Meeting Document 6.
EMODnet Progress Indicators
Indicators to monitor and evaluate progress of EMODnet thematic lots

About this document

This document provides an overview of EMODnet Progress Indicators and corresponding metrics to be measured as part of the reporting of the thematic EMODnet lots. This set of indicators/metrics is a living document that will be adapted and fine-tuned as part of a dynamic monitoring process based on lessons learned and taking into account the evolving nature of the various EMODnet portals. More information about the history and background of the indicators can be found in Annex I.

The structure/headers of the bi-monthly reports can be found in Annex II and the deadlines for submission in Annex III. A word template for the bi-monthly reports developed by the Secretariat is made available separately.

This document was created in October 2013 and last revised in October 2014

This version (2.0) provides a review of the metrics/indicators after an initial period of progress reporting by the thematic lots (January 2014-September 2014) based on indicators agreed in December 2013. Indicators have been reviewed with regards to the reporting interval and the proposed metrics. The Secretariat also proposes to reduce the number of indicators to 10 and suggests considerable revisions for (original) indicators 8, 9, 10 and 11 (see boxes).

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Overview of Indicators and metrics

Indicator 1 -   Volume of data made available through the portal

This indictor aims to assess whether there is a strong flow of data into each of the portals and whether there are problems in accessing particular data sets (e.g. restrictions on use). It will also show variation of data submission with time from which it may be possible to deduce whether the portals are becoming established as trusted repositories.

Reporting interval: Two-month reporting intervals using different metrics for each type of data and setting minimum data standards where appropriate. The lots Geology and Seabed habitats can report on a 6 monthly basis because of the nature of their deliverables that differ from the other lots.

Thematic Lot	Current status of proposed metrics (unresolved comments from the Secretariat in red)
Lot 1 Bathymetry	- The number of bathymetry data records held in the Common Data Index (CDI) Access and Discovery service with an indication of the number of unrestricted CDI datasets. - Indication of the number of data products, their geographical coverage (sea region) and resolution being made available.
Lot 2 Geology	The number of map products being made available with information on the datasets used to compile the map products. - *To determine whether this would be meaningful to report on bi-monthly basis: How often will map products be added?*
Lot 3 Seabed Habitats	The number of habitat map products being made available per geographical marine region (MSFD)
Lot 4 Chemistry	- The number of Chemistry data records held in the Common Data Index (CDI) Access and Discovery service categorized per marine region (when MSFD region boundaries are confirmed), partner, country and discovery parameter. With an indication of the number of unrestricted CDI datasets. - An indication of the number of data products made available and their geographical coverage (sea region) – on an annual basis.
Lot 5 Biology	The number of datasets and the number of spatial data products (GIS layers) available through the portal. For each dataset a link is given to the metadata providing information on the: - Number of records per dataset - number of taxa per dataset - temporal and spatial cover of the dataset - data types per dataset (abundance data, biomass data, attribute

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	information…), - institute providing the data
Lot 6 Physics	Summary of the datasets available through the portal for the time periods : - Near Real Time (NRT) - monthly and - validated historical records. Information will be categorized for NRT and monthly records by country, organization, number and type of platform, parameters, time period of data series. For validated historical records it will be categorized as the number of CDIs and the number of CDIs divided over data center and their country. - *Can the information be summarized/generalized as per the reporting in the physics finalized annual report? Summary graph (pg7 monthly number of monthly file available per month per platform type) & and table 19 (pg38) but rather than downloads the number of available information per parameter. (The above 'raw data' can be obtained through the EMODnet physics portal 'dashboard' and is continuously/permanently recorded/available)*
Lot 7 Human Activities	Number of dataset (tables) related to geographical features and number of records within each dataset. - For cultural heritage, mariculture, aggregate extraction indicator metric is the number of uploaded points (records), number and area (square km) of uploaded polygons (records) - For dredging, other forms of area management/ design action, fisheries zones, protected areas indicator metric is the number and area (square km) of uploaded polygons (records) - For ocean energy facility, waste disposal, wind-farms, hydrocarbon extraction, major ports indicator metric is the number of uploaded points (records) - For pipelines and cables the indicator metric is the number and length (km) of uploaded lines (records), and for commercial and recreational shipping the number of uploaded grid tiles and area (square km) - *Can this be summarized and presented as per Human Activities finalized annual report table in Annex 1. Table listed activities per country but with availability listed per feature/number of records rather than the qualitative statements used in the report?*

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Indicator 2 - Organisations supplying each type of data based on (formal) sharing agreements and broken down into country and organisation type (e.g. government, industry, science).

This indicator should allow to assess who are the main contributors for each data type and help the portals to target specific organizations that hold data if they have not contributed yet e.g. a particular Government department in one member state if other member states have provided similar data. It will also identify if some regions are more active than others in supplying data.

Reporting interval: Two month reporting intervals

Thematic Lot	Current status of proposed metrics (unresolved comments from the Secretariat in red)
Lot 1 Bathymetry	Related to CDIs, the numbers divided over data centres and their countries *Can this be reported as per format of indicator 2 in the finalized bathymetry report which includes restricted & unrestricted categories*
Lot 2 Geology	List of the organisations who have contributed to the maps
Lot 3 Seabed Habitats	List of organization (only referring to habitat maps from surveys)
Lot 4 Chemistry	Related to CDIs, the numbers divided over data centres and their countries *Can this be reported as per format of indicator 2 in the finalized chemistry annual report which includes restricted & unrestricted categories?*
Lot 5 Biology	List of data providing institutes (country and organisation type)
Lot 6 Physics	List of data providing organisations by platform type, and data availability (recent data: yes/no – from/to - and connected validated data: CDI yes/no) *Note from EMODnet Physics: Soon there will be data available for some platforms which are not operational any longer showing only CDIs, in that case you only have last flag. We will also be able to provide the number of CDIS per platform (by spring time)*
Lot 7 Human Activities	List of data providing organisations by country, organisation type (public or private) and economic sector/topic

Indicator 3 - Organisations that have been approached to supply data with no result, including type of data sought and reason why it has not been supplied.

This indicator aims to identify and gather more information about potential bottlenecks and barriers in data contribution from certain individual or type of organisations due to logjams such as confidentiality issues, commercial interests, lack of knowledge or interest in EMODnet. This will help to address specific problems by targeted communication or other means which would alleviate the main barriers. This is not

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an indicator to create a 'blacklist' but to identify and develop synergies and mobilize the EMODnet themes networks to 'unlock' different sectors.

<u>Reporting interval</u>: Every two months (if something noteworthy to report) and a summery overview every 12 months.

Thematic Lot	Current status of proposed metrics (unresolved comments from the Secretariat in red)
Lot 1 Bathymetry	List of organizations (suggested on annual basis) - *We would appreciate to receive an overview/list of organizations every 12 months with short explanation of the interaction / result of actions / reasons for no result* - *As for the other lots we would welcome receiving highlight bi-monthly if there is something noteworthy to report.*
Lot 2 Geology	As the data for the majority of the map products is being made available through national organizations, there is limited need to contact external parties/organizations. In the case where third party data will be used for e.g. the seabed minerals map product (including aggregates, oil and gas), information on the organization contacted will be provided.
Lot 3 Seabed Habitats	List of organisations (only referring to habitat maps from surveys) (suggested on annual basis) - *We would appreciate to receive an overview/list of organisations every 12 months with short explanation of the interaction / result of actions / reasons for no result.* - *As for the other lots we would welcome receiving highlights bi-monthly if there is something noteworthy to report.*
Lot 4 Chemistry	List of organizations (suggested on annual basis) - *We would appreciate to receive an overview/list of organisations every 12 months with short explanation of the interaction / result of actions / reasons for no result* - *As for the other lots we would welcome receiving highlight bi-monthly if there is something noteworthy to report.*
Lot 5 Biology	List of organizations (suggested on annual basis) - *We would appreciate to receive an overview/list of organisations every 12 months with short explanation of the interaction / result of actions / reasons for no result* - *As for the other lots we would welcome receiving highlight bi-monthly if there is something noteworthy to report.*
Lot 6 Physics	The list of approached organisation presented on a bimonthly base, the result of the actions on annual basis.

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Lot 7 Human Activities	List of organizations contacted and reason for no result (if any)
	- *We would appreciate to receive an overview/list of organisations every 12 months with short explanation of the interaction / result of actions / reasons for no result*
	- *As for the other lots we would welcome receiving highlight bi-monthly if there is something noteworthy to report.*

Indicator 4 - Volume of each type of data and of each data product downloaded from the portal

This indicator aims to identify which datasets and data products are very popular and those that are rarely used as an indication of the level of usefulness and interest in what's being made available.

Reporting interval: If possible every two months, at least every six months

Thematic Lot	Current status of proposed metrics (unresolved comments from the Secretariat in red)
Lot 1 Bathymetry	- Summary of the request status manager (RSM) listing how many common data index (CDIs) were requested by how many users from different data centres over a given time period - For data products a table of downloads over a given time in case of Bathymetry these are DTMs for specific sea regions in specific formats.
Lot 2 Geology	Number of downloads of map layers and indication of which are the most popular
Lot 3 Seabed Habitats	Which data products have been downloaded, who downloaded it, their organisation and reasons for downloading
Lot 4 Chemistry	- Summary of the request status manager (RSM) listing how many common data index (CDIs) were requested by how many users from different data centres over a given time period - For data products a table of downloads over a given time in case of Chemistry these are interpolated sea region maps for specific chemical substances
Lot 5 Biology	- Number of data downloads requested - Usage of the EMODnet biology WMS and WFS (only quantitative information)
Lot 6 Physics	Recent data: - Number of recent data requests - Number of recent data downloads by country Validated historical data:

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	- Number of requested CDIs
Lot 7 Human Activities	Number of completed downloads of the specific data types

Indicator 5 - Organisations that have downloaded each data type

The aim of the indicator is to identify who is using the portals and who is not in terms of type of organisations (Government, industry, science, …) and or sectors as well reveal differences in geographic interest (e.g. North Sea countries versus Mediterranean for certain types of data)

<u>Reporting interval</u>: If possible every two months, at least every six months

Thematic Lot	Current status of proposed metrics (unresolved comments from the Secretariat in red)
Lot 1 Bathymetry	For CDI from RSM: the names of user organisations that have requested and downloaded data sets
Lot 2 Geology	List of organisations
Lot 3 Seabed Habitats	List of organisation (reports would be anonymized)
Lot 4 Chemistry	For CDI from RSM*: the names of user organisations that have requested and downloaded data sets
Lot 5 Biology	Information on the type (scientific, governmental, private, NGO) of institute that downloaded data (for privacy reasons).
Lot 6 Physics	For historical archived data: the number of requests and the number of requested CDIs.
Lot 7 Human Activities	A summary of organisation details as collected via a 'non-mandatory' web form when a user tries to download data, along with the economic/sectors topic.

Indicator 6 - Using user statistics to determine the main pages utilised and to identify preferred user navigations routes

This indicator aims to gather information about how long the user spent on the website (residence time) and on which page the user quits their visit, or how they navigated the site. This may distinguish serious users from more casual visitors and reveal that some areas of the sites remain opaque to users or are less valuable. To ensure common approach between the lots, this should be reported for all the services offered (e.g. landing page, catalogue, map viewer) (note: some lots already do).

The main services used to collect analytics by the thematic portals are either:

AWS

| Month | Unique visitors | Number of visits | Pages | Hits | Bandwidth |

Google Analytics.

Home					
Month	Unique Page Views	Avg. Time on Page (mm:ss)	Page Views	New Vistors	% New Vistors
Apr-14	200	01:00	287	86	43.00%

The above illustrates the core summary information required.

Reporting interval: Every two-months

Thematic Lot	Current status of proposed metrics (unresolved comments from the Secretariat in red)
Lot 1 Bathymetry	Basic summary table provided by the thematic lot; login details are provided to the Secretariat to be able to access more specific user statistics. - *It would be appreciated if use statistics could be reported for each service separately: (i) Bathymetry website, (ii) DTM viewer, (ii) CDI Data discovery and access services, (iv) sextant catalogue.* - *Where possible internal users (from the project) should be excluded (or at least mention if this is the case or not).*
Lot 2 Geology	Information on the webpages accessed - *It would be appreciated if use statistics could be reported for each service separately: (i) Geology website, (ii) viewer, (iii) catalogue service (new launch of website)* - *Where possible internal users (from the project) should be excluded (or at least mention if this is the case or not).*
Lot 3 Seabed Habitats	Summary table of the number of visitors to each website page - *It would be appreciated if use statistics could be reported for each service separately: (i) Seabed habitats website, (ii) viewer, (iii) catalogue, (iv) (sextant service?)* - *Where possible internal users (from the project) should be excluded (or at least mention if this is the case or not).*
Lot 4 Chemistry	It is proposed to provide the secretariat with general statistics of hits, pages, users per month as standard output table of the Stats programme related the OceanBrowser service (data products). - *It would be appreciated if use statistics could be reported for each service separately: (i) chemistry website, (ii) Ocean browser service, (iii) CDI service, (iv) sextant* - *Where possible internal users (from the project) should be excluded (or at least mention if this is the case or not).*
Lot 5 Biology	- *It would be appreciated if use statistics could be reported for each service separately: (i) biology website, (ii) viewer, (iii) catalogue, (iv)*

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	gridded data products - *Where possible internal users (from the project) should be excluded (or at least mention if this is the case or not).*
Lot 6 Physics	Use statistics are reported for each service separately: (i) physics website, (ii) map viewer, (iii) access to webservice. - *Where possible internal users (from the project) should be excluded (or at least mention if this is the case or not).* Note from EMODnet Physics: Once the updated system is on it will be possible (spring time 2015), therefore first monitored period would probably be reported in may 2015)
Lot 7 Human Activities	Information on the main pages utilised and the most popular exit pages - *It would be appreciated if use statistics could be reported for each service separately: (i) human activities website, (ii) map viewer, (iii) catalogue* - *Where possible internal users (from the project) should be excluded (or at least mention if this is the case or not).*

Indicator 7 - List of what the downloaded data has been used for (divided into categories e.g. Government planning, pollution assessment and (commercial) environmental assessment, etc.)

The aim of this qualitative indicator is to obtain evidence to prove the value of EMODnet and identify which sector is benefiting the most. Results may indicate that some sectors are not familiar with the portals and this could guide the prioritisation of communication and dissemination efforts.

<u>Reporting interval:</u> Every two months

<u>Note from the Secretariat</u>: Thematic lots, which are able to report on this indicator, are invited to provide as much information as possible and indicate how they obtain this information. For those portals who currently have no means of obtaining this information, the Steering Committee Ad Hoc Technical Working Group will consider the matter and provide recommendations to the portals on possible modalities to report on this indicator.

Thematic Lot	Current status of proposed metrics (unresolved comments from the Secretariat in red)
Lot 1 Bathymetry	It is proposed that this indicator is dealt with at central level by the Secretariat - *[We assume this is possible just as for chemistry]: For registered CDI users which have downloaded during the reporting period, list the registered roles linked to the organizations.*
Lot 2 Geology	When known, provide information on what users are doing with the

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	downloaded geological information.
Lot 3 Seabed Habitats	The website currently records information on reasons for downloading. To standardize reasons responses a set list will be added, with a free-text 'other' option. Reports would be anonymized.
Lot 4 Chemistry	For registered CDI users, who have downloaded during the reporting period, list the registered roles linked to the organisations.
Lot 5 Biology	A list of the user submitted 'reason for downloads' grouped into different categories
Lot 6 Physics	It is proposed that this indicator is dealt with at central level by the Secretariat - *[We assume this is possible just as for chemistry]: For registered CDI users who have downloaded during the reporting period, list the registered roles linked to the organizations.*
Lot 7 Human Activities	Information to be gathered via a web form or pop up window questionnaire when user downloads

Indicator 8 - List of organisations that have downloaded data from more than one portal in a given space of time e.g. 2 weeks (assumed to be for a single project).

This indicator aims to see who is working with data and data products from several portals at the same time and why (for example to combine data sets e.g. adding biology data to habitat maps and overlaying chemical pollution data). Knowing who is doing this should allow targeting of information to where it is needed most.

Reporting interval: Every two months

Note from Secretariat: This will in first instance be an aggregation of the information provided (indicator #5) by the thematic lots. The Steering Committee Ad Hoc Technical Working Group will consider how this indicator could be measured in a more structural way in the future.

Secretariat proposal:

We suggest to adjust and rename this indicator to

- **Indicator 8 - "Users downloading data from more than one EMODnet thematic portal at same time"**

Reporting interval: bi-monthly

Method/metric: The indicator would be based on the use of **the central portal query tool** and provide quantitative information about the use of the query tool, indicating amongst others the number of request for data/products from several portals, the kind of parameters harvested, the kind of users and

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application, etc. [to be investigated/agreed by the central portal technical team]

Indicator 9 - Interoperability of data of different types and from different portals

The take up of data from the portals and degree of added value gained when different data sets are combined will partly depend on the interoperability of that data. The level of compliancy with required standards to allow machine to machine communication can be verified by user feedback, specific/routine tests as well as implementation of the central portal functionality which requires certain levels of interoperability. As such this will be essential information to assess if contractual requirements are met to allow external users to harvest data/products and for guiding the further development of the EMODnet entry portal.

Secretariat proposal to develop/implement the indicator:

The Secretariat proposes to base this indicator on a combined monitoring system composed of

(i)   Regular interval automated machine to machine retrieval test/monitor to be set up by the central portal team with guidance from the Secretariat.

(ii)   Regular verification of the performance of thematic portals with targeted retrieval of data/products by the EMODnet Secretariat.

(iii)   Ad hoc tests by the Secretariat guided by feedback from users.

(iv)   Regular updates on the current status of the interoperability (machine to machine services) between the thematic lots from the implementation of the central portal use case functionalities.

To this end, the Secretariat will, with support from the central portal team and technical working group where necessary, elaborate a monitoring plan to ensure machine to machine services are operational as required by all EMODnet contracts. The information for this indicator will be jointly compiled by the central portal team and the EMODnet Secretariat to provide an indication of progress and reveal existing shortcomings.

Reporting interval: to be specified

Note removed Indicator - Monitoring level of interaction with member states national processes for data stewardship (e.g. MEDIN, IFREMER-Sextant, MaDINA) – previously Indicator 10

Initially, the aim of this indicator was to monitor whether EMODnet is fulfilling its central role to support the Marine Strategy Framework Directive and the Europe 2020 goals, and assess whether MSFD data is sufficiently entering into EMODnet. Under Article 19 of the Marine Strategy Framework Directive, there

is a requirement for Member States to provide access to data resulting from the assessments and monitoring.

However, the Secretariat proposed to remove this indicator from the list for following reason:

Since the implementation of indicators for assessing progress, this indicator has not been reported upon by any of the lots in any systematic way. The desired information appears difficult to measure as a metric/indicator and not critical for evaluating performance or progress of the EMODnet thematic portals. As relevant information is anecdotic and the Secretariat has been providing summaries of strategic interactions as part of its general reporting anyway, it is proposed to remove this indicator from the list and continue reporting as part of overall reporting by Secretariat.

Thematic Lot	Current status of proposed metrics (unresolved comments from the Secretariat in red)
Lot 1 Bathymetry	Where it is possible and appropriate it is proposed to report this on an annual basis as part of the Annual Reports. - *We would welcome if important developments / interactions (if any) could be reported on a bi-monthly basis and an overview/summary annually.*
Lot 2 Geology	Our partners, being mostly national geological survey organisations are involved in national data stewardships, cross linkages will be reported.
Lot 3 Seabed Habitats	List all the ways EMODnet data has fed into the MSFD process and vice-versa wherever possible
Lot 4 Chemistry	Where it is possible and appropriate it is proposed to report this on an annual basis as part of the Annual Reports. - *We would welcome if important developments / interactions (if any) could be reported on a bi-monthly basis and an overview/summary annually.*
Lot 5 Biology	EMODnet biology has a workpackage linked to indicators for the MSFD and data gathering for these indicators. The assessment of that workpackage can be used as an indicator to assess the work related to MSFD - *We would welcome if important developments / interactions (if any) could be listed/reported on a bi-monthly basis and an overview/summary annually.*
Lot 6 Physics	Where it is possible and appropriate it is proposed to report this on an annual basis as part of the Annual Reports. - *We would welcome if important developments / interactions (if any) could be reported on a bi-monthly basis and an overview/summary*

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	annually.
Lot 7 Human Activities	*List all the ways EMODnet data has fed into the MSFD process and vice-versa wherever possible*

DG MARE proposed indicators

Note removed Indicator – Management Budget Overview

This indicator was proposed by DG MARE to provide insight into the actual spending of overheads and costs in relation to the budget allocations initially requested for different work packages to be reported on six monthly basis.

Note from the Secretariat: Following a discussion at the 1st EMODnet Steering Committee Meeting (Brussels, 16-17 December 2014), consensus was reached that thematic lots are not required to report on this parameter as it is not a contractual obligation.

Indicator 10 - EMODnet visibility and citations (academic journals, scientific press, mainstream media, websites)

This indicator aims to track written materials covering, or based on, EMODnet data or data products that are available in the public domain at national, regional and international level. This will provide an indication of the visibility and recognition of EMODnet as well as the nature and extent of references attributed to EMODnet. It will be a combined effort between the secretariat and the thematic lots to collate this information.

Reporting interval: Thematic lots provide (i) an annual overview/summary and (ii) relevant inputs every two months (if important developments/interactions are known)

Secretariat proposal to develop/implement the indicator:

On a yearly basis, the Secretariat aggregates / lists any evidence of citations and EMODnet visibility based on

- *Bi-monthly and annual reports of the thematic lots*
- *General evidence received from partners, users and stakeholders*
- *Active desktop searches for citations and reference in available tools (online resources such as other websites, articles in web of science, resources from partner organisations, …)*

Secretariat note:

To facilitate tracking citations and improving the visbility of EMODnet, the Secretariat would like to

develop of a standard 'citation/reference' to EMODnet when users publish using EMODnet data or data products.

The proposal is to add the following statement to the thematic lots website:

- *Secretariat to formulate a suggestion based on existing examples*
- *To be agreed by SC*

Thematic Lot	Current status of proposed metrics (unresolved comments from the Secretariat in red)
Secretariat	- Number of articles referring to EMODnet on Web of Science (yearly) - Internet search for relevant references to EMODnet (yearly) - Number of other websites/portals referring to EMODnet (yearly)
Lot 1 Bathymetry	- Provide overview/summary of citations and references to (articles/publications) on an annual basis as part of the Annual Reports. - *When available, provide information about major publications or references to EMODnet in bi-monthly report*
Lot 2 Geology	- Provide overview/summary of citations and references to (articles/publications) on an annual basis as part of the Annual Reports. - *When available, provide information about major publications or references to EMODnet in bi-monthly report*
Lot 3 Seabed Habitats	- Provide overview/summary of citations and references to (articles/publications) on an annual basis as part of the Annual Reports. - *When available, provide information about major publications or references to EMODnet in bi-monthly report*
Lot 4 Chemistry	- Provide overview/summary of citations and references to (articles/publications) on an annual basis as part of the Annual Reports. - *When available, provide information about major publications or references to EMODnet in bi-monthly report*
Lot 5 Biology	- Provide overview/summary of citations and references to (articles/publications) on an annual basis as part of the Annual Reports. - *When available, provide information about major publications or references to EMODnet in bi-monthly report*
Lot 6 Physics	- Provide overview/summary of citations and references to (articles/publications) on an annual basis as part of the Annual Reports. - *When available, provide information about major publications or references to EMODnet in bi-monthly report*

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Lot 7 Human Activities	- Provide overview/summary of citations and references to (articles/publications) on an annual basis as part of the Annual Reports. - *When available, provide information about major publications or references to EMODnet in bi-monthly report*

Annex I - Background

The EMODnet Secretariat is tasked as per tender MARE/2012/15 to monitor and evaluate the progress of the EMODnet thematic lots (MARE/2012/10). In addition to technical portal testing and user evaluations, indicators will be used for this purpose. The selection of appropriate indicators is based on a careful assessment and identification of relevant performance questions such as:

- How much data has been made available through the portal to date?
- What organisations have supplied data to the portal to date?
- How much data has been downloaded from the portal to date?
- What organisations have downloaded data from the portal to date?
- What progress has EMODnet made towards becoming the portal of choice for marine users?

Based on these performance questions, the Secretariat proposed a number of indicators and an associated bi-monthly reporting template to be used by the thematic portals as part of their reporting obligations. The Secretariat requested feedback from MODEG as to the appropriateness of these indicators and the proposed reporting format and frequency (i.e. their inclusion into the bi-monthly reports prepared by each of the thematic lots) as part of the MODEG meeting held in Brussels on 21-22nd October 2013. The indicators were generally supported by MODEG provided the underlying metrics are tailored to the needs and possibilities of the different portals. Additional indicators were added post meeting on request from DG MARE. The indicators were subsequently discussed and re-adjusted at the 1st EMODnet Steering Committee (Brussels, 16-17 December 2013) with a view to develop specific metrics which provide meaningful information adapted to the type of data and data products disclosed by each of the thematic lots. The Secretariat with the individual portals have developed a first set of metrics according to the indicators which will provide the starting point to track progress and identify bottlenecks in an objective way.

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ANNEX II - Proposed Bi-monthly report template parameters

<u>Important Note</u>: For all reporting components, indicators and metrics we expect you to provide information/data/text only if there is something to report. Reports should be brief but understandable by an outsider. The indicated time intervals for indicators specifies how frequent portals should consider them, but again we ask you only to provide information/text if there is something to report.

All submissions should include a cover page indicating the thematic lot and the time period the submitted bi-monthly report covers.

Proposed items in report:

1.   Highlights in this reporting period

2.   Meetings held since last report

3.   Work package updates

    → E.g. WP1 – Project Management

5.   Specific challenges or difficulties encountered during the reporting period

6.   User Feedback

7.   Outreach and communication activities

8.   Updates on Progress Indicators

Indicator 1 - Volume of data made available through the portal

Indicator 2 - Organisations supplying each type of data based on (formal) sharing agreements and broken down into country and organisation type (e.g. government, industry, science).

Etc...

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Annex III - Proposed Reporting timetable

Bi-monthly reporting in the standardized template will be expected from 2014 onwards, to be received by the secretariat at the close of business on the following days.

1. Reporting period January-February 2014 : **3 March**

2. Reporting period March-April 2014: **5 May**

3. Reporting period May-June 2014: **7 July**

4. Reporting period July-August 2014: **1 Sept**

5. Reporting period September-October 2014: **3 November**

6. Reporting period November-December 2014: **5 Jan 2015**

7. Reporting period - January-February 2015: **2 March 2015**

8. Reporting period March-April 2015: **4 May 2015**

9. Reporting period May-June 2015: **6 July 2015**

10. Reporting period July-August 2015: **7 September 2015**

11. Reporting period September-October 2015: **2 November 2015**

12. Reporting period November-December 2015: 4 **Jan 2016**

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