Joint Cetacean Data Programme

Data submission guidance

Guide to submitting and managing data in the JCDP Portal

Version 2

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For further information please contact:
marinemammals@jncc.gov.uk

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Project managed by

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Data portal hosted by

Since spring 2022 the JCDP is managed by the ICES Working Group for the Joint Cetacean Data Programme (WGJCDP) https://www.ices.dk/community/groups/Pages/WGJCDP.aspx

EQA:
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1 What is the JCDP

The Joint Cetacean Data Programme (JCDP) is a platform for collation, storage and access of cetacean data collected at-sea via ship-based or aerial observer/digital methodologies. It is a growing resource, aiming to enable best use of all available data of comparable types from which to carry out analyses at relevant spatial and temporal scales to inform cetacean research, management, policy and conservation.

1.1 Purpose of this document

This document gives an introduction to data collectors and custodians to prepare and submit cetacean survey data to the JCDP. This document should be used in conjunction with the JCDP Data Standard and the JCDP Metadata guidance, which provide detail on the format of JCDP data and metadata, including established vocabularies and fields.

2 The Joint Cetacean Data Programme platform

The JCDP Platform is a term which encompasses the ICES database portal and the JCDP hub which provides access to the related resources and services available to facilitate standardisation and enable universal access to cetacean survey data. The elements of the JCPD Platform are outlined below:

2.1 The JCDP Information Hub

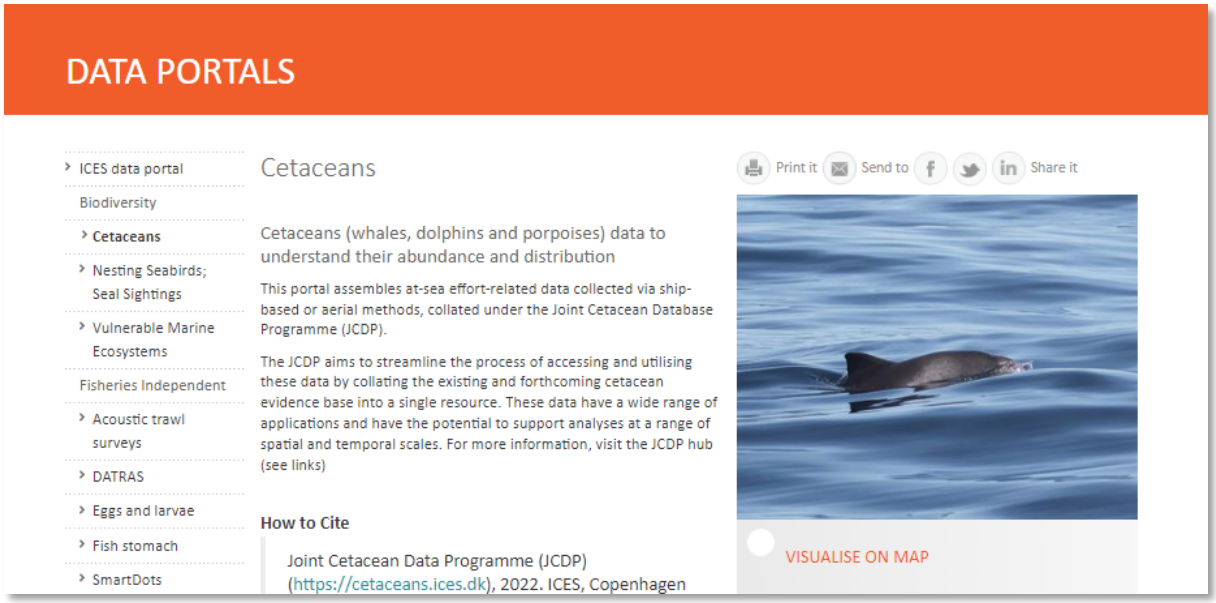
This is a series of webpages hosted on the JNCC website which provide the background for the JCDP, information and resources to support the submission to and use of the JCDP Data Portal and products.

www.JNCC.gov.uk/JCDP

2.2 The JCDP Data Portal

The data portal is hosted by ICES and provides access to submit and download datasets in the JCDP database.

cetaceans.ices.dk



In the portal you can:

Visualise data on a map: The JCDP map view allows users to visualise submitted survey data on an interactive map. This map also allows users to filter the data based on a number of criteria, and links to the download facility.

View the data inventory: The data Inventory is a list of all survey data available through the JCDP, this also includes facilities to filter the data based on a number of criteria (the same as in the map view) and options to download or request access to specific datasets.

View data format: The data template can be downloaded from the JCDP Data Portal landing page. This excel spreadsheet outlines the JCDP data format and vocabularies, as detailed in the JCDP Data Standard.

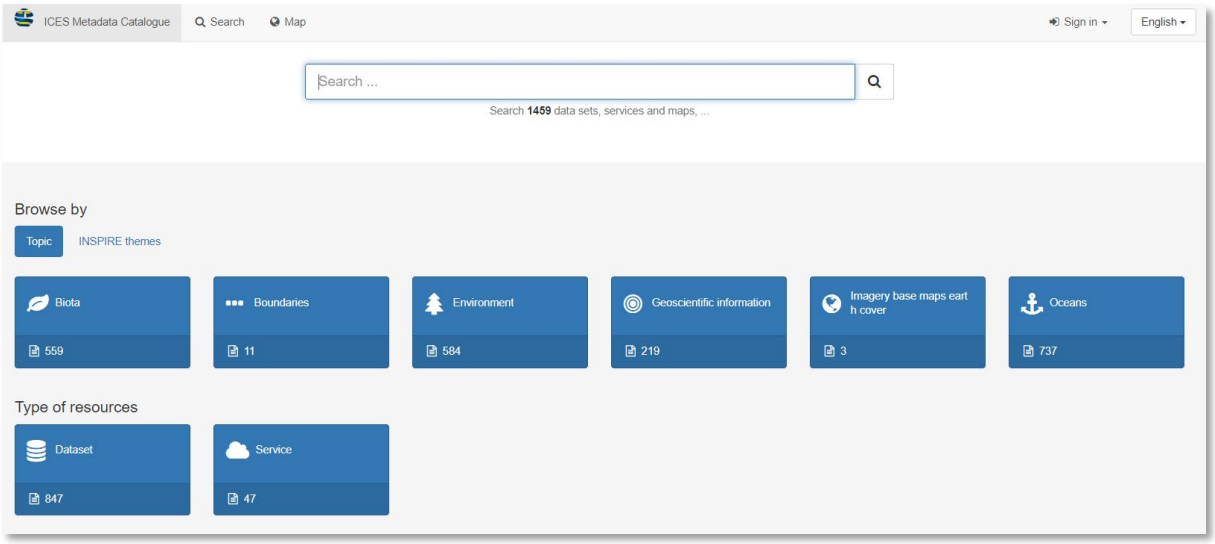
Submit data: The submit data function is only available to users who have an ICES account (see above for information on how to request an account). The submission process involves; uploading an .XML file with cetacean survey data which will be screened before it can be submitted to the database. This area also gives you access to data and data request management facilities.

Access the JCDP information hub: You can find links to the full database metadata record, the data standard and other resources available on the JCDP Hub.

2.3 The JCDP metadata catalogue

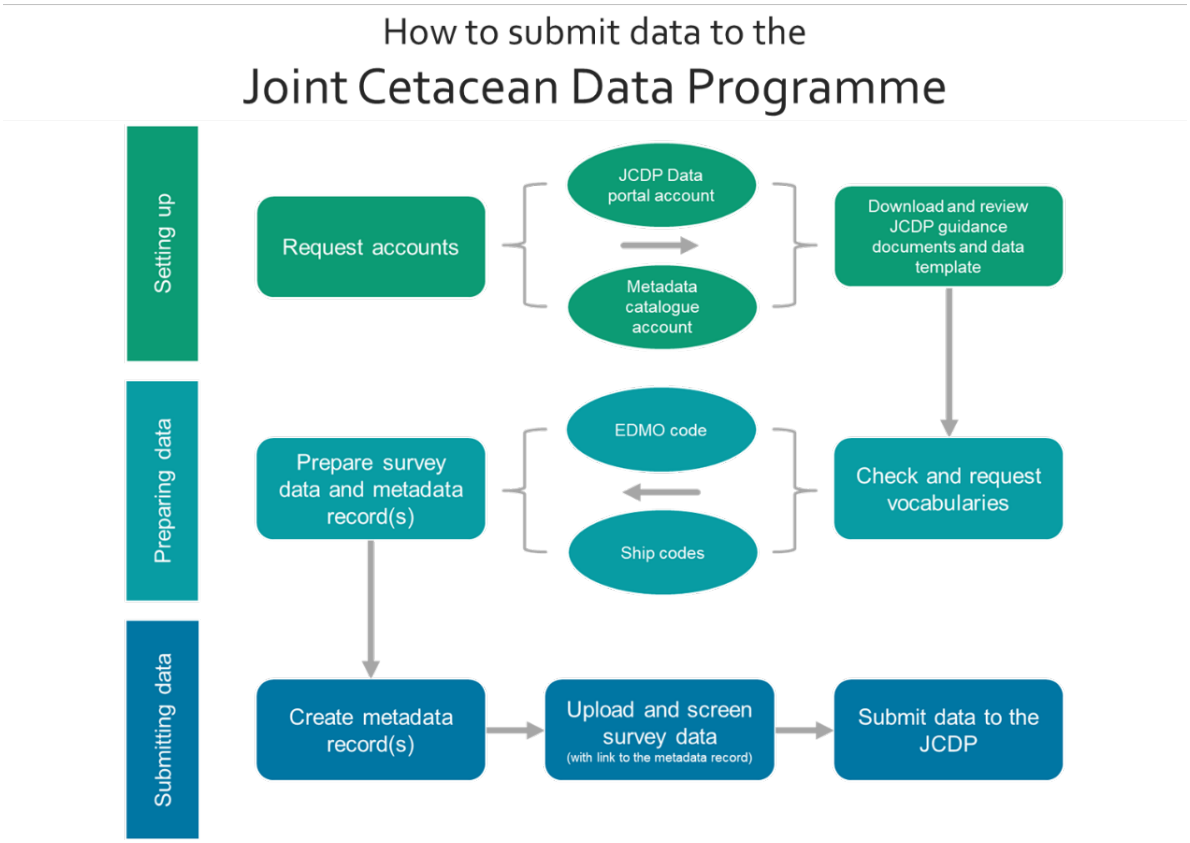
The JCDP metadata system is hosted on the Geonetwork and follows INSPIRE protocols. The JCDP has two levels of metadata; one overarching metadata record covering the whole JCDP database, and survey-level entries as defined in the Data Standard.

gis.ices.dk/geonetwork



3 Getting set up on the JCDP Platform

There are a number of steps required from data contributors before any data can be submitted to the JCDP. These ensure that the data can be managed and is in the required format. Here you can find an overview of the process involved, with each step detailed below:



3.1 Request your accounts

You'll need accounts to access the JCDP Data Platform and the Metadata Catalogue to be able to upload your data. You will only need to set these up once, but we suggest using an organisational email rather than individual email where possible, so credentials can be maintained throughout any changes in personnel.

Account for JCDP Data Portal

You will need to log in to the JCDP system using your ICES credentials. If you do not have an ICES login, please send a request to accessions@ices.dk

Account for JCDP Metadata system

If you don't already have a login for the JCDP Metadata system, please send a request to accessions@ices.dk, and CC MarineMammals@jncc.gov.uk.

Account for adding vessels to the ICES Ship Codes vocabulary

Please send a request for a new account to accessions@ices.dk

3.2 Adding information to the JCDP applied vocabularies

For datasets to be collated into a single database, there needs to be a commonality at least between core fields within the data and having a defined standard facilitates this. Standardising data offers advantages in four main areas:

- development of expertise and data quality
- suitability of data for analyses
- ease of data collation
- compatibility

These components also all contribute towards maximising the use of independent datasets.

The JCDP applies various set vocabularies used for specific fields in the data standard. These help to define data and ensure commonality between datasets contributed from a range of sources. The JCDP Data Standard includes definitions and links for all the vocabularies used by the JCDP.

There are two vocabularies that you will need to check in advance of submitting data, to ensure your relevant information is included:

European Directory of Marine Organisations (EDMO) Code

In order to submit data you MUST have the submitting organisation or 'data custodian' registered in EDMO [http://vocab.ices.dk/?ref=1398]. This ensures there is no confusion over who is responsible for the data in the JCDP and maintains up to date information on how to contact the organisation.

You can add your organisation to EDMO on their website, or contact accessions@ices.dk

Platform codes / Ship codes

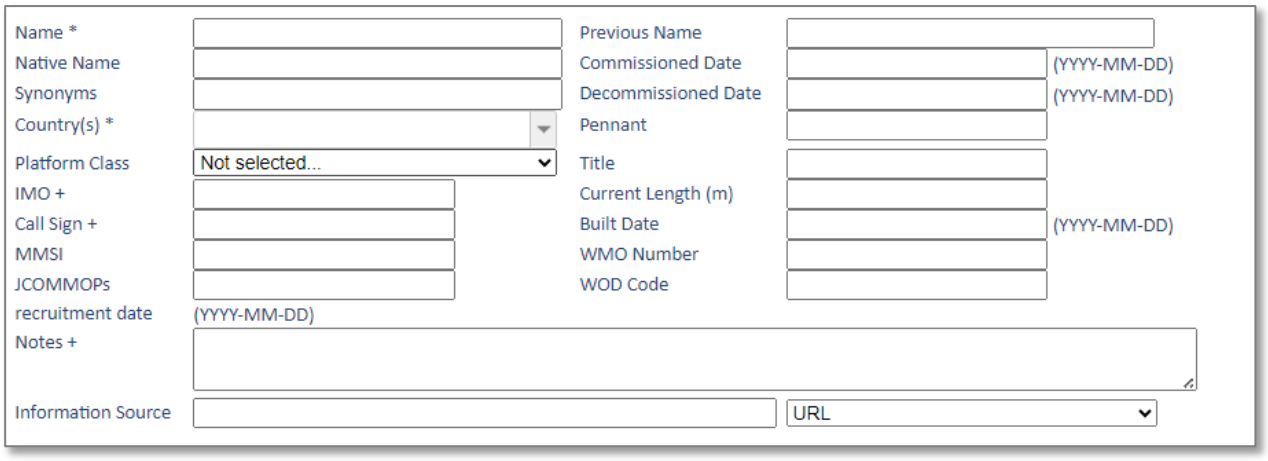
You need to ensure all relevant seaborne vessels used for surveys are listed in the ICES Ship Code vocabulary list before submitting data. You can check if the vessels are listed on the ICES Vocabulary portal.

If your vessel is not listed, you will need to submit details of the vessel through the ICES request portal - https://vocab.ices.dk/Request/Login.aspx. Please note you need to contact accessions@ices.dk to request a new account if you do not already have one, to access this form.

You will need some key information about the vessel.

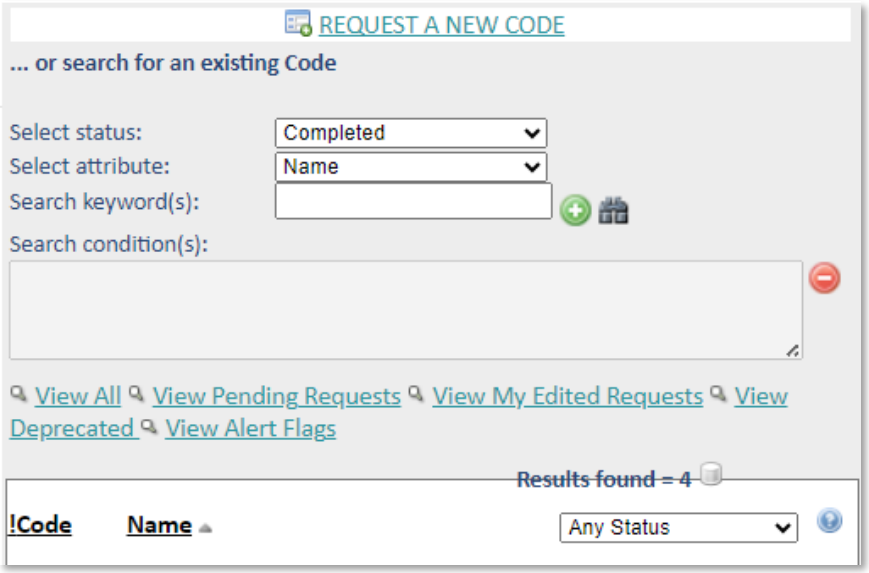
- Vessel name (mandatory)
- Registered country (mandatory)

However, please include as much detail about the vessel as possible. An example of the request form can be found below.



NOTE: It is important to include the term 'JCDP' in the notes field to ensure the approval of the request is fast-tracked.

You will get email alerts with updates on your requested Ship Codes, the status of your requests can also be accessed through the request portal when you log in by selecting the 'View My Edited Requests' option



4 Preparing your data

Before you start to upload data to the system, preparing the data and information early will help streamline the process.

4.1 Drafting metadata information

Metadata is essential as part of any data submission to ensure data are understood and used appropriately. Metadata is information about data which can improve discoverability, describe and define the resource and help bring similar resources together.

The JCDP database overarching metadata record is in INSPIRE format which provides high-level information about the programme and database. It is worth looking through this record to help you understand what information is needed for your own metadata records.

The JCDP data portal hosts metadata on each of the hosted surveys contributed to the JCDP. When preparing data for upload, data providers will be required to provide metadata to accompany the submission. For the JCDP, the term 'survey' may be applied differently between organisations, depending on how data are collected. In order to reduce the burden of data uploads and associated metadata, the data submitter may combine multiple 'survey trips' that share certain characteristics (year of collection; data custodian and location) into a single 'survey'. You can find the definition of a survey for the purposes of the JCDP in the JCDP Data Standard.

A metadata guidance document has been produced to help with creation and management of JCDP metadata records.

In the JCDP Metadata catalogue, there is an INSPIRE JCDP template which has pre-filled fields and prompt text to help you to with your records. Follow the steps in the guide to find this template record and complete your own entries. Once submitted, the JCDP project team will validate and publish the records.

4.2 Formatting survey data to the JCDP standard

A standardised approach to data formatting is essential to not only streamline the collation process, but also to ensure user confidence in the data. The JCDP developed and agreed a data standard with support from the assembled expert steering group, based on existing data collection projects and knowledge of data analysis needs.

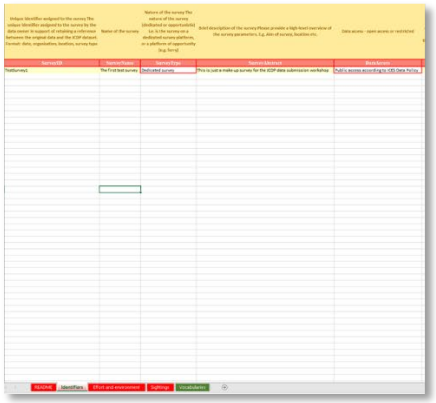
The data standard outlines the core fields and vocabulary required for submission to the JCDP. It is essential for data to meet this standard in order to be submissible to the JCDP.

You can access the data standard here: jncc.gov.uk/our-work/jcdp-resources/#jcdp-data-standard-and-resources-data-standard

To upload the data to the JCDP Data Portal, the survey data needs to be in an .XML file format. To help with data formatting and creation of the xml file, a JCDP template has been created which outlines the mandatory, conditional and optional fields; references to the vocabularies; and a tool to export the survey data into the necessary .xml files ready for submission.

The latest version of this template can be downloaded from the JCDP Data Portal

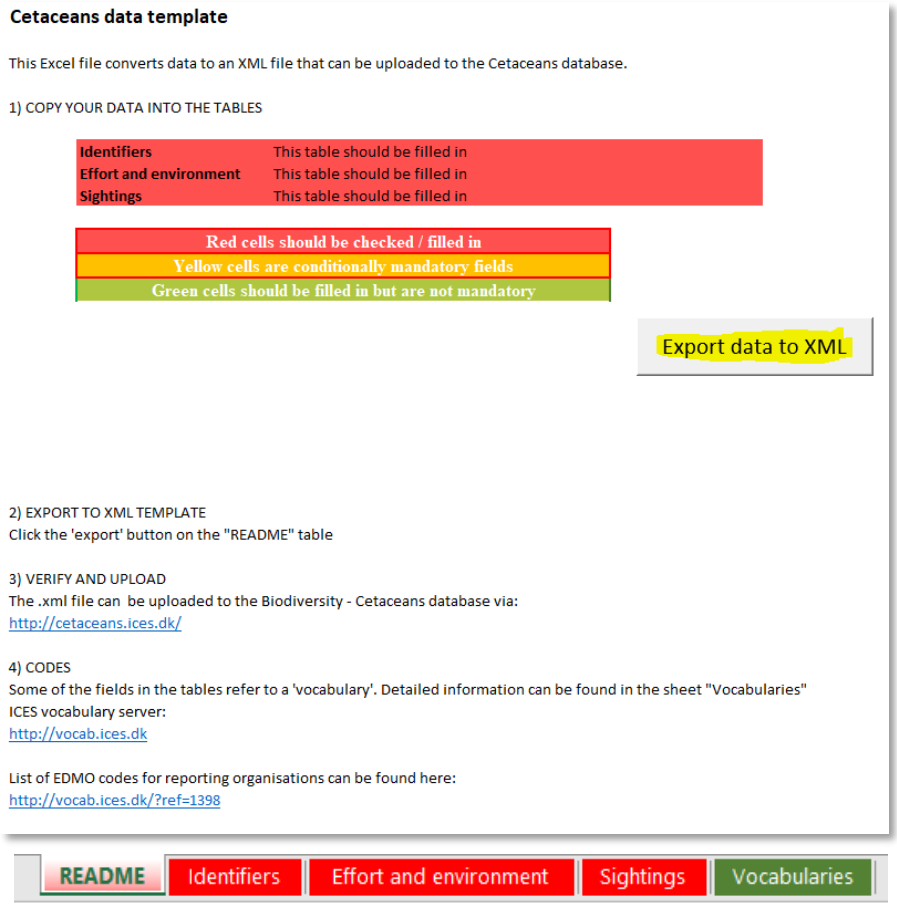
A summary of which vocabularies are used in each field can be found in the tab “Vocabularies”. The template looks like this:



4.3 Exporting to XML

Under the Read Me tab in the template linked above, you can find the 'Export data to XML' button. This will prompt you to state where you would like this file saved so you can process the data. Please note, if there is a lot of data in the template this export can take some time to process.

Please use the export button instead of using the "Save as" option in EXCEL. Below is the 'README' tab of the JCDP data template, illustrating the export data to XML button.

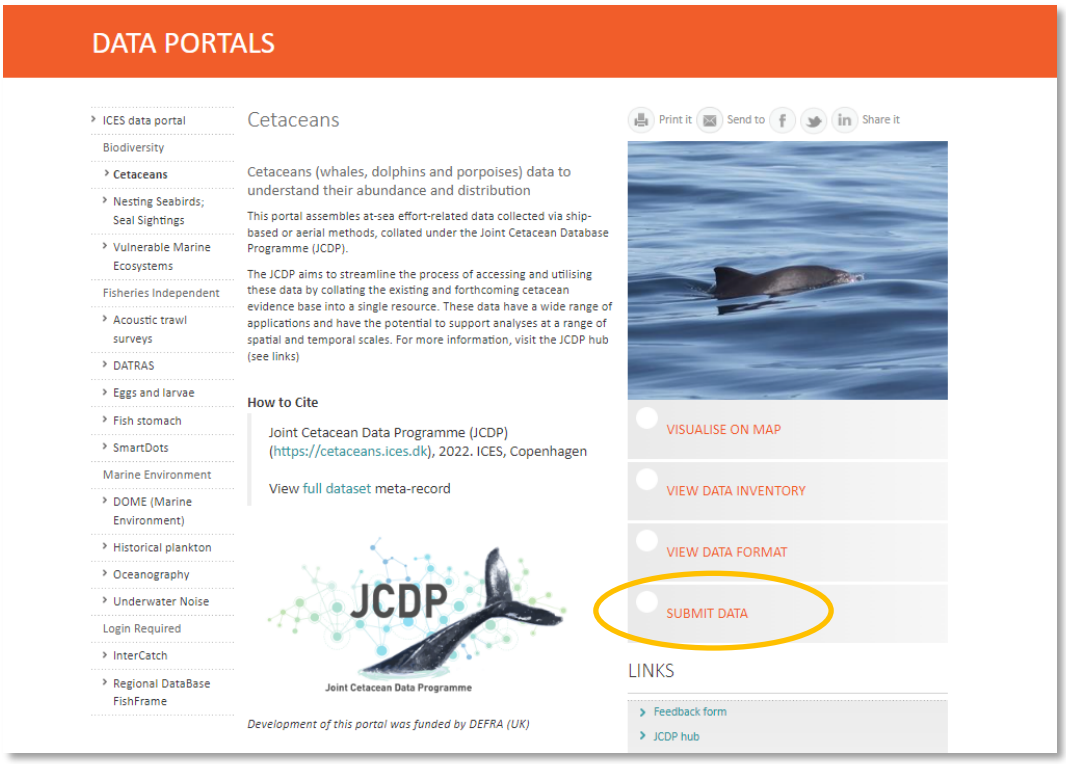


NOTE It is important that you refer back to these online resources each time you upload new data, as there may be updated versions available as the JCDP evolves.

5 Submitting survey data to the Data Portal

Once you've completed or checked the preceding steps, you are ready to upload your data! The portal is hosted by ICES in their Biodiversity data centre through the following landing page:

The JCDP Data Portal - cetaceans.ices.dk

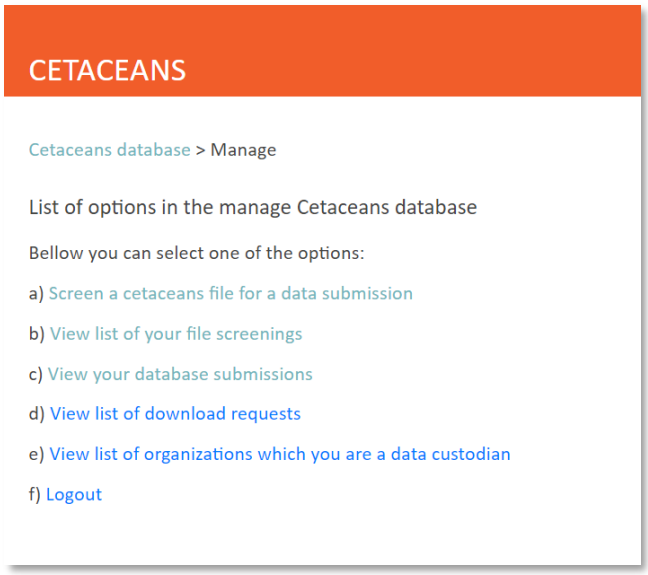


5.1 Uploading data

To submit your survey data, clink on the ‘Submit Data’ button.

You will be asked to sign in, please use the credentials for the JCDP Data Portal account (see above on how to request an account).

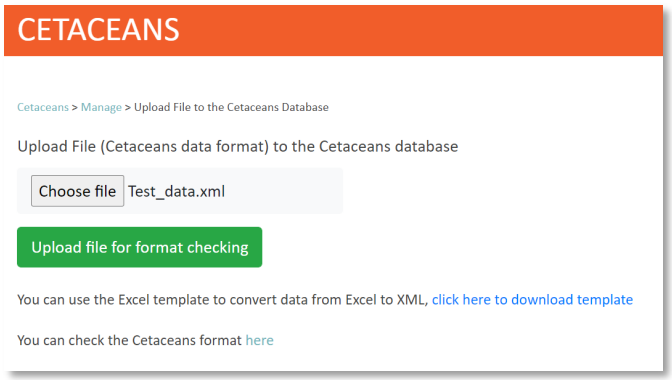
You will then see a list of options to manage your submissions to the JCDP database:



5.2 Screening data

The JCDP Data Portal has inbuilt data validation steps. This screening checks the data against the standard and some additional rational testing for the data to ensure the coordinate information, sightings and effort data is as expected.

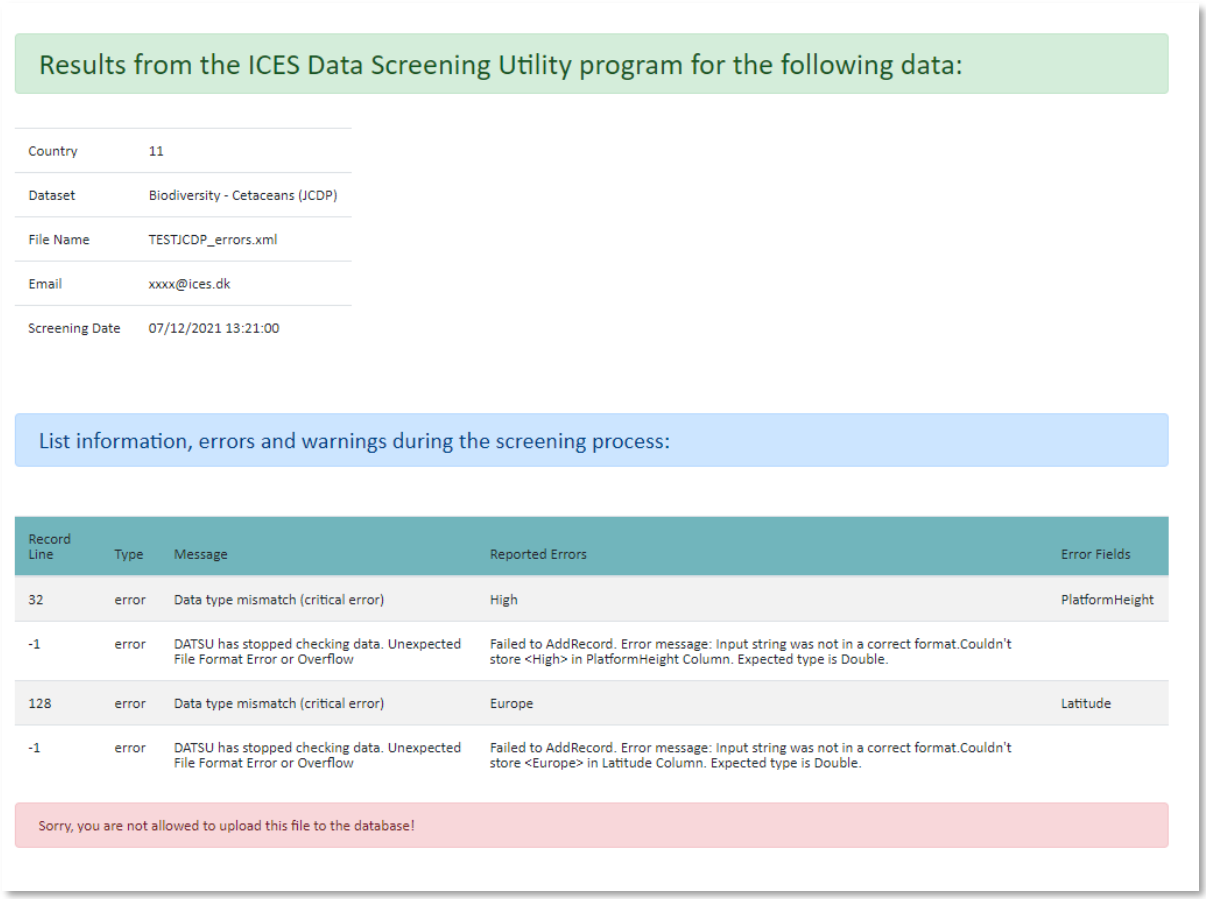
Select option a) Screen a cetaceans file for a data submission.



Once the screening has been completed, you will receive an email, or you can re-fresh the page to display the results. If the file is according to the format and there are no errors that prevent data to be imported to the database, you can confirm your submission using the "Import cetaceans data to the database" button.

Below is an example of a file that cannot be uploaded to the database due to an error flagging the wrong data type being used in two of the fields (PlatformHeight and Latitude).

If you come across errors that you cannot resolve please contact accessions@ices.dk and marinemammals@jncc.gov.uk for support.



Results from the ICES Data Screening Utility program for the following data:

Country	11
Dataset	Biodiversity - Cetaceans (JCDP)
File Name	TESTJCDP_errors.xml
Email	xxxx@ices.dk
Screening Date	07/12/2021 13:21:00

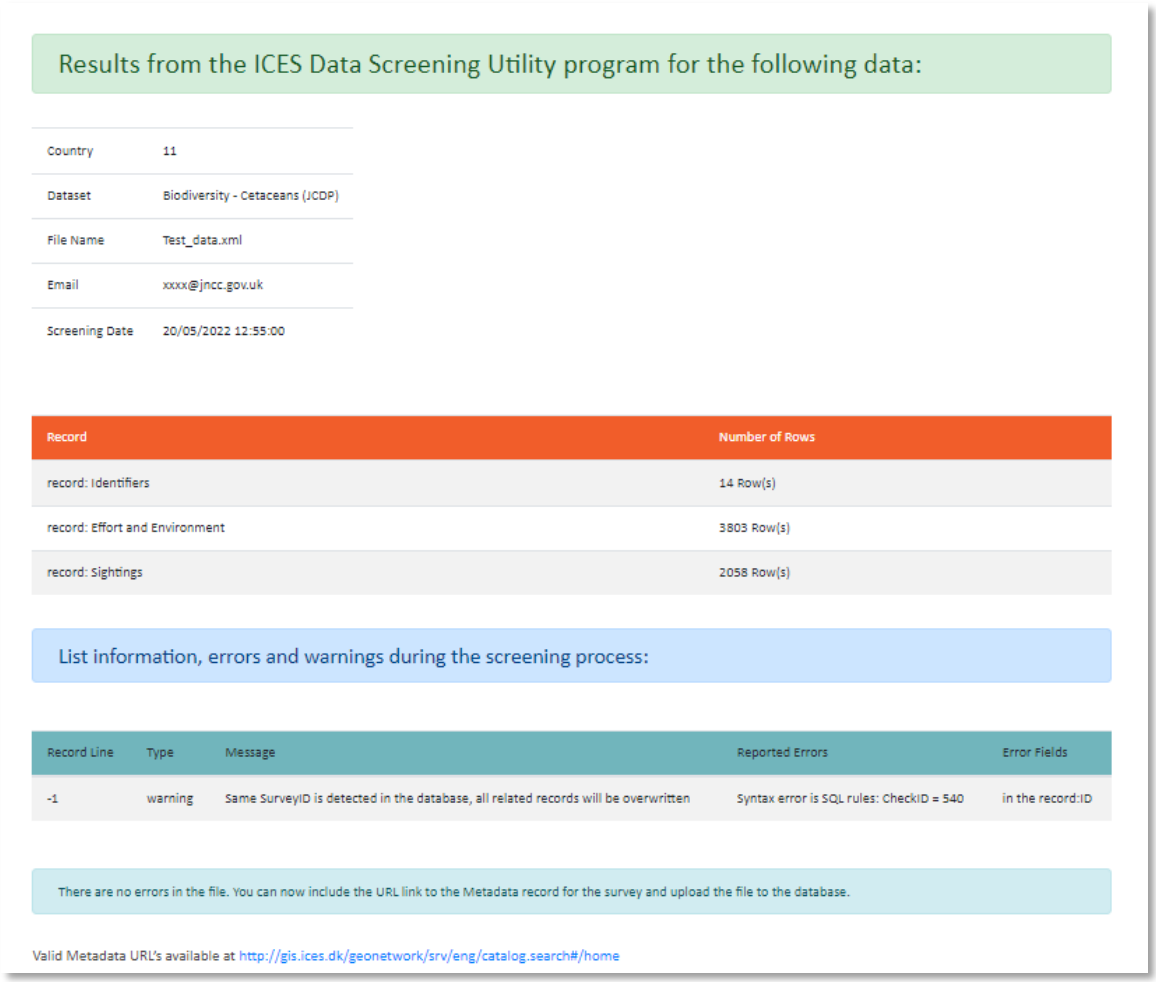
List information, errors and warnings during the screening process:

Record Line	Type	Message	Reported Errors	Error Fields
32	error	Data type mismatch (critical error)	High	PlatformHeight
-1	error	DATSU has stopped checking data. Unexpected File Format Error or Overflow	Failed to AddRecord. Error message: Input string was not in a correct format.Couldn't store <High> in PlatformHeight Column. Expected type is Double.	
128	error	Data type mismatch (critical error)	Europe	Latitude
-1	error	DATSU has stopped checking data. Unexpected File Format Error or Overflow	Failed to AddRecord. Error message: Input string was not in a correct format.Couldn't store <Europe> in Latitude Column. Expected type is Double.	

Sorry, you are not allowed to upload this file to the database!

5.3 Importing your data

If your data passes validation, you'll see a message stating there are no errors and you can proceed with the upload.



Results from the ICES Data Screening Utility program for the following data:

Country	11
Dataset	Biodiversity - Cetaceans (JCDP)
File Name	Test_data.xml
Email	xxxx@jncc.gov.uk
Screening Date	20/05/2022 12:55:00

Record	Number of Rows
record: Identifiers	14 Row(s)
record: Effort and Environment	3803 Row(s)
record: Sightings	2058 Row(s)

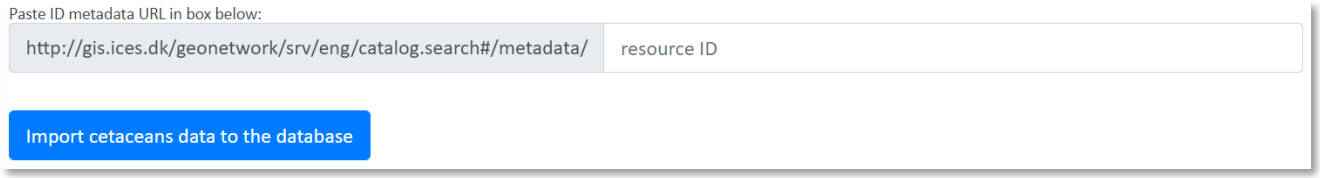
List information, errors and warnings during the screening process:

Record Line	Type	Message	Reported Errors	Error Fields
-1	warning	Same SurveyID is detected in the database, all related records will be overwritten	Syntax error is SQL rules: CheckID = 540	in the record:ID

There are no errors in the file. You can now include the URL link to the Metadata record for the survey and upload the file to the database.

Valid Metadata URL's available at http://gis.ices.dk/geonetwork/srv/eng/catalog.search#/home

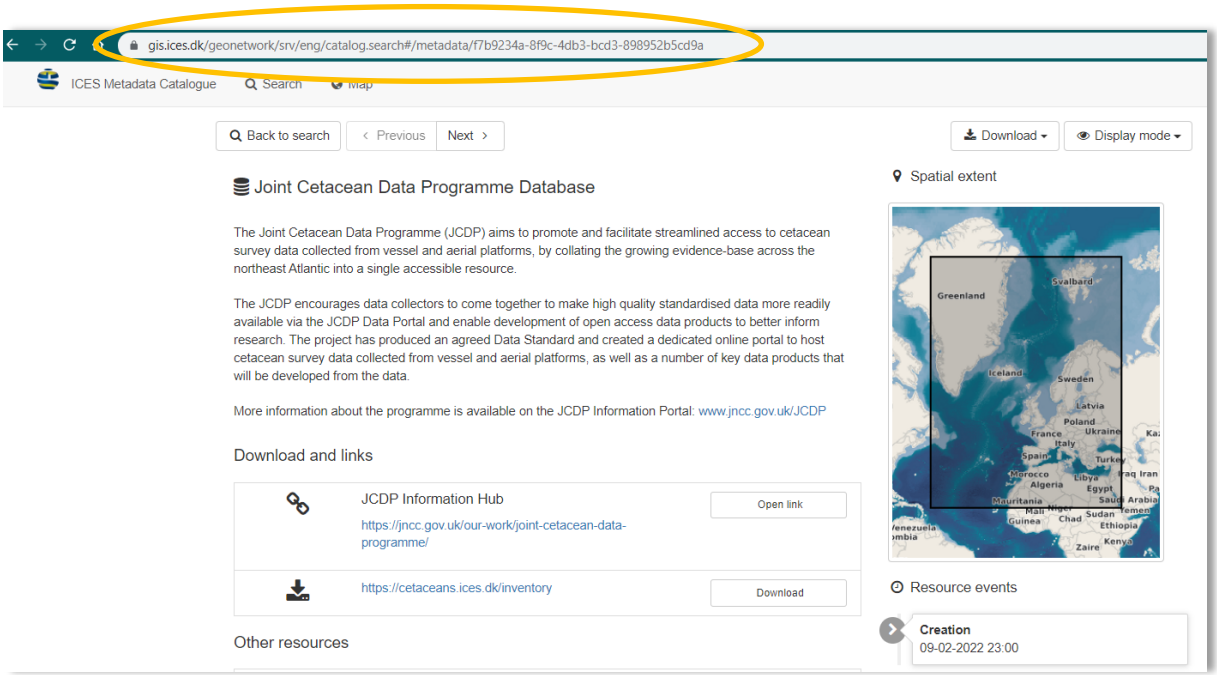
You will be asked to add the URL for the metadata record associated with the survey(s) before uploading to the data portal. This URL can be found in the address bar when you view your metadata record (even if it has not been submitted for publication yet).



Paste ID metadata URL in box below:

http://gis.ices.dk/geonetwork/srv/eng/catalog.search#/metadata/ resource ID

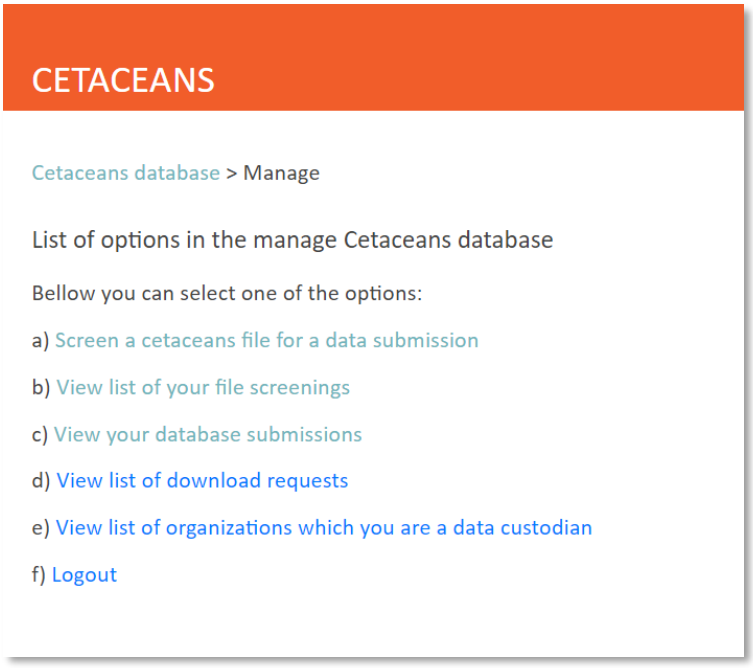
Import cetaceans data to the database



Then you can submit your data and provide a valuable contribution to the JCDP.

6 Managing your data

While you are logged in you can also do the following actions visible in the portal screenshot below:



If you are a custodian of restricted data, here you can also review requests to download your organisation's data. This facility allows you to see which surveys are being requested and by whom, and the facility to manage requests.

Final comments

We would like to thank you for being part of the JCDP and contributing your cetacean survey data. This is what will make the JCDP a success.

If you need any further assistance, please contact the JCDP team within JNCC: MarineMammals@jncc.gov.uk.

If you have any feedback on the JCDP Data Portal, submitting process or inventory please fill in this online form noting the issue(s) so we can improve the portal: https://forms.office.com/r/rwEym4XPZq

You can keep up to date with the JCDP news and update by subscribing to the JCDP email updates or follow us on LinkedIn or X