



1 Introduction

The purpose of this annex is to gather in one place an inventory of EEA corporate standards relevant for European Topic Centres and other partners. The corporate standards gathered here represent the usual way, or standards applied to the undertaking of certain tasks. They serve a purpose in relation to quality, securing common practice, and recognition. At the same time, they are also frequently an aid both in the sense that there is no need to re-invent the wheel each time a task is carried out, and are a guide to individuals carrying out a task on expectations, tools to use or templates.

Over time these corporate standards evolve¹. Often it is through working with partners who can bring best practice from their experiences that can lead to innovation to develop a next iteration of a new corporate standard that are more effective or efficient in achieving the expected result. Partners may propose and agree alternative approaches or also identify opportunities for improvement with EEA

The standards cover a wide range of tasks. It is unlikely that any particular organisation will need to apply all of the standards. As EEA makes extensive use of framework agreements, this inventory is a support to identify which ones are relevant for specific task that may only be specified at a later stage in the framework agreement.

2 Publishing and branding

Corporate Standard	Repository
EEA corporate design manual	http://www.eea.europa.eu/publications/eea-corporate-design-manual
ETC / Eionet design guide	(link to follow)
EEA writing manual	https://www.eea.europa.eu/about-us/documents/eea-writing-manual.pdf/view
Report template	https://www.eea.europa.eu/about-us/documents/report-template/view
Briefing template	https://www.eea.europa.eu/about-us/documents/briefing-template/view

¹ EEA is undergoing a shift towards digital on-line approaches in response to COVID19 which is driving considerable evolution in practice.

Zotero guidelines	https://www.eea.europa.eu/about-us/documents/zotero-guidelines/view
Note on copyright	https://www.eea.europa.eu/about-us/documents/note-on-copyright-to-staff/view
Note on Plagiarism and copyright	https://www.eea.europa.eu/about-us/documents/plagiarism-and-copyright-guide/view
EEA copyright request letter	https://www.eea.europa.eu/about-us/documents/eea-copyright-request-letter/view
EEA Web design elements	http://www.eea.europa.eu/code/design-elements
Delivery guideline for geospatial data for map- and graph production supporting EEA indicators and reports	https://www.eionet.europa.eu/workspace/docs/delivery-guideline-for-geospatial-data-for-map-and-graph-production-supporting-eea-indicators-and-reports.pdf
EEA Layout guide for map production - EEA GIS guide	https://www.eionet.europa.eu/workspace/docs/eea-layout-guide-for-map-production-eea-gis-guide.pdf
EEA GIS Mapdata and templates	https://www.eea.europa.eu/data-and-maps/data/eea-mapdata-and-templates-gis-6
Data and metadata requirement guide	https://www.eea.europa.eu/about-us/documents/data-requirement-guide/view
Colours and colour scales to be used by the EEA	https://www.eionet.europa.eu/workspace/docs/colours-and-colour-scales-to-be-used-by-the-eea.pdf
Metadata template for static maps	https://www.eea.europa.eu/about-us/documents/data-metadata-maps-template/view
Data and metadata template for charts	https://www.eea.europa.eu/about-us/documents/data-metadata-charts-template/view
Indicators (IMS, etc)	https://unstats.un.org/unsd/environment/FDES/FDES-2015-supporting-tools/FDES.pdf

3 Information technology and data

Corporate Standard	Repository
EEA software development standards	http://www.eea.europa.eu/code/software-development/software-development
Guidelines on the EEA Common Workspace	https://cws.eea.europa.eu/_layouts/15/WopiFrame.aspx?sourcedoc=/Shared%20Documents/DataFlows%20Procedures/HowToDataFlow&action=default&RootFolder=%2fShared%20Documents%2fDataFlows%20Procedures%2fHowToDataFlow
Guidelines on metadata and archiving of spatial datasets: EEA metadata profile specifications	https://taskman.eionet.europa.eu/projects/public-docs/wiki/Cataloguemetadata_guidelines
Guidelines on metadata and archiving of spatial datasets: EEA metadata editor	https://taskman.eionet.europa.eu/projects/public-docs/wiki/SDI_editor_guidance
Guidelines on metadata and archiving of spatial datasets: Metadata registration and publication	https://taskman.eionet.europa.eu/projects/public-docs/wiki/EEA_SDI
Guidelines on publication of web services: Guidelines to publish WebServices to DISCOMAP (ArcGIS Server)	http://discomap.eea.europa.eu/map/giseionet/Publishing_data_to_the_web_with_ArcGIS_Server.pdf
Guidelines on publication of web services: Guidelines to publish WebServices to eea.maps.arcgis.com (ArcGIS Online)	http://discomap.eea.europa.eu/map/giseionet/Publishing_data_to_the_web_with_ArcGIS_Online.pdf
Guidelines on publication of web services: TickSheet to follow and fill	http://discomap.eea.europa.eu/map/giseionet/EEA_MapServicesTickSheet_2016.pdf
Data traceability and access policy	http://www.eea.europa.eu/legal/eea-data-policy
Chart dos and don'ts	https://www.eea.europa.eu/data-and-maps/daviz/learn-more/chart-dos-and-donts

4 Project management

Corporate Standard	Repository
Change request	https://www.eea.europa.eu/about-us/documents/etc-change-request/view
Progress report (status / quarterly)	Attached as annex V to the FPA
Final SA report	https://www.eea.europa.eu/about-us/documents/template-etc-final-report/view
Risk identification and reporting	https://www.eea.europa.eu/about-us/documents/risk-identification-and-register/view
Quality assurance (deliverable check list)	https://www.eea.europa.eu/about-us/documents/checklist_approval-of-etc-deliverables/view
Action plan	Attached as annex VI to the FPA