MAGIC

Multi-Agency Geographic Information for the Countryside

INFORMATION NOTE

Approval process for adding new datasets to MAGIC

1.   Background

1.1 Introduction

1.1.1   This document outlines the approval process needed before new datasets can be added to MAGIC. It also provides information on timeframes for publication should approval be granted.

1.1.2   There is a strict monthly update regime in place.

1.1.3   Requests for adding new datasets must come via one of the MAGIC partners and as much notice as possible must be given (even before a dataset is completed or compiled if necessary).

1.1.4   The procedure to add a new dataset to MAGIC takes approximately two months to complete depending on the complexity of the dataset.

1.1.5   Dataset providers must agree to their datasets being included in SPIRE as well as MAGIC as this is where MAGIC sources its data.

SPIRE will hold the definitive version, whilst the MAGIC version may be modified for public view.

Any new datasets will need to meet the technical requirements of both MAGIC and SPIRE. The document specifying these requirements is called The Requirements for Loading New and Updated Datasets into SPIRE and MAGIC and can be obtained by emailing MAGIC Support.

2.   Suitability Assessment and Approval

2.1 Suitability Assessment

2.1.1 The first step is to read the [Dataset Criteria](#) document for MAGIC and determine whether the dataset meets these criteria.

2.1.2 The next step is to complete a [Dataset Assessment Form](#) to assess the dataset against the [Dataset Criteria](#) document, as far as possible. The form will need to be sent to the [MAGIC Service Manager](#) to consider, along with any particular requirements.

2.2 Approval

2.2.1 The assessment form will then be sent out to the MAGIC Steering Group for consultation. This step takes approximately 3 weeks to complete.

2.2.2 If the Steering Group approve the dataset, the data supplier will be informed and will need to ensure the dataset meets all the technical requirements of the document referred to in section 1.1.4.

3. Dataset Publication

3.1 MAGIC update procedure

3.1.1 MAGIC is updated once a month and the [dates](#) are published on the website 3 months in advance. The addition of any new datasets would be timetabled to coincide with one of these monthly updates.

3.2 Receipt of dataset and documentation

3.2.1 A data deadline date is set approximately 3 weeks prior to an update date (usually 2nd of the month - earlier if this falls at a weekend). All the steps detailed in section 2 must be completed prior to this data deadline and the dataset itself and accompanying documentation must have been received by SPIRE.

4. Conclusion

4.1 Timescale

4.1.1 Including the approvals process, it can take approximately two months to add a new dataset to MAGIC providing it is a straight-forward dataset. However, there are often unforeseen problems and it is imperative that data suppliers are available during the dataset preparation stage to swiftly answer any queries about the dataset. It is important to note that failure to meet this request could result in a required deadline being missed and the customer having to wait until the next monthly update date before their data can be published on MAGIC.