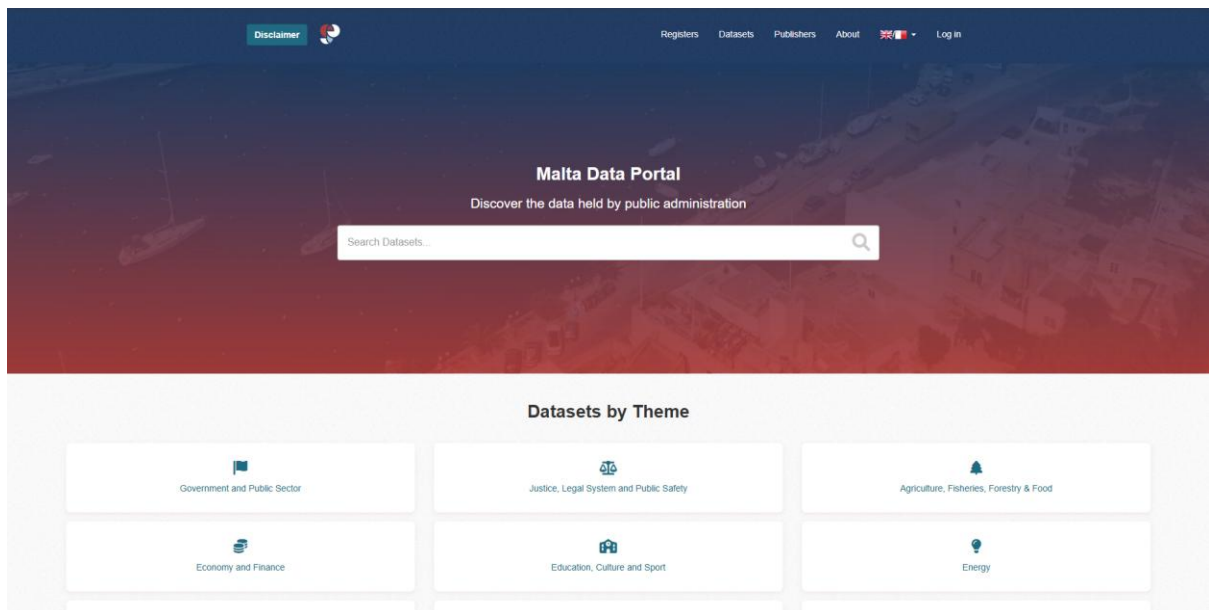


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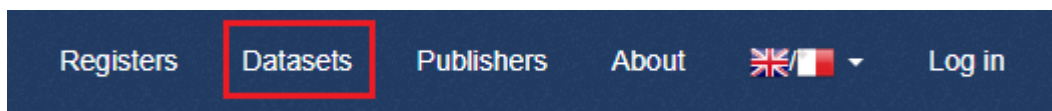
1. Introduction

To access the NDP, use the following link: <https://portal.data.gov.mt/dataset/>.



On this page, you'll see all available themes related to datasets. Clicking on a theme will run a search and display all datasets linked to that theme. You can also search directly by typing the dataset name or related keywords into the search bar if you're unsure of the exact name.

You can access it by clicking '**Datasets**' in the header, as shown in the screenshot below.



The site supports multiple user roles, each with different permission levels. Publishers can manage the datasets that have been published by their organisation. If you think your data access permissions are incorrect or need adjustment, kindly contact us.

2. Becoming a Publisher

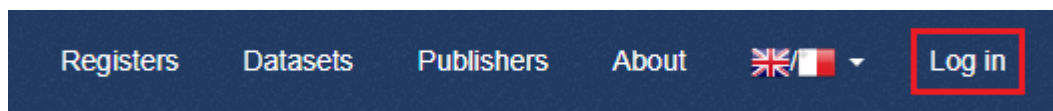
To become a publisher on the National Data Portal, contact the Data Governance Unit at ndpinfo.dgc@gov.mt. In your email, introduce yourself, identify the entity you represent, and describe the type of data you wish to publish on the portal. After submitting your request, a member of the DGU team will contact you to process it and guide you through the next steps.

3. Account Log In

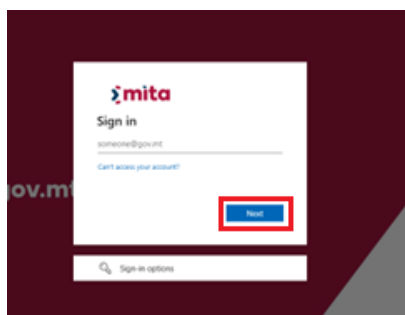
You can view all publicly available data without logging in. However, to manage datasets and their associated registers as a Publisher, you must first log in.

To log in, follow these steps:

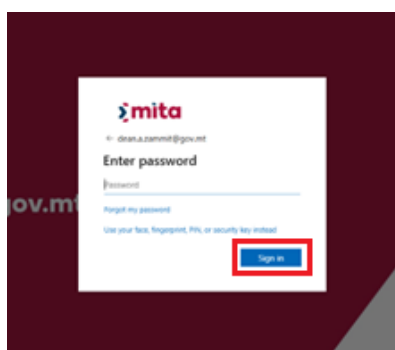
1. Click the **'Log In'** button at the top right corner of the page. It's highlighted with an arrow in the screenshot below.



2. After clicking the Log In button, you'll be prompted to enter your email address, as shown in the screenshot below. Enter the email associated with your CORP account, then click the **'Next'** button, indicated by the arrow.

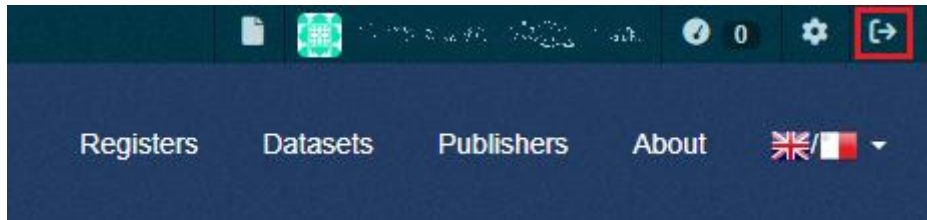


3. The final step is to enter your password and click the **'Sign In'** button, as shown in the screenshot below.

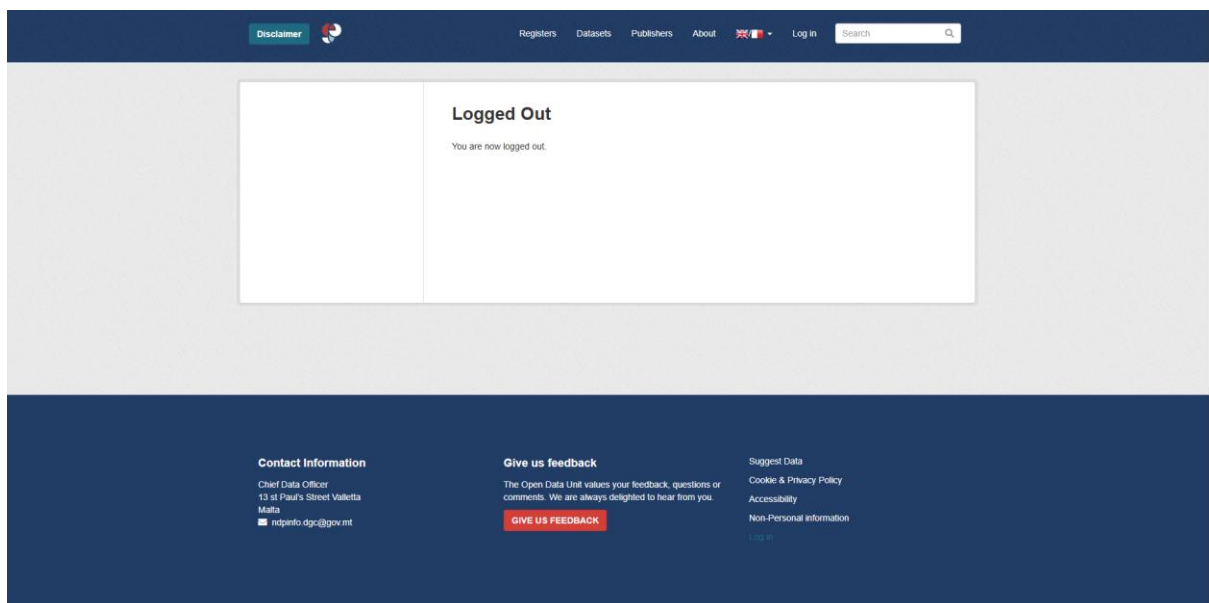


4. Account Log Out

To log out of your account, simply click the log out icon which is a right-pointing arrow leaving a rectangle and is located at the top right of the screen. It's positioned above the downward arrow next to the Maltese flag and to the right of the settings icon.



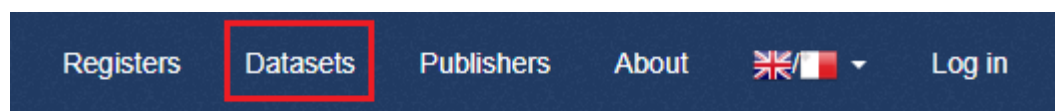
After logging out, you'll see the page below confirming that the action was successful.



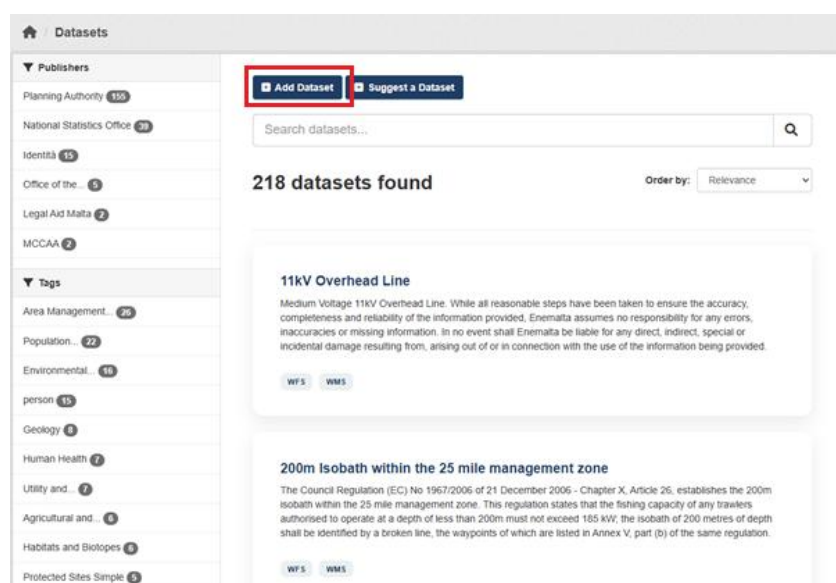
5. Dataset Management

5.1 Dataset Creation

1. To create a dataset, start by clicking the **'Datasets'** option in the header.



2. After that, you'll see a list of all datasets on the NDP. To create a new one, click the **'Add Dataset'** button.



3. After clicking the Add Dataset button, you'll be taken to the dataset creation page. Here, you'll fill in the required information category by category. Mandatory fields are indicated by this symbol '*'. Once you've completed a category, click **'Next Category'** to continue. Repeat this process until all categories are filled. If you're unsure what to enter in a specific field, refer to Section 4.4, which explains each Dataset input field in detail.

A screenshot of the 'Create Dataset' form. It has a progress bar at the top with '1 Create Dataset' (active) and '2 Add data'. The form is divided into sections: 'Name' (with 'EN Title' and 'MT Title' fields), 'Description' (with a 'URL' field), 'Licence', 'Publisher', 'Theme', 'Time', 'Geographic', 'High Value Datasets', 'Legal Basis', 'Statistical', and 'Additional'. At the bottom right, there are two buttons: 'Next Category' (highlighted with a red box) and 'Next: Add Data'.

4. After finishing step 3 all you have to do is to click the **‘Next: Add Data’** to add your data resources.

1 Create Dataset

2 Add data

Name

Description

Licence

Publisher

Theme

Time

Geographic

High Value Datasets

Legal Basis

Statistical

Additional

Provenance information:

Origin of the data

* Personal information:

No

Does the dataset contain personal information

Strategic Value:

Data Access and Security Classification:

Unclassified

Charging Mechanism:

The data license you select above only applies to the contents of any resource files that you add to this dataset. By submitting this form, you agree to release the metadata values that you enter into the form under the Open Database License.

* Required field

Next Category

Next: Add Data

5. After clicking the **‘Next: Add Data’** button, you’ll be taken to the resource page. Here, you’ll fill in the required information related to your data. If you’re unsure what to enter in a specific field, refer to Section 4.5, which explains each input field in detail.

1 Create Dataset

2 Add data

Data:

Link

Where the resource file is already hosted.

Name:

Text that is displayed next to the link on the dataset record.

Format:

eg. CSV, XML or JSON

The file format of the linked resource.

High Value Dataset (HVD) Resource:

Is this particular resource considered part of a High Value Dataset. Note that individual resources within a HVD may not be covered by the HVD Legislation

Applicable Legislation:

1. http://data.europa.eu/eli/reg_impl/2023/138/oj Remove

This must and will automatically include <http://data.europa.eu/eli/reg_impl/2023/138/oj> if the dataset is HVD, but may include other additional European Legislation Identifiers.

+ Add

API Response Formats:

6. To complete your dataset, click **‘Finish’** to submit it, or click **‘Save & add another’** to add another resource within the same dataset.

Applicable Legislation:

1

http://data.europa.eu/eli/reg_impl/2023/138/oj

Remove

This must and will automatically include <http://data.europa.eu/eli/reg_impl/2023/138/oj> if the dataset is HVD, but may include other additional European Legislation Identifiers.

+ Add

API Response Formats:

API Type:

API Access URL:

* Distribution Type:

Web service/API

▼

API Specification URL:

An OpenAPI spec for the resource API

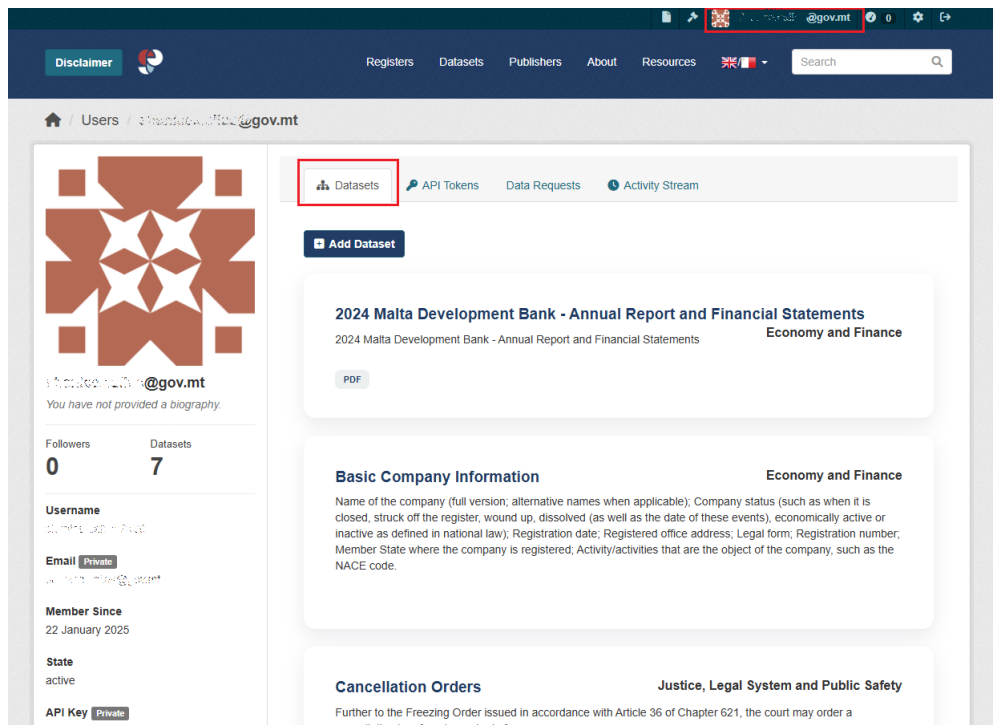
Previous

Save & add another

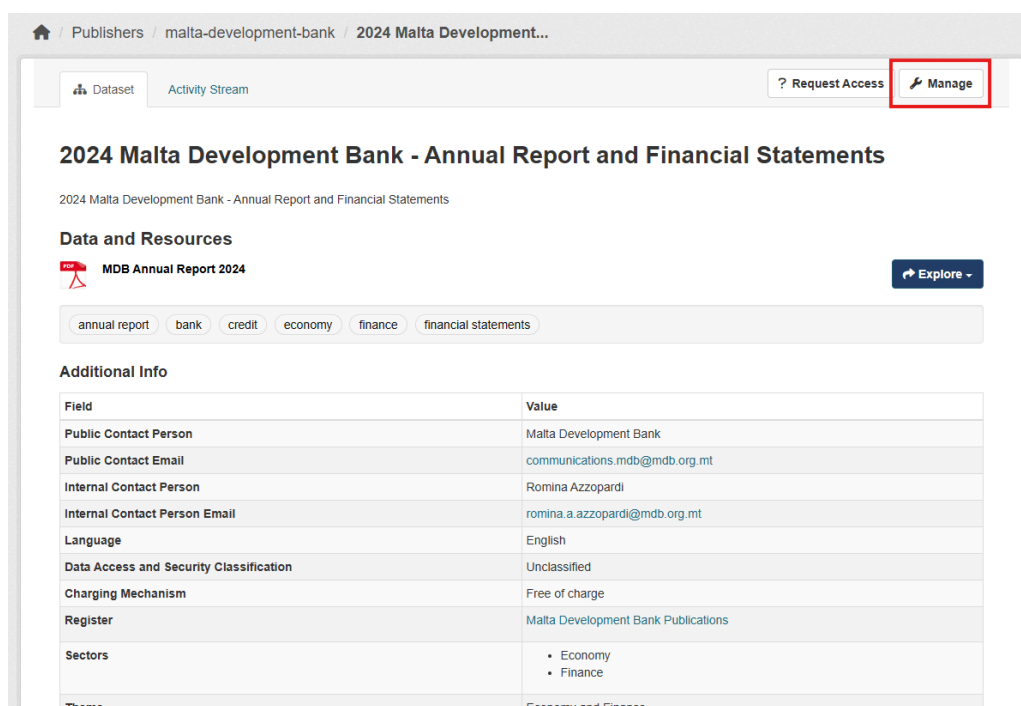
Finish

5.2 Dataset Editing

1. To edit a dataset, start by clicking your profile icon at the top right corner of the page. This icon is highlighted in the screenshot below. You'll be taken to your account management page, where you can view the datasets you have published. The View Datasets option is indicated in the screenshot.



2. Once you have chosen the dataset you want to edit, select it and click the 'Manage' button, highlighted with an arrow in the screenshot below.



3. After clicking **‘Manage’**, you’ll be taken to the dataset’s edit page. To update the details, go through each category individually. Once you’ve finished editing a category, click the **‘Next Category’** button to continue to the next section.

Home / Publishers / malta-development-bank / 2024 Malta Development... / Edit

Edit metadata Resources Collaborators View dataset

Name *** EN Title:**
2024 Malta Development Bank - Annual Report and Financial Statements

Description *** URL:** portal.data.gov.mt/dataset/2024-malta-development-bank-annual-report-and-financial-statements Edit

Licence *** MT Title:**
2024 Bank ta' Zvilupp ta' Malta - Rapport Annwali u Dikjarazzjonijiet Finanzjarji

Publisher

Theme

Time

Geographic

High Value Datasets

Legal Basis

Statistical

Additional

The data license you select above only applies to the contents of any resource files that you add to this dataset. By submitting this form, you agree to release the metadata values that you enter into the form under the Open Database License.

Delete * Required field Next Category Update Dataset

4. After editing all the categories, finalize your changes by clicking the **‘Update Dataset’** button.

Home / Publishers / malta-development-bank / 2024 Malta Development... / Edit

Edit metadata Resources Collaborators View dataset

Name **Provenance information:**

Description *** Origin of the data**

Licence *** Personal information:**
No

Publisher *** Does the dataset contain personal information**

Theme **Strategic Value:**

Time **Data Access and Security Classification:**
Unclassified

Geographic

High Value Datasets

Legal Basis

Statistical

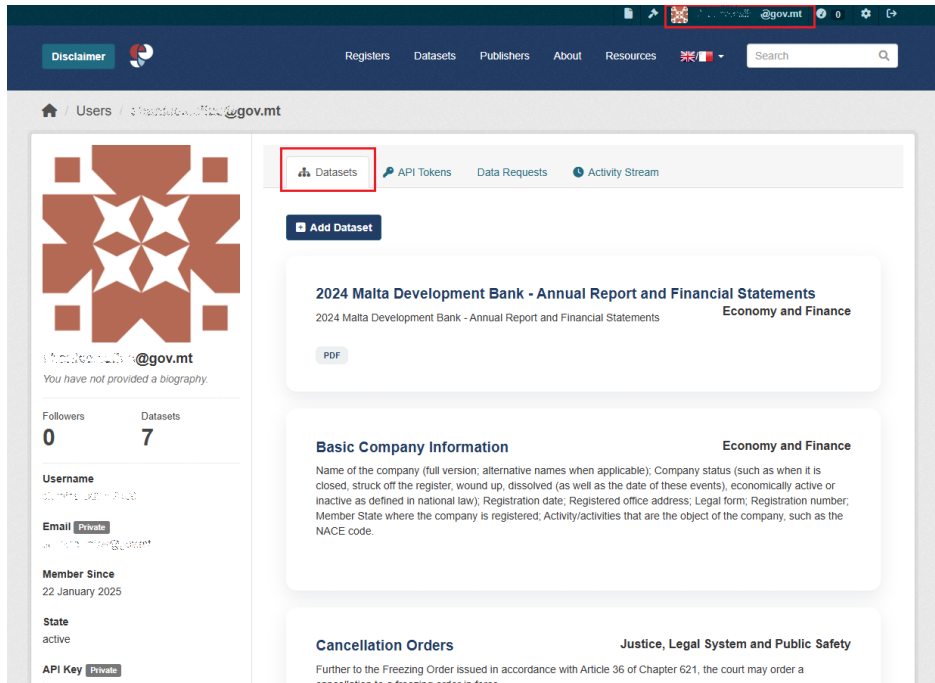
Additional **Charging Mechanism:**
Free of charge

The data license you select above only applies to the contents of any resource files that you add to this dataset. By submitting this form, you agree to release the metadata values that you enter into the form under the Open Database License.

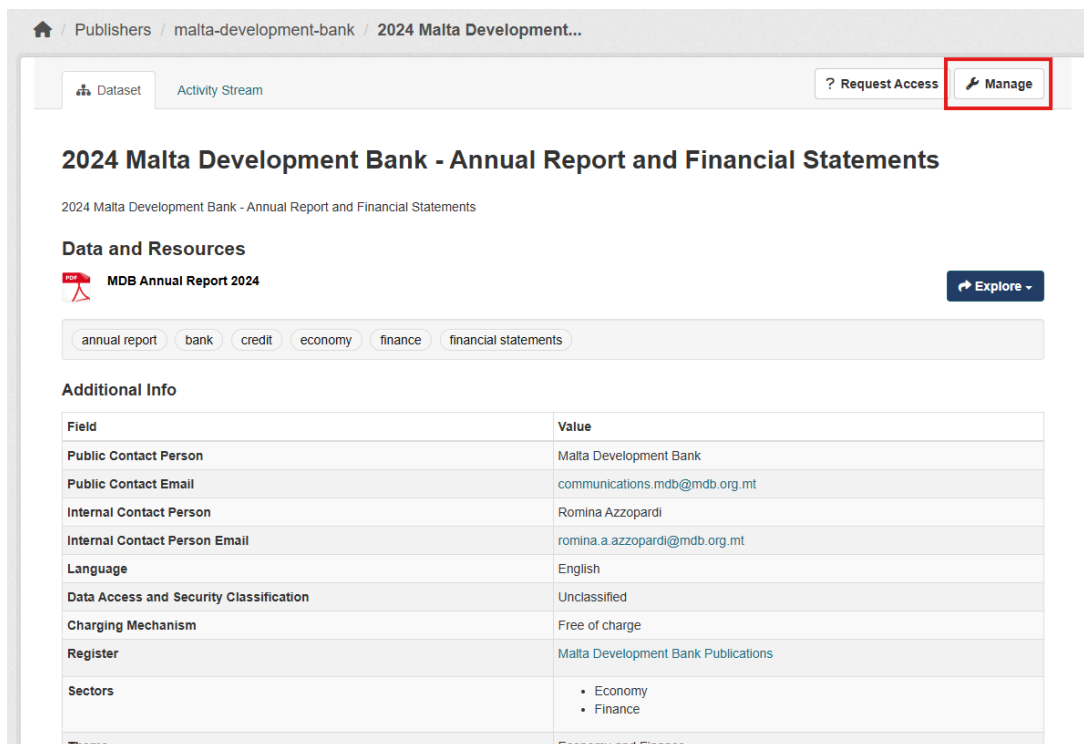
Delete * Required field Next Category Update Dataset

5.3 Dataset Deletion

1. To delete a dataset, start by clicking your profile icon at the top right corner of the page. This icon is highlighted with an arrow in the screenshot below. You'll be taken to your account management page, where you can view the datasets you have published. The View Datasets option is indicated in the screenshot.



2. Once you have chosen the dataset you want to delete, select it and click the 'Manage' button, highlighted with an arrow in the screenshot below.



4. After clicking **‘Manage’**, you’ll be taken to the dataset’s edit page. Since the goal is to delete it, simply click the **‘Delete’** button to remove the dataset.

Home / Publishers / malta-development-bank / 2024 Malta Development... / Edit

Edit metadata Resources Collaborators View dataset

Name

*** EN Title:**

2024 Malta Development Bank - Annual Report and Financial Statements

*** URL:** portal.data.gov.mt/dataset/2024-malta-development-bank-annual-report-and-financial-statements Edit

*** MT Title:**

2024 Bank ta' Żvilupp ta' Malta - Rapport Annwali u Dikjarazzjonijiet Finanzjarji

Dataset Identifier:

Delete * Required field

Next Category Update Dataset

The data license you select above only applies to the contents of any resource files that you add to this dataset. By submitting this form, you agree to release the metadata values that you enter into the form under the Open Database License.

5.4 Dataset Input Fields

The portal conforms to DCAT-AP 2.1.0 which can be accessed from this link:

<https://interoperable-europe.ec.europa.eu/collection/semantic-interoperability-community-semic/solution/dcat-application-profile-data-portals-europe/distribution/dcat-ap-210-pdf>

5.4.1 Name

- EN Title (title): This will be the dataset title when the website language is set to English.
- MT Title (title): This will be the dataset title when the website language is set to Maltese.
- Dataset Identifier (identifier): This will be a unique identifier used to identify your dataset.

5.4.2 Description

- EN Description: This will be the dataset description when the website language is set to English.
- MT Description: This will be the dataset description when the website language is set to Maltese.
- Landing Page (landing page): This will be the URL for the website of the organisation.
- Version (version): This will be the version release number for the data.
- Dataset conforms to these standards (conforms to): This will be a list of the standard/s the dataset complies to.
- Language (language): This will be the language the data is in.

5.4.3 Licence

- Licence (licence): This will be the licence under which the dataset is released. It is recommended that open data is released under [CC BY-SA 4.0](#).
- Rights Notes (access rights): This will be a statement about the intellectual property rights (IPR) held in or over a Resource, a legal document giving official permission to do something with a resource, or a statement about access rights. This remains empty by default for open data datasets.

5.4.4 Publisher

- Public Contact Person (contact point): The name of the general contact person/firm. This will be visible to all users.
- Public Contact Email (contact point): The email of the general contact person/firm. This will be visible to all users.
- Internal Contact Person (contact point): The name of the person who is directly responsible of the dataset. This will only be visible to logged in users.
- Internal Contact Person Email (contact point): The email of the person who is directly responsible of the dataset. This will only be visible to logged in users.
- Internal Contact Person Telephone (contact point): The telephone of the person who is directly responsible of the dataset. This will only be visible to logged in users.
- Publisher (publisher): The Publisher who this dataset will be published under, choose from dropdown.

- **Visibility:** This field will determine if the dataset will be publicly available to all users or only available to system admins and yourself. If this is not set to public, the dataset will remain as a sort of draft state.
- **Register:** This will determine the register which the dataset belongs to. A register is a repository where the datasets are kept.

5.4.5 Theme

- **Keywords (keyword):** A list of keywords which are related to the dataset.
- **Sectors:** A selection of sectors. Pick the most suitable one related to your dataset.
- **Theme (theme):** A selection of themes. Pick the most suitable one related to your dataset.

5.4.6 Time

- **Update Frequency (accrual periodicity):** This is how often the data is published.
- **Date dataset released (issued (release date)):** The first time a dataset from this series was released.
- **Date dataset updated (modified (last update)):** The date of the most recent version from the series released.
- **Period of time covered (begin) (temporal):** When the period covered by the latest dataset starts.
- **Period of time covered (end) (temporal):** When the period covered by the latest dataset ends.
- **OR (temporal):** specify what period of time the dataset covers: This is the period the latest dataset from this series covers.
- **Expiration Date:** The date when the latest dataset from this series will not remain available on the portal.

5.4.7 Geographic

This is to be left blank if the data is not Geographic.

- **Geographic coverage in GeoJson format (spatial coverage):** A machine-readable representation of the geographic area covered by the dataset, expressed in GeoJson format. This typically includes points, lines, or polygons that outline regions such as countries, cities, or natural features.
- **Geographic coverage (spatial coverage):** A textual or visual description of the physical area the dataset pertains to. This could be country names, regions, coordinates, or other geographical identifiers.
- **Spatial URI (spatial coverage):** A Uniform Resource Identifier (URI) that links to a standardized location or spatial concept, often used for semantic referencing.
- **Vertical Extent:** The vertical dimension (altitude or depth) that the dataset covers, usually expressed in meters above or below sea level. For example, it might specify elevation data ranging from 0 m to 3000 m.
- **Spatial Reference Systems (SRS) (type):** A coordinate system used to define locations in space.
- **Spatial Resolution(s) (spatial resolution):** The level of detail of the dataset, typically described in terms of the minimum size of spatial features it can represent.

- Spatial Resolution (meters) (spatial resolution): The numerical resolution of the spatial data in meters, indicating the ground area represented by each pixel or unit in the dataset.

5.4.8 High Value Datasets

This is to be left blank if the data is not an HVD.

- High Value Dataset (HVD): High Value Datasets (HVDs) are typically mandated to be made available as open data under national or international legislation (e.g., the EU Open Data Directive), and must be published in machine-readable formats, accessible via APIs, and free of charge.
- High Value Dataset Category: A selection of categories as defined regulation.
- Applicable Legislation: The specific law, directive, or regulation that governs the publication, sharing, and reuse of the dataset.

5.4.9 Legal Basis

- EN Legal Basis (has legal resource): The legal basis written in English that justifies the collection, publication, or sharing of the dataset. Use ELI link or EU regulations link.
- MT Legal Basis (has legal resource): The legal basis written in Maltese that supports the existence or distribution of the dataset. Use ELI link or EU regulations link.
- Specific Legal Reference (reference): The exact citation or identifier of the applicable legal document, such as the law number, article, clause, or publication in the official gazette.

5.4.10 Statistical

This is to be left blank if the data is not Statistical.

- Attributes: Descriptive variables or fields within the dataset that provide additional information about each data point. Attributes help define the nature of the data, such as “population”, “temperature”, “income level”, or “status”. They are often the columns in a table or metadata fields in a structured file.
- Dimensions: The structural categories by which data is organized or broken down. Common dimensions include time, geography, age group, gender, etc.
- Number of contained data series: The total number of distinct data series available in the dataset. A data series is typically a sequence of values over a dimension (like time).
- Unit of Measure: The standard used to quantify the values in the dataset. It indicates what the numbers represent (e.g., kilograms, meters, percentage, euros)
- Quality Annotations: Comments or indicators that describe the quality, limitations, or known issues in the dataset. The URL is a link to supporting info (e.g. methodology or revision notice). The motivation is the reason for the annotation. The body contains the details about the issue and its impact on the data.

5.4.11 Additional

- Provenance information (provenance): Details about the origin, history, and lifecycle of the dataset. This includes information on how the data was collected, who created or modified it, when it was last updated, and any transformations it underwent.
- Personal information (type): Tick yes if the data contains personal information or no if it does not.

- **Strategic Value:** An assessment of how important the dataset is to an organization's mission, public policy, or national interests.
- **Data Access and Security Classification (rights (use terms)):** A categorization that defines how the data can be accessed and who is authorized to access it. Open data is to be unclassified.
- **Charging Mechanism (licence):** The pricing policy or cost model associated with accessing or using the dataset.

5.5 Add Resource Input Fields

5.5.1 Data Service (API)

This is the recommended format.

- **API Response Formats (type):** Specify the format(s) in which the API returns data to users (e.g., JSON, XML).
- **API Type (conforms to):** Define the architectural style of the API (e.g., REST, SOAP, GraphQL).
- **API Access URL (endpoint URL):** The base or endpoint URL through which users can access the API service.
- **Distribution Type:** Select Web service/API for general APIs.
- **API Specification URL (endpoint description):** Link to the OpenAPI or other documentation that describes how to use the API.
- **URL (access URL):** The link where the resource file or API is hosted.
- **Name (title):** A short title for the resource that helps users identify its content.
- **Format (format):** The file format of the resource. (e.g. rdf, JSON, pdf)
- **High Value Dataset (HVD) Resources:** Indicate if this resource is part of a dataset officially classified as a High Value Dataset.
- **Applicable Legislation (has legal resource):** The link to access the applicable legislation.
- **Distribution Type:** Select the type of resource.