

UK Environmental Observation Framework

Guidance for updating records within the Environmental Observation Activity Catalogue



Last Amended October 2011

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1. Background to the UK-EOF Observation Activity Catalogue

It is intended that the UK-EOF catalogue will hold information on all environmental observation programmes and activities carried out by or for the UK (i.e. those covered by the public, private and voluntary sectors). It will contain information about current and future activities, and past activities where outputs are still available for use.

UK-EOF definitions

Environmental: the broadest sense of observations from the natural environment concerning physical (including geological), chemical and biological properties of the environment. This includes observations collected on land, in air, in ice, in freshwater and in the coastal and marine environment, compliance or statutory information, Earth observations from space and the effects of humans on the environment. Note the exception is human health data.

Observations: the taking, on a reasonably regular basis, of any form of observations relative to the status of the environment, regardless of frequency of, or purpose for which, the observations are made, or however they are made (from satellites, ships, etc). Such observations are designed to meet a wide range of societal needs by providing a variety of products and services. Surveys are in scope for some work areas.

Programmes: a programme is a collection of projects or elements of observations; programmes may consist of several activities

Activities: an activity is a single project or element

Data Sources: Other sources of relevant information for example databases or digital maps

The catalogue is a work in progress. We hope that by making this resource available and accessible its value will be realised and organisations will be encouraged to supply information and use the information supplied by others. The catalogue currently includes the information we have been given by organisations. While all reasonable attempts are being made to ensure the information included is up to date, accurate and complete we cannot independently verify the status of activities entries.

If you are a new observation activities supplier, please contact the UK-EOF secretariat (office@ukeof.org.uk) for assistance.

JNCC Terrestrial Surveillance Monitoring Database (<http://www.jncc.gov.uk/>)

As part of The UK Terrestrial Biodiversity Surveillance Strategy the JNCC has collated records of terrestrial biodiversity surveillance activity in the UK. The results are available in the Terrestrial biodiversity surveillance schemes database. This provides a fairly complete picture as of September 2008 of the surveillance and monitoring schemes that sample species or habitats within the UK on land and freshwater. These records have been included within the current catalogue. For future updates to these activities and programmes, scheme organisers are asked to

update their entries in the UK-EOF catalogue and these updates will then be used by the JNCC to update their records.

UK Directory of Marine Observing Systems (UKDMOS) (<http://www.ukdmoss.org/>)

UKDMOS is the United Kingdom Directory of the Marine-observing Systems, a searchable metadata base of marine monitoring conducted by UK organisations. UKDMOS provides an internet-based tool for searching monitoring programmes with the aim of providing information to coordinate marine monitoring across different organisations. UKDMOS 'programme' level information has been included within this version of the database. Those involved in the updating of marine programmes are asked to continue updating their information using UKDMOS. UK-EOF will then harvest this information from the UKDMOS directory and make it available in the UK-EOF catalogue.

2. Who are the catalogue users?

It is important when completing the fields within the catalogue that as much information as possible is supplied to enable users to retrieve as much information as possible regarding your programme(s) and activity(s). A key driver for this is the need for government policy makers and other key stakeholders to be able to access information on what observation activities are being carried out, the extent of these activities (i.e. what is being observed, where and over what period and the associated cost). This will enable informed decisions to be made regarding future funding and support. This in turn will ensure greater value for money in the investments being made at a government level whilst preventing duplication of effort or lack of strategic focus.

However, this is not the only use of catalogue information. Three specific user categories have been identified and their needs should be considered as you update your activities information:

- **Type 1 Users** requiring a strategic overview of activities e.g. are we investing in the right areas of science to address the big societal issues?

This first user type covers Policy Makers and other funders who require high level information about programmes and activities with a particular focus on costs, or what the UK as a whole is doing (e.g. to meet international programmes).

- **Type 2 Users** requiring information about specific programmes and activities e.g. to join up resources and share platforms.

These users include programme managers who wish to understand what other programmes and activities have been undertaken to avoid duplication or repetition or to supplement their work.

- **Type 3 Users** requiring access to the data the programme or activity generates.

These users will be the scientists and researchers who wish to access and use the data or other outputs of the programmes or activities.

3. Who should update records and when?

3.1 Who should update records?

We would like organisations to check, amend and add new records to ensure the detail of activities and programmes presented in the catalogue is accurate and at the correct level of detail. **It is the responsibility of the lead organisation to update their information.** We recognise that it may also be necessary for lead funders to submit cost information. If your organisation is listed as an 'Other Organisations' for an activity, please contact the lead organisation to discuss any updates.

3.2 How to add new records

If there are no existing records in the catalogue detailing your programme(s) or activity(s), contact the UK-EOF Secretariat at office@ukeof.org.uk and mark your email with 'Observation Activity Catalogue'. We will then send you a blank spreadsheet to start your entries.

3.3 When should records be updated?

Changes to programme and activities may be required at any time – there we are happy to receive updates at any time. Updates will then be processed as soon as possible.

4. Steps by step guidelines for updating records

4.1 Search the catalogue

Whilst the search function is divided into 4 main areas: 'Who', 'What', 'Where' and 'Why', to enable you to create an update for your organisation, it is advised you use the 'WHO is observing the environment' functionality when providing updates. Enter your organisation's name within the 'Search by organisation' box (see Figure 1) and select 'send results to spreadsheet' tick box at the bottom of the screen and then press 'search'. This will produce a spreadsheet containing all the records held in the catalogue with which your organisation is associated. From this list, select only those activities for which your organisation is listed as Lead Organisation.

If you are looking for a specific programme or activity to update you can use the title search or if you already know the UK-EOF ID number, you can also search for individual IDs by entering the ID in to the 'Search by UK-EOF ID' box at the bottom of the search page (Figure 1).

You can also search and download observation records from **Envirobase** (www.envirobase.info) and update them using the same method described here. Downloads taken from Envirobase will produce the same outputs but please note only Observation records (marked by an ID starting UKEOF) can be made through UK-EOF. Updates to research records (marked by an ID starting RES) must be achieved through the LWEC secretariat. Please send any enquires about updating research records to enquiries@envirobase.info.

Please note that information will be added to, amended in or deleted from the catalogue according to the UK-EOF ID number. DO NOT ALTER THIS NUMBER.

New records will be given a UK-EOF ID number when they are added to the catalogue.

Environmental Observation Activity Catalogue

[Introduction](#) [Search](#) [Update](#)

I want to find out...

Who is observing the environment?									
Search by organisation:	<input type="text"/>								
What is being observed?									
Search by title or description of the activity:	<input type="text"/>								
Search by environmental domain:	<table border="1"><tr><td>Groundwater</td><td>▲</td></tr><tr><td>Lithosphere</td><td>▢</td></tr><tr><td>Marine</td><td>▢</td></tr><tr><td>Social and Economic</td><td>▼</td></tr></table>	Groundwater	▲	Lithosphere	▢	Marine	▢	Social and Economic	▼
Groundwater	▲								
Lithosphere	▢								
Marine	▢								
Social and Economic	▼								
Search by variable/parameter/keyword:	<input type="text"/>								
Where is the work occurring?									
Search by location:	<table border="1"><tr><td>United Kingdom</td><td>▲</td></tr><tr><td>Great Britain</td><td>▢</td></tr><tr><td>England</td><td>▢</td></tr><tr><td>Wales</td><td>▼</td></tr></table>	United Kingdom	▲	Great Britain	▢	England	▢	Wales	▼
United Kingdom	▲								
Great Britain	▢								
England	▢								
Wales	▼								
Why are the observations being collected?									
Search activities collecting information for:	<table border="1"><tr><td>Basic science</td><td>▲</td></tr><tr><td>Contractual obligation</td><td>▢</td></tr><tr><td>Data collection</td><td>▢</td></tr><tr><td>Data series</td><td>▼</td></tr></table>	Basic science	▲	Contractual obligation	▢	Data collection	▢	Data series	▼
Basic science	▲								
Contractual obligation	▢								
Data collection	▢								
Data series	▼								
Search by UK EOF Id:	<input type="text"/>								
Search <input checked="" type="radio"/> all <input type="radio"/> programmes only <input type="radio"/> activities only <input type="radio"/> data sources only									
<input checked="" type="radio"/> Send summary results to screen <input type="radio"/> Send full results to spreadsheet									
<input type="button" value="Search"/>									

Figure 1. Searching the Observation Activity Catalogue

4.2 Download your records from the catalogue

When you have found records you want to update, select them using the tick boxes on the left of the results page and click 'export selected' options at the bottom of the results page. Alternatively, if you would like to download all the records, click on the 'export all' button (Figure 2). You may also export records from Envirobase. Both export spreadsheets contain all the information held in the UK-EOF catalogue. There are also additional fields which we do not currently request, but are intended for stage 2 of the catalogue development. These fields are pre-populated with 'not required this year' in the relevant cells.

Environmental Observation Activity Catalogue

Introduction Search Results Update

Your filters:
WHO: All
WHAT: Title/description: tick*
WHERE: All
WHY: All

Your search matches 1 record in the catalogue.

<input type="checkbox"/>	Title of activity	Prog/ Act/ Data Src	Lead Organisation	Lead Funder	Domain	UK-EOF Id	Status
<input type="checkbox"/>	Tick Recording Scheme	Act	Tick Recording Scheme	NERC	Biosphere	UKEOF471923	Ongoing

Details for selected Export Selected Export All

Figure 2. Results page and export options

4.3 How to make amendments to your programmes and activities

A description of each of the fields in the spreadsheet is given in **Section 5** of this document 'Description and format of fields'. Controlled vocabularies are used in several fields and these options should always be used in the described format. The spreadsheet information is organised according to the four categories of search available: Who, What, Where and Why.

4.4 Amending records

Using the details in section 4 of this guidance document, edit the information as appropriate, filling in as many fields per record as possible (using predefined options where indicated). If you do not collect the information for a field enter 'NA'.

4.5 Adding new records

Add details of new activities and programmes into the first empty row (and subsequent rows) at the end of the downloaded spreadsheet, leaving no blank rows in between records and filling in as many fields per record as possible. If you do not collect the information for a field enter 'NA'. Use **Section 5** of this guidance to assist you with completing the fields.

Each record will be given a UK-EOF ID as part of the process of being added to the catalogue.

4.6 Deleting records

In general, records of activities should not be deleted from the catalogue. The common exception is when one activity record duplicates another.

Maintaining existing records of completed activities provides a valuable resource to users encompassing the history of environmental observation activities, making them discoverable and available for reuse.

Where an activity or programme is no longer running simply change the 'Status' field to 'Closed'. This ensures a record of **completed** activities and programmes can still

be found in the catalogue where the outputs of those activities (e.g. data or reports) are available but the activity or programme has been closed.

If an activity is found to be a duplicate and needs to be deleted, this can be indicated in the final column of the downloadable spreadsheet (field name 'Del'). Add an X into this field.

4.7 Completing updates

Once records have been amended ensure you update the 'Record last updated' column' 'Record last updated by' columns to ensure users are aware of the status of the record.

4.8 Signing off completed records

If no changes have been made, please ensure the 'Date record last checked' and 'Record last checked by' field are completed to inform users of the record status.

Summary of the update process

1. Use the search function on the UK-EOF catalogue (or Envirobase) to download the information you wish to change (see section 4).
2. Using the results list or export spreadsheet, select the activities or programmes for which your organisation is involved in.
3. Check and amend each row according to the instructions in Section 5. Add any new activities and check the 'del' field if you the record is a duplicate.
4. Save the spreadsheet and email to office@ukeof.org.uk marking the subject with 'Catalogue update' and ensure that your contact details are within the email.
5. The secretariat will process the information and contact you if there are any queries. If there are no issues with the information the Environmental Observation Activity Catalogue will be updated – you we usually be sent a notice when the update is live.

If you have any queries please to not hesitate to contact the secretariat on office@ukeof.org.uk or 01793 442193.

5. Description and format of the catalogue fields

Important notes

- Some fields have restricted vocabulary options that are required. These fields will not be updated if a predefined option is not selected.
- Where lists are required, use a semi colon to separate units unless unstructured otherwise.

Title
This is the full title of the monitoring programme/ activity. The more complete the information here, the easier it is for anyone interested in your programme to find out more information from related websites, reports and other sources, however the next field is a description field that should be used for non-title information.

WHO is observing the environment

Lead Organisation
Name of the organisation responsible for the delivery of the monitoring programme/ activity and the organisation responsible for updating the catalogue. Only ONE organisation can be entered in this field. Use field 4 'Other organisations' to detail others involved. Please enter the full name of organisation or common acronym
Lead Funder
Name of the organisation providing the majority of the funding for the programme/ activity. Only ONE organisation can be entered in this field. Use field 4 'Other funders' to detail others involved, including joint funding bodies. Please enter the full name of organisation or common acronym
Other organisations
Names of the organisations (other than the Lead Organisation) involved in the delivery of the programme/ activity. If there is more than one contributor, then please separate with a semicolon. Please enter the full name of organisation or common acronym

Other funders

Name(s) of contributing organisations (other than the Lead funder). Please enter name of organisation. If there is more than one contributor, then please separate with a semicolon. Please enter the full name of organisation or common acronym
Main contact Title
The title of the main or first point of contact for the programme or activity (e.g. Dr., Professor, Sir, etc.).
Main contact First name
First name (or names if appropriate) of the main or first point of contact for the programme or activity.
Main contact Surname
Surname (or family name) of the main or first point of contact for the programme or activity.
Main contact organisation
The organisation where the main or first point of contact for the programme / activity is based.
Main contact e-mail address
E-mail address of the main or first point of contact for the programme / activity. Full e-mail address with the 'at sign' (@) e.g. firstname.surname@organisation.com
Main contact phone number
Telephone number of the main or first point of contact for the programme or activity.
Main contact relationship to activity
This field will automatically be populated with 'Main contact' if details are provided in the main contact fields

WHAT is being observed?

Environmental Domain
The environmental domain(s) which the programme / activity occurs in or is relevant to. Multiple options can be added if applicable, separated by a semicolon. <u>See Annex C for full definitions.</u>

<p>There are 9 options:</p> <ul style="list-style-type: none"> • Lithosphere • Cryosphere • Biosphere • Freshwater • Groundwater • Marine • Atmosphere • Built Environmental • Social and Economic
<p>Description</p>
<p>This is an abstract/ summary of the monitoring programme / activity. Providing a short, detailed description highlighting details about your programme / activity will help users identify and understand the activity in the context of related monitoring programmes or environmental domains. The more information you provide the easier it will be for anyone interested in your programme to find out more information by linking to related websites, listing or linking to reports and other sources.</p> <p>This is a short free-text box.</p>
<p>Objectives</p>
<p>Please add a detailed description of the main objectives / aims of the programme / activity being undertaken.</p> <p>This is a short free-text box.</p>
<p>Parameters Measured</p>
<p>One of a set of measurable factors that are used to define the environment and determine its behaviour. Factors which are varied in an experiment (e.g. Temperature, pH, Atmospheric pressure).</p> <p>If more than one parameter is measured, please separate them with a semicolon.</p>
<p>Frequency of observation</p>
<p>Observations may be made with varying frequency, often related to sampling methodologies for certain measures. This can vary from continuous recording to annual site visits that involve fixed periods of time in order to sample the environment.</p> <p>Given the large variety of possible responses a short free text box is provided for this answer. Examples: "Invertebrate sampling for water quality in spring and autumn is carried out six times over a twenty-four hour period", "continuously", "quarterly".</p>

Keywords
<p>Please enter keywords that apply to the programme/ activity. These keywords will be used to help users search the catalogue. Include useful terms such as 'ECV' and the specific ECV itself and add collective terms, common names as well as scientific names if they apply.</p> <p>Please enter keywords, separated by a semicolon.</p> <p>e.g. Biodiversity; BRC; Beetle; Coleoptera; Carabidae; Ground beetle; Distribution; Volunteer; Pitfall traps;</p> <p>e.g. ECV; Atmospheric; Upper Air; Cloud properties; ESA Climate change initiative;</p>
Related website
<p>To help users discover more information about your activity and organisation directly please provide the URL of the website most pertinent to the activity. If more than one website pertains, please list the primary ones separated by a semicolon.</p> <p>If there is no website please enter 'NA'.</p>

WHERE and WHEN is the work occurring?

Geographical area covered
<p>To help organise the content of the system, observation programmes and activities are classified in terms of broad geographical area to which they apply. There are 13 options:</p> <p>United Kingdom Great Britain England Scotland Wales Northern Ireland European/Worldwide (inc. UK) European/Worldwide (non-UK) Part of England Part of Wales Part of Scotland Part of Northern Ireland Localised/site-specific</p> <p>If more than one country is involved in the monitoring programme/ activity, then please list all and separate them with semicolons.</p>
Geographical coordinates of area to be covered

Not required this year
Spatial resolution of observations
Not required this year
No. variables
This is the number of site variables measured by the programme/ activity. There are 4 options to choose from: Single-site, single-variable Single-site, multi-variable Multi-site, multi-variable Multi-site, single-variable
Start date
In order to understand the duration of the programme/ activity, please provide the year when the current programme started in the full year format (e.g. 2009)
End date
Some monitoring programmes may have a defined duration possibly due to certain funding arrangements. Where appropriate, please note in what year the monitoring programme's activities are due to end in the full year format (e.g. 2009)
Do locations of monitoring sites vary between reporting periods?
Indicate if the location of the programme's monitoring sites (such as Environmental Monitoring Facilities) change between periods when data are reported (for example for policy reasons, such as Reporting Obligations). Please enter Yes or No.
Does the programme involve a long-term project or reference research site?
Indicate whether the programme/ activity provides data for environmental monitoring (such as reference studies) to help calibrate other monitoring activities or provide long-term research data. Please enter Yes or No.
Do all the sites gather the same measurements?
Specify if all the sites used in the monitoring programme / activity gather the same measurements/ observations (e.g. if all measurements are taken at each site or if certain additional measurements are taken

<p>at a certain number of sites).</p> <p>Please enter Yes or No.</p>
<p>Do all sites use the same instrumentation?</p>
<p>Are the same instruments (type, manufacturer, model, approximate age etc) used across the network of sites or do they differ?</p> <p>Please enter Yes or No. Please enter yes if only one site in the monitoring programme.</p>
<p>Are any models used to produce data in the programme?</p>
<p>Please state yes or no if any models / modelling approaches used to produce data for the programme / activity.</p> <p>Please enter Yes or No.</p>
<p>What models used to produce data in the programme?</p>
<p>Please state all relevant models / modelling approaches used to produce data for the programme / activity.</p> <p>This is a short free-text box. If more than one modelling system is used, please separate with a semicolon.</p>
<p>Are this programme's monitoring facilities used for other programmes?</p>
<p>State whether a particular facility or site (etc.) may be used for more than one programme.</p> <p>Please enter Yes or No.</p>

WHY are observations being collected?

<p>Reasons for collection</p>
<p>The following reasons have been identified as the main reasons why data is being collected for the programme / activity. Please use the terms shown in bold when entering text into the excel spreadsheet field, listing all of the reasons which apply using a semi-colon to separate individual reasons. If there are reasons for collection that do not fit any of the categories listed, please state 'Other'.</p> <p>There are 14 options:</p> <p>Ministerial commitment (e.g. International Convention, agreement)</p> <p>Legislative and regulatory requirement to avoid infraction</p> <p>International Collaboration</p> <p>Providing Statutory Advice</p> <p>Policy formulation and assessment and/or shaping future policy</p>

<p>Contractual obligation Emergency Response Duty of Cooperation Innovation/Advancing science Modelling Strategic goals of an organisation/department Maintaining competence Data collection Data series (continuation) Moral obligation Other</p> <p>If more than one reason applies to the monitoring programme / activity, then please separate them with a semicolon.</p>
<p>Legislative drivers</p> <p>A range of legislative drivers may apply to the programme/ activity. These may be national or international. Please enter the full name of the legislative driver followed by the directive number for example:</p> <p>Water Framework Directive 2000/60/EC Habitats Directive 92/43/EEC OSPAR Convention Freshwater Fish Directive 2006/44/EC</p> <p>If more than one legislative driver applies to the monitoring programme / activity, then please separate them with a semicolon.</p>

Notes on Funding Information

In developing the system we realise that it may be difficult to provide accurate costs for monitoring programmes in any given year, especially when issues such as initial investment/ set-up costs and costs associated with renewing equipment could be considered. **For funding fields, please provide your best estimate unless accurate costs are available.** Both estimates and accurate costs should include full economic costs (not including contributions in kind) and contributions in kind

Completing the funding fields is very important to inform funding decisions and help in combining activities where appropriate.

<p>Current FY cost (£K)</p> <p>The financial year (1st April – 31st March) cost should be given as an actual cost or an estimate to the nearest £10k. It should be provided at Full Economic Costs and include:</p> <ul style="list-style-type: none"> • Pay costs of personnel • Capital items (platforms, equipment, instruments, laboratories) • Outsourced services (including sub-contracts for consultancy) • Maintenance costs, consumables • Travel and subsistence • Overheads • VAT if applicable and not refundable
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<p>Contributions in kind (e.g. voluntary sector) should be recorded separately and NOT included in this current cost figure. See Annex A for FEC guidelines</p>
<p>Current FY contributions in kind (£K)</p>
<p>This field should record contributions in kind received during the current financial year 1st April – 31st March. The contribution should be an estimate or to the nearest £5k</p> <p>The costs included here should be IN ADDITION to the FY Cost above. See Annex B for FEC guidelines</p>
<p>Annualised cost (£K)</p>
<p>If the activity is a one off or of finite duration the annualised cost should be calculated as: total cost/number of years. For example £1,000,000 for a 4 year project. The annualised cost will be £250K.</p> <p>If the activity is repeated annually (i.e. regular operations with the same spend) the 2010/11 cost should be reused.</p> <p>If the activity is repeated annually but the costs fluctuate please provide an annualised cost based on the last 5 years of costs for the activity.</p> <p>The cost information should be presented as an actual cost or if actual costs are difficult to provide, then estimate to the nearest £10k.</p> <p>This field should not record any costs of the voluntary sector. See Annex A for FEC guidelines</p>
<p>Annualised contributions in kind (£K) - See Annex B for FEC guidelines</p>
<p>If the activity is a one off or of finite duration the annualised contributions in kind should be calculated as: total contribution/number of years. For example £1,000,000 contributed for a 4 year project. The annualised contribution will be £250K.</p> <p>If the activity is repeated annually (i.e. regular operations with the same spend) the 2010/11 contribution should be reused.</p> <p>If the activity is repeated annually but the contributions fluctuate please provide an annualised contribution based on the last 5 years of contribution for the activity.</p> <p>The contribution information should be presented as an actual contribution or if actual contributions are difficult to provide, then estimate to the nearest £10k.</p> <p>This field should record the contribution of the voluntary sector. See Annex B for FEC guidelines</p>

Type of funding
<p>The type of funding that the programme/activity receives.</p> <p>There are 3 options:</p> <ul style="list-style-type: none"> • Private sector funding • Public sector funding • Voluntary sector funding <p>If more than one funding type applies to the monitoring programme / activity, then please separate them with a semicolon.</p>
Future funding status
<p>How secure the funding for the programme/activity is for the future.</p> <p>There are 3 options:</p> <ul style="list-style-type: none"> • Not secured • Secured • Unsure
Risks to funding
<p>These are the risks that may affect the funding of your programme / activity (e.g. termination of funding, budget shortfall, funding is likely to be reduced). Where more than one risk applies, please separate risks with a semicolon.</p> <p>This is a short free text-box.</p>
Funding notes
<p>Provide brief notes to support costs and funding information provided e.g. breakdown of funding from various organisations, dates when funding may stop or will be reduced etc.</p> <p>This is a short free text-box.</p>

Data availability and suitability

Data availability
<p>This information will be used to inform users whether the data set(s) linked to the programme/ activity are available or whether any limitations apply.</p> <p>There are 4 options:</p> <ul style="list-style-type: none"> • Full and open with no restrictions • Full and open with only attribution requirements (i.e. recognition of the data source is required) • Full and open with attribution and non-commercial, societal benefit use requirements. • Other (including custom licenses and cost recovery above the

cost of reproduction and distribution).
Data links
<p>This field allows users to find where the data is stored or where data can be accessed. This field may contain a short text description indicating what data is held followed by the URL of the website most pertinent to the data (text and URL must be separated by a semi colon and whole code must be enclosed in double quotation marks)</p> <p>e.g. "data held at NBN";"http://data.nbn.org.uk"</p>
Are any recognised standards or QA procedure(s) applied?
<p>This is the action taken to assure that no problems/ errors occur in the data set(s). Often standard procedures are used for quality assurance (e.g. ISO, USA EPA, QA4EO).</p> <p>Please enter Yes or No</p>
Name of standard or QA procedure(s) used
<p>Please enter standard procedures only here (e.g. ISO, USA EPA, QA4EO).</p> <p>This is a short free text-box</p>
Evidence of compliance available?
<p>This is documentary evidence that your organisation's data set(s) are compliant with the standard mentioned in the previous box (e.g. documents approving ISO standards are being maintained).</p> <p>Please enter Yes or No</p>
Are internal QA procedures in place?
<p>The action taken to assure that no problems/ errors occur in the data set(s) by undertaking your organisation's quality assurance procedures.</p> <p>Please enter Yes or No</p>
Programme reporting
<p>Provide the title of the report containing the most information about the programme, particularly relating to Policy. If available online please provide the title of the report and a hyperlink.</p> <p>This is a short free text-box.</p>
Programme technical manuals

Provide the reference for any technical manuals relevant to the programme / activity. If available on line please provide the title of the manual and a hyperlink.

This is a short free text-box

Identification, Status and coding

UK-EOF ID

This is a unique identifier number which is automatically added to any new entries. **DO NOT alter this ID.**

Type

This is whether you are entering a programme, activity or data source. A programme is a collection of projects or elements of observations; programmes may consist of several activities and several programmes may sit under a 'master' programme. An activity is a single project or element of a programme. Data sources are the signpost to other sources of information for example, databases of specific observations, digital maps etc. See Annex D for example of structure.

There are 3 options:

- Programme
- Activity
- Data Source

Status

This is the current status of the programme/ activity.

There are 3 options:

- Closed
- Ongoing
- Unsure

Risks

This indicates the risk to the programme or activity. Options can be selected from the following list:

Funding issues
Scientific issues
Data Access
Site Access
Closure/merging of network
Availability & Maintenance
Organisational Change
Staff Continuity
Volunteer Continuity
Data Collection

Instrument Failure Non detection Other
Date record last updated
This is a very important field. Please enter the date that the information for the programme/ activity was updated and sent to the UK-EOF. Day/Month/Year format (e.g. 29/06/2010)
Record last updated by
Please enter the name of the person who last updated the information for the programme/ activity. First name and surname
Date record last checked
Please enter the date that the information for the programme/ activity was last checked to ensure it was correct and the information was accurate. Day/Month/Year format (e.g. 29/06/2010)
Record last checked by
Please enter the name of the person who last checked the information for the programme/ activity was last checked to ensure it was correct and the information was accurate. First name and surname
ERFF coding
For Secretariat use only.
GMES coding
If GMES coding is known then please enter this, otherwise please leave blank. This is a short free text-box
GEOSS coding
If GEOSS coding is known then please enter this, otherwise please leave blank.

This is a short free text-box

ECV coding

Enter the domain, followed by the medium and then the name of the ECV which the record is relevant to. Use semi-colons to separate more than one ECV. See <http://gosis.org/ios/MATRICES/ECV/ecv-matrix.htm> for full list of ECVs.

e.g. Domain, Medium, ECV;

Atmosphere, Surface, Pressure;
Terrestrial, Soil moisture

Please note the ECV as a keyword and include the keyword 'ECV'

Del

In exceptional circumstances, an activity may need to be deleted. The final column of the downloadable spreadsheet allows you to indicate if a record should be deleted instead of marked as completed. Add an X into this field if you would like to delete the record from the catalogue.

Annex A - Full economic cost guidelines

A.1 Introduction

Organisations that do not have their own methods for estimating the size of their investments in observing our environment can use the following definitions which are in line with NERC and Defra standards.

A.2 Pay costs of personnel

This category should include the **annual costs of personnel working directly on the activity**, including salary, National Insurance and superannuation. Pay calculations on the basis of average pay costs for the grades of staff working on the activity are acceptable. If members of staff work part-time on the activity, then annual costs should be allocated pro rata, on the basis of 215 working days per year.

A.3 Capital items (platforms, equipment, instruments, laboratories)

This category covers the procurement of all capital items. Once procured the ongoing running and maintenance costs will fall under one of the other funding categories (either outsourced services, maintenance or overheads). Some illustrative examples of typical capital investments include:

- Replacement / major upgrade of building stock such as laboratories, bases and monitoring sites
- Replacement / major upgrade of ships and aircraft
- Major IT procurement exercises (e.g. high performance computing, cluster computers)
- Additions / replacements to the equipment pools
- Laboratory equipment
- Vehicles purchased for field based research.

A.4 Outsourced services (including sub-contracts for consultancy)

In some cases activities may be outsourced to outside agencies or the private sector.

A.5 Maintenance costs, consumables

Maintenance costs could include items such as running cost of scientific infrastructure (e.g. maintenance costs for ships, mariner's salary costs on the ships, servicing of equipment). In general these are costs **directly attributable to the observing activity**. For some organisations these cost may be included either as outsourced services or overheads. **The important issue is to include costs somewhere, if applicable and not to double count; rather than worry unduly about the cost category.**

Consumables are office and scientific laboratory supplies (e.g. glassware, chemicals) which are purchased from third parties and replaced regularly. Consumables may also include fuel for vehicles including ships and aircraft.

A.6 Travel and subsistence

These are annual travel and subsistence costs incurred by personnel working directly on the observing activity (i.e. the travel and subsistence costs associated with staff in the “pay of personnel” cost category).

A.7 Overheads

Overheads **may** cover the direct costs of the use of services and facilities that underpin the observing activities, if these are not including in the outsourced services and maintenance categories above.

Overheads **shall** include indirect costs which cannot readily be uniquely assigned to a particular observing activity, but nonetheless contribute to the overall costs of the organisation carrying out the observing activity. These may include:

- Financial services such as accounting, tendering, marketing
- Personnel services
- Estate costs
- General staff facilities such as health and safety, training, welfare
- Departmental services such as administration, library, secretarial, printing
- Staff management and cover for maternity and long term sickness benefit.

The indirect costs should be calculated for discrete areas of activity if appropriate (i.e. different costs for different sites) and allocated to activities on the basis of one or more cost drivers such as square metres (for attributing the costs of laboratory or other large facilities) or time of direct staff (for contributing all other indirect costs). Salary/pay costs should not be used as a driver for indirect costs.

For universities and public sector establishments, overheads represent part of the full economic costs of the observing activity proposal. Our investment in observing the environment should include full economic costs.

A.8 Ineligible costs

The following are excluded from eligible costs:

- interest charges;
- hire purchase interest and any associated service charges;
- profit earned by a subsidiary or by an associated undertaking on work subcontracted under the activity;
- Contingency allowances expressed as an arbitrary percentage overall addition to eligible costs.

Annex B - Contributions in kind

Contributions in kind arise from two sources:

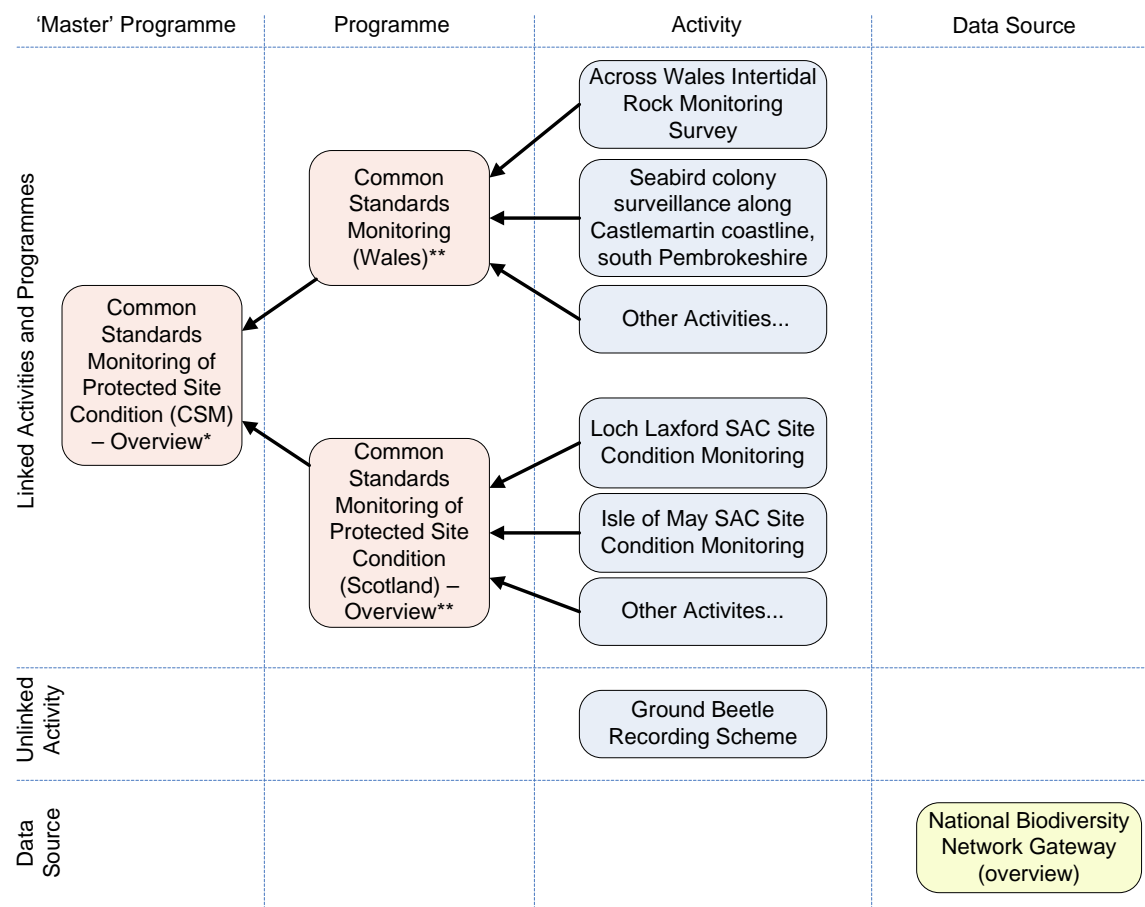
- An observing activity receives contributions from other organisations at no cost to the main observing activity. For example, the POL Coastal Observatory is funded mainly by NERC. NERC costs can be accurately recorded by staff running the Observatory. The Observatory also receives “contributions in kind” from other organisations such as CEFAS, University of Bangor, and University of Liverpool. NERC personnel can make an estimate for the value of contributions in kind but the entry will need to be checked for double counting and/or accuracy by ERFF staff once all the returns have been made.
- Some activities, particularly in the biodiversity area, are carried out by members of the public or voluntary organisations. It is suggested that an attempt is made to calculate the total value of volunteer effort for each activity annually, either for the most recent year or averaged over all years since the activity commenced. JNCC currently uses calculations based on £35.00 per hour for skilled surveyors and £11.04 per hour (twice minimum wage) for less difficult surveys. A typical overhead of ~100% can be added. The calculation used to derive annual figures should be described:
 - number of volunteers per year (N),
 - time per volunteer per year in hours (T),
 - hourly rate used (HR),
 - overheads (O%) added).

The total contribution per year is therefore $N \times T \times HR \times (1+O\%/100)$.

Annex C - Environmental domain definitions

Lithosphere	The outer layer of the earth's crust, which includes rocks and also for the purpose of the UK-EOF the soils and sub soils (pedosphere).
Cryosphere	The frozen parts of the earth, including snow, ice (rivers, lakes, sea), glaciers, ice caps, ice shelves, ice sheets, & frozen ground.
Biosphere	All parts of our planet that supports life.
Freshwater	Rivers, Lakes, ponds and reservoirs which contain non saline water.
Groundwater	The water that is found beneath the surface of the ground.
Marine	A collective term for the seas and oceans.
Atmosphere	The layer of gases which surround the earth (approximately 79% Nitrogen, 21% Oxygen, 0.03% Carbon Dioxide and other trace gases). The atmosphere itself is layered (Troposphere, Stratosphere, Mesosphere, Thermosphere) beyond which it merges into Outer Space.
Built Environment	Man Made environments and associated materials generated for human use and purpose (this includes waste).
Socio-Economic	Social and/or Economic information.

Annex D - Examples of Type and their inter-relationships



* The Common Standards Monitoring of Protected Site Condition (CSM) – Overview also has a Northern Ireland and England programme, however these have been omitted for simplification.

**Both the Welsh and Scottish Common Standards Monitoring Programmes have more activities that listed here.