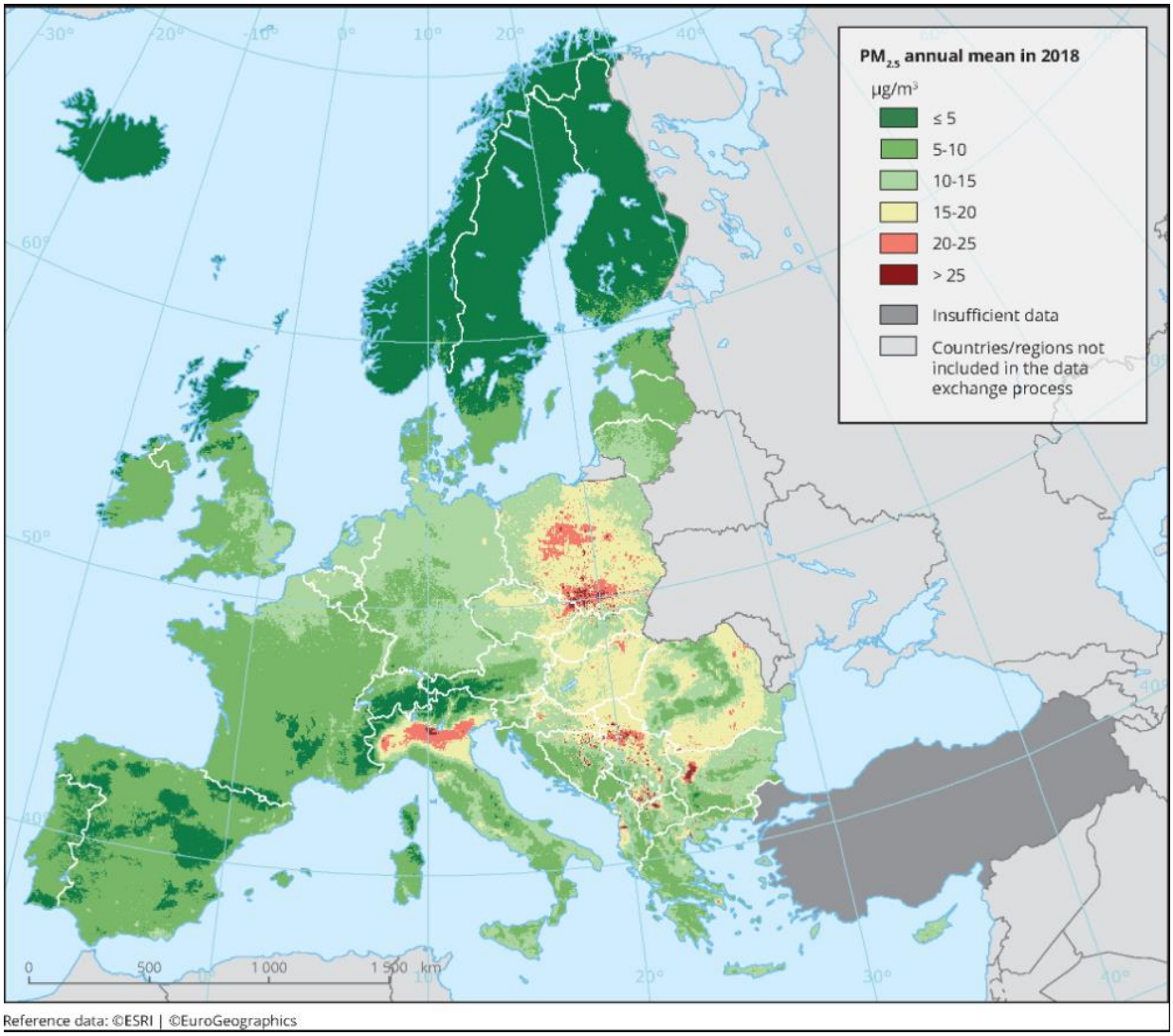
Inland unvegetated or sparsely vegetated habitats
- Screes, inland cliffs
- Snow or ice-dominated habitats

Human made constructions and habitats
- Constructed, industrial and other artificial habitats

Non classified areas
- Unclassified areas
- Outside area of interest

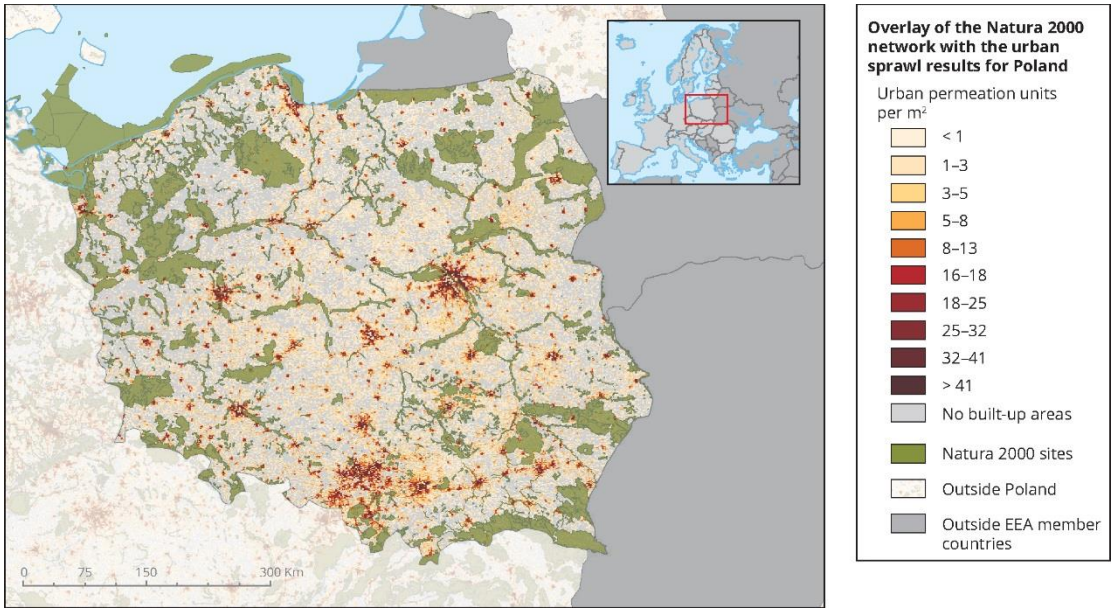
This map was made for EEA Report No 3/2016 *Mapping and assessing the condition of Europe's ecosystems: progress and challenges*. The map is based on the Mapping and assessment of ecosystems and their services (MAES) digital atlas, which provides a nice overview of European ecosystems and biodiversity.

Map A2.5 $PM_{2.5}$ annual mean in 2018



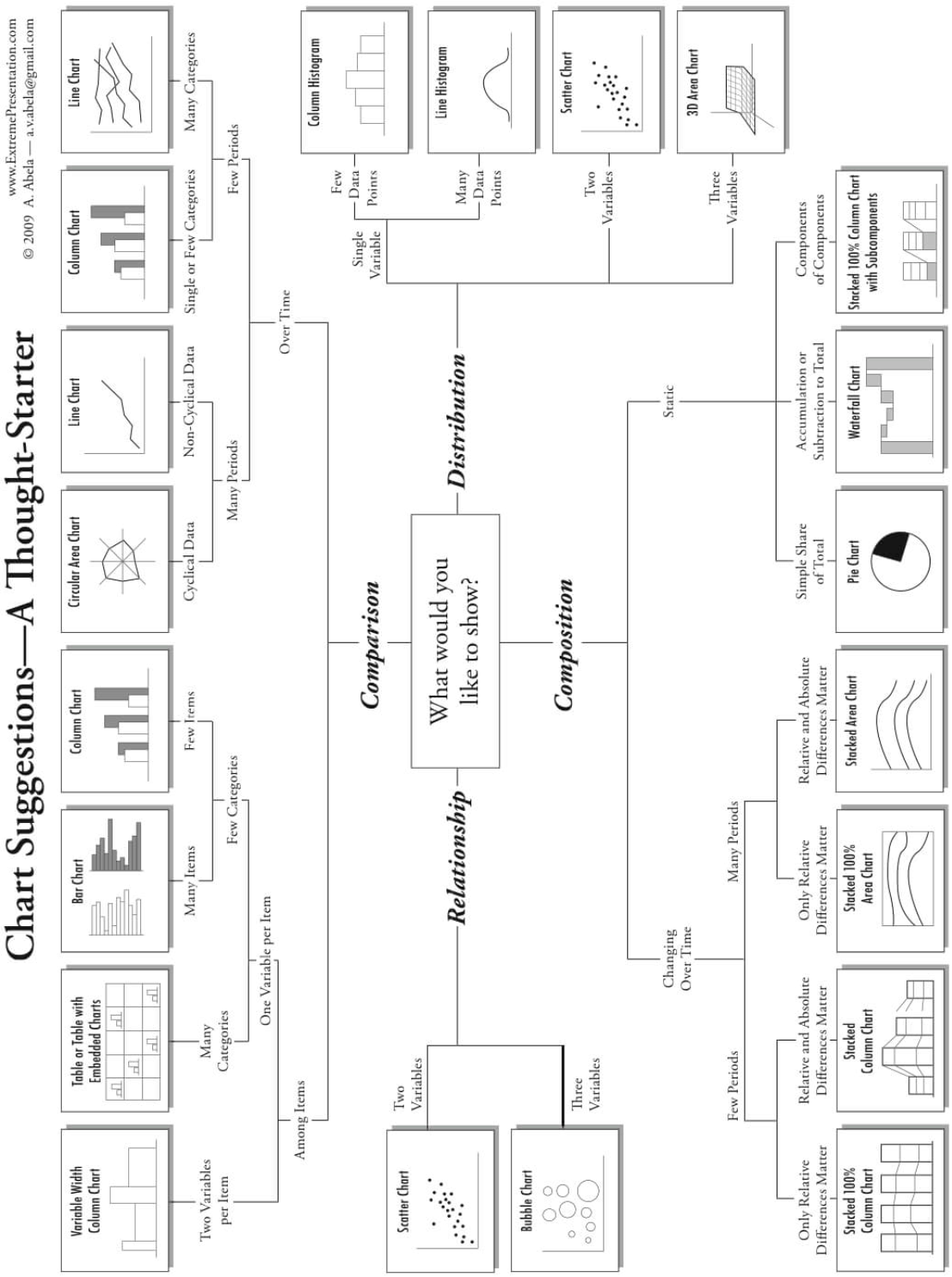
This map was made for EEA Report No 9/2020 *Air quality in Europe — 2020 report*. The map shows the calculated concentrations of $PM_{2,5}$ (annual mean) combining monitoring data with results from the European Monitoring and Evaluation Programme (EMEP) chemical transport model and other supplementary data. Dark green areas correspond to concentrations under the estimated reference level and dark red areas correspond to concentrations exceeding the 2004 Air Quality Directive target value. The map provides a good overview of transboundary air pollution in Europe.

Map A2.6 Overlay of Natura 2000 network with the urban sprawl results for Poland



This map was made for EEA Report No 11/2016 *Urban sprawl in Europe — joint EEA-FOEN report*. The map provides an overview of the areas of urban sprawl that are very close to Natura 2000 protected areas.

Annex 3 Chart selection diagram



Annex 4 Metadata template for maps and data behind the map

January 2021

Metadata checklist for the map

Map

Title: Title of the map	
Geographical coverage: Exact geographical representation that crosses country borders e.g.: Biogeographical regions; Marine areas, NUTS, ..	
Countries involved / places covered: Countries involved or country groups e.g. EU-28, EEA-33	
Description / abstract / note: 'How to read the map.....' and other important information	
Temporal coverage: Set of years/timerange of the map e.g: 2010; 2010-2014	
Additional information: Footnotes and any other relevant information	
Unit: The unit used in the map	
If you plan to use this map in other products - please state here in which products:	

Copyrights

Does your organisation have a documented License / Terms of use / Copyright policy for this map?

www.

	Yes / No
Does EEA have the rights to publish the map in paper-reports?	
Does EEA have the rights to publish the map in PDF-documents on the web?	
Does EEA have the rights to adapt the map?	
Does EEA have the rights to use the map in other reports and prodcuts?	
Does EEA have the rights to publish the map in social medias?	

To be filled in by the EEA responsible

Organisation name: (Only if EEA does not own the map)			
Contact person: (Only if EEA does not own the map)			
Address (email): (Only if EEA does not own the map)			
Address (website): (Only if EEA does not own the map)			
Tags / keywords: Max 3 words without use of capital letters			
EEA Theme / EEA Topic: max 3 themes. See list at http://www.eea.europa.eu/themes			
EEA management plan year and code: Year: YYYY, Code: x.x.x			
Link to the original delivery (e.g. on CIRCA):			
Contact persons: In-house contact - name and email	*Name*	*Email*	
Contact persons: Out-side contact - name and email	*Name*	*Email*	
Processor/Contributer: name, organisation name and mail address of the technical producer or processor of data	*Name*	*Email*	*Organisation*

January 2021

Please copy-and-paste this tab to match the number of datasets used to create the map

Metadata checklist for the data behind the map

Dataset 1

Dataset title: E.g.: AirBase - The European air quality database	
Abstract Short story behind and desribtion of the dataset	
Dataset publication date: yyyy-mm-dd	
Dataset creation date: yyyy-mm-dd	
Dataset version number	
Date for regular update	
Dataset coverage Where appropriate, codes such as EEA-32, EU-28, EFTA-4 should be used instead of listing all Member States	
Temporal extent This element describes the time period covered by the content of the dataset	
Spatial extent: Upper-, lower-, left- and right coordinates for the bounding box	
Spatial representation type: Grid, raster, tabular, vector	
URL to the dataset (If data comes from the EEA CMS please provide the EEA Data Service URL to the right version. From external sources provide the link from where the data were accessed) **E.g.:** **http://ec.europa.eu/eurostat/data/database?node_code=tag00083**	
Path: If the URL is generic (the URL is unchanged when selecting the data tables), please describe the path to the tables E.g.: **Eurostat -> Data -> Database -> Data Naviation tree -> Tables by themes -> Agriculture, forestry and fisheries -> Fisheries -> Fishing fleet, Total tonnage (tag00083)**	

Dataset owner: E.g.: EEA	
Address (website): E.g.: www.eea.europa.eu	
Point of contact (unless this info is the same as 'Dataset owner')	
Point of contact (Custodian) (unless this info is the same as 'Dataset owner')	
Frequency of modification (The metadata element shall take one of these values: continual, daily, weekly, fortnightly, monthly, quaterly, biannually, annually, asNeeded, irregular, notPlanned, unknown)	

Spatial references

EPSG code: Type in here Geodetic Parameter Dataset Registry reference code to projection defined here: http://www.epsg-registry.org If the EPSG code is unavailable please state the CRS (Coordinate Reference System) E.g: 3035	
Spatial resolution (scale)	1:
Methodology/Lineage: How the resource was compiled, used tools, applied procedures, additional information to understand the data, further references to used methodologies	

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Does your organisation have a documented License / Terms of use / Copyright policy for this dataset?

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	Yes / No
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Does EEA have the rights to use the data in combination with other datasets?	
Does EEA have the rights to visualise the dataset as interactive maps in EEA web-services?	
Does EEA have the rights to use the data to create maps to be visualized in other reports and prodcuts?	

To be filled in by the EEA responsible

Distribution formats shp, tiff, Excel, csv, ascii, grid etc.	
GEMET keywords http://www.eionet.europa.eu/gemet/en/themes/	
INSPIRE Themes http://www.eionet.europa.eu/gemet/en/inspire-themes/	

Annex 5 Metadata template for charts

January 2021

Metadata checklist for Charts and InfoGraphics / illustrations

Title: Title of the chart / illustration	
Geographical coverage: Exact geographical representation that crosses country borders e.g.: Biogeographical regions; Marine areas, NUTS ...	
Countries involved / places covered: Countries involved or country groups e.g. EU-27_2020	
Description/abstract: 'The figure shows .....' and other important information and notes	
Temporal coverage: Set of years/timeline e.g: 2010; 2010-2014	
Additional information: Footnotes and any other relevant information	
Unit: The unit used in the daviz / chart	
Methodology: How the resource was compiled, used tools, applied procedures, additional information to understand the data, further references to used methodologies	
Tags / keywords: Max 3 words without use of capital letters	
EEA TOPIC / THEME: Max 3 words without use of capital letters	
EEA management plan year and code: Year: YYYY, Code: x.x.x	
Contact persons: In-house contact - name and email	*Name* / *Email*
Contact persons: Out-side contact - name and email	*Name* / *Email*
Processor/Contributer: name, organisation name and mail address of the technical producer or processor of data	*Name* / *Email* / *Organisation*

Copyrights

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	Yes / No
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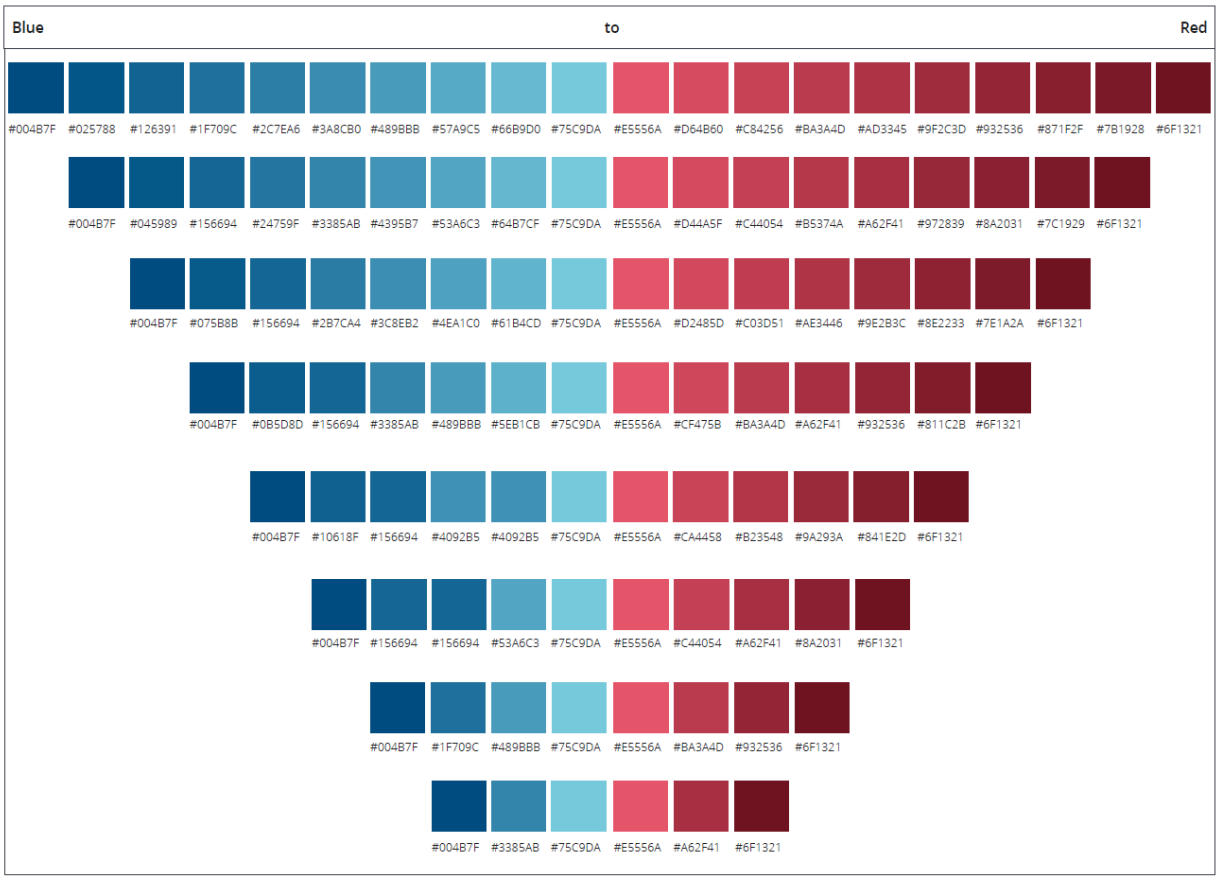
Does EEA have the rights to publish the chart / illustration in PDF-documents on the web?	
Does EEA have the rights to publish the data underpinning the chart in web-services?	
Does EEA have the rights to adapt the chart / illustration?	
Does EEA have the rights to use the chart / illustration in other reports and products/web documents?	
Does EEA have the rights to publish the chart / illustration in social medias?	

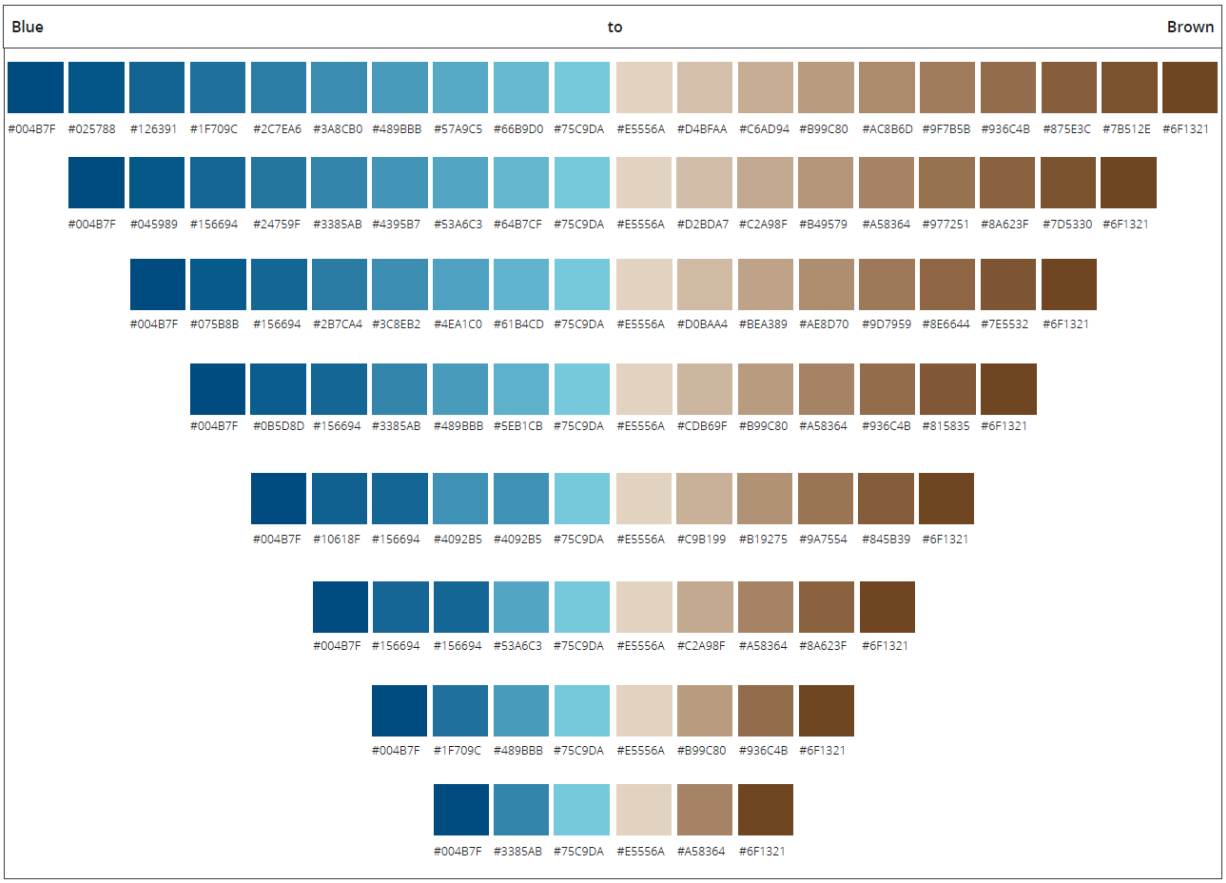
Dataset 1

(Please copy-and-paste this section to match the number of datasets used to create the graph)

Dataset name: E.g. *Fishing fleet, total tonnage (Eurostat)*	
Dataset owner: Eurostat - Statistical Office of the European Union (ESTAT)	
Contact person: Name / email Data provider	
Address (web site): e.g.: http://epp.eurostat.ec.europa.eu	
Publication year: Year of dataset publication	
URL to the dataset **E.g.: http://ec.europa.eu/eurostat/data/database?node_code=tag00083**	
Path: If the URL is generic (the URL is unchanged when selecting the data tables), please describe the path to the tables E.g.: **Eurostat -> Data -> Database -> Data Naviation tree -> Tables by themes -> Agriculture, forestry and fisheries -> Fisheries -> Fishing fleet, Total tonnage (tag00083)**	

Annex 6 Colour palettes and gradients to be used in maps




Blue
to
Brown
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#004B7F #045989 #156694 #24759F #3385AB #4395B7 #53A6C3 #64B7CF #75C9DA #E5556A #D2BDA7 #C2A98F #B49579 #A58364 #977251 #8A623F #7D5330 #6F1321
#004B7F #075B8B #156694 #2B7CA4 #3C8EB2 #4EA1C0 #61B4CD #75C9DA #E5556A #D0BAA4 #BEA389 #AE8D70 #9D7959 #8E6644 #7E5532 #6F1321
#004B7F #0B5D8D #156694 #3385AB #489BBB #5EB1CB #75C9DA #E5556A #CDB69F #B99C80 #A58364 #936C4B #815835 #6F1321
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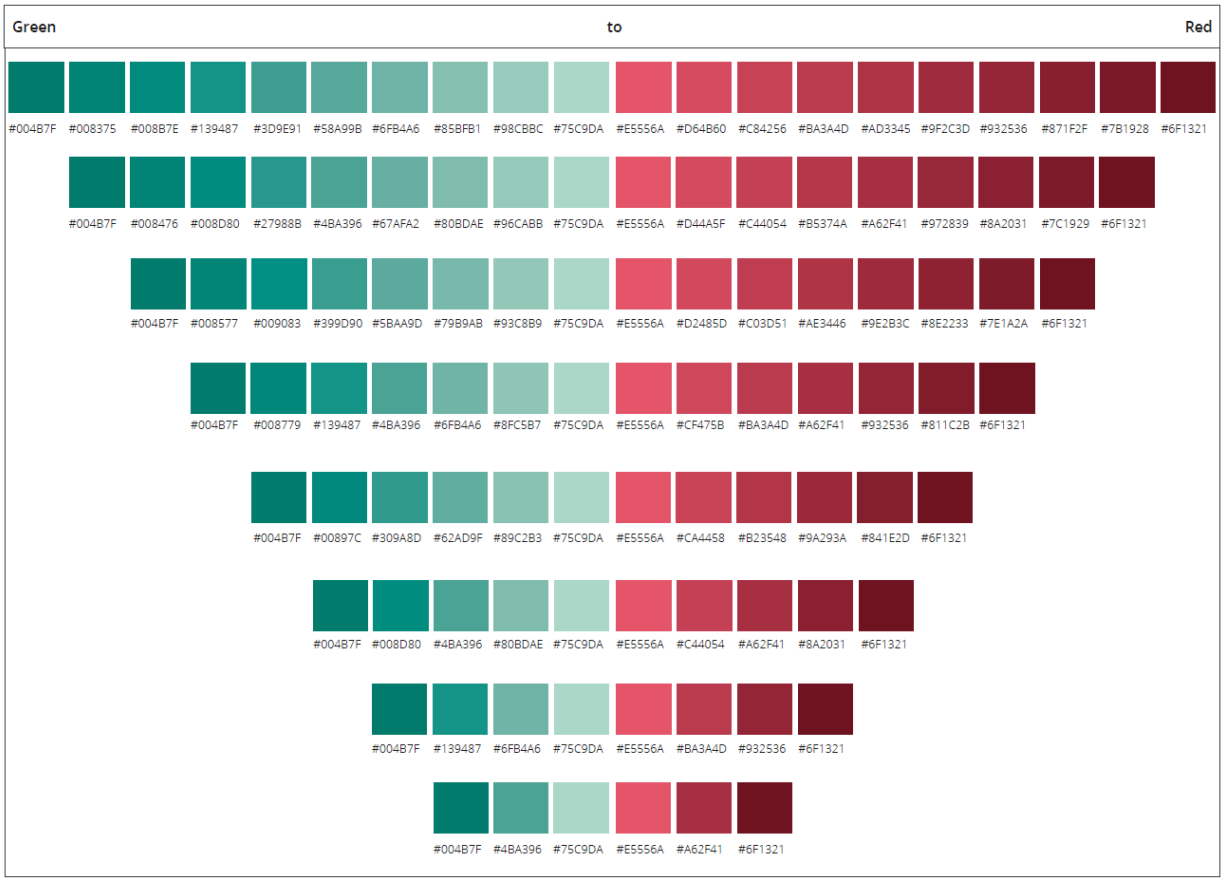
Green
to
Red
#004B7F #008375 #008B7E #139487 #3D9E91 #58A99B #6FB4A6 #85BFB1 #98CBBC #75C9DA #E5556A #D64B60 #C84256 #BA3A4D #AD3345 #9F2C3D #932536 #871F2F #7B1928 #6F1321
#004B7F #008476 #008D80 #27988B #4BA396 #67AFA2 #80BDAE #96CABB #75C9DA #E5556A #D44A5F #C44054 #B5374A #A62F41 #972839 #8A2031 #7C1929 #6F1321
#004B7F #008577 #009083 #399D90 #5BAA9D #79B9AB #93C8B9 #75C9DA #E5556A #D2485D #C03D51 #AE3446 #9E2B3C #8E2233 #7E1A2A #6F1321
#004B7F #008779 #139487 #4BA396 #6FB4A6 #8FC5B7 #75C9DA #E5556A #CF475B #BA3A4D #A62F41 #932536 #811C2B #6F1321
#004B7F #00897C #309A8D #62AD9F #89C2B3 #75C9DA #E5556A #CA4458 #B23548 #9A293A #841E2D #6F1321
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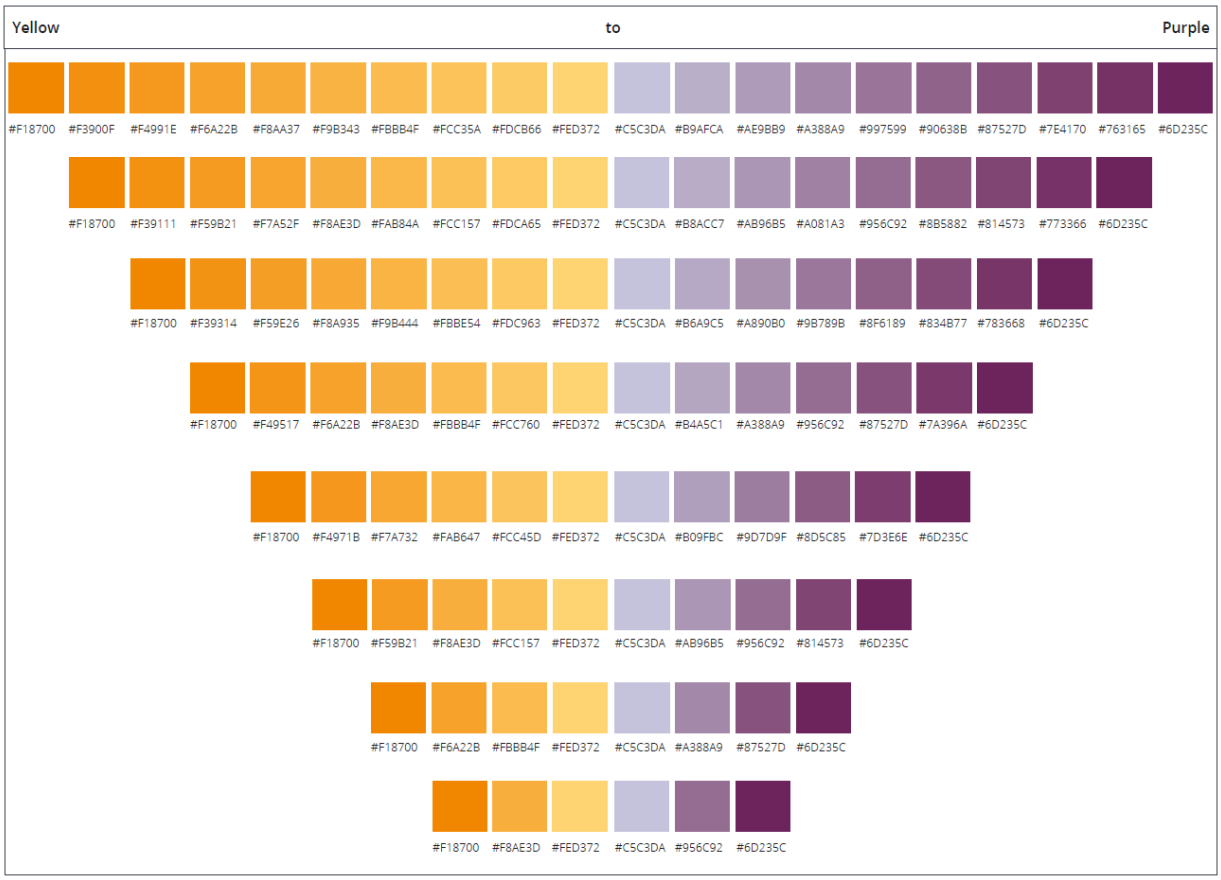
Yellow
to
Purple
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#F18700 #F49517 #F6A22B #F8AE3D #FBBB4F #FCC760 #FED372 #C5C3DA #B4A5C1 #A388A9 #956C92 #87527D #7A396A #6D235C
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#F18700 #F6A22B #FBBB4F #FED372 #C5C3DA #A388A9 #87527D #6D235C
#F18700 #F8AE3D #FED372 #C5C3DA #956C92 #6D235C