Uploading characterization and evaluation data to EURISCO

Approved by the ECPGR Steering Committee (August 2017)

The intention of this document is to propose a procedure for uploading characterization and evaluation (C&E) data to EURISCO, to complement the existing procedure for uploading passport data.

Currently, only National Focal Points (NFPs) are allowed to login to the EURISCO intranet and to upload data which have been provided by the holding institutes of the respective countries. However, it was frequently requested that, exclusively in the case of C&E data referred to accessions already included in EURISCO, also others should be able to do so, subject to the condition that the NFPs maintain the ultimate authority and responsibility to approve uploaded datasets before they are published. Thus, it is proposed to establish the following additional procedure:

National Focal Points should have the possibility to delegate the process of formatting and uploading C&E data (in whole or in part) to data provider institutions. Such C&E data should refer to accessions with already existing passport data in EURISCO. Uploading of passport data remains an exclusive task of the NFPs. For C&E data referring to accessions not included with their passport data in EURISCO, the C&E data provider might be encouraged to approach the NFP or NFPs of the country or countries of the institutions where the accessions are held. Thereafter, the NFP might investigate the status of such accessions and the opportunity to include them in EURISCO.

On request, the EURISCO coordination will create sub-accounts, which will be assigned to the respective National Focal Points and to be forwarded for use by persons delegated by provider institutions to directly provide C&E data. National Focal Points should remind the delegated data providers that C&E data should not be subject to any restriction, as once uploaded onto EURISCO, they will be publicly available.

Data providers will then be in condition to prepare the data according to the formatting rules provided by the EURISCO coordination and to upload the data onto the EURISCO intranet. After data upload, integrity checks will be performed and error reports will be created. After a notification, the data providers will then have the possibility of reviewing the integrity check results. If the integrity checks are positive, delegates can then label the data for update. Otherwise, the data should be discarded from the uploading system, the erroneous data should be reworked and the upload procedure should be repeated.

If the uploaded dataset has been labelled for update, a request for approval will be sent automatically to the responsible NFP, who will then have to decide whether to publish the dataset in EURISCO or to discard it. In case of approval, the dataset will then be published in EURISCO.

The C&E data upload procedure (including optional delegation of data upload) is outlined in **Figure 1**.
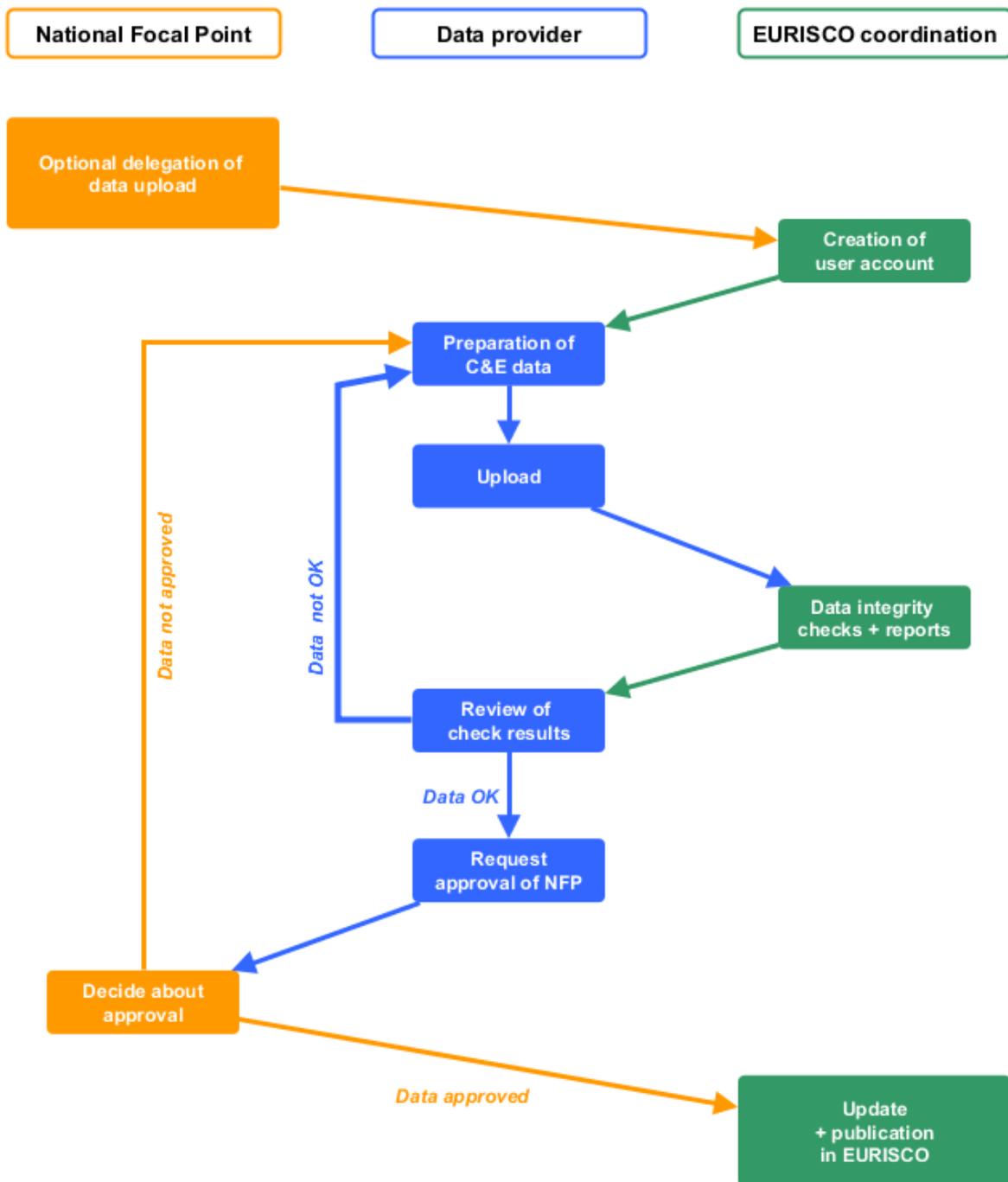
National Focal Point

Data provider

EURISCO coordination

Optional delegation of data upload

Creation of user account

Preparation of C&E data

Upload

Data integrity checks + reports

Review of check results

Data not OK

Data OK

Request approval of NFP

Decide about approval

Data not approved

Data approved

Update + publication in EURISCO

Figure 1: Proposed procedure for the upload of characterization and evaluation data to EURISCO.