Standard Operating Procedure

Number: **014**

Name: **Data asset rating**

Title: Implementation and maintenance of a rating scheme for data assets on the EU Pollinator Hub

Category: Data management

Status: Approved

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1 Document history

1.1 Current Release

1.1.1 Drafted

Submitted on 2023-05-28 by Michael Rubinigg, quality manager.

1.1.2 Reviewed

Reviewed on 2023-06-30 by Noa Simòn Delso, general manager.

1.1.3 Approved

Approved on 2024-02-07 by Michael Rubinigg, quality manager.

1.2 Change history

n.a.

2 Abbreviations

EU	European Union
EUPH	EU Pollinator Hub
n.a.	not available
SOP	Standard Operating Procedure

3 Introduction

The current SOP regulates the implementation and maintenance of a rating scheme for data assets by users on the EU Pollinator Hub.

4 Validity

4.1 Area

The of validity of this document is limited to the implementation and maintenance of a rating scheme for data assets on the EU Pollinator Hub.

4.2 Time

The period of validity of this SOP begins on 2024-02-07 and ends with its revocation.

4.3 Related Documents

Document type	Number	Name
SOP	001	SOP instructions
SOP	004	Organisation chart

4.4 Related Tasks

Persons who have been assigned one of the following tasks, as defined in SOP-004, assume a responsibility within this SOP:

- Quality management
- Software development

5 Procedure

5.1 Life cycle of the rating scheme

5.1.1.1 Responsibilities

- The person responsible for quality management, as defined by SOP-004, is responsible for the process described in section 5.1 of this SOP.
- The task of carrying out certain parts of this process can be transferred to another person.

5.1.2 Preparation of the rating scheme

5.1.2.1 Development of the Criteria Catalog

- A Criteria Catalog is developed that contains the following elements:
  - Criteria for an objective compliance of data assets with generally recognised quality principles such as FAIR principles [1] and scores.
  - Criteria for an objective compliance of data assets with measures of data quality.
  - Criteria for a subjective compliance of datasets with users expectations.
- Easy-to-understand questions are framed for each individual criterion.
- An overall range of scores is defined for the developed criteria.

5.1.3 Revision of the rating scheme

5.1.3.1 Annual revision of the rating scheme

- The Criteria Catalog is revised annually by the person responsible for quality management according to SOP-004.

5.2 Integration of the rating scheme into the software module

5.2.1 Responsibilities

- The person responsible for software development, as defined by SOP-004, is responsible for the process described in section 5.2 of this SOP.
- The task of carrying out certain parts of this process can be transferred to another person.

5.2.2 Integration of the rating scheme into the software module

- The Criteria Catalog is integrated into the data asset rating module.

6 References

[1] GFISCO, “FAIR Principles,” GO FAIR International Support and Coordination Office, [Online]. Available: https://www.go-fair.org/fair-principles/. [Accessed 28 05 2023].

7 Annexes

There are no annexes in the current document.