

NFMS-FIP METADATA TEMPLATE

1. Identification Metadata

a)	Data Type / Description	
b)	Title/Name	
c)	Abstract	
d)	Purpose/ Objective	
e)	Responsible Organization/Collaborators/ Partners	
f)	Data Owner (Institution/Individual responsible for the dataset)	
g)	Data Custodian (Institution/Individual responsible for the dataset)	
h)	Geographic Extent/location (Descriptive)	
i)	Data type (vector, raster, tabular, collection etc.)	
j)	Forest Type (Montane, Coastal, Western rain, Mangrove, Dryland, Plantation etc.)	
k)	Describe Location	
l)	Temporal Coverage/Period (For Processed Data)	
m)	Time stamp of collection and publication	
n)	Status (on-going, completed etc.)	
o)	Dataset Identifier (UUID/Unique ID)	
p)	Metadata Language (English, Kiswahili, etc.)	
q)	Resource Language (language of the dataset)	
r)	Keywords (Theme, Place, Project, Forest Type)	
s)	Topic Category (Environment, Biota, Boundaries, Imagery, etc.)	

2. Spatial Metadata

a)	Coordinate Reference System (CRS): (e.g. Arc 1960 / UTM Zone 37S (EPSG:21037))	
b)	Spatial Resolution	
c)	Spatial Extent (Spatial)	
d)	Projection Type	
e)	Scale	

3. Data Quality Metadata

a)	Describe the Accuracy (Quality Statement-Completeness Report, Reliability, Consistency)	
b)	Position Accuracy	
c)	Thematic Accuracy	
d)	Validation (Name of Validator, Date, Process)	
e)	Quality assurance procedure (Describe QA/QC procedures applied before publication.)	

f)	Quality Tier (Gold / Silver / Bronze or equivalent quality rating.)	
g)	Completeness (e.g. %, Data attribute)	
h)	Limitation (Gaps, temporal mismatch etc.)	
i)	Assumptions	

4. Lineage Metadata

a)	Describe how the Data was produced	
b)	Data Source (Imagery, field data, reports)	
c)	Processing Steps/ Methodology	
d)	Software Used	
e)	Version History	
f)	Processing Date(s)	

5. Access and Use Metadata

a)	Describe Data Accessibility (e.g. availability online, working hours, notice period, aided technology required)	
b)	Data Format (e.g. electronic version, paper based etc.)	
c)	Access Constraints	
d)	Data Classification (Open, Restricted, Confidential or Sensitive)	
e)	Use Constraints (copyright, attribution, preferred dataset citation)	
f)	File Size	
g)	Downloadable options (GeoTIFF, Shapefile, GeoPackage, CSV, etc.)	
h)	Online Resource (URL/API/Web Portal)	

6. Maintenance Metadata

a)	Describe how the Data is Updated	
b)	Update Frequency	
c)	Responsible party	
d)	Data backup and recovery	
e)	Planned review date	

7. Metadata Information

a)	Metadata Author/Point of Contact	
b)	Metadata Date Created	
c)	Metadata Last Updated	
d)	Metadata Standard Name (i.e. ISO 19115)	
e)	Metadata Standard Version (i.e. ISO 19115-1:2014 or adopted version)	
f)	Character Encoding (UTF-8)	
g)	Metadata Review Frequency	
h)	Archive policy	
i)	Retention period	
j)	Backup location	

8. Funding

a)	Source of Funds (Self-Funding, Donor etc.),	
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9. Feedback

b)	Survey form (available e.g. online)	
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