

This application¹ creates metadata files that have good quality ratings, according to the Metadata Quality Assessment (MQA) methodology, developed by the European Union².

The application is divided in the following sections, referring to classes and properties described in the DCAT Application Profile for data portals in Europe (DCAT-AP), version 2.0.1³:

- **Agent:** An entity associated to the catalogs or to the datasets.
- **Contact Point:** This property contains information about the contacts which can be used to send comments about the dataset.
- **Dataset:** A conceptual entity which represents the published information.
- **Distribution:** A physical manifestation of the dataset on a specific format.
- **License Document:** A legal document which gives official permission to use a certain resource.
- **Location:** A region in space or a determined place. Can be represented using a controlled vocabulary or geographic coordinates. In the first case, the use of the *Core Location Vocabulary*⁴ is recommended, according to the approach described on the GeoDCAT-AP specifications⁵.
- **Period of Time:** A period of time defined by its start and end dates.

In order to create a metadata file using this application it is enough to fill out the fields in each section, following the specified instructions below, and pressing the *Submit* button at the end of each section, in order to save the filled data. For all sections, except the *Distribution* section, a new section submission erases the previously submitted data. When all sections are filled out, you only need to choose a name for the metadata file and select the *Download file* button.

¹ <https://metadata-app-eu.herokuapp.com/>

² <https://data.europa.eu/mqa/methodology>

³ <https://joinup.ec.europa.eu/collection/semantic-interoperability-community-semic/solution/dcat-application-profile-data-portals-europe/release/201-0>, consulted in July 2021

⁴ European Commission. Joinup. Core Location Vocabulary. <https://joinup.ec.europa.eu/solution/core-location-vocabulary>

⁵ <https://inspire.ec.europa.eu/good-practice/geodcat-ap>

1 Agent

This section only has a field to be filled, referring to the agent's name.

2 Contact Point

Likewise, on this section you only need to fill out the available field with a valid *e-mail* contact.

3 Dataset

With regards to the dataset, it is necessary to fill out the following fields:

- **Title:** This property contains the name given to the dataset. Though this property could be repeated to include versions of the name in parallel languages, in this application it is only possible to include one title.
- **Description:** This property contains a description of the dataset in free text. Though this property could be repeated to include versions of the name in parallel languages, in this application it is only possible to include one description.
- **Keywords:** This property contains keywords which describe the dataset. In the specific case of this application, these keywords must be separated by commas, without spaces.
- **Theme:** This property refers to the category of the dataset. Though a dataset could be associated to multiple themes, in this application it is only possible to include one theme. Besides, the theme must be chosen from the options available on the list provided by the application⁶.
- **Access Rights:** This property refers to information about whether the dataset is open data, has access restrictions, or is not public. A controlled vocabulary with five elements (:public, :restricted, :non-public, :sensitive, :confidential) was created and is maintained by the Publications Office of the European Union⁷.

⁶ <https://op.europa.eu/en/web/eu-vocabularies/concept-scheme/-/resource?uri=http://publications.europa.eu/resource/authority/data-theme>

⁷ <https://op.europa.eu/en/web/eu-vocabularies/concept-scheme/-/resource?uri=http://publications.europa.eu/resource/authority/access-right>

- **Frequency:** This property refers to the frequency with which the dataset is updated. The frequency must be chosen from the options available on the list provided by the application⁸.
- **Language:** This property refers to the language of the dataset. Though this property could be repeated if there are multiple languages in the dataset, in this application it is only possible to include one language. Besides, the language must be chosen from the options available on the list provided by the application⁹.
- **Release Date:** This property contains the formal publication date of the dataset.
- **Modification Date:** This property contains the most recent date when the dataset was updated.

4 Distribution

It is common for a dataset to have multiple distributions, since they represent the multiple formats in which the dataset is available. As such, this section allows the submission of multiple distributions in the same metadata file, unlike all other sections.

The fields associated with the distributions are the following:

- **Title:** This property contains the name given to the distribution. Though this property could be repeated to include versions of the name in parallel languages, in this application it is only possible to include one title.
- **Description:** This property contains a description of the distribution in free text. Though this property could be repeated to include versions of the name in parallel languages, in this application it is only possible to include one description.
- **Access URL:** This property contains an URL which gives access to distribution of the dataset. The resource at the access URL may contain information about how to reach the dataset.

⁸ <https://op.europa.eu/en/web/eu-vocabularies/concept-scheme/-/resource?uri=http://publications.europa.eu/resource/authority/frequency>

⁹ <https://op.europa.eu/en/web/eu-vocabularies/concept-scheme/-/resource?uri=http://publications.europa.eu/resource/authority/language>

- **Download URL:** This property contains an URL which is a direct link to a downloadable file in a given format.
- **Format:** This property refers to the distribution's file format. The format must be chosen from the options available on the list provided by the application¹⁰.
- **Byte size:** This property contains the size of the distribution in bytes.
- **Language:** This property refers to the language of the distribution. Though this property could be repeated if there are multiple languages in the distribution, in this application it is only possible to include one language. Besides, the language must be chosen from the options available on the list provided by the application¹¹.
- **Release Date:** This property contains the formal publication date of the distribution.
- **Modification Date:** This property contains the most recent date when the distribution was updated.

5 License Document

The only field that needs to be filled in this section is related to the type of use permissions of the dataset. The type of permission must be chosen from the options available on the list provided by the application¹².

6 Location

When specifying the location that the dataset refers to it is necessary to choose the type of location. If the location is of the type *Coordinates*, then it is necessary to define the following properties:

- **Bounding box:** This property refers to the geographic bounding box of a resource.

¹⁰ <https://op.europa.eu/en/web/eu-vocabularies/concept-scheme/-/resource?uri=http://publications.europa.eu/resource/authority/file-type>

¹¹ <https://op.europa.eu/en/web/eu-vocabularies/concept-scheme/-/resource?uri=http://publications.europa.eu/resource/authority/language>

¹² <https://op.europa.eu/en/web/eu-vocabularies/concept-scheme/-/resource?uri=http://publications.europa.eu/resource/authority/licence>

- **Centroid:** This property refers to the geographic center (centroid) of a resource.

If the type of location is *Continent*, *Country*, *Place*, that is, a place with a previously defined geometry, then it is enough to select the corresponding option on the available selection menus^{13,14,15}. These options are mutually exclusive.

7 Period of Time

This section refers to the period of time covered by the dataset; therefore, it is enough to define the start and end dates of the time interval described by the data.

8 Notes

As previously mentioned throughout the instructions, though some of the properties could have multiple values according to the specifications defined by the European Union, that is not currently supported by the application. Likewise, this application does not allow the generated file to include all properties that a metadata file could have, according to what has been determined by the European Union. However, the properties considered in the application are the ones used to evaluate the quality of the metadata files, in accordance with the available information.

¹³ <https://op.europa.eu/en/web/eu-vocabularies/concept-scheme/-/resource?uri=http://publications.europa.eu/resource/authority/continent>

¹⁴ <https://op.europa.eu/en/web/eu-vocabularies/concept-scheme/-/resource?uri=http://publications.europa.eu/resource/authority/country>

¹⁵ <https://op.europa.eu/en/web/eu-vocabularies/concept-scheme/-/resource?uri=http://publications.europa.eu/resource/authority/place>