

Filling out this form

Please complete the form on screen, then click the button at the end of the form to submit it to the Marine Planning Team. If you do not have a desktop-based email client, you should save the form on your computer then attach it to an email.

Your form will then be assessed by the Marine Planning and Evidence, Data and Knowledge Management teams who will respond to you within 20 working days to confirm whether we would like you to send in your evidence.

Example: Marine Planning Evidence Submission Form

1. Name of your evidence/data

The title is used to provide a brief and precise description of the evidence/data. The following format is recommended: 'Date' 'Originating organisation or programme' 'Location' 'Type of survey'. It is advised that acronyms and abbreviations are reproduced in full. For example, Centre for Environment, Fisheries and Aquaculture Science (Cefas).

Example 1: 1992 Centre for Environment, Fisheries and Aquaculture Science (Cefas) North Sea 2m beam trawl survey.

Example 2: 1980-2000 Marine Life Information Network UK (MarLIN) Sealife Survey records.

2. Describe your evidence/data

The abstract should provide a clear and brief statement of the content of the resource. Include what has been recorded, what form the evidence/data takes, what purpose it was collected for, and any limiting information (such as limits or caveats on the use and interpretation of the data). Background methodology and quality information should be entered into the background section (question 8). It is recommended that acronyms and abbreviations are reproduced in full. For example, Centre for Environment, Fisheries and Aquaculture Science (Cefas).

Example 1: Benthic marine species abundance data from an assessment of the cumulative impacts of aggregate extraction on seabed macro-invertebrate communities. The purpose of this study was to determine whether there was any evidence of a large-scale cumulative impact on benthic macro-invertebrate communities as a result of the multiple sites of aggregate extraction located off Great Yarmouth in the southern North Sea.

Example 2: As part of the UK Department of Trade and Industry's (DTI's) ongoing sectorial Strategic Environmental Assessment (SEA) programme, a seabed survey programme (SEA2) was undertaken in May/June 2001 for areas in the central and southern North Sea UKCS. This report summarizes the sediment total hydrocarbon and aromatic data generated from the analyses of selected samples from three main study areas: Area 1: the major sandbanks off the coast of Norfolk and Lincolnshire in the Southern North Sea (SNS); Area 2: the Dogger Bank in the SNS; and Area 3: the pockmarks in the Fladen Ground vicinity of the central North Sea (CNS).

Example 3: Survey dataset giving port soundings in Great Yarmouth.

3. Identify the evidence/data (please select all that apply)

You may click on multiple formats, but please note that if additional details such as update regime are different for each data format, we would appreciate you filling in an additional submission form.

- DB - Database - Files that are used to store data in database applications such as Oracle or Microsoft Access
- DEL - Delimited - File formats that are delimited by commas, tabs, semicolons that can be opened using software packages such as Microsoft Excel
- DOC - Documents - Files that hold written information such as PDF files and Microsoft Word document
- GIS - Geographic information system - Files that are geographic in scope and can be opened by a geographic information system, such as MapInfo or ESRI
- KMX - Google Earth and Oceans - Files (kml, kmg) used to display data and images using Google applications Earth and Oceans
- IMG - Image - Still image files such as jpeg, tiff, png that may be opened by applications such as Adobe PhotoShop
- MOV - Movie - Files that capture moving images such as avi, mpeg, mov, wmv
- TXT - Text or plaintext - Files encoded in a character convention, usually ASCII, that need to be handled with a generic text editor such as Vi or Notepad or bespoke software

4. Please provide a web address if available

If the resource is available online please provide a web address (URL) that links to the resource.

Example:

url: www.defra.gov.uk/marine/science/monitoring/merman.htm

name: The Marine Environment National Monitoring and Assessment Database

5. Reference code

If your evidence/data is referenced, please provide the reference code (such as a unique identification code for the resources and/or a name space associated with the code).

Example 1: code: MRMLN0010000006B

Example 2: code: 0036527495 codeSpace: <http://www.example.eu>

6. Identify the co-ordinate reference system the data was collected in (if this is a spatial dataset)

Please describe the system of spatial referencing (typically a co-ordinate reference system) used in the resource. This should be derived from a controlled vocabulary. The SeaDataNet list (<http://tinyurl.com/marineplanning-CRS>) recommended. (Please contact MEDIN if updates to this list are required.) Do not guess if not known.

Example 1: WGS84

Example 2: National Grid of Great Britain

7. Describe the time period that the evidence/data covers

It is recommended that all known temporal references of the resource are included, but you must include at least one of the following elements: temporal extent (start and end date of the resource), date of creation, date of publication (or when it was made publically available) or date of last revision. Dates should be formatted as yyyy-mm-dd or as date and time yyyy-mm-ddThh:mm:ss.

Example 1: creationdate: 2008-05-12T12:34:09 (date and time provided)

Example 2: revisiondate:2008-05-12 (full date provided)

Example 3: publicationdate:1952-06-00 (month and year provided, but no day)

Example 4: temporale extent - begin: 1980-01-01 end: 1990-03-01

8. Describe the background to the evidence/data

This includes the background information, history of the sources used and can include data quality statements. It can also include information about: source material, data collection methods used, data processing methods used, quality control processes. Please indicate any data collection standards used. Additional information source to record relevant references to the data, such as reports, articles, website.

Example 1: This dataset was collected by the Fisheries Research Services and provided to the British Oceanographic Data Centre for long term archive and management.

Example 2: (no protocols or standards used)- Forty 0.1m² Hamon grab samples were collected from across the region, both within and beyond the extraction area, and analyzed for macrofauna and sediment particle size distribution in order to produce a regional description of the status of the seabed environment. Samples were sieved over a 1mm mesh sieve. In addition, the data were analyzed in relation to the area of seabed impacted by dredging over the period 1993-1998. Areas subject to 'direct' impacts were determined through reference to annual electronic records of dredging activity and this information was then used to model the likely extent of areas potentially subject to 'indirect' ecological and geophysical impact.

9. Identify how precise the evidence/data is

Provides an indication of the resolution of the evidence/data, that is how accurate the spatial positions are likely to be. An approximate value may be given. Please include the spatial resolution of the resource and the units that the spatial resolution is expressed in.

Example 1: resolution: 10, units: meters

Example 2: resolution:1000, units: kilometers

Example 3: resolution: 50000, units: mapScale

10. Please list any websites or other resources linked to this evidence/data

Any references to external information that are considered useful, such as project website, report, journal article may be recorded. It should not be used to record additional information about the resource.

Malthus, T.J., Harries, D.B., Karpouzli, E., Moore, C.G., Lyndon, A.R., Mair, J.M., Foster-Smith, B., Sotheran, I. and Foster-Smith, D. (2006). Biotope mapping of the Sound of Harris, Scotland. Scottish Natural Heritage Commissioned Report No. 212 (ROAME No. F01AC401/2).

11. List any limitations on public access to the evidence/data

Please describe any restrictions imposed on the resource for security and other reasons including: intellectual property rights, restricted from general circulation or disclosure and other restrictions. If restricted or other restrictions please provide information on any limitations to access of resource and the reasons for them. If there are no limitations on public access, this must be indicated.

Example 1: accessConstraints:otherRestrictions: No restrictions to public access

Example 2: accessConstraints:otherRestrictions: Restricted public access, only available at 10km resolution

12. List any legal restrictions on use of this evidence/data

Please describe any restrictions and legal restraints on using the evidence/data. Any known constraints should be identified. If no conditions apply, then "no conditions" should be recorded.

Example 1: Data is freely available for research or commercial use providing that the originators are acknowledged in any publications produced.

Example 2: Data is freely available for use in teaching and conservation but permission must be sought for use if the data will be reproduced in full or part or if used in any analyses.

Example 3: Not suitable for use in navigation.

13. Provide details of the organisational quality assurance (QA) processes

To ensure that the evidence we use is robust and fit for purpose we must seek assurance that it has been collected, processed and published with rigour, and that appropriate quality processes are in place within the providing organisations. Please provide us with details of your organisational QA policy, any relevant assurances or certificates from a recognised standards body and any QA procedures followed in evidence collection activities.

Example 1: Policy document enclosed

14. Identify the key contact for the dataset and their details

Please identify the following key contacts for the evidence/data/

Originator (person or persons with intellectual property rights over the resource)

Contact name	<input type="text" value="Dr A. Smith"/>
Position	<input type="text"/>
Organisation	<input type="text" value="University of Swansea"/>
Address (including postcode)	<input type="text"/>
Telephone number	<input type="text"/>
Fax number	<input type="text"/>
Email address	<input type="text"/>

Evidence/Data point of contact (person or persons that can be contacted about the evidence/data)

Contact name	<input type="text"/>
Position	<input type="text" value="DASSH Data Officer"/>
Organisation	<input type="text" value="DASSH"/>
Address (including postcode)	<input type="text" value="The Laboratory
Citadel Hill
Plymouth
PL4 8SR"/>
Telephone number	<input type="text" value="01752 633 291"/>
Fax number	<input type="text"/>
Email address	<input type="text" value="dassh.enquiries@mba.ac.uk"/>

Metadata point of contact (person or persons with responsibility to maintain the metadata for the resource)

Contact name	<input type="text" value="Mr John Howard"/>
Position	<input type="text"/>
Organisation	<input type="text"/>

Address (including
postcode)

Telephone number

02345 432 567

Fax number

Email address

j.howard@btinterneti.com

15. Identify how often the data is updated

- Daily Weekly Fortnightly Monthly Quarterly Biannually
 Annually As needed Irregular Not planned Unknown

16. State the date that the metadata was last updated

Please provide this information in the format yyyy-mm-dd.

2011-07-25

17. Any further information

17. Any further information

Submit form to Marine
Management Organisation