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Guidance for submitting habitat point data v1.0



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Contents

Introduction	4
1 “metadata level” sheet	5
2 “sampling events” sheet	6
2.1 Generating the ‘EventID’	6
2.2 Generating a ‘ParentID’	7
2.3 Date, position and depth	7
3 “EMOF for data entry” sheet	7
3.1 Generating the ‘OccurrenceID’	8
3.2 ‘measurementType’ and ‘measurementValue’	9
3.2.1 How to record multiple measurements against a sampling point	9
3.3 ‘SeabedStatus’	10
3.4 How to manage more habitat classification system defined at the same point.....	10
3.4.1 ‘SeabedTypeDeterminer’, ‘SeabedTypeDeterminedDate’ and ‘SeabedTypeDeterminedMethod’ 10	
3.4.2 ‘SourceHabitatOccurrenceID’	10
3.4.3 ‘RelationshipToSourceHabitat’	11
4 “EMOF complete (protected)” sheet	11

Introduction

This document provides additional guidance to help users supply their habitat point data to EMODnet Seabed Habitats, using the excel template provided.

The excel file contains four different sheets named:

- 1) "metadata level"
- 2) "EMOF for data entry",
- 3) "sampling events" and;
- 4) "EMOF complete (protected)"

These sheets represent the different tables of our database structure. You must fill only the first three sheets as the fourth one ("EMOF complete (protected)") is auto-filled based on your entries.

The first few rows of each sheet contain information about the field that need to be completed. Information on the fields include: a description, the format (e.g. numeric) and the requirement level (optional or mandatory). As a minimum, all mandatory fields must be completed. The cells of this part of the template are coloured in light green (variable name), light gold (related OBIS field) and green (short field description and requirement level). Furthermore, to help you with your submission, some rows are provided with examples of data how the data must be entered and are represented by a light purple colour. Some cells also contain dropdown lists to adhere to formatting requirements.

Your data should be entered in the colourless cells adjacent to the examples coloured in purple.

Please advise that a new spreadsheet will need to be completed for each coherent dataset containing point data. The file name must also be the same as the "datasetID".

As the template file size is driven by the number of allowed entries (because of the formulas nested in the different sheets), three different templates were created. In this way, it is possible to use the lighter (and faster) one for most of the datasets and the huger ones for the other needs. The different templates can host up to 500, up to 1000 and up to 10000 EMOF records respectively.

Warning

- As there are validation lists used throughout the template, if you are copying and pasting information from one tab to another, please ensure you use the 'Paste Values' option. This will ensure that validation lists are not removed in the process. Inserted data that does not follow the dropdown vocabularies will result in the entire dataset being invalid.
- If your data has already submitted to OBIS, the "EventID" field must be the same provided to OBIS. Furthermore you must insert "point data already provided to OBIS" in the "Comments" field of the EMOF sheet.

1 “metadata level” sheet

The metadata level tab contains two tables: one that describes the dataset (Figure 1) and one that provides the contact information of the dataset owner (Figure 2). Every field in the first table, describing the dataset, is mandatory.

Field name in WP4 habitat database	Field description	Field Type	Example
DatasetID	Unique identifier of the dataset. Suggested format: "CountryCode" : "Organization" : "Project Acronym"	Text - Mandatory	IT:ISPRA:MAERL_1
ShortTitle	Running title of the dataset	Text - Mandatory	Mediterranean Sea Maerl occurrences
DatasetName	Name of the dataset (or of the project)	Text - Mandatory	Synthesis of the cartographic information on the coralligenous assemblage and other biogenic calcareous formation in the Mediterranean Sea (Maerl)
DataCreation	Date of dataset upload on the portal	Date format ISO 8601 - mandatory	2017-11-03
ExpectedCitation	Reference	Text - Mandatory	ISPRA (2017) Maerl Surveys of the Mediterranean Sea.
Abstract	Short description of the dataset	Text - Mandatory	2017 benthic monitoring survey for coralligenous assemblage and other biogenic calcareous formation in the Mediterranean Sea (Maerl).
Restriction	Information about who can access the data or indication of its security status	Text - Mandatory	Creative Commons CC-BY (free to share)

Figure 1. The first table within the “metadata level” sheet used to describe the data.

A dropdown list is provided for the ‘Restriction’ field, a description of each option is given in Table 1.

Table 1. Description of each option given in the ‘Restriction’ field of the metadata level sheet.

Restriction Type	Description
Creative Commons CC-0 (free to share)	No rights reserved – Public domain – Data are as completely as possible free to use without reference to the original owner
Creative Commons CC-BY (free to share)	This license lets others distribute, remix, tweak, and build upon your work, even commercially, as long as the original creation are correctly credited
Creative Commons CC-BY-NC (free to share)	This license lets others remix, tweak, and build upon your work non-commercially, as long as the original creation are correctly credited
Restricted (no download)	This license does not allow to download the provided data from the portal. The stakeholder will be asked to contact the data owner to agree some specific data usage rules
Restricted (no display - bounding box needed)	This license does not allow both to visualize and to download the provided data from the portal. A bounding box will appear in the map viewer to highlight the area where the data occur. The stakeholder will be asked to contact the data owner to agree some specific data usage rule
Restricted (presence of sensitive habitats)	This license does not allow both to visualize and to download the provided data from the portal. As mapped data are sensitive, no indication about the area where the data occur will be

visualized. The stakeholder will be asked to contact the data owner to agree some specific data usage rule
--

It is also mandatory to provide the contact details of the resource holder and of the main resource creator in the second table. All other contact details are considered optional but would aid the discovery of data.

Owner/Contact						
Creator (data owner); metadata provider; contacts						
	Field Type	First Name	Last Name	Organization	Phone	Email
Rights Holder	Text - optional	Leonardo	Tunesi	ISPRa	012345 678910	leonardo.tunesi@isprambiente.it
Resource Creator 1	Text - Mandatory	Sabrina	Agnesi	ISPRa	010987 654321	sabrina.agnesi@isprambiente.it
Rights Holder	Text - Mandatory					
Resource Creator 1	Text - Mandatory					
Resource Creator 2	Text - optional					
Resource Creator 3	Text - optional					
Resource Creator 4	Text - optional					
Resource Creator 5	Text - optional					

Figure 2. The second table within the "metadata level" sheet used to capture the contact details of the the data owner (Creator) and person who holds rights over the resource.

2 "sampling events" sheet

The details of each sampling point within the dataset must be entered in the "Sampling Event" tab (Figure 3).

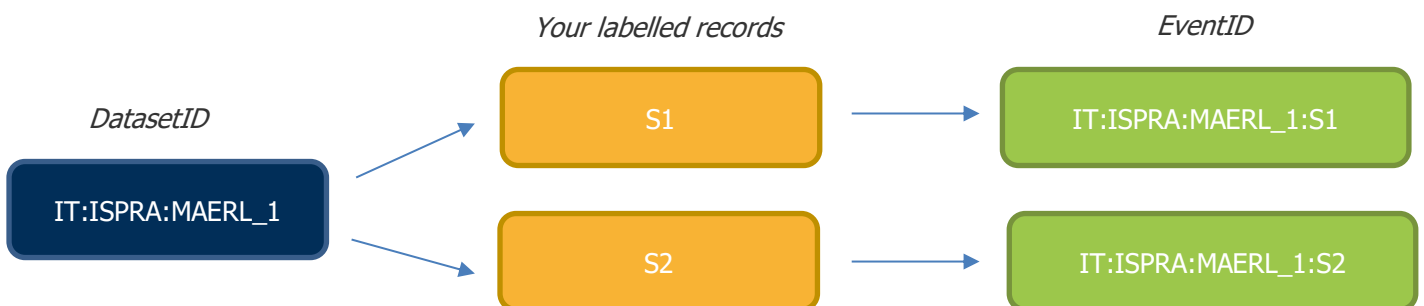
As a minimum, individual records reported under the "EventID" field must be supplemented with the date by which the sample was collected and the latitudinal and longitudinal coordinates (reported in the World Geodetic System, WGS84).

Field name in WP4	EventID	ParentEventID	Date	Latitude (wgs84)	Longitude (wgs84)	MinimumDepth	MaximumDepth
Field description	Unique identifier of each sampling point of the dataset. Suggested format: "DatasetID" ; "original sampleID"	Identifier used to group subsets of data (e.g. data from the same cruise). Suggested format: "DatasetID" ; "grouping identifier"	Sampling Date (ISO 8601) YYYY-MM-DD	Latitude in decimal degree Datum must be EPSG:4326 (wgs84)	Longitude in decimal degree Datum must be EPSG:4326 (wgs84)	Record as a positive value. In the case of a single measurement of depth being taken per sample, populate the same depth in MinimumDepth and MaximumDepth columns.	Record as a positive value. In the case of a single measurement of depth being taken per sample, populate the same depth in MinimumDepth and MaximumDepth columns.
Field Type	Text - mandatory	Text - optional	Date format ISO 8601 - mandatory	Numeric - mandatory	Numeric - mandatory	Numeric - optional	Numeric - optional
Example	IT:ISPRa:MAERL_1:SA1	IT:ISPRa:MAERL_1:CRUISE_1	2017-10-16	45.6768	12.3456	27	27
	IT:ISPRa:MAERL_1:CRUISE_1:SA2	IT:ISPRa:MAERL_1:CRUISE_1	2017-02-16	45.5876	12.6543	25	25
	IT:ISPRa:MAERL_1:CRUISE_1:SA3	IT:ISPRa:MAERL_1:CRUISE_1	2017-02-17	45.7865	12.4536	28	28

Figure 3. The single table within the "sampling events" sheet, used to detail the individual sampling points within the dataset.

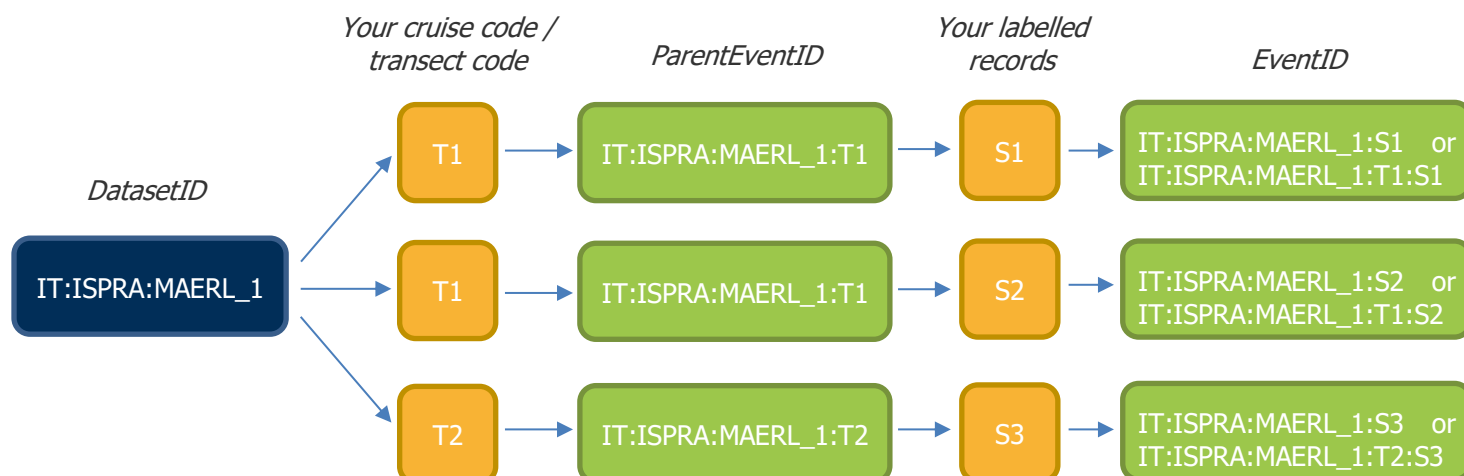
2.1 Generating the 'EventID'

The "EventID" field must contain a unique identification code for each sample. Here, we suggest using the "DatasetID" (as entered in the "metadata level" sheet) followed by a semicolon and however the record has been labelled in your original dataset (see diagram below):



2.2 Generating a 'ParentID'

If individual records can be grouped (for example, if they belong to the same cruise, ROV transect) a "ParentEventID" can be assigned to identify these subsets. Here, we recommend using the "DatasetID", followed by a grouping code and the record code, each separated by a semicolon (see diagram below):



Warning

- Apply the same ParentEventID to the whole dataset is incorrect. ParentEventID must be used only to group subset of point data (at least two points) within the same dataset.
- In case of point data associated to a ParentEventID, the EventID can contain the grouping code but this is not mandatory (see example above).

2.3 Date, position and depth

Data format must be ISO 8601 (YYYY-MM-DD). This field is mandatory and can be set as the first of the month or the first of the year when the exact date is unknown.

Latitude and longitude must be indicated in decimal degree. Number of decimals should be adequate to the level of uncertainty of the sampling point. Datum must be EPSG:4326 (wgs84).

If the depth were recorded for a sample, data must be reported in positive value. Moreover to allow the identification of depth intervals, two depth values (Columns J + K) can be associated to the same record. For this reason, whether a single depth is recorded for the sampling point, the same value must be replicated in both the columns.

3 "EMOF for data entry" sheet

Habitat information and other measurements relating to the sampling records should be recorded in the "EMOF for data entry" tab (Figure 4). In this tab, the EventID code will be replicated for each measurement recorded at each sample.

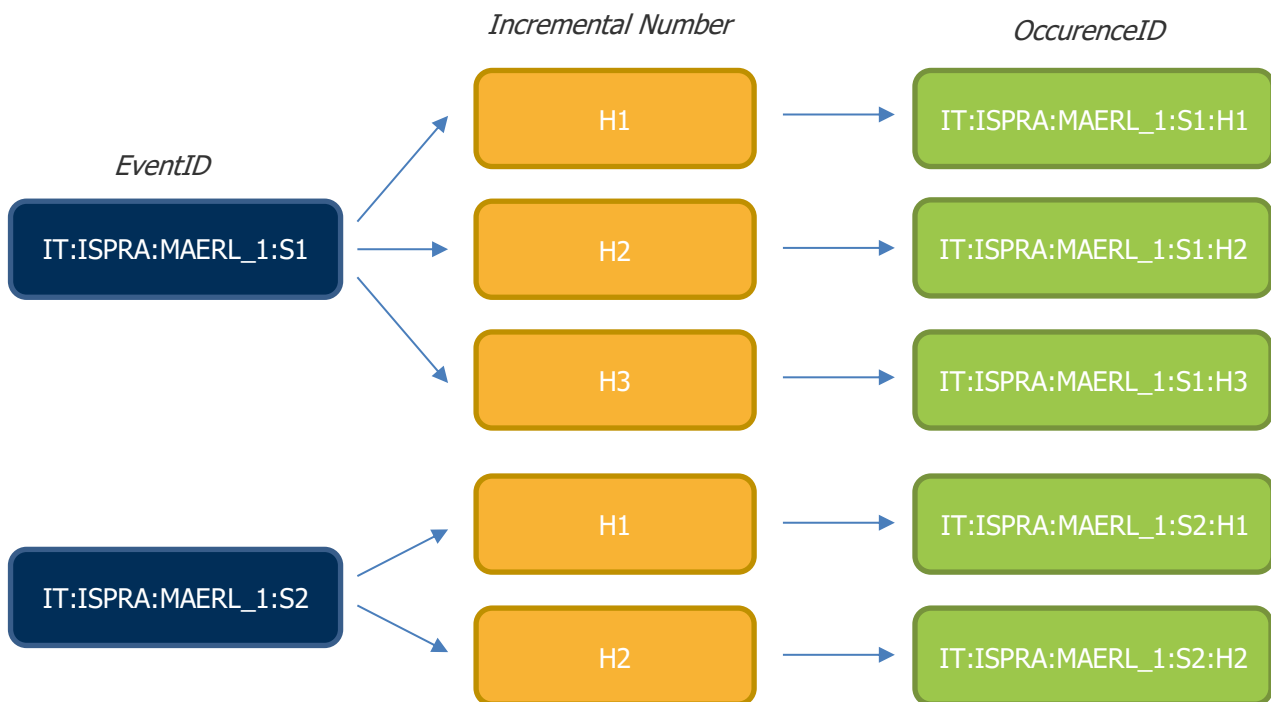
Field name in WP4 habitat database	EventID	OccurrenceID	measurementType	measurementValue
<i>Field description</i>	<i>Unique identifier of each sampling point of the dataset, as in the "sampling events" tab. For multiple measurements taken in a single event, the EventID must be repeated.</i>	<i>Unique identifier of the measurement carried out at the sampling point. Suggested format: "EventID" + "sequential suffix"</i>	<i>Select from the dropdown list the relevant one among "sampling methods", available-substrate classifications and available seabedhabitat classifications.</i>	<i>Select from the dropdown list the relevant item according to the MeasurementType entry.</i>
<i>Field Type</i>	Text - mandatory	Text - mandatory	Text - mandatory	Text - mandatory
<i>Example</i>	IT:ISPRA:MAERL_1:000000S1	IT:ISPRA:MAERL_1:000000S1: M1	Sampling Method	Hamon grab
	IT:ISPRA:MAERL_1:000000S1	IT:ISPRA:MAERL_1:000000S1: M2	Barcelona Convention - Classification of Benthic Marine Habitat Types for the Mediterranean Region	IV.2.2.1. Association with rhodolithes

Figure 4. The mandatory fields within the single table of the "EMOF for data entry" sheet, used to provide details of measurements taken at each sampling point.

All records reported under the "EventID" column (Column E) must be supplemented with a unique identification code ("OccurrenceID") to then identify the measurements taken at each sample ("measurementType"), along with the value recorded against each measurement ("measurementValue").

3.1 Generating the 'OccurrenceID'

To populate the "OccurrenceID", we recommend users concatenating the "EventID" with a running incremental number (see below example):



3.2 'measurementType' and 'measurementValue'

The "measurementType" column contains a dropdown list for users to select the type of data recorded at each sample. The selection of a specific measurement type will alter the dropdown list in the adjacent column ("measurementValue"), as explained in Table 2.

Table 2. Examples of specific attributes you can record against each sample and how this would translate into the dropdown options within the 'measurementType' field. Examples of the dropdown options available within the 'measurementValue' field are also given.

Sampling point attribute	measurementType	measurementValue
Methodology	Sampling Method	Diver, Rock dredges, Van Veen grab, etc
Seabed Substrate	Folk 5 Folk 7 Folk 16	Sand, Coarse sediment, Mixed sediment, etc Sandy Mud, Muddy Sand, Sand, etc Muddy Sandy Gravel, Muddy Gravel, etc
Seabed Habitat	EUNIS version 2007 2011 Habitats Directive Annex I habitats HELCOMHUB etc	A5.23, A5.535, A5.51. etc IV.3.1.1, IV.3.1.10, IV.3.1.14, etc AA.A1C1, AA.A1C2, AA.A1C3, etc

If you need to use a "measurementType" or "measurementValue" which is not included in the predefined list (e.g. another classification system), you must contact EMODnet Seabed Habitats² to ask for the template update and submit your data successfully.

3.2.1 How to record multiple measurements against a sampling point

As previously mentioned, the EventID code will be replicated for each measurement recorded at each sample. Table 3 describes the correct way to record multiple measurements against the same EventID.

Table 3. An example of how to record multiple measurements against a single sampling point in the "EMOF for data entry" sheet.

eventID	measurementID	measurementType	measurementValue
IT:ISPRA:MAERL_0000001	IT:ISPRA:MAERL_0000001:M1	Sampling Method	Underwater cameras
IT:ISPRA:MAERL_0000001	IT:ISPRA:MAERL_0000001:M2	Folk 5	Coarse sediment
IT:ISPRA:MAERL_0000001	IT:ISPRA:MAERL_0000001:M3	EUNIS (version 2007-2011)	A5.51 - Maerl beds
IT:ISPRA:MAERL_0000001	IT:ISPRA:MAERL_0000001:M4	Peres Picard 1964	IV.2.2.a. Facies with maerl (Lithothamnion corallioides and Phymatholithon calcareum)

² EMODnetSeabedHabitats@jncc.gov.uk

3.3 'SeabedStatus'

In case of measurement value referring a biological habitat, this field reports the description of the "health" status of the Habitat. Status should be described according to the main European Directives (WFD, Habitat Directive and MSFD).

Table 4. A description of the dropdown options available in the 'SeabedStatus' field. Descriptions denote status of the habitat according to one of the listed European directives.

European Directive	Habitat status
Habitat Directive	Favourable Inadequate Bad
Water Framework Directive	HES - High Ecological Status GES - Good Ecologica Status Moderate Ecological Status PES - Poor Ecological Status BES - Bad Ecological Status
Marine Strategy Framework Directive	GES - Good Environmental Status

3.4 How to manage more habitat classification system defined at the same point

There may be instances where you have the "local" or "regional" original classification system used to classify the habitat and you would like to provide also the information of other (pan-european) classificaion systems (i.e. EUNIS). EMODnet Seabedhabitas strongly encourage this approach whwnver it is possible to make the collected data well comparable across the different marine regions and subregions. In this case, it is importantsant to provide additional information about the approach used to translate the original habitat and about the occurrenceID of the originally classified data. Under these circumstances, you will need to provide detail in the "SourceHabitatOccurenceID" and "RelationshipToSourceHabitat" fields.

3.4.1 'SeabedTypeDeterminer', 'SeabedTypeDeterminedDate' and 'SeabedTypeDeterminedMethod'

These fields provide inforation regarding who (list (concatenated and separated) of names of people, groups, or organizations), when (the date on which the above determination was made) and how (A description of references or method/protocol used to determine the seabed type) the habitat traslation was made.

3.4.2 'SourceHabitatOccurenceID'

The 'SourceHabitatOccurenceID' relates to the relevant record from which the new translated record was derived. As such, you will need to supply the 'OccurenceID' of the original data point record.

3.4.3 'RelationshipToSourceHabitat'

For each record with a 'SourceHabitatOccurrenceID', a relationship between the original habitat classification and the translated habitat classification should be detailed. To do this, a dropdown list is available, details of the symbols can be found in Table 5.

Table 5. A description of the dropdown options available in the 'RelationshipToSourceHabitat' field. Descriptions denote the type of relationships that can be held between the original classification of the habitat, and the newly translated habitat.

RelationshipToSourceHabitat	Description of the relationship
=	The original habitat is the same as translate habitat
~	The original habitat is nearly the same as translate habitat
<	The translated habitat is contained within original habitat
>	The original habitat is contained within translate habitat
#	The definition of the original habitat partially overlaps with that of the translate habitat

Warning

- *because of the presence of pre-defined values for some variables, if you prefer to copy and paste records from other datasheets rather than manually select the value from the available lists preventing the possibility to write in a wrong way, you must:*
 1. *check that your input values are written exactly in the same way of the related list;*
 2. *use the "special" paste by choosing the "values only" option (this because the copy and paste tool of excel neutralizes the original setting of the cells, both in terms of allowed entries and format).*

Keep in mind that, if you paste your records from other spreadsheets (by using the "values only" option), your entries will be allowed also if they are not coherent with the dropdown list. For this reason and in order to help you to correctly fill the table, when a not allowed entry occurs, the relative cell will be automatically colored in red for highlighting the presence of an error. Conversely, if the value is correct, the cell will be colored in green confirming that your record is ok. When a red cell appears, you must fix the error before send us the file (see figure below).

- *If you don't use the "values only" paste tool, this last control doesn't work so you can't find any error.*

4 "EMOF complete (protected)" sheet

All the records in the "EMOF complete (protected)" sheet are auto-filled from the other sheets. For this reason, you can see the table, but you can't modify it.