Standard Operating Procedure

Number: **029**

Name: **Guideline Directory**

Title: Maintenance of a Guideline Directory for data collection and analysis

Category: Metadata

Status: Approved

Version: 1.0

Date: 2024-02-07

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1 Document history

1.1 Current Release

1.1.1 Drafted

Submitted on 2023-06-17 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 aim of the current SOP is to provide guidelines for data collection and analysis in a publicly accessible directory for data providers and data clients.

Data providers are organisations or individuals uploading data on the EU Pollinator Hub.

Data clients are organisation or individuals downloading data from the EU Pollinator Hub.

4 Validity

4.1 Area

The of validity of this document is limited to the maintenance of a Guideline Directory for data collection and analysis.

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

5 Procedure

5.1 Responsibilities

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

5.2 Collection of guidelines

5.2.1 Collection of existing guidelines

5.2.1.1 Collection of general guidelines

- Guidelines for the collection of data that are relevant for the type of data stored on the EU Pollinator Hub are collected.
- Guidelines for the analysis of data that are relevant for the type of data stored on the EU Pollinator Hub are collected.
- Guidelines for the validation of analytical methods that are relevant for the type of data stored on the EU Pollinator Hub are collected.

5.2.1.2 Publication of existing guidelines

- The person responsible for the process defined in this document creates and maintains a publicly accessible section ***Guideline Directory*** within the EU Pollinator Hub Application, where these guidelines are summarised, described and categorised.
- Categorisation of the guidelines is based on the following criteria:
  - Type of quality systems implemented in the guideline;
  - Type of studies targeted by the guideline;
  - Type of organisations targeted by the guideline;

5.2.1.3 Revision of existing guidelines

- The person responsible for the process defined in this document checks every 11 to 13 months whether guidelines published in the Guideline Directory are valid, have been replaced by new versions or have expired.
- The person responsible for the process defined in this document may at any time add or remove guidelines from the Guideline Directory.

6 References

There are no sources in the current document.

7 Annexes

There are no annexes in the current document.