Guidance for completing QSR template for the Common Indicator Assessment

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.

The common indicator template includes an **excel** Addendum for summary results of particular relevance to those Contracting Parties that are also EU Member States. The addendum is to be completed by the indicator experts and provided to the Secretariat.

Greyed cells Guidance' are to be completed by the Secretariat

Field Name	**Data Type**	**Guidance**
Sheet Reference	ID	Unique ID to allow linking of all corresponding tables.
Title	Text	Full title of the assessment, for example: • Changes in the abundance and distribution of seals; • Trends in nutrient inputs in water and air; • Trends in discharges of radioactive substances from nuclear and non-nuclear sources
Contracting Parties	List	List all those Contracting Parties to whom the assessment is applicable. Do not include CPs with opt-outs (see CEMP appendices for CPs with opt-out:https://oap.ospar.org/en/ospar-monitoring-programmes/cemp/cemp-appendices/) See ContractingParties_Enum enumeration list.
Key Message 50 words	Text	Describe what the indicator shows (what is the headline trend?) – 50 words maximum. Provide a brief description of what the indicator is and what the assessment outcome shows. This should be a non-technical, non-scientific description for a general or policy audience.
Background (brief) 250 words	Text	A clear introduction to the topic – 250 words maximum. Provide a brief non-technical, non-scientific introduction to the indicator, for a general audience. This should include: • A description of the indicator. Include reference to OSPAR agreement if applicable • Description of the key drivers or pressures

		• Provide any images appropriate to the background (brief) section (photo, illustration). Reference the image using the filename at the bottom of the background (brief) section; e.g. Filename: Whelks_photo.jpg (see "*Additional guidance for completion"* notes at the end of this document for figure/table numbering)
Background (extended)	Text	Provide any additional background information. No word limit. Identify the location of figures/tables/formulae within the body text by using the caption and filename; (for numbering see "*Additional guidance for completion*" notes at the end of this document) e.g. *Figure a: OSPAR assessment using data extracted from DOME on 31 October 2013 http://dome.ices.dk/osparmime/main.html* (Filename: Figure_a_OnlineAssessTool.jpg) *Table a: Assessment criteria used in the CEMP data assessment* (Table_a_Assess_Criteria.xls) *Formula a: Calculation of annual index* (filename: Formula_a.jpg) Include citation with references at the end of the body text (see Additional guidance notes below for reference list style); e.g. Law, R.J., Bolam, T., James, D., Barry, J., Deaville, R., Reid, R.J., Penrose, R., Jepson, P.D. 2012. Butyltin compounds in liver of harbour porpoises (*Phocoena phocoena*) from the UK prior to and following the ban on the use of tributyltin in antifouling paints (1992-2005 & 2009). *Marine Pollution Bulletin* 64, 2576-2580
Background (figures & tables)	Text	List of figures/charts/tables/images filenames that have been referenced in the 'Background (extended)'. For example: Figure_a_MapOfAssessArea.jpg Table_a_Assess_Criteria.xls Seals_photo.jpg Kelp_photo_Oceana.jpg Formula_a.jpg
Assessment Method	Text	CEMP Guideline. A description of the methods used to calculate the indicator and deliver the assessment. For example, method description, data collation, aggregation and analysis. If information resides externally, provide URL links to the underlying guidelines, assessments, methods, etc. In some cases the method of assessment for the indicator will follow published methods for the main part. However, there may be deviation from these methods for the presentation of the common indicator. Any differences in methods should be clearly described.

		List any tables or figures including their filenames, and references. (for numbering see "*Additional guidance for completion*" notes at the end of this document)
Results (brief) 450 words	Text	Describe the observed status of the indicator in assessed area and any change/trend/assessment outcome. For some common indicators the assessment will be against an assessment value (e.g. background concentration, abundance threshold value) The main section should total 450 words maximum and any figure/table. Please identify insertion location of any figures/tables by using caption and filename (for numbering see "*Additional guidance for completion*" notes at the end of this document).
Results (extended)	Text	Provide any additional information regarding results. No word or figure/table limit. Include citations, with references at the end of the body text. Identify insertion location of any figures or tables by using the filename (for numbering see "*Additional guidance for completion*" notes at the end of this document)
Results (figures & tables)	Text	List of figures/charts/maps/tables/images filenames that have been used in the "Results" and "Results (extended)"
Conclusion (brief) 200 words	Text	Conclusion on the assessment of the indicator. Describe what the results of the assessment show, any conclusions/implications/limitations/confidence. This section 200 words maximum. The limitations and confidence of the indicator assessment should be described in language for a general and policy audience.
Conclusion (extended)	Text	Any further conclusions/implications/limitations/confidence. No word limit. Include citations, with references at the end of the body text. This section should provide the detailed background to the "Conclusions (brief)". The limitations and confidence in the assessment can be described in more scientific and technical terms.
Knowledge Gaps (brief) 100 words	Text	Brief description of any gaps in knowledge e.g. science gaps. This section 100 words maximum.
Knowledge Gaps (extended)	Text	Description of any gaps in knowledge e.g. science gaps. When describing knowledge and science gaps describe what work or studies would be needed to fill the gaps. The information in this and the previous sections will be used by the OSPAR Science needs Agenda (OSA) Task Group to inform future iterations of the OSA
References	Text	

Assessment Metadata

Metadata are "data about the content, quality, condition, and other characteristics of data"[1]. 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 'Guidance are to be completed by the Secretariat.

Field	Data Type	Guidance
Assessment type	List	Quality Status Report
Summary results (template Addendum 1)	URL	Link to MSFD results table,including: Descriptor, Criterion, GESComponent, Feature, Marine Reporting Units, etc.
SDG Indicator	List	List the appropriate SDG indicators. See SDGIndicator_Enum enumeration list
Thematic Activity	List	Choose one from ThematicActivity_Enum
Relevant OSPAR Documentation	Text	OSPAR-relevant Publication, Decision, Recommendation or Other Agreement. Use the following naming protocols: [OSPAR Publication] [YYYY]-[publication number] [title] [OSPAR Recommendation] [YYYY]-[number] [title] [OSPAR Decision] [YYYY]-[number] [title] [OSPAR Agreement] [YYYY]-[number] [title] <u>For example</u>: OSPAR CEMP Guidelines e.g. Agreement 2016-09 CEMP Guideline: Common Indicator – Marine Bird Abundance (B1) OSPAR Publication 2008-379 CEMP Assessment Manual: Coordinated Environmental Monitoring Programme Assessment Manual for contaminants in sediment and biota OSPAR Recommendation 2015-04 on furthering the protection and conservation of the Allis shad (*Alosa alosa*) in Regions II, III and IV of the OSPAR maritime area OSPAR Decision 2012-1 on the establishment of the Charlie-Gibbs North High Seas Marine Protected Area

[1] FGDC Content Standard for Digital Geospatial Metadata Workbook, Ver 2.0, May 1, 2000

Field	Data Type	Guidance
		OSPAR Agreement 2004-15 Provisional JAMP Assessment Criteria for TBT – Specific Biological Effects. Amendments agreed by ASMO 2008
Contributor	Text	Lead author organisation / Individual name
Metadata date	Date	The date on which these metadata were completed
Linkage	URL	Weblinks to additional information about the assessment e.g. link to Publication, common indicator agreement Where available links to other references, e.g. scientific journal papers, can be provided. The items in the list should be line-separated
N Lat	Number	Northly extents of the assessment
E Lon	Number	Easterly extents of the assessment
S Lat	Number	Southerly extents of the assessment
W Lon	Number	Westerly extents of the assessment
Date of publication	Date	Date the assessment is published
Conditions applying to access and use	URL	The default to be used is the OSPAR Data policy which is CC-BY for assessments and CC0 for data
Lineage	URL	Links to earlier versions of the assessment
Data Snapshot	URL	Link to all the data underpinning the assessment that would be required to re-run the assessment
Data Results	Zip File	Filename of the Zip file containing the final results file(s) generated by the assessment e.g. shapefile, MS Excel spreadsheet
Data Source	URL	Links to live versions of the data sources used in the assessment This may be to datasets hosted by ICES, OSPAR, etc.

Additional Guidance for completion

Figure/Table naming

The numbering of the figures/tables/formulae/charts etc. in the "*brief*" sections, 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.

To be supplied to the Secretariat in a zip file.

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

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

$$\boxed{y_t = \frac{1}{n_t} \sum_i c_{ti}}$$

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 Word 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

References should be placed within the references 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