



Joint Cetacean Data Programme

Metadata Guidance

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Project managed by



Funded by



Data portal hosted by



Contributors to the JCDP can be found on the JCDP Information Hub <https://jncc.gov.uk/our-work/jcdp-contributors/>

From 2022 the JCDP is managed by the ICES Working Group for the Joint Cetacean Data Programme (WGJCDP).

EQA:

This report is compliant with JNCC's Evidence Quality Assurance Policy <https://jncc.gov.uk/about-jncc/corporate-information/evidence-quality-assurance/>

Joint Cetacean Data Programme

Metadata Guidance

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Overview

This is a user guide for submitting and managing metadata for the Joint Cetacean Data Programme. Metadata is essential as part of any data submission to ensure data are understood and used appropriately. We have developed a standardised approach following the Infrastructure for Spatial Information in Europe (INSPIRE) format, to coordinate across datasets to simplify use of the JCDP.

Here you will find a step-by-step guide through the process and an overview of the information you will need to input to have valid metadata to accompany the datasets you submit to the JCDP Portal.

For more information, please contact the [JCDP Coordinator](#).

It is not unexpected that you may experience some difficulties when creating your JCDP metadata. If you need any support please get in touch with the ICES team - Periklis.Panagiotidis@ices.dk

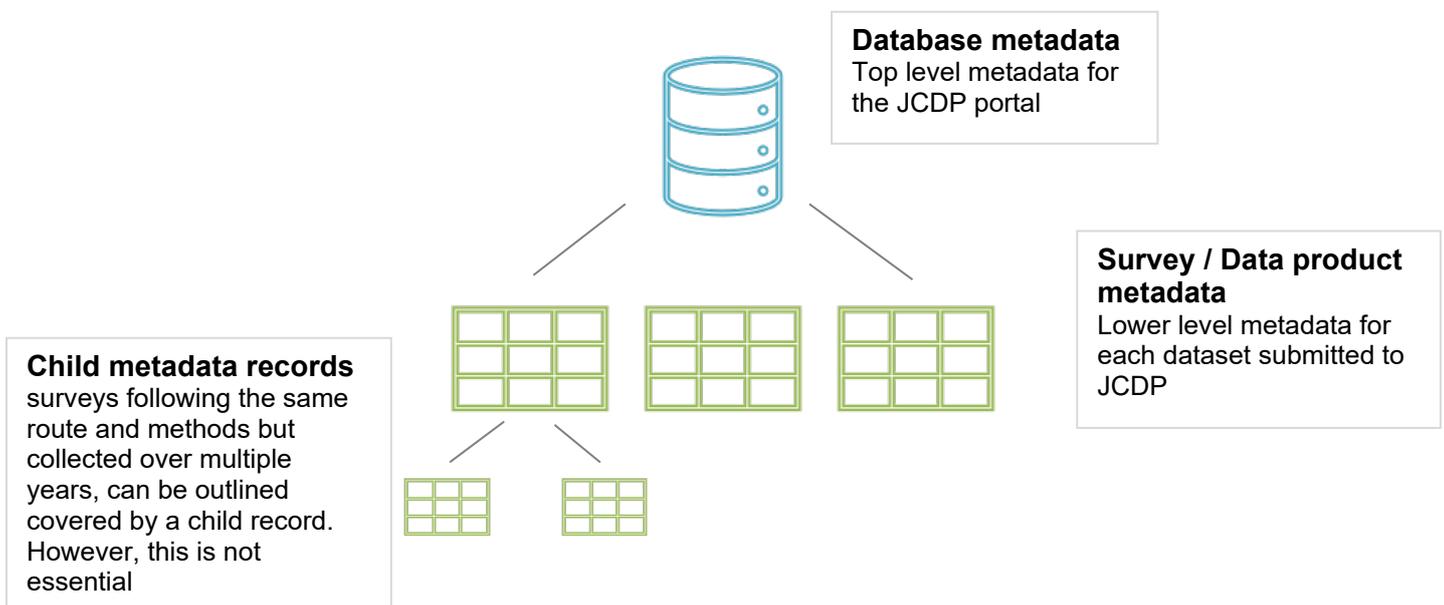
Feedback and comments on the data standard, vocabularies and metadata can be provided via the [JCDP quality control feedback form](#). This feedback will help inform future developments of the JCDP system.

JCDP Metadata Catalogue

The JCDP Metadata is hosted on the [ICES Metadata Catalogue](#) (powered by Geonetwork opensource). Here you can browse and manage your existing metadata records, as well as submit new records as part of a new data submission.

When you first go onto the Metadata Portal, you will see buttons of topic options, based on INSPIRE topics and resource types. You can browse available metadata by select a topic and you'll be taken to a list of the available datasets related to your topic of interest. You'll also see a search bar across the top of the page to help you filter available metadata by keyword.

JCDP metadata structure



JCDP Database Metadata – top level

There will be one database-level metadata entry for the JCDP Data Portal, managed by the JCDP Governance Group and Secretariat, which will state the overarching context for the JCDP database. Data providers will not be able to edit this.

The JCDP database meta-record can be found here:

<https://gis.ices.dk/geonetwork/srv/eng/catalog.search#/metadata/f7b9234a-8f9c-4db3-bcd3-898952b5cd9a>

Survey or Data Product Metadata – user level

A metadata record is required from the data custodian for data submission to the JCDP. A metadata record can cover a number of datasets submitted to the JCDP Data Portal where appropriate, for example for repeated surveys using the same methodology and with the same access restrictions. How metadata and datasets are structured so it is most appropriate for the survey and dataset structure is for the data custodian to decide.

Metadata information is standardised across the JCDP and is based on the INSPIRE format to ensure consistency in how data are explained and subsequently used. Dataset or data product metadata entries are categorised under a JCDP group and so can be filtered and viewed together.

As a JCDP member your ICES Geonetwork account provided can only allow you to create a metadata record within the JCDP group which will have its own browse page, themes and dataset metadata records.

Dataset child records dataset metadata – user level

Child metadata records can be created under a survey metadata record when a route is surveyed multiple times over the course of years while following the same field data collection protocol. This functionality may be useful for long-term monitoring from ferry routes for example, where each child metadata record under a survey would cover the surveys within a calendar year.

To set up child metadata records please refer to the '[creating a series of records or child records](#)' section of this guidance.

The structure of your metadata records can be adjusted to best suit your survey regime and data structure

Process of uploading dataset to the JCDP

Step 1:

Request account for the JCDP Metadata Catalogue by emailing Periklis.Panagiotidis@ices.dk and marinemammals@jncc.gov.uk

Step 2:

A draft and submit your metadata record is to be made before uploading the dataset(s) to the JCDP Data Portal. Please make note of the metadata record URL as this will be needed when uploading your data to the Data Portal.

Step 3:

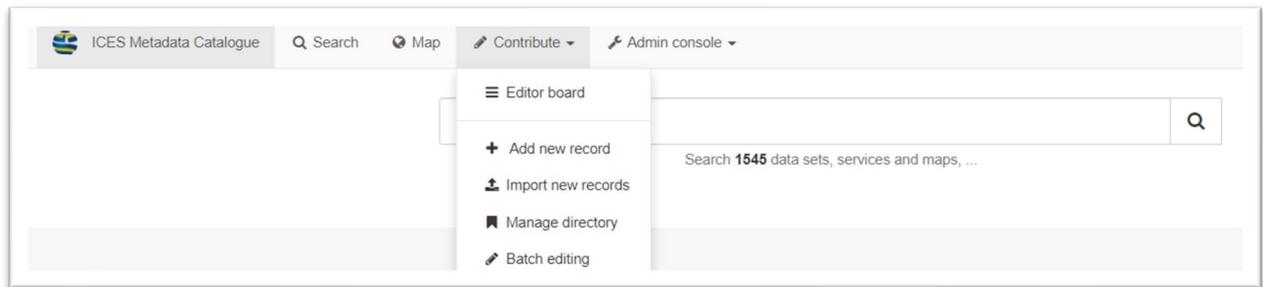
Process and submit dataset(s) to the JCDP Data Portal, including the URL to the metadata record for the survey(s)

Creating a new metadata record

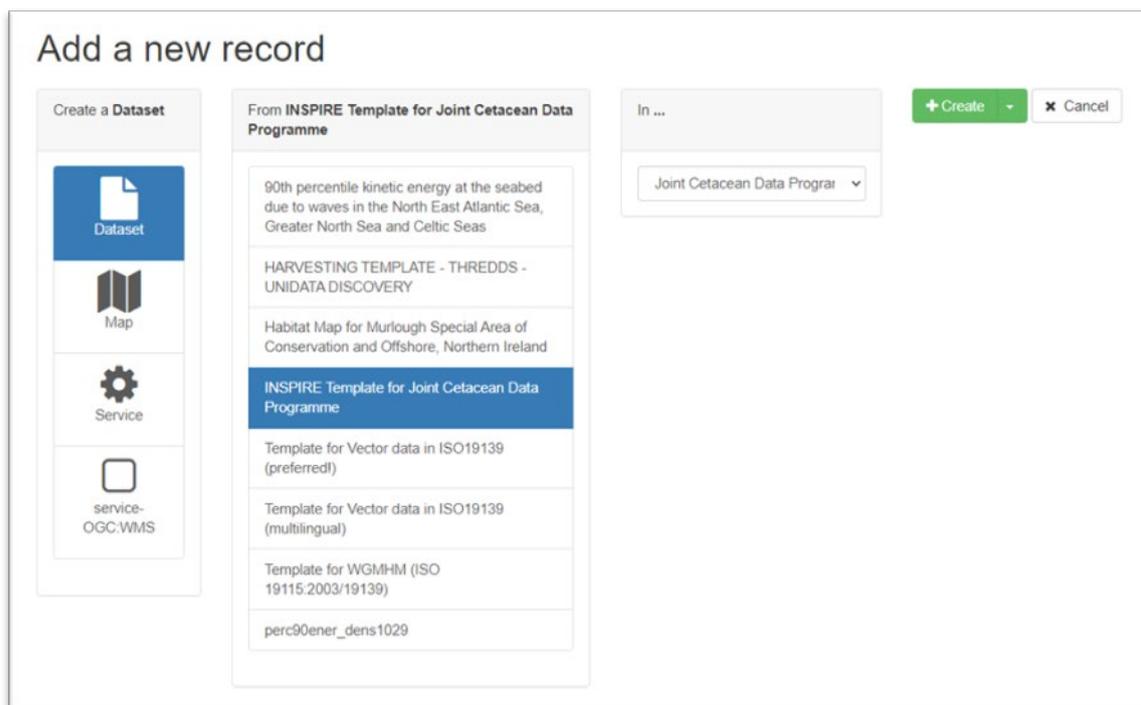
When you are ready to create a new metadata record, [log into the metadata system](#) using your organisation credentials. If you do not have these login details or if you have any issues, please contact the JCDP Coordinator.

The JCDP metadata template can be found in the appendix below. It is recommended that you review this template and prepare the information before starting.

Select the 'Contribute' option on the main menu and select 'Add a new record'



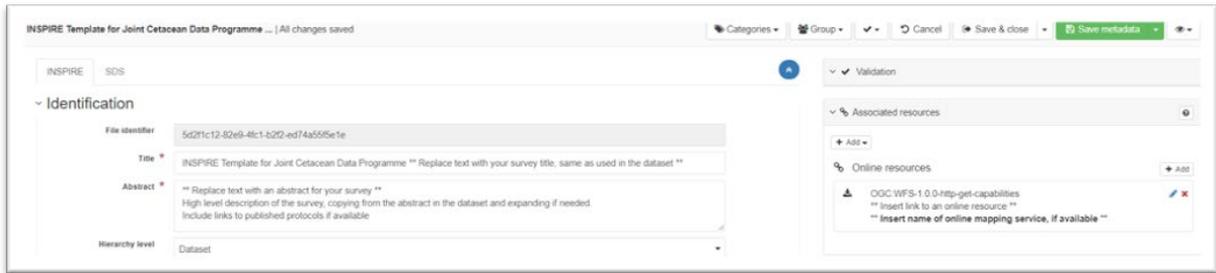
This will take you through the option to add a new metadata record as shown below.



You will see the 'Template for Joint Cetacean Data programme' listed, highlight this option and click the green 'create' button on the top right.

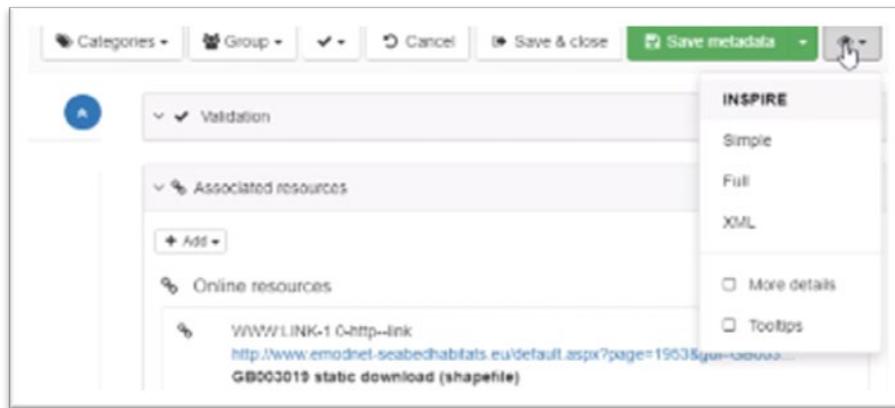
You will be asked to input details of your organisation, the survey and the dataset you're contributing to the JCDP. You will see several fields which will prompt you to enter information and several buttons on the right panel to help you manage your metadata record.

The * (red Asterix) icon indicates mandatory fields which need to be filled out for you save your metadata but for the record to comply with INSPIRE more fields are needed.



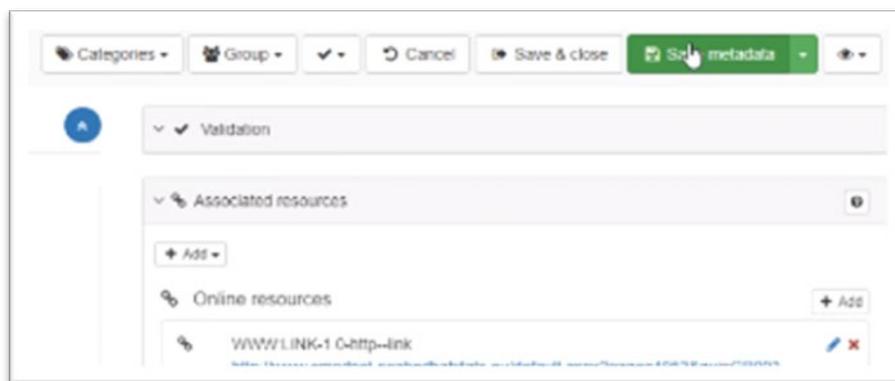
IMPORTANT

By default, metadata opens in 'simple view' but you should view this page as **INSPIRE** as it is the most user-friendly view. You need to change the view by selecting the 'eye' icon on the top right corner of the page before editing. This will update the webpage.



You can save your metadata as a draft at any time throughout the process, when you log back in you can return to the draft (by going to 'Contribute' in the main menu and select Editor board option) to continue to edit.

To save your record, select the Save metadata button on the top right of the page.



Structuring your data and metadata entries: You can have one metadata record for a number of surveys submitted to the JCDP Data Portal. However, it is advice that any surveys using different methods or parameters should have separate metadata entries. How you organise your surveys and metadata entry/entries if flexible around your specific needs while ensuring the information is clear for the data and metadata users.

The dataset abstract should be an extended version of the abstract used in the dataset with additional detail provided. The abstract should be a high-level overview of the survey and protocols used, with any specific detail which isn't covered within the dataset itself, but the data users should be aware of.

JCDP dataset metadata fields

Title and abstract

Title *	INSPIRE Template for Joint Cetacean Data Programme ** Replace text with your survey title, same as used in the dataset **
Abstract *	** Replace text with an abstract for your survey ** High level description of the survey, copying from the abstract in the dataset and expanding if needed. Include links to published protocols if available

The dataset title should be similar to the survey title(s) used in the dataset, to ensure easy cross referencing. There is no set format for the Title but ensure it is clear for data and metadata users.

Date

Please enter the date the metadata record was created and sent for publication. If you are editing an existing record, you can change this date type to 'Revision' and update to the current date.

Hierarchy level

This is set to 'Dataset' as default, as this is the most common resource type contributed to JCDP.

Online resource

This section is for links to the JCDP Hub and Data Portal. These links should already be added in the template, however if not please set up as below

Online resource	URL	<input type="text" value="https://jncc.gov.uk/our-work/joint-cetacean-data-programme/"/>
	Protocol	<input type="text" value="WWW:LINK-1.0-http--link"/> Recommended values ▼
	URL	<input type="text" value="https://cetaceans.ices.dk/inventory"/>
	Protocol	<input type="text" value="WWW:DOWNLOAD-1.0-http--download"/> Recommended values ▼

Resource identifier

This field can be left blank

Language

Language of the dataset is set to English as default for JCDP.

Spatial representation type

Set to 'text,table' by default as this is the format specified by the JCDP Data Standard

Encoding

Set to text as default as this is the format specified by the JCDP Data Standard

Projection

This will be standard for all JCDP datasets from the Data Portal, and so can be left blank.

Classification of data and services

This is the Inspire topic categories and is a set list of options. By default, all JCDP datasets will be tagged with 'Biota' and 'Oceans' topics. You can add additional topic categories to your metadata as appropriate.

Keywords

The keywords are the Inspire themes and is a list of categories. By default, all JCDP datasets will have 'Species distribution' as the INSPIRE themes. The template also has keywords included such as 'cetacean', 'Joint Cetacean Data Programme' and 'effort survey'. You can add additional keywords to your metadata as appropriate by clicking the tag icon.

The 'Thesaurus name' section should not be changed as this is standard for all JCDP metadata.

Geographic coverage

You can specify the geographical coverage of your survey to help with searching and filtering datasets. If known, you can type the extent of your bounding box into the appropriate boxes provided or you can draw your extent onto the map provided by clicking the 'Draw extent' button on the top right of the map.

Temporal reference

Input the start and end dates of your dataset by clicking on the calendar icons shown and using the dropdowns to specify whether the date is 'After', 'Before', 'Now' or 'Unknown', as most relevant to your survey(s)
 Under date of creation (or revision if you are updating a metadata record), please update to today's date.

Ensure to set your time zone from the dropdown, the template is set to 'Your time zone' but this should be double checked.

Reference System Information

This field should be set as 'WGS84 / EPSG 4326', as this is the standard coordinate system of the JCDP. If you data underwent any transformations or processing before uploading to the JCDP Data Portal, please detail this in the 'Lineage' section (see below)

Quality and validity

Quality and validity

Lineage	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> <p>** Replace text with Lineage information for your data**</p> <p>Lineage is a statement on process history and/or overall quality of the spatial data set. Please outline the quality assurance process undertaken for your dataset and statement outlining whether there is an official version where multiple version exist. Give as much detail as possible, including information of any data processing or transformations done before upload to the JCDP Data Portal.</p> </div>
Spatial resolution	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block; margin-bottom: 5px;">+ Spatial resolution (scale)</div>
Spatial resolution	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">+ Spatial resolution (distance)</div>

The lineage is for information of the quality assurance process for the dataset and any information about versioning or existence of a master dataset.

Conformity

This section is standard for all JCDP Metadata so does not need to be changes.

Restriction on access and use

Restrictions on access and use

	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block; margin-bottom: 5px;">+ Use limitation</div>
Access constraints	<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> <p>** delete as appropriate **</p> <p>Open access Restricted; available upon request to the data owner</p> </div>
	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">+ Access constraints</div>

Here you can specify the access restrictions to your dataset. There are two standard options available for JCDP data, please delete the text which is not relevant. If you wish to add more information, click the '+ Access constraints' button and insert text as required.

Responsible organisation

Responsible organization (s)

Contact for the resource	<div style="margin-bottom: 10px;"> Organisation name <input style="width: 90%;" type="text" value="MyOrganisation"/> </div> <div style="margin-bottom: 10px;"> Email <input style="width: 90%;" type="text" value="info@my-organisation.eu"/> </div> <div style="margin-bottom: 10px;"> Role <input style="width: 90%;" type="text" value="Point of contact"/> </div>
	<div style="margin-bottom: 10px;"> Organisation name <input style="width: 90%;" type="text" value="ICES"/> </div> <div style="margin-bottom: 10px;"> Email <input style="width: 90%;" type="text" value="info@ices.dk"/> </div> <div style="margin-bottom: 10px;"> Role <input style="width: 90%;" type="text" value="Distributor"/> </div>
	<div style="margin-bottom: 10px;"> Organisation name <input style="width: 90%;" type="text" value="Joint Cetacean Data Programme"/> </div> <div style="margin-bottom: 10px;"> Email <input style="width: 90%;" type="text" value="marinemammals@jncc.gov.uk"/> </div> <div style="margin-bottom: 10px;"> Role <input style="width: 90%;" type="text" value="Distributor"/> </div>
	<input style="width: 100%;" type="button" value="Add contact"/>

This section for contact information of the organisation responsible for the dataset, this will be the organisation submitting the dataset to the JCDP. Please ensure to set your organisation as 'point of contact'.

The JCDP and ICES are set as distributors in the template.

There is also an option to add author, which allows you to include information about the data rights holder, where permissions have been given to provide this information. Please update 'Role' of the data rights holder as appropriate using the options in the dropdown provided. This information should be the same details as used in your dataset(s)

Metadata information

Input the contact information of the data custodian into this section, with as much detail as possible. Please set the role as 'Point of Contact' for your organisation, this should be default in the template.

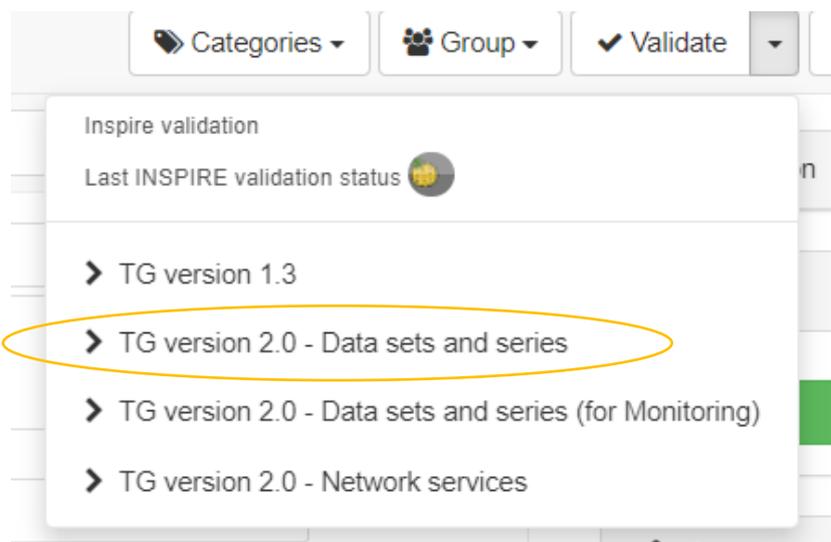
It's important that any email addresses used are generic to your organisation rather to an individual within your organisation. This is to ensure that any data users can get in touch with the relevant person(s) regardless of changes to staffing within the data owner organisation.

Validating your metadata record

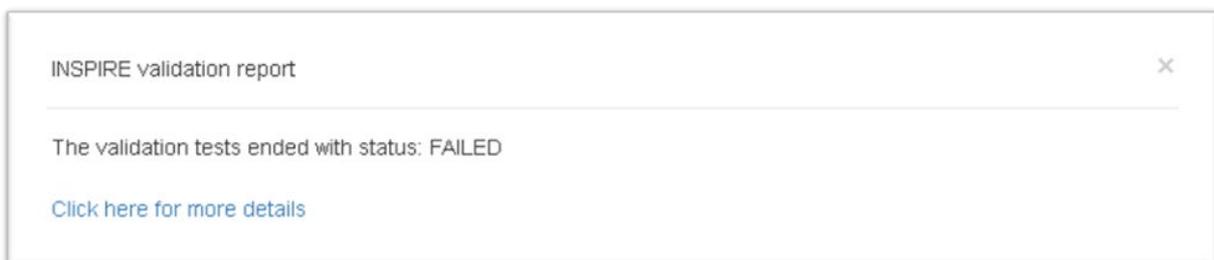
The validation process checks the information you've entered against the expected standard and gives promotes to help improve the record compliance.

Please note: You can save and submit a metadata record for review even if there are validation issues. It is not necessary that you run this validation yourself as this will be also done by the reviewers. However, it can be helpful to run your record through validation checks and address any issues yourself where possible.

To check the metadata is valid, check on the 'tick icon Validate' on the metadata menu on the top right of the page and select 'TG Version 2.0 – Data sets and series' This will give you options to validate the information you have input.



When the validation process finishes a report will be produced with a link to the INSPIRE validator. This can take a few minutes.



Click on the link to get the full report of the validation. You'll be provided with feedback to improve your metadata record, so it meets Inspire standard. You do not need to validate to save your record, but you do need to before you submit your metadata for review.

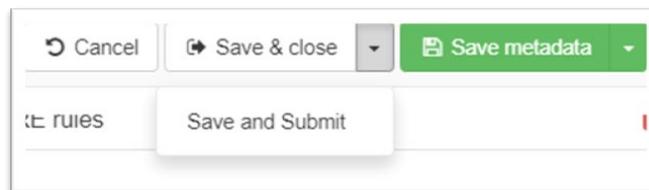
status	Failed	total count skipped failed warnings manual					
started	04/11/2021 15:55:21 GMT	Test suites	3	0	3	0	0
duration	7 s	Test cases	10	0	4	0	0
		Assertions	39	0	6	0	0

+ Common Requirements for ISO/TC 19139:2007 based INSPIRE metadata records.
+ Conformance Class 1: INSPIRE data sets and data set series baseline metadata.
+ Conformance Class 2: INSPIRE data sets and data set series interoperability metadata.

Submitting and publishing your metadata record

Once you have finished editing your metadata and it has passed the validation checks. You are ready to submit. Check the arrow next to Save & close, this will give you an option to 'Save and Submit' which will send your metadata to a reviewer to check and publish.

Please note, the reviewer may get in touch with suggested edits before publishing if needed.



Once your Metadata record has been submitted for review, it cannot be edited. If you need to edit a submitted record, you will need to withdraw a submitted record, make the edits needed then re-submit.

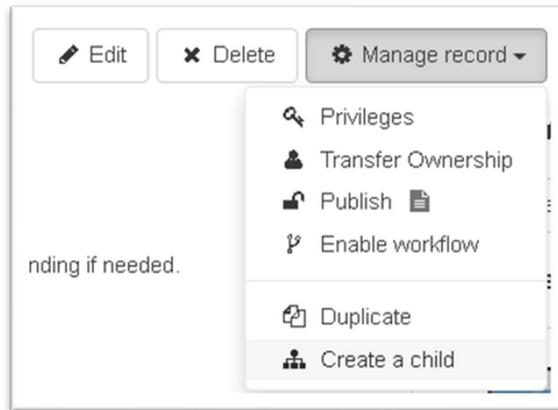
Creating a series of records or child records

If you have a temporal or spatial collections of records which could share the same specification (e.g. dataset for different years following the same route and field methods) you can group this set of records or child records. A general description of the collection may be done in the parent metadata which can then be attached to each dataset of the series.

This can be done in either the editor board:



Or directly in the record viewing page:



Creating your own metadata template

If you need to submit a number of Metadata records, you can create your own template based on the JCDP template to speed up entry.

First open the JCDP Metadata template as outlined above and fill in the information that will be common to all your metadata entries.

Once you are happy, click the Green 'Save template' option on the top right. This template will now show on the list when you select 'Add a new record' with the prefilled information.

Uploading existing metadata

If your dataset already has metadata hosted elsewhere which meets Inspire standard, you can upload this directly into the ICES Metadata catalogue.

Under the 'Contribute' button on the main menu, you will see an option to 'import new records'. This takes you to the import records page and gives you several options.

If you have an XML file of metadata created using metadata creation software can be uploaded using this the option 'Upload a file from your computer'

If your Inspire compliant metadata is hosted on another service, you can use the unique URL to import the metadata using the option 'Upload file from URL'

When using these tools, ensure that the following fields are filled correct;

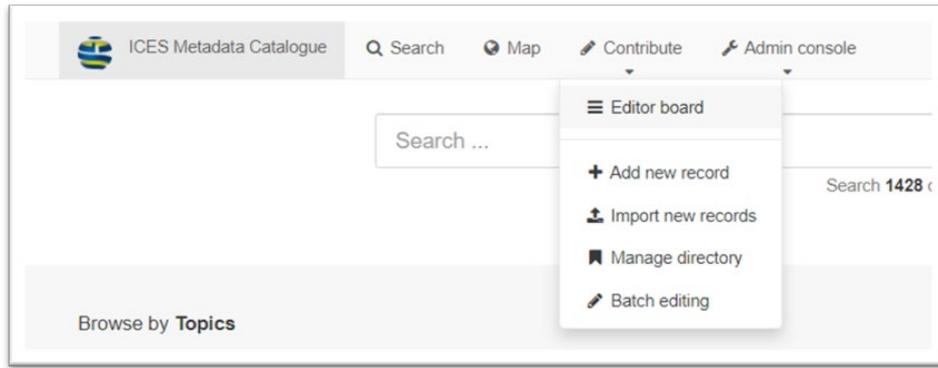
- Type of records is set to 'Metadata'
- DO NOT use overwrite metadata option
- XSLT conversion is correctly set for your source metadata type
- Validate checkbox is checked
- Assign to group is set to 'Joint Cetacean Data Programme'
- Assign to category is set to 'Dataset'

Finding your metadata entries

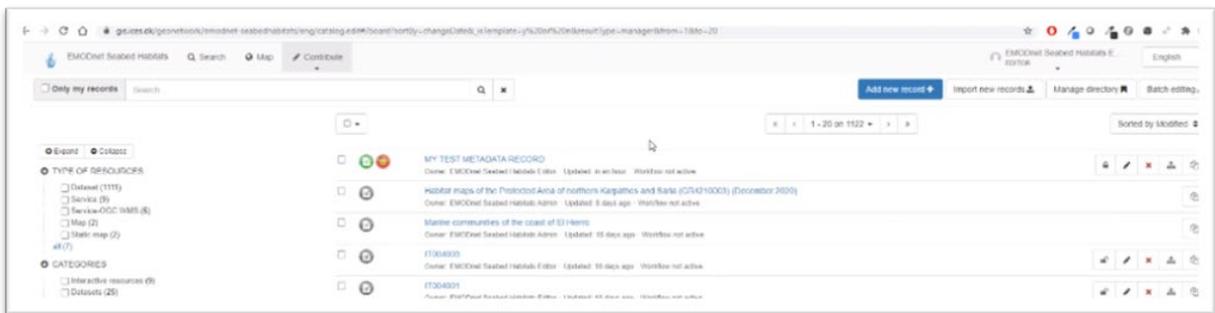
Once you close the metadata editor you will automatically be taken to the editor board.

The Editor Board

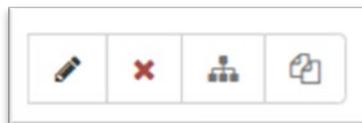
This page shows you all the metadata records entered to the ICES Metadata Catalogue. You can find this page under the 'Contribute' button on the main menu



The editor board allow you to view all records or filter to who just your own records, using the 'only my records' checkbox and click the search icon.



You will see additional icons next to your own records, which enable you to manage your records, including editing, delete, create a child or view. To see what these buttons do, hover your mouse over each icon and help text will appear describing what each button does.



Editors can only edit and delete their own metadata but be aware that if a metadata is deleted this would 'orphan' the dataset.

Appendix: Example metadata record: JCDP Database

INSPIRE

SDS

∨ Identification

File identifier

f7b9234a-8f9c-4db3-bcd3-898952b5cd9a

Title *

Joint Cetacean Data Programme Database

Abstract *

The Joint Cetacean Data Programme (JCDP) aims to promote and facilitate streamlined access to cetacean survey data collected from vessel and aerial platforms, by collating the growing evidence-base across the northeast Atlantic into a single accessible resource.

The JCDP encourages data collectors to come together to make high quality standardised data more readily available via the JCDP Data Portal and enable development of open access data products to better inform research. The project has produced an agreed Data Standard and created a dedicated online portal to host cetacean survey data collected from vessel and aerial platforms, as well as a number of key data products that will be developed from the data.

More information about the programme is available on the JCDP Information Portal: www.jncc.gov.uk/JCDP

Hierarchy level

Dataset

+ Hierarchy level

Online resource

URL

https://jncc.gov.uk/our-work/joint-cetacean-data-programme/

Protocol

WWW:LINK-1.0-http--link

Recommended values

URL

https://cetaceans.ices.dk/inventory

Protocol

WWW:DOWNLOAD-1.0-http--download

Recommended values

+ Online resource

Resource identifier

+ Resource identifier

+ Compute resource identifier

Language

eng

Spatial representation type

Text, table

+ Spatial representation type

Encoding

Format

Text

Recommended values

+ Encoding

Projection

Ref. system

+ Projection

Classification of data and services

Topic category * Biota x Oceans x

Search ...

+ Topic category code

Keywords

GEMET - INSPIRE themes, version 1.0 Species distribution x Population distribution — demography x ⚙️

Search ...

Keyword

Thesaurus name

Title *

Date *

Other keywords

Geographic coverage

Geographic bounding box

Choose a region ⊗

WGS84 (EPSG:4326) Draw extent

+ Geographic bounding box

Temporal reference

Temporal extent

Begin

End

Date *

+ Temporal information

Quality and validity

Lineage

The JCDP is a collaborative project which facilitates data owners and custodians to make their data available in a standardised format. Historically, collated datasets were licenced for use for the specific projects or analysis for which they were requested and could not be used for future work without additional permission from the data owners or providers. There was a need to work with data providers in finding a solution to this barrier by storing these collated data in a standardised format long-term, and making them available for continued use to improve the capacity for analysing and better understanding cetaceans in the northeast Atlantic.

Addressing this need has been the driver behind the JCDP, which aims to provide a platform for collation, standardisation, storage, and access of cetacean data collected at sea via ship-based or aerial observer and digital surveys. It is a growing resource that will enable best use of all available comparable data from which to carry out analyses at relevant spatial and temporal scales to inform cetacean management, policy and conservation.

More information is available on the JCDP Information Portal: www.jncc.gov.uk/JCDP

The datasets available in the JCDP are standardised versions of original datasets held by the data owner/custodian. Please see metadata records for each dataset for specific details.

Denominator

50000 Recommended values

+ Spatial resolution (scale)

+ Spatial resolution (distance)

Conformity

Conformity

Tech spec title

Commission Regulation (EU) No 1089/2010 of 23 November 2010 implementing Directive 2007/2/EC

Tech spec URL

<http://data.europa.eu/eli/reg/2010/1089>

Date

08/12/2010

Conformity

Not evaluated Conformant Not conformant

+ Conformity

Restrictions on access and use

Access constraints

+ Use limitation

The JCDP consists of both open access and restricted access datasets. Please read the JCDP data provision, access and use guidance for more information on accessing and utilising datasets from the JCDP data portal. This guidance document is available from the JCDP Information Hub www.jncc.gov.uk/JCDP

+ Access constraints

∨ Responsible organization (s)

Contact for the resource	Organisation name	<input type="text" value="Joint Cetacean Data Programme"/>	
	Email	<input type="text" value="marinemammals@jncc.gov.uk"/>	
	Role	<input type="text" value="Point of contact"/>	
	Organisation name	<input type="text" value="ICES"/>	
	Email	<input type="text" value="info@ices.dk"/>	
	Role	<input type="text" value="Distributor"/>	
	<input type="button" value="Add contact"/>		

∨ Metadata information

Contact for the metadata	Organisation name	<input type="text" value="Joint Cetacean Data Programme"/>
	Email	<input type="text" value="marinemammals@jncc.gov.uk"/>
	Role	<input type="text" value="Point of contact"/>
	<input type="button" value="Add author"/>	
Date stamp *	<input type="text" value="2022-05-12T12:18:29.076Z"/>	
Metadata language	<input type="text" value="eng"/>	