

## Metadata survey

*Developed by the European Environmental Agency for SEIS ENPI-East IT working group meeting 18-19 April, 2012  
Adapted by Zoi Environmental Network for the activity 'Feasibility study to help develop regular/sustained data flow for a first set of eight environmental indicators selected from the UNECE core set'*

### *About the survey*

This survey is developed in the framework of the EEA SEIS ENPI project 'Towards a Shared Environmental Information System (SEIS) in the European Neighbourhood'.

It is designed in order to conduct a 'Feasibility study to help develop regular/sustained data flow for eight environmental indicators selected from the UNECE core set'. Detailed information about this activity is available in the [Annex 2 to EEA note for agenda item 6 of the fifth meeting of the UNECE Joint Task Force on Environmental Indicators](#).

The survey is built on the results of the JTF reviews of the environmental indicators (2010-2012), data needs of international organisations for preparation of environmental assessments at different geographical scales, and existing data sharing opportunities provided by the information and communication technologies.

The survey covers a first set of eight environmental indicators selected from the UNECE core set (see [A proposal for an initial selection of core indicators from the Guidelines on Environmental Indicators for ENPI East Countries and the Russian Federation](#)). It is designed with the aim to understand the data production processes for each data set required for the development of the selected indicators, data ownership, data accessibility rules, etc. Common problems and ways to address them will be identified based on the results of the survey; feasible approaches for regular data flow for each data set will be developed and proposed for consideration of the countries thereafter.

### *Rationale*

From the JTF 'snap-shot' reviews of the indicators at a time through its twice yearly meetings in 2010-2012 it has become clear that fully comparable underlying data sets are regularly produced at the national level in EECCA and South-east Europe for at least 8 of the indicators from the 36 core set indicators included in the UNECE guidelines (see [A proposal for an initial selection of core indicators from the Guidelines on Environmental Indicators for ENPI East Countries and the Russian Federation](#)).

It is however, difficult to use these data at the ENPI-East regional or pan-European level as when made available via open sources it tends to become fragmented, incomplete or incompatible.

### *Survey format*

Survey is developed according to the SEIS principles in an electronic format in English and Russian. It is available at the address: <http://enpi-seis.ew.eea.europa.eu/project-activities/seis-infrastructure/working-group-information-technology-east/surveys/enpi-east-metadata-survey>

Please fill in the survey in Russian or English.

**The electronic survey** allows saving an interim version. To do that, please, create your own account and login by following the link [Login](#), (Steps 1, 2, and 3).

## Step 1:

### Survey details

[View reports](#)

74 days left for this survey.

**Tips:**

The fields marked with \* are mandatory.

Fill the questionnaire and click the **Submit** button at the end. [Login](#) with your account if you wish to save an interim version.

**Submit**

[Follow the link to register](#)

## Step 2:

### Log in

EXISTING USER	Tips
<p><b>Username</b></p> <input type="text"/> <p><b>Password</b></p> <input type="password"/> <p><a href="#">Login</a></p>	<ul style="list-style-type: none"><li>» Having trouble logging in? Make sure that cookies are allowed in your browser</li><li>» Don't forget to logout or exit your browser when you're done</li><li>» Letting your browser to remember your username or password on this machine can be dangerous since other people might use this account to log in</li><li>» Forgot your password? Use the <a href="#">password recovery</a> form.</li></ul>
<p><b>NEW USER</b></p> <p>First <a href="#">create an account</a> on this server and then return to this page to log in. The newly created user will have no role on this portal, <a href="#">contact the Webmaster</a> if you need one.</p>	

## Step 3:

### Application for contributor privileges

Fill your data in the form below and press the **Submit request** button. The Webmaster will be informed of your application for contribution privileges. You will be notified about the result of your request.

Username \*

First name \*

Last name \*

Email address \*

Password: \*


Password verification: \*

Organisation

Location the privileges should apply  Entire portal

Comments

**fylvatica, ubaquen**

Geben Sie die 2 Wörter ein:  

[Submit request](#)

### *Timeline*

The survey will be open after the fifth session of the UNECE JTF on environmental indicators (Geneva, 4-6 June, 2012) from 9<sup>th</sup> of July 2012. The countries are invited to finalize the survey until 7 September, 2012. Preliminary results will be discussed on the second meeting of the SEIS ENPI-East IT working group (Scopje, 19-21 September, 2012).

### *Some recommendation on filling the survey*

1. The results of the review of the UNECE Joint Task Force on the data availability and quality shows that ownership rights of the datasets required for development of the selected eight indicators belong to different organisations. Therefore, in order to ensure the objectivity of the results, it is important to ensure engagement of relevant organisations to this survey. Thus, the survey is sent to the SEIS ENPI-East Focal Points and the members of the IT working group.
2. To ensure that the survey is understandable and clear the EEA consultants have run a test of the survey with Ukraine. Please, see the results of that test and an Example of a complete metadata survey in an Annex 1.

### *Help desk*

The experts from Zoi Environment Network will be able to respond to your questions and provide initial assistance in filling up the survey. You can contact them by e-mail: [metadatasurvey@zoinet.org](mailto:metadatasurvey@zoinet.org).

## Annex 1. Example of the filed in survey for one data set (Ukraine, June 2012 r)

*Approximate time for filling in the survey for one indicator is estimated at maximum 25 minutes. Maximum one hour will be required to get familiar with the structure of the electronic form of the survey.*

### **Section A. Description of a data set**

*This section is designed to provide detailed descriptions of the data sets submitted as answers to the UNECE questionnaire. This information serves as meta-documentation (library catalogue) of the data available at the national level. Responses provide the metadata that will be needed by users to discover the data/indicators, be clear on what information they provide, and decide whether they are fit for their purpose.*

#### **1. Title of the dataset**

*Select the data set you are describing from the list below by placing a mark in the box to the left . The data sets listed below are needed for production of the eight selected by the JTF environmental indicators for the organisation of sustained data flow. The metadata templates should be filled in for each of the data sets separately, e.g. 12 separate templates should be completed.*

- Emissions of sulphur dioxide (1)
- Emissions of nitrogen oxides (2)
- Mean concentration of nitrogen dioxide in urban air (3)
- Consumption of ODS (4)
- Greenhouse gas emissions (5)
- Municipal waste generation (6)**
- BOD concentration in the rivers (7)
- Ammoniacal nitrogen concentration in the rivers (8)
- Nitrates concentration in the major water bodies (lake, reservoir) (9)
- Total phosphorus concentration in the major water bodies (lake, reservoir) (10)
- Areas under protection in total and broken down by regimes of protection (11)
- Population (12)

#### **2. Description of data set content**

*Provide a short description of the data set, e.g what data relevant to the selected indicators is available in your national register. See examples for individual data sets below:*

- 1) municipal waste generation, national total*
- 2) municipal waste generation, sub-national totals (24 oblast, AR Crimea, cities Kiev and Sebastopol);*
- 3) municipal waste generation by sources (from households, from services, by enterprises dealing with municipal waste collection);*
- 4) municipal waste generation by sources by economic entities;*
- 5) municipal waste generation by categories of materials, harmonised with the statistical classification EWC-Stat Rev.;*

*This information is available in the National Statistical Service as statistical data.*

*In Ukraine, the Ministry for Regional Development, Building and Housing of Ukraine also collects data on solid municipal waste generation according to their own form as administrative data. The Ministry has data on solid municipal waste generation in absolute values and aggregated as:*

- 1) Volume of the collected solid municipal waste national and sub-national;*
- 2) Volume of transported solid municipal waste national and sub-national;*
- 3) Volume of collected and transported solid municipal waste according to the special form of 12 categories (one of the categories is – other).*

### **3. Units:**

*Please indicate the units of the data sets, for example: mg/m<sup>3</sup>; 1000 tonnes = ktonnes*

*Tonnes, with three decimals, e.g. to kilograms*

### **4. Data values temporal density**

*Please select the most accurate level of temporal density of the data set available in national databases. Mark several values, if appropriate. For example, concentrations of nitrogen dioxide in urban air could exist in national registers as hourly concentrations and annual mean concentrations. In this case both 'hourly values' and 'annual values' should be marked. In the line 'other' a clarification should be given, eg 'annual mean concentration'.*

- real time
- hourly
- daily values
- monthly values
- quarterly values
- yearly values
- don't know
- other (please specify)

### **5. Temporal coverage:**

*Indicate the time coverage of the data set.*

- If the time line is continuous, e.g not interrupted, provide years of beginning and end of timeline. Example: 1990-2010.*
- If the timeline of the data is interrupted, provide years for which the data is available divided with comma and continuous timelines by years of beginning and end of timeline. Example: 1989, 1992, 1996-1998, 2003-2006, 2009.*

*For the statistical data 2010,2011*

*For the administrative data 2006-2011*

### **6. Geographical coverage of data set**

*Select relevant geographical coverage of the data in the national registers. If data is available at several geographical levels, for example per sub-national unit and aggregated nationally, mark both.*

- National coverage
- Sub-national coverage (city level, oblast, krai, etc.)
- Geographical regions (lakes, mountains, rivers, bio-regions etc.)
- Don't know
- Other (please specify)

## 7. Data set content language

- English
- Russian
- National

## 8. Data set main topics

Select maximum 3 topics that are relevant to the data set. For example, the data set projections of GHG emissions will be relevant to at least two topics: Climate change and environmental scenarios.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Agriculture              | <input type="checkbox"/> Fisheries             | <input type="checkbox"/> Tourism                                 |
| <input type="checkbox"/> Air pollution            | <input type="checkbox"/> Household consumption | <input type="checkbox"/> Transport                               |
| <input type="checkbox"/> Biodiversity             | <input type="checkbox"/> Industry              | <input type="checkbox"/> Urban environment                       |
| <input type="checkbox"/> Chemicals                | <input type="checkbox"/> Land use              | <input type="checkbox"/> Various other issues                    |
| <input type="checkbox"/> Coasts and seas          | <input type="checkbox"/> Natural resources     | <input checked="" type="checkbox"/> Waste and material resources |
| <input type="checkbox"/> Energy                   | <input type="checkbox"/> Noise                 | <input type="checkbox"/> Water                                   |
| <input type="checkbox"/> Environment and health   | <input type="checkbox"/> Policy instruments    | <input type="checkbox"/> Various other issues (please specify)   |
| <input type="checkbox"/> Environmental scenarios  | <input type="checkbox"/> Green economy         |  |
| <input type="checkbox"/> Environmental technology | <input type="checkbox"/> Specific regions      |  |
|   | <input type="checkbox"/> Soil                  |  |

*Note: In Ukraine the data is compiled according to different topics, which do not correspond to this list.*

## 9. In what formats is the data set is stored in your national register/data base?

The reason to ask this is to know the file format in which data is stored on the computers in your country. It will help to identify a possibility and level of automatization (computer to computer interation) of the feasible data flow for a selected indicators. As some of the terms below are rather technical, you might need to consult the IT specialists maintaining your data bases. Similar for the question 18.

- Linked open data format (e.g. RDF)
- Non-proprietary XML
- Non-proprietary Tabular (e.g. TSV, CSV, HTML)
- Proprietary Tabular (e.g. Excel)
- Proprietary Database (e.g. MSAccess, Oracle, MySql, ArcGIS)
- Proprietary Document (PDF/MSWord)
- Don't know

Other (please specify)

*Please specify the concrete format in which data is stored:*

## 10. Data set provider/owner

Please specify the full name of the organisation holding ownership rights for the data sets. The data owners are expected to allocate the means to collect and maintain the data set on a regular basis, and decide on the packaging/aggregation level of the data as well as the means of delivering the data to the customers, such as data portal, targeted submissions, subscription service, etc.

Name of the organisation: [State Statistics Service of Ukraine](#)

Address of the organisation: [Ukraine, 01601 Kyiv, Shota Rustaveli str. 3](#)

Manager responsible for the data set: [Guseva Natalia, Head of the department of environmental statistics](#)

Phone number: [+380 44 287 02 38](#)

E-mail of a person responsible for data collection: [N.Guseva@ukrstat.gov.ua](mailto:N.Guseva@ukrstat.gov.ua)

## 11. Why is the data set collected?

What is the purpose of, or legal requirement for, collecting the data? Please mark below.

- Requirement to report to an international organisation/convention
- Requirement of national law/reporting obligation
- Administrative obligation to report to the government
- No reporting obligation exists
- Don't know
- Other, please specify

Please provide the name of any international or national reporting obligation marked above.

*Requirement of the national law: Plan for the state statistical observations, which is adopted annually by the Cabinet of Ministers of Ukraine.*

*The Department of the environmental statistics of the State Statistics Service of Ukraine fills in those environmental indicators, which are requested and are available at the Joint Eurostat questionnaires. In particular, in 2011 we filled in the Eurostat CPC-Data collection, which we get through our international department.*

*We do not have information about the reporting to the international organisations/conventions. We will try to clarify that with our international department.*

*The international reporting obligations for your country could be checked through the [Reporting Obligations Database](#) of the EEA Report net system.*

*The Ministry of Environment is responsible for reporting to the international conventions and we need to discuss this issue together.*



## **Section B: Availability of the data sets for national and international users**

*This section is designed to evaluate access policy for the selected data sets, and their availability to national/international users. The results of this section will help to take national circumstances into account while developing the dataflow schemes for the selected data sets.*

### **12. Dataset accessibility rights**

*This question aims to identify national circumstances related to the access to the data for the selected indicators. According the Aarhus Convention aggregated environmental data is an open data and could be openly published via different media including Internet. Many of the data sets which are required for the EECCA environmental indicators belong to such category.*

*Please mark what level of accessibility rights do you have for the selected data set. To identify appropriate answer, you might wish to consult the definitions below:*

*A data set is:*

- *'free for use' if it can be freely used by anyone for any purpose withan obligatory reference to the source of data*
- *'for internal use only' if it can only be used by the public authorities, the data set can not be published freely in the internet and can not be included in any request on information, including from international organisations.*
- *available based on 'case-by-case' considerations if it is considered not free to use by anyone, but can be provided to organisations and individuals based on a request*

*If the accessibility rights for a selected data set does not fall under any of these categories please mark 'other' and provide specific description of a rule for access to the dataset*

- Free for use
- For internal use only
- Case-by-case
- I don't know
- Other (please specify)

### **13. Is the data set as presented in the UNECE questionnaire to the JTF made available by your country to the international organisations and conventions?**

- Yes
- No

**If yes,**

**Specify name of the organisation/convention:**

*This question is related to question 11 (section A) above on the international reporting obligations.*

*Some data is reported regularly to international organisations and could be used to build selected environmental indicators – **if** they are fully compatible, and **if** the reporting period is harmonised with the routine of pan-European assessment. Hence the importance of accurate response to the question re 'data set as it is presented in the UNECE questionnaire to the JTF'.*

**If your answer to question 13 is "no" pass questions 14 an15**

#### **14. How frequent is the data set made available to the international organisations?**

*A specific data set can be used in the reports to different organisations and conventions and such as CIS stat, UNECE Conventions, UN Stat, etc.) or provided to the global data bases such as Eye on Earth. Please specify, how often this particular data set is provided/reported to the international organisations.*

- real time / hourly / daily
- monthly
- quarterly
- annually
- biannually
- on demand / one time only
- I don't know
- Other (please specify)

#### **15. Format of the data**

*Does your country submit the data to the convention/international organisation in the prescribed format, or in a different format?*

- Prescribed format
- Own format

#### **16. Is the data set as it is presented in the UNECE questionnaire to the JTF made available by your country on Internet?**

- Yes
- No
- Don't know

**If your answer is “no” pass the questions 17, 18 and 19 and go to question 20.**

#### **17. Web address of the data set**

*Give an exact web link and explain how to find the data set following that link (for example, in case of a searchable data base, provide key words; in case of a report, provide a page number)*

#### **18. In what formats is the data set made available for users?**

*There could be a difference between the file format in which the data is stored (question 9) and in which it is made available (question 18). This question is intended to answer to what is the regular way/regular file format for distributing the data. E.g.: a database table can be exported to excel table for distribution or to pdf. “Making available” covers any type of distribution method or the way data is shared eg.: printing; copying to CD; uploading to a website etc. When*

answering to this question please focus on the most advanced way of distribution eg.: if there are paper copies, pdf files and xml files – please choose xml which is the most open way of electronic distribution from the possible choices.

- Linked open data format (e.g. RDF)
- Non-proprietary XML
- Non-proprietary Tabular (e.g. TSV, CSV, HTML)
- Proprietary Tabular (e.g. Excel)
- Proprietary Database (e.g. MSAccess, Oracle, MySQL, ArcGIS)
- Proprietary Document (PDF/MSWord)
- I don't know
- Other (please specify)

### 19. How frequently is the data set made available for users?

According to existing national procedures some statistical and environmental data are collected and stored at the national data bases at regular intervals. It may, however, be made available for users including online with different intervals. For example, data comes into the system from monitoring stations each hour (data values temporal density: question 4) but only a daily average is put on the website once a day or it is only published through yearly updates of the databases, quarterly environmental bulletins, biannual reports to the governments, etc. (frequency of making it available question 19). Please specify in the frequency of publishing this data set for users in your country.

- real time / hourly / daily
- monthly
- quarterly
- annually
- biannually
- on demand / one time only
- Don't know
- Other (please specify)

If the answer to question 15 is no,

### 20. Preferable data flow option for the data set

Please indicate how your organisation/country is able to make the data set as it is presented in the UNECE questionnaire available to international users (please tick the appropriate box):

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- By regularly publishing on national websites (annually, biannually etc.) in a format agreed through the JTF
- By submitting data regularly in a unified/agreed format to an international organisation
- Other, please specify

*Perhaps, it would be better to select the first option. In such a case, we would need to agree with the Ministry of Environment on which website it is better to publish the data , determine the responsible organisation, and, perhaps, develop a specific procedure to ensure that the data is regularly available.*

## 21. Your contact details

Name and position: [Natalya Guseva](#), head of the department of environmental statistics

Company/organization: [State Statistics Service of Ukraine](#)

Country: [Ukraine](#)

Email Address: [N.Guseva@ukrstat.gov.ua](mailto:N.Guseva@ukrstat.gov.ua)

## 22. Additional comments

*Please provide any additional comments about the data set, for example 'the data base where the data set is available is under construction', 'the data in new formats is expected to be available early 2013', 'the statistical data will be available in English', quality of the data, current situation, planned new data collection system.*

*State Statistical Service produces statistical data for municipal waste generation, air emissions, and GHG emissions from stationary and mobile sources. State Statistics Service provides primary data from respondents as well as different aggregated data to the Ministry of Environment of Ukraine. Based on these data Ministry of Environment prepares reports to international organisations and national SoERs. State Statistics Service disseminates the data according to defined topics via own website: <http://www.ukrstat.gov.ua>. Datasets available in the Ministry of Environment are not available for State Statistics Service or for other users.*

*There is a necessity to ensure quality of the collected data.*

*Employees of the State Statistics Service can not ensure the quality of the data due to the following factors: 1) Lack of specific knowledge, 2) Respondents are not always willing to respond of the requests of the Statistics Service to correct clear mistakes, made while filing in the reports. At the same time Statistical Service has no right to make any changes in the reports. 3) Registers, supervised by the Ministry of Environment needed for statistical observations are not complete, which leads to consequent problems related to the data collection and quality. Environmental data quality assurance is a responsibility of other competent authorities, for example Ministry of Environment. Today we do not know of any measures, which are planned for addressing the problem of the quality of statistical data.*

*State Statistics service could increase the quantity of environmental information/data available to users based on the information that we collect and process. We could also make it available in Russian and English. However, we have only 3 staff members who can hardly manage to implement the planed activities, respond to numerous requests from the authorities and public.*

### **Responder email**

Instructions and a password allowing you to edit this answer at a later time will be sent to this address.