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| *Version: 19 November 2015* | ICG-MAQ  English only |
| OSPAR Convention for the Protection of the Marine Environment of the North-East Atlantic | |

IA2017 template for Common Indicator Assessment Sheet

### Submitting assessment sheet material

In order to assist the Secretariat in producing the online layout of the assessment sheet, information should be submitted in the following **MS Word** document template. Please note that the content marked “brief” will be displayed both on the downloadable pdf assessment sheet and the website but the content marked “extended” will only be available via the website. It is therefore very important that the “brief” section is self-sufficient.

| **Content** | **Example** | |
| --- | --- | --- |
| Sheet reference |  | |
| Contracting Parties |  | |
| Title |  | |
| Subtitle 1 |  |  |
| Subtitle 2 | Choose an item.  Choose an item.  Choose an item. | |
| Subtitle 3 |  | |
| Key message |  | |
| Background (brief) |  | |
| Background (extended) |  | |
| Background (figures & tables) |  | |
| Assessment Method (extended) - including assessment values where available[[1]](#footnote-1) |  | |
| Results (brief) |  | |
| Results (extended) |  | |
| Results (figures & tables) |  | |
| Conclusion (brief) |  | |
| Conclusion (extended) |  | |
| Knowledge gaps (brief) |  | |
| Knowledge gaps (extended) |  | |

### Assessment Metadata

Metadata are “data about the content, quality, condition, and other characteristics of data”[[2]](#footnote-2). The objective of collecting standardised metadata is to provide a structure for describing the assessment that has been carried out. Metadata define a core set of elements which explain the assessment from a technical perspective; increasing confidence, allowing reuse and enabling users to evaluate applicability of the assessment to external functions. An added asset is the facilitation of discovery and reuse of the assessment and its underlying data because of the increased documentation of its technical characteristics.

Assessments will be handled in a semi-automated fashion; completion of the metadata and provision of associated files will allow the information to be uploaded and made available via the OSPAR Data and Information Management System (ODIMS).

Greyed cells in ‘Explanation’ are to be completed by the Secretariat.

| **Field** | **Data Type** | **Explanation** | |
| --- | --- | --- | --- |
| Sheet reference | Text |  | |
| Assessment type | Value List | Choose an item. | |
| Context (1) | Value list | Choose an item. | |
| Context (2) | Text | OSPAR-relevant Decision, Publication, Recommendation or Other Agreement. | |
| Context (3) | Value list |  |  |
| Context (4) | Value list | Choose an item.  Choose an item.  Choose an item. | |
| Point of contact | Text |  | |
| Email | Text |  | |
| Metadata date | Date |  | |
| Title | Text |  | |
| Resource abstract | Text |  | |
| Linkage | URL |  | |
| Topic category | Value List | Choose an item. | |
| Indirect spatial reference | Text |  | |
| N Lat | Number |  | |
| E Lon | Number |  | |
| S Lat | Number |  | |
| W Lon | Number |  | |
| Countries | Text |  | |
| Start date | Date |  | |
| End date | Date |  | |
| Date of publication | Date |  | |
| Conditions applying to access and use | URL | T&Cs for assessment and data (e.g. OSPAR data Policy) | |
| Lineage | URL | Link to previous version of the assessment | |
| Data Snapshot | URL |  | |
| Data Results | Zip |  | |
| Data Source | URL |  | |

## Additional Guidance for completion

#### Figure/Table naming

The numbering of the figures/tables/formulae/charts etc. in the “*brief”* sections, which form the two page print assessment sheet, will follow a Figure 1, Figure 2, Figure 3, etc. structure;

For the online only “*extended”* sections, the figure/table numbering will follow a Figure a, Figure b, Figure c, Table a, Table b, etc. structure.

#### Data snapshot

All data and any associated coding or script that have been applied to the data in order to run the assessment must be supplied in the final assessment package. These can be supplied in the native format, e.g. spreadsheets, databases, R code, Visual Basic script, in a single zip file, following the prescribed naming convention. This is required for transparency and forms part of the audit trail

#### Figures – as images

All supplied figures and supporting files must follow the described naming convention (TBC by Secretariat). To be supplied to the Secretariat in a zip file.

#### Photos

As jpeg

A minimum of 2 photographs should be supplied and all photos must be fully accredited with permission for publication and online use. If no accreditation is necessary, please make this clear. Images must be at a resolution of 300dpi and in jpeg format – screenshots are not suitable

#### Graphs

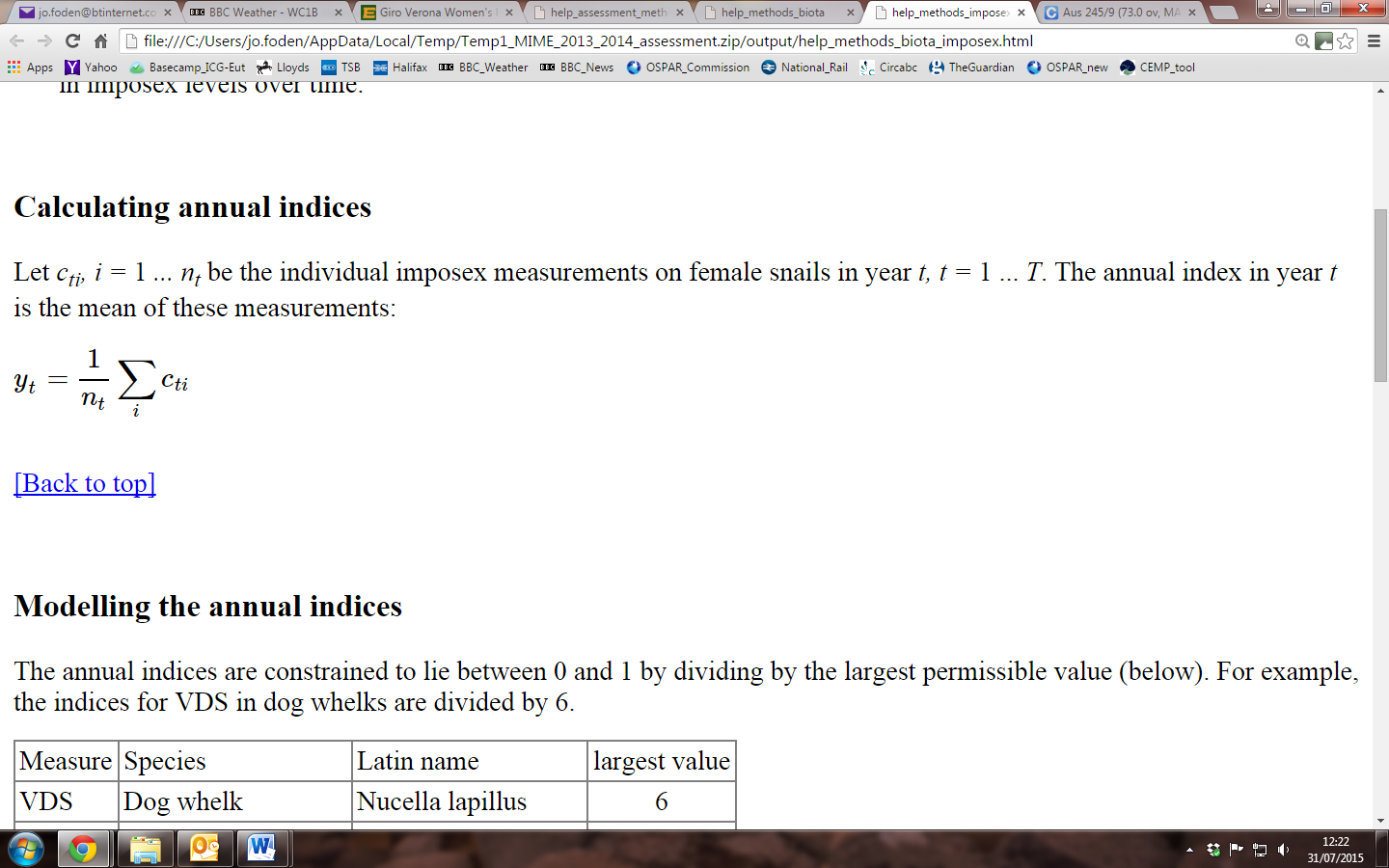
As jpeg

All graphs need to have clear, brief titles and be provided as a high resolution jpeg. All data used to make the graph must be supplied in Excel or readily accessible format

**Formulae**

As jpeg

For example



#### Tables

As Excel file

All tables need to have a clear, brief title. All data used to make the table must be supplied in Excel or readily accessible format

#### Infographics

As jpeg

All infographics need to have a clear, brief title and be provided as a high resolution jpeg. All information used to make the infographic must be provided in a suitable and accessible format

#### Maps

As jpeg

All maps need to have a clear, brief title. All background data used to make the maps, such as shapefiles, need to be supplied in the assessment snapshot data package

#### Use of language

*Scientific names* – try to avoid using scientific names if at all possible. If this is not possible, be consistent e.g. do not use scientific names in tables and common names in text. Scientific names can be used in the extended online text, provided the common name is referenced in the first instance it is used. In translating between scientific and common names use the World Register of Marine Species, available from http://www.marinespecies.org/.

*Avoid acronyms or explain them* – avoid the use of acronyms in the summary text, in the extended text they can be used but written in full in their first instance.

#### Referencing

No citations should be used in the 2 page assessment sheets; however they can be used in the extended online version and in underlying assessments. In the extended online version references should be placed at the end of the appropriate section using the following layouts for peer reviewed and grey literature publications respectively:

Author, X.Y., Date YYYY, Title. Organisation or Journal, Location, Number of pages (e.g. 123 pp) or pages (12-15)

Title. Organisation, Location, date YYYY. Publication Ref. Number of Pages

1. Revised on the basis of CoG (2) 2015 [↑](#footnote-ref-1)
2. FGDC Content Standard for Digital Geospatial Metadata Workbook, Ver 2.0, May 1, 2000 [↑](#footnote-ref-2)