



An Roinn Tithíochta,  
Rialtais Áitiúil agus Oidhreachta  
Department of Housing,  
Local Government and Heritage



**NPWS**

An tSeirbhís Páircanna  
Náisiúnta agus Fiadhúlra  
National Parks and Wildlife  
Service

# NPWS Resource Catalogue Guidelines

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## Introduction

This document is intended as a guideline for all parties who supply Resource Catalogue forms as part of a scientific project's delivery process to the National Parks and Wildlife Service (NPWS). NPWS is part of the Heritage Division of the Department of Housing, Local Government and Heritage (DHLGH).

Metadata is often referred to as the “data about data”, however, a more nuanced definition may be that metadata is a means by which the complexity of an object is represented in a simpler form.

Metadata is like punctuation for your data, it clarifies relationships, provides structure and meaning to research information which may not be apparent in its raw form (CSO, 2025).

NPWS manages a wide range of research and scientific projects which collect, collate and analyse data from multiple sources. These projects range in scale from singular species records or habitat locations to country-wide surveys. The NPWS Resource Catalogue form is an Acrobat dynamic form that was designed in-house to address the need to capture the metadata from these varied NPWS scientific projects. It has been designed to be compliant with multiple International Metadata Standards, such as, INSPIRE, ISO 19115 and ISO 19139-1:2019 (for spatial data); Dublin Core ISO 15836 (variety of information and resource types); and Global Biodiversity Information Facility (GBIF; species-orientated records including spatial elements).

These guidelines should be read in conjunction with the NPWS Data Standards and Project Delivery Guidelines. Metadata submission is a mandatory requirement (see Section 2.7, page 39) of data standards document. Compiling a catalogue which describes the varied resources of a project, alongside standardising the data structures and formats will allow NPWS to better store, manage and disseminate our resources to strengthen the ways in which we value and protect nature.

# Terminology

The terms *data*, *dataset* and *resource* are used interchangeably in these guidelines and relate to the digital files or groups of files that form the products of the project. NPWS led or funded project personnel are assigned one of four principle roles outlined in Table 1, below.

Table 1. The personnel associated with an NPWS Scientific

ROLE	DESCRIPTION
NPWS Project Coordinator	The NPWS scientific staff member who identifies the requirement for the project. There may be more than one coordinator. The coordinator is responsible for the whole project including overseeing the drafting of the tender and the contract documents, and the sign-off on the resulting project deliverables.
NPWS Data Specialist	The NPWS Data Specialist is a staff member who ensures that the NPWS data standards are adhered to throughout the project. This may require input from the wider Spatial and Scientific Data Unit team. The Data Specialist works in close collaboration with the Project Coordinator and should have limited direct contact with Supplier Manager/Suppliers, unless obstacles such as large file sizes or hard-copy resources arise.
Supplier	The person, group or organisation who receives the contract award and is responsible for fulfilling the requirements project deliverables. Generally, these individuals will be external contractors. The Project Coordinator is their main point of contact within NPWS.

## Section 1 – Resource Catalogue Form Overview

The Resource Catalogue form is provided with the NPWS Project Delivery Pack. This is a ZIP archive holding two top-level directories, which is available to download from the NPWS website: [NPWS Data Standards](#) or [NPWS Data Resource Catalogue](#). The Resource Catalogue form can be found in the resource catalogue folder of the template directory. This folder also contains two examples of populated Resource Catalogue forms and this guidance document. For detailed description of Project Delivery Pack structure and contents please consult Section 1 of the NPWS Data Standards and Project Delivery Guidelines document.

The Resource Catalogue form uses a two tier model for Projects which can have multiple associated Resources (see Figure 1). Therefore, for each project there should be one instance of a populated Resource Catalogue form.

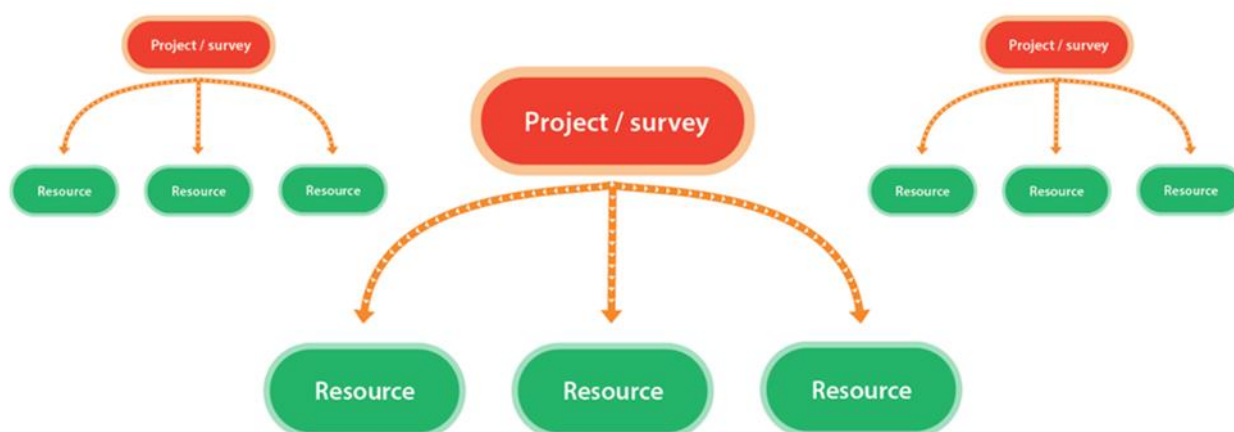


Figure 1. NPWS Resource catalogue two-tier model for scientific projects, which may have a single or multiple associated resources.

The Resource Catalogue form consist of four main sections:

1. Project respondent (Supplier) details section
2. Project details section
3. Resource Details section
4. NPWS use only section.

## 1.1 Project Respondent (Supplier) Details

The first section of the Resource Catalogue form (Page 1) is designed to collect the high level details of a project respondent. The project respondent is usually, yet not always, an externally contracted Supplier e.g. the individual person who carried out the project management and data collation, collection and analysis. These first fields allow the project respondent to provide their contact details such as Name, Address information, Phone number, Email and Date.

## 1.2 Project Details

The second section of the Resource Catalogue form (Page 1) is designed to collect the high level details of the project. The Project Details is a critical section where all data fields must be completed. The fields include Project name, Project ID code, Project Description, Project status, Project manager, Project duration, Project phase, Purpose/Scope. A complete description of each field is outlined in Table 2.

**Table 2. Description of data fields in Project details section of a Resource Catalogue form.**

DATA FIELD	DESCRIPTION
Project Name	Provide a project or survey name. Surveys are considered to be a type of project. Where applicable, provide the name of the project used in an associated contract document issued by the NPWS Project Coordinator along with the Contract Reference ID.
Project ID code	This is a unique Project identifier code assigned and supplied by NPWS at the start of a project. This is a critical field as it is the database key and therefore projects will not be accepted without a Project ID code. A project version code is not required. Example: 0502_WDSV04.
Project Description	Provide a brief description/abstract of the project here. A statement regarding the overall geographic extent of the project would be useful. Provide project purpose and scope details below.
Project status	Select a value from the dropdown list: Planned, Work-in-progress (use this category if associated resources are likely to change in the future), Complete.
Project manager	The person responsible for managing the overall project, usually this is the NPWS Project Coordinator.
Project duration	Where the project is complete provide the start and end dates. If the project is ongoing or starting in the future provide a start date. There is a dropdown

DATA FIELD	DESCRIPTION
	<p>calendar to help you select the date. Where a start date or end date are unclear but the year is known then use a vague date expressed in the following format:</p> <p>From: 01/01/&lt;year&gt;</p> <p>To: 31/12/&lt;year&gt;</p> <p>Use this format elsewhere in the form for vague dates.</p>
<b>Project phased?</b>	Select Yes <input type="checkbox"/> if the project duration is split into more than one phase, for example by year or by geographical area.
<b>Purpose/Scope</b>	Provide concise details of the project purpose and scope. Describe the purpose for which the project was initiated and also provide a statement on the scope of the study.

### 1.3 Resource Details

The third section of the Resource Catalogue form (Page 2 and 3) is designed to provide a description of the data Resources arising from the project. These should be supplied at the lowest granularity level as possible, for example, if there are 2 separate reports for a singular project these should be two separate Resources. Where there is one report for a singular project saved as two data types (e.g. PDF and MS Word) then these should be combined as one Resource. A separate Resource for different data types or formats should be supplied, except where these items can be logically grouped into sets such as images, maps or shapefiles (provided that the file naming convention and/or list of attributes are consistent across the set of resources). Likely resources will include:

- Paper documents
- Paper maps
- Digital documents: Project reports in Word/PDF format.
- Publications
- GIS files
- Spreadsheets
- Access databases
- Other databases
- External documents
- Website URLs
- Photographic archives
- Digital video files
- Audio files

To add a new Resource scroll to the bottom of Resource number 1 (Page 4) and click 'Add new resource' button. This will automatically populate an additional Resource details section (two new pages) for Resource number 2. Each time this button is pressed an additional Resource details section is added

and additional pages will be added to the form as necessary. There is also a '*Delete current resource*' button at the top of the Resource details section to allow the deletion of the associated resource section. Note you cannot undo this deletion and will be forced to re-enter data if selected.

It is important to note that not all fields in the resource section will be relevant to each Resource for every project, therefore, not all fields need to be completed if they are not relevant to the Resource or project. The NPWS Project Coordinator will facilitate communications between the Supplier and NPWS Data Specialist in cases where the sample Resources do not cover a particular data type. This can happen often in research, therefore, queries, questions or suggestions are most welcome at any time. A complete description of each field is outlined in Table 3, below.

**Table 3. Description of data fields in Resource details section of a Resource Catalogue form.**

DATA FIELD	DESCRIPTION
Resource Name	A unique identifying name for the resource. For digital resources supply a short description of the resource along with the file name placed in brackets, if appropriate. Resources can also be a paper document, a map or a pack of photographic images. It will make sense to group files in some instances such as shape files which relate to a set of associated files. If there are multiple associated files, then omit the listing of the file names here. Refer to them in the next field: Description / Abstract or in the Lineage field for spatial resources.
Description / Abstract	Provide a brief description of resource.
Taxonomic standards	Any taxonomic references/standards used.
Habitat/community classification systems used	Any habitat classification schemes used. Habitat classification: Habitats Directive Habitats, Heritage Council Habitats (Levels 1 to 3), NPWS Habitats.  Use the information button [ i ] associated with this field to automatically populate the field with the Habitats Directive Habitats classification version details:  Annex 1 (Natural habitat types of community interest whose conservation requires the designation of Special Areas of Conservation) of Council Directive 92/43/EEC of 21 May 1992 on the conservation of natural habitats and of wild fauna and flora (EU Habitats Directive). The version of Interpretation Manual used was: European Commission (2007). Interpretation Manual of European Union Habitats. EUR 27. July 2007.
Top copy holder	Person or organization currently holding top copy. The default value is 'NPWS' for NPWS resources.

DATA FIELD	DESCRIPTION
Top copy manager	Person or organization currently managing top copy. The default value is 'NPWS' for NPWS resources.
Data owner	Person or organization who funded the project and owns the Intellectual Property Rights (IPR). The default value is 'NPWS' for NPWS resources.
NPWS Usage Rights	Provide information about rights held in and over the resource, including who may access resource as well as security or privacy issues. Typically a Rights element will contain a rights management statement for the resource, or reference a service providing such information. Rights information often encompasses Intellectual Property Rights (IPR), Copyright, and various Property Rights. The default value is 'Full' for NPWS funded resources.
Created by	The name of the individual or organisation responsible for making the content of the resource.
Suitable for dissemination in its current format?	Is the resource suitable for dissemination in its current format? This relates to resources owned by NPWS. It is the responsibility of the NPWS Project Coordinator's to determine the category for this field.
Public Access Limitation	Confidentiality, legal, policy or other limitations on public access to the dataset. Select a value from the drop-down list. If a resource is non-sensitive, then select: No limitations on public access. It is the responsibility of the NPWS Project Coordinator's to determine the category for this field.
Metadata Contact	Generally for NPWS-owned datasets the following information will apply: NPWS Biodiversity Data Manager, Corporate Affairs Directorate, National Parks and Wildlife Service, Department of Housing, Local Government and Heritage, 90 North King Street, Dublin 7, D07 N7CV.  To save effort you can click the information button [ i ] associated with this field to automatically populate the field with the information above.
Metadata date	Date of metadata creation. Use the drop-down calendar to select a date.
Fitness for use / limitations	Identify known limitations of a dataset (e.g. compilation issues, age, collation methods). Consider intended, unwise and improper use. Also highlight known uncertainties and errors within the dataset. An example, "not to be used for navigation".  The intended content for this data field should consider the following perspectives:

DATA FIELD	DESCRIPTION
	<ul style="list-style-type: none"> <li>a project-specific statement, identifying and listing known or potential limitations on use provided by the resource or metadata author. This should be the key focus when initially formulating text for this form field.</li> <li>a conditional NPWS Fitness for use acceptance statement that provides a general statement on the responsibility for usage of the data.</li> <li>Refinements to the statement, supplied by the NPWS Project Co-ordinator or the NPWS Data Manager where further use limitations are identified.</li> </ul> <p>The default is the information button [ i ] associated with this field to automatically populate the field with the information below:</p> <p>Data are provided on an 'as is', 'as available' basis. NPWS does not guarantee the accuracy, timeliness, completeness, performance or fitness for a particular purpose of the data.</p> <p>It is the users' responsibility to ensure that the data are fit for any intended use.</p> <p>Data are provided on the understanding that users will not use the information to the detriment of individual species or habitats, biodiversity or the environment in general.</p> <p>Please refer to the Creative Commons Attribution 4.0 International license: Section 5 – Disclaimer of Warranties and Limitation of Liability to review disclaimers. <a href="https://creativecommons.org/licenses/by/4.0/legalcode">https://creativecommons.org/licenses/by/4.0/legalcode</a></p>
Attribution	The individual, group(s) or organisation(s) who contributed to the work of the project, giving credit to the data source e.g. the list of authors.
Conditions on access and use	<p>Supply a list of conditions which apply to the use of the information resource after access is granted. Use restrictions (e.g. Copyright, internal use only, Confidentiality). The default is the information button [ i ] associated with this field to automatically populate the field with the information below:</p> <p>Copyright Government of Ireland. This dataset was created by the National Parks and Wildlife Service, Department of Housing, Local Government and Heritage. This copyright material is licensed for re-use under the Creative Commons Attribution 4.0 International license.</p> <p><a href="http://creativecommons.org/licenses/by/4.0/">http://creativecommons.org/licenses/by/4.0/</a></p>
Field survey	Sources used in creating the dataset - Is it based on field survey?

DATA FIELD	DESCRIPTION
Inventory	Sources used in creating the dataset - Is it based on inventory data?
Derived from remote sensing	Sources used in creating the dataset - Is it derived from remotely sensed data (ortho imagery, satellite)?
Derived from overlaying GIS layers	Sources used in creating the dataset - Is it derived from overlaying GIS layers?
Spatial precision / resolution	Data precision and accuracy: Spatial precision/resolution. High - up to 10m; Medium - 10- 100m; Low - over 100m.
Thematic accuracy	Data precision and accuracy: Thematic accuracy (have values been assigned consistently?)
Logical consistency	Data precision and accuracy: Logical consistency of resource data (are there obvious errors in the dataset, inappropriate values/gaps/sliver polygons/overlapping polygons/ obvious mapping errors):  High (a high degree of logical consistency)  Medium (some non-critical errors in resource data) or  Low (multiple errors leading to inconsistent data). In general low logical consistency should trigger a review of data quality.
Spatial positional	Data precision and accuracy: Spatial positional (closeness of measured values to real values):  High (consistent with real values)  Medium (some minor divergence from real values) or  Low (poor correspondence with real values).
Habitat condition / conservation value	Does the dataset contain information about habitat condition or conservation value?
Spatial Resolution	Accuracy or precision of spatial data (digital mapping). Expressed as scale (representative fraction) raster cell size, DPI, etc., or range OR a ground sample distance.
For Recorder?	Suitable for entry into Recorder database. This should be selected for any datasets containing species records.
Date entered to Recorder	Use date of completion.

DATA FIELD	DESCRIPTION
For Turboveg?	Suitable for entry into Vegetation database. This should be selected for any datasets containing vegetation or plant community level data.
Date entered to Turboveg	Use date of completion.
For digitising	Does the resource contain data (species/relevé/environmental) or maps (habitat/ boundary) that require digitisation?
Date digitized	Date digitisation completed.
Species count	Number of species recorded in dataset.
Record count	If appropriate for a resource provide a count of occurrence records. A count may need to be qualified by species or the type of count (e.g. polygons). It may be best to use the Resource Description/Abstract field when a lengthy or expanded explanation is required.
Alternative References	Other references that describe the resource. For example, a citation for a report.
Resource Type	<p>NPWS use a lookup list to supply the 3 resource types identified by INSPIRE:</p> <ul style="list-style-type: none"> <li>• dataset for spatial datasets</li> <li>• series for spatial dataset series</li> <li>• service for spatial data services.</li> </ul> <p>This applies to spatial datasets only. A wider list of resource formats is supplied using the Format field described below.</p>
Resource Format	The physical or digital manifestation of the resource. Select the format of the resource from a list of resource types that you can access from a drop-down list. If you are describing another format not found in the list then please make a note of the format in the Description field.
Resource Location – URL addresses	Where possible, a URL should be supplied for all internal and external resources. External users of the form may leave this field blank.
Repository location/file name(s)	<p>A server/directory/file name for the resource location. There may be more than 1 location but if you know where the top copy version is held then supply this. If the resource is held on a local PC, server or disk, or is submitted attached to an e-mail then please indicate by prefixing the path with 'Local: '. For external sources you can submit web page URLs.</p> <p>There may be instances where listing a set of files may not be suitable such as where a resource relates to multiple files associated with a dataset, e.g. a</p>

DATA FIELD	DESCRIPTION
	MySQL database. Please indicate that the resource relates to a set of physical files and supply a location for the set rather than listing them individually.
Date of Creation	Date of resource creation. Mandatory if a date of publication or date of revision not used. The value will have to be converted to Gregorian calendar, with dates expressed in accordance with ISO 8601 for metadata sharing. In the absence of an exact date use a vague date (see Project duration).
Date of last revision	The most recent date of last revision of the resource if the resource has been revised. In the absence of an exact date use a vague date (see Project duration). Note that some applications such as MS Access will update the file modification date timestamp even when no changes are made to the data. Ideally set the read-only attribute flag for such files after revisions have been made.
Date of Publication	Date the resource was published if known. In the absence of an exact date use a vague date (see Project duration).
Temporal extent	The time period covered by the content of the resource. NPWS will hold the two Temporal extent field values in Date fields (excluding timestamp).  Note that the date field validation has been disabled for these two fields to permit dates earlier than the year 1900 to be added to the form. As a result of this care must be taken to ensure that the values entered comply with the format: DD/MM/YYYY, for example 27/09/2011.
Lineage	Please use the following headings as guidelines: <ul style="list-style-type: none"> <li>• Legal validity</li> <li>• Process steps:</li> <li>• Lineage statement 1</li> <li>• Filename</li> <li>• Fields</li> <li>• Look-up tables</li> <li>• Lineage statement 2 etc.</li> </ul> Supply the history of a dataset, and the life cycle from collection and acquisition through compilation and derivation to its current form [from ISO19101].
NPWS Site code(s)	List one or more NPWS Site codes for NPWS sites known to be contained within a survey area or relevant to a project. Leading zeros should be retained in site codes. Individual site codes should be separated by a comma and a space. Example: 009991, 009992.

DATA FIELD	DESCRIPTION
	Note: The most up-to-date list of NPWS Site Codes is available on the website at <a href="https://www.npws.ie/maps-and-data/designated-site-data/sac-and-spa-datasheets-downloads">https://www.npws.ie/maps-and-data/designated-site-data/sac-and-spa-datasheets-downloads</a>
Geographic area	<p>Select an area from a list of areas such as county, province and country. The form provides you with a provisional list that allows you to select one or more values and these are added with a comma separating each one. You can also add more local areas such as a townland if that is appropriate for the resource. Make sure to separate values by commas.</p> <p>Note: Do not mistake the area selector field for the Geographic Area field. Press the Append area button to add the area.</p>
Geographic bounding box	<p>Using one of the three Geographical Coordinate Systems described below define one or more geographic bounding boxes as Grid coordinates. Select the appropriate coordinate system from the drop-down list before adding the coordinates. Keep the coordinate system consistent with that used in the shape file. For standard compliance the values will be converted to Latitude/Longitude when necessary.</p> <ol style="list-style-type: none"> <li>1. Irish National Grid. The Irish grid reference system is a system of geographic grid references commonly used in Ireland (both Northern Ireland and the Republic of Ireland). The Irish grid overlaps the British grid. While OSI and OSNI intend to supply map information in the older Irish National Grid format into the future, the Irish Institution of Surveyors has recommended that ITM be adopted as soon as possible as the preferred official coordinate system for Ireland.</li> <li>2. Irish Transverse Mercator (ITM). This is the geographic coordinate system for Ireland. It was implemented jointly by the Ordnance Survey Ireland (OSI) and the Ordnance Survey of Northern Ireland (OSNI) in 2001. The name is derived from the Transverse Mercator projection it uses and the fact that it is optimized for the island of Ireland. An ITM coordinate is generally given as a pair of six-digit numbers (excluding any digits behind a decimal point which may be used in very precise surveying). An ITM coordinate can have three digits behind the decimal point which gives a fix for a location with millimetre accuracy. ITM is a GPS-compatible mapping system that takes advantage of the accuracy of GPS whilst minimising mapping distortions.</li> <li>3. Latitude / Longitude. Supply the extent of the resource in decimal degrees, with a precision of at least two decimals. Minimum and Maximum Easting values should be expressed as negative values.</li> </ol>

DATA FIELD	DESCRIPTION
Responsible party/ Responsible role	At a minimum: Name of responsible organisation and e-mail address. In many cases this will default to details for NPWS. A standard content format will be applied in these cases. The INSPIRE list of responsible roles are implemented using a drop-down list. Select a value from the list. You can add multiple responsible parties with differing roles.
Topic category	Select from a list of INSPIRE Topic categories. These are a list of categories presented in the INSPIRE documentation. The default value is Biota.
Keyword	NPWS extends a subset of the GEMET keyword dictionary. Select at minimum three or more keywords for each resource.
Other keywords	Additional keywords may be added here to augment the provided keyword set. Separate new keywords with a comma.

## 1.4 NPWS use only Resource details section

The fourth section of the Resource Catalogue form (Page 5) is designed for NPWS use only; it will log receipt of the form and identify outstanding tasks and issues for the project described in the form.

## 1.5 Submission with Project directory

The final version of a populated Resource Catalogue form should be saved as a pdf with the partial Project ID code as a prefix to the file name to the relevant *@resource\_catalogue* directory, for example, BFCK14\_ResourceCatalogueForm\_01.pdf. For detailed description of project ID codes, file naming conventions and top-level directory please refer to the NPWS Data Standards and Project Delivery Guidelines document.

## 1.6 Additional notes

It is important to note that there is no Auto-save facility in an Acrobat form. If you close a form without saving the contents, then any data that you have entered will be lost.

XML parsing issues between PDF and MS Word documents: Please note that copying and pasting text from a Microsoft Word document to fields in the form can lead to the addition of spurious characters within the form text. Do not copy and paste bulleted text into forms as the bullets may use a font family that is unavailable in the target system in NPWS. This can lead to errors when attempting to open the form. These problem characters can include paragraph breaks that are not visible in the source Word document or in the form and are only identified in the XML text exported from the form. Ideally

such text should be copied to an empty document in a plain-text editor such as Notepad, cleaned of any odd characters, and then copied to the pdf form.

NPWS reserve the right to change the information submitted on this form, particularly in relation to data standards and quality, following an internal review of the data.



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