Standard Operating Procedure

Number: **017**

Name: **Dataset integration**

Title: Procedure for integrating datasets 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 2023-06-24 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
WI	Work Instruction

3 Introduction

The current document covers the process of uploading datasets to the staging area of the EU Pollinator Hub and sibsequent ingestion of the uploaded data into the EUPH data model.

4 Validity

4.1 Area

The of validity of this document is limited to the process of uploading datasets to the staging area of the EU Pollinator Hub and subsequent ingestion of the uploaded data into the EUPH data model.

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
WI	009	Registration
WI	025	Dataset creation
WI	026	Table creation
WI	027	Upload data
WI	028	Upload metadata
WI	029	Data description

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:

- Data preparation

5 Procedure

5.1 Responsibilities

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

5.2 Uploading data to the staging area

5.2.1 Registration

5.2.1.1 Registration as a data provider

- The process of registration as a data provider is described in WI-009.

5.2.2 Datase

5.2.2.1 Create a new dataset

- The process of creating a new dataset is described in WI-025.

5.2.3 Tables

5.2.3.1 Create a new table

- The process of creating a new table is described in WI-026.

5.2.3.2 Upload data

- The process of uploading data to a data table is described in WI-027.

5.2.3.3 Upload metadata

- The process of uploading metadata to a data table is described in WI-028.

5.2.3.4 Describe data

- The process of describing data tables is described in WI-029.

6 References

There are no sources in the current document.

7 Annexes

There are no annexes in the current document.