

### **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.

You may use the additional information boxes at the end of the form to add extra information that does not fit in the question boxes. Please cross-reference these entries.

## **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).

### **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).

**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.

**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).

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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"/>
Position	<input type="text"/>
Organisation	<input type="text"/>
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"/>
Organisation	<input type="text"/>
Address (including postcode)	<input type="text"/>
Telephone number	<input type="text"/>
Fax number	<input type="text"/>
Email address	<input type="text"/>

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

Contact name	<input type="text"/>
Position	<input type="text"/>
Organisation	<input type="text"/>

Address (including  
postcode)

Telephone number

Fax number

Email address

**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.

**17. Any further information**

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