

Data Portal Management Good Practices (Module 1.4)

Recap from previous session

13 Stories



OpenStreetMap Data Pacific

You can now download OpenStreetMap (OSM) data from the Pacific Environment Portal!



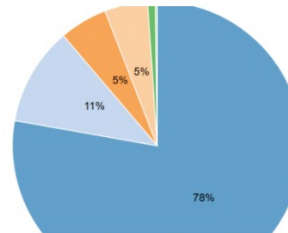
Inform Beats, Short, quick pops of information to help enhance your speeches and soundbites

Inform: Helping to strengthen governance and decision making through addressing gaps in environmental data across th



Shipping Partnership Advances Waste Management Pacific Islands

Story Highlights



Papua New Guinea landuse

PNG has a total of about 46.9 million hectare of which 77.8% is forested with natural forest types and forest plan

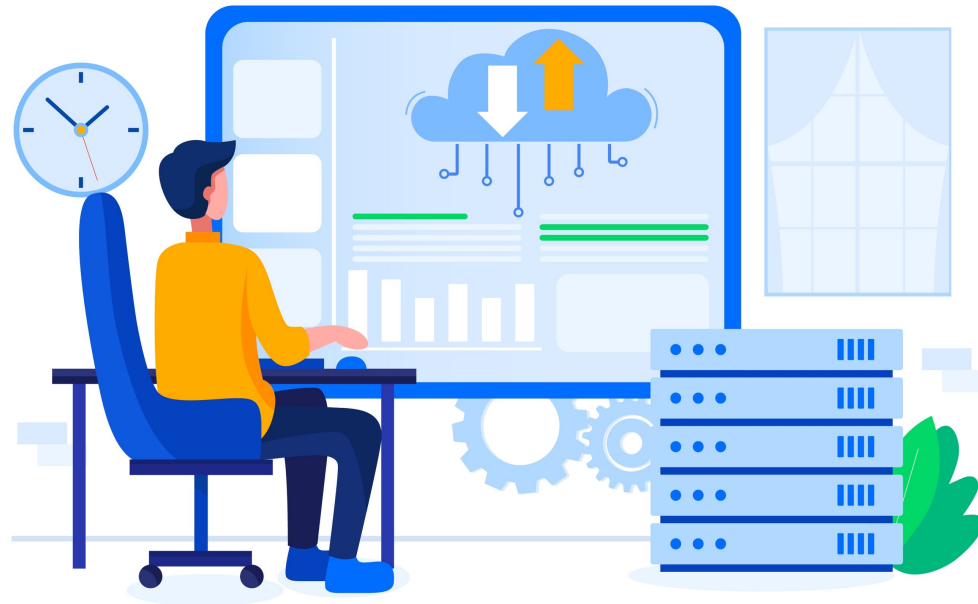


Learning Objectives

1. Understand tips and tricks for good data management on the environment data portal



Good practices for Site Managers



Group your data resources



Department of Environment,
Climate Change & Emergency
Management (DECEM), FSM

Data Extent



Leaflet | Map data © OpenStreetMap

License

Other (Public Domain)

01 MAY 2019 | DATASET

FSM States – Joint State Action Plan (JSAP) for Disaster Risk Management and Climate Change

[VIEW](#) [+ ADD RESOURCE](#) [EDIT](#) [REVISIONS](#)

[Atmosphere and Climate](#) [Land](#) [Biodiversity](#) [Built Environment](#) [Coastal and Marine](#)
[Culture and Heritage](#)

This dataset contains the Joint State Action Plan for Disaster Risk Management and Climate Change for all 4 States of the FSM:

- Yap Joint State Action Plan for Disaster Risk Management and Climate Change – 2015
- Kosrae Joint State Action Plan for Disaster Risk Management and Climate Change – 2015
- Pohnpei Joint State Action Plan for Disaster Risk Management and Climate Change – 2016
- Chuuk Joint State Action Plan for Disaster Risk Management and Climate Change - 2017

Data and Resources



Yap JSAP for Disaster Risk Management and Climate Change
This plan provides both an overview of the current risk and v



Kosrae JSAP for Disaster Risk Management and Climate C
This plan provides Kosrae's current risk and vulnerability cor



Pohnpei JSAP for Disaster Risk Management and Climate
This plan provides both an overview of the current risk and v



Chuuk JSAP for Disaster Risk Management and Climate C
This plan provides both an overview of the current risk and v



OERC - Environmental Response and Coordination

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Other (Public Domain)

Palau SOE reports

[Atmosphere and Climate](#) [Land](#) [Biodiversity](#) [Built Environment](#) [Coastal and Marine](#)
[Culture and Heritage](#) [Inland Waters](#)

State of the Environment Reports Republic of Palau.

Data and Resources



1994 SOE Palau

[Download](#)



2004 SOE Palau

[Download](#)



2017 SOE Palau

[Download](#)

Use a good title

What is a good title for a dataset or resource?

- description that is not too short, not too long
- description that contains the most relevant information on the dataset or resource
- The title alone should be able to guide users if they need the dataset or not
- Put more details into the **Description** field

Tags are your friends, use them!

- **Keywords** that help portal users locate a particular dataset
- **Filtering** down your **search** when looking for datasets
- **Short and simple.** Try to imagine what other users would type in the search box when trying to find the dataset

For example: 'rainfall' is a better tag than 'rainfall patterns' or 'rainfall analysis'.

- **Categorizing datasets**
- **Fixed or predefined tags** like '**SOE**', '**Indicator**', or the name of the indicator, to easily find the datasets related to SOE reports, or a specific indicator.

For example: tag datasets related to the following SOE-indicators: "reef fish", "forest cover", "rainfall".

TIP

Take the time to think of good tags or keywords, so other users can find your datasets easily

Metadata is crucial

Metadata is a set of data that describes and gives information about other data.

Not mandatory during upload process, but really good practice to take the time to add additional data about the dataset.

Examples of metadata:

- Data owner, author, or who can be contacted
- Date created / modified, or when the dataset was collected
- Extra details, like what to be aware of when using the dataset etc.

TIP

Take the time to think of good tags or keywords, so other users can find your datasets easily

Same file, different format

Both files need to have the exact SAME NAME

Both files need to be in the SAME DATASET

Example: when you upload a GIS file as a shapefile and a geoJSON file, put both resources in the same dataset and use the same filename.

Same file, different version

Examples of good versioning practices:

- **Forest_cover_v1.xls**: first version of forest cover dataset
- **Forest_cover_v2.xls**: second version of forest cover dataset
- **Forest_cover_2015.xls**: forest cover dataset of the year 2015
- **Forest_cover_2018.xls**: forest cover dataset of the year 2018
- **Forest_cover_20150120.xls**: forest cover dataset of 20th January 2015
- **Forest_cover_20180515.xls**: forest cover dataset of 15th May 2018

TIP

If you put the date “backwards” (year-month-day), the latest version will always appear at the bottom of your filing system

Working with CSV files

- **CSV** = Comma Separated Values
- “Flat”, simple, easy to read format
- **You can make your data *machine-readable*** by uploading it in the CSV format.
- Most data-crunching software allows you to simply go `File >> Save As` and choose the CSV format
- Each CSV file is a **single sheet in a Excel spreadsheet** document, so you may need more than one CSV file to hold all your data

Working with GIS files

- Geographical Information System (GIS) files come in a lot of different formats: Shapefile (.shp), Geojson file (.geojson), Google Earth file (.kml, .kmz), Raster files (.geotiff),...
- **Preferred format for portal** (DKAN software) is **GeoJSON**
 - DKAN is capable of reading GeoJSON files
 - present spatial datasets directly onto a map
- **Convert** gis files to geojson files (→ single files)
 - step by step manual in user guide
- Shapefiles can be **zipped** and uploaded

In Summary

- Avoid double data
- Consider grouping your data resources
- Use a good title
- Tagging is crucial
- Metadata are crucial
- Same file, different format
- Same file, different version