OSPAR Common indicators: Instructions for filling in the OSPAR Marine Bird Data Reporting Format

IMPORTANT – PLEASE READ

Since the last OSPAR marine bird data call in 2015, changes have been made to the data format and to the data submission method. These changes have been necessary in order to store new variables not included in 2015 in the new OSPAR Biodiversity Database hosted and maintained by ICES. Please ensure you read all the guidance below:

Do not remove, add, or adjust any columns or calculations included in the associated MS Excel reporting sheets

- **Always use the latest version of the reporting sheets, which will be delivered as part of the OSPAR data call. Do not use old versions.**
- **Please do not use any thousand separators (commas, apostrophies, or blanks) in number fields.**
- **Latest guidance and formats will always be available on http://biodiversity.ices.dk**

CONTACTS

Content Contact: Ian Mitchell (UK) ian.mitchell@jncc.gov.uk

Please contact Ian Mitchell if you have any queries about what data to include in your submission.

Technical contact: accessions@ices.dk

Please contact accessions@ices.dk if you encounter problems submitting your data online or need any additional codes.

Latest reporting format: http://biodiversity.ices.dk

1. Data Use

The Contracting Parties will report data (as specified below) that will enable an assessment, for IA2017, of two Biodiversity Common Indicators:

B1 - Marine bird abundance

B3 - Marine bird breeding success/failure

These indicators have been adopted by Contracting Parties as part of their cooperation with other EU Member States in implementing the Marine Strategy Framework Directive (MSFD - 2008/56/EC). Assessments of both indicators will be included in OSPAR's Intermediate Assessment in 2017 (IA2017) in OSPAR Region II - Greater North Sea subregion, OSPAR Region III - the Celtic Seas and OSPAR Region IV - Bay of Biscay and Iberian Coast. In the Arctic (OSPAR Region I), a partial assessment will be included and will depend on the amount of data available to Contracting Parties.

The data will be used to construct regional indicators, baselines and assessment values (i.e. quantitative thresholds). Assessments will then be performed against the respective assessment values. The work will be conducted by OSPAR's nominated lead for B1 and B3 and will be overseen by the Joint OSPAR/ICES/HELCOM Working Group on Marine Birds– JWGBird, reporting to the OSPAR Biodiversity Committee (via ICG-COBAM). The results will be used by JWGBird and ICG-COBAM to provide Contracting Parties with an assessment of marine bird common indicators for the IA2017.

Both indicators will be constructed from data collected by existing monitoring schemes. They have both been tested in the OSPAR regions I, II and III based on data supplied by the Contracting Parties in those regions. This data request will aim to extend the time-series for both indicators and to collate all available data on abundance and breeding success in regions I-IV.

2. Reporting Format 2016

The data required are as follows (details are provided in Tables 1-6 below). For a full list of seabird and water-bird species that could be included in the indicators and in the data submission, see the respective vocabulary that accompanies the MS Excel Reporting Sheets:

a) **breeding seabird colonies (incl. gulls and terns) and breeding waterbirds (incl. waders) nesting close to the coast and using marine environment (e.g. for food)** – counts of breeding pairs (preferably or failing that - adults) per species per colony per year (see Table 2); and counts of young fledged (preferably or fail that counts of young hatched), per species per colony per year (see Table 3).

b) **wintering and passage waterbirds (incl. waders)** – numbers of birds per species per site per year that are counted from land (see Table 2).

Note 1: We do not require data on seabirds or waterbirds at-sea, collected from boats or from planes. Except, we do require data collected by aerial surveys in the Wadden Sea for Eider (January) and Shelduck (July/August - moulting).

Note 2: All data under a) and b) should preferably come from individual colonies or sites rather than over large stretches of coastline.

Note 3: Data on non-breeding waterbirds will be requested for two time periods, depending on availability (in line with what we concluded at JWGBird 2014) : a) max count in January; and b) mean count during July to June. (b) is currently used by TMAP in the Wadden Sea. This will be used to provide an indicator in the southern North Sea subdivision of OSPAR II, but may not be used

elsewhere. Maximum January counts are more widely used (e.g. by International Waterbird Census) and will be used to construct indicators for each OSPAR Region.

Note 4: Abundance data CAN include previously modelled estimates that account for temporal and spatial gaps in data coverage. This is recorded in the Excel using the field 'Count_method' to distinguish modelled and observed records.

c) **Baselines (all species)** - The baseline for each species, should be set at a population size that is considered desirable for each individual species within:

i. the whole of the relevant OSPAR Region and

ii. in each subdivision of OSPAR Regions I and II, where applicable.

d) **Regional weightings (all species) -** size of the population of each species in each subdivision of OSPAR Regions I and II, and each Region (see Figure 1). These data will be used to weight the annual estimates of abundance from the sample of sites monitored in each country. The weightings are required because the proportion of a regional or subdivisional population that is monitored varies between species and between countries. In a given year, the trend models will be used to estimate numbers at colonies that were not surveyed in that year and adds them to the observed counts from those colonies that were surveyed. Without the weighting, there would be a bias, in that those countries where a smaller proportion of the population is monitored, will be underrepresented in the resultant regional or subdivisional trends. In countries where all sites are included in the dataset, no weightings are required.

The initial baselines and weighting values (using the separate spreadsheet **BaselinesAndWeightings.xlsm**) should be submitted to accessions (accessions@ices.dk), thereafter adjustments and edits can be made to the online version (requires login):

https://biodiversity.ices.dk/managebirds

Figure 1 Regional weightings online editing

3. Submitting data online

Each Contracting Party should submit their data to ICES. **Data submission deadline is 30th June 2016.**

Step 1: The Excel sheets attached or on this link should be filled out with data.

Step 2: When the data sheets are filled out, the <**Export data to XML**> button on the export_data worksheet should be pressed to produce the xml data file. (see Figure 2)

Note: the Excel file contains macros that are used to transform the worksheets to the XML data format for uploading. Generally you should only enable macros from a trusted source, please ensure you download the Excel file from ICES directly to be sure of a clean, virus free file.

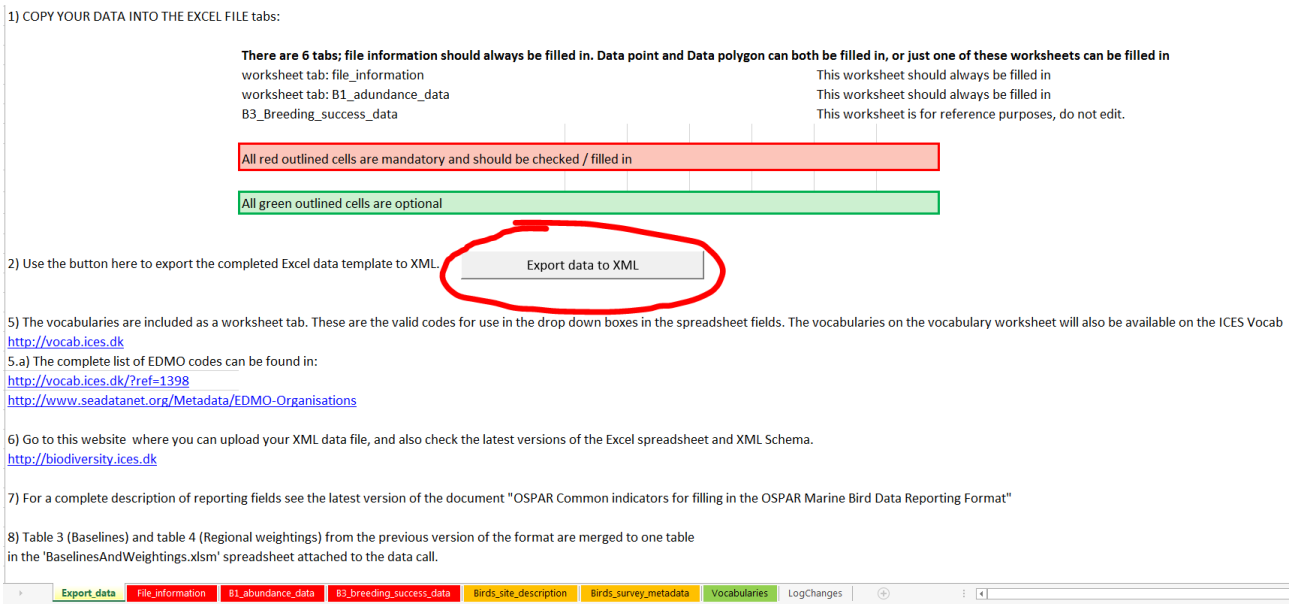

Figure 2 Excel sheet with export button for XML

Step 3: The xml file should then be uploaded to the ICES website (**https://biodiversity.ices.dk/managebirds**).

Login

A login is required in order to upload and manage data. The ICES sharepoint login can be used, if you do not have an ICES login please contact accessions@ices.dk

During data submission, data will be checked for correct use of vocabulary codes and data types. This quality control will ensure that the data standards have been met, a report of control issues will be generated and made available to the submitter online. Data not complying with the correct format will not be accepted by the uploading utility.

The Excel worksheets are described on the following pages. Fields marked in red are mandatory whereas fields marked in green are optional. The sheets [File_information], [B1_abundance_data], and [B3_breeding_success_data] are the actual data tables that are to be submitted every year whereas the worksheets [Birds_site_description] and [Birds_survey_metadata] are reference tables that are filled out initially, and only updated when changes occur.

Some fields have specific 'fixed' values that need to be entered. These values are contained in the sheet 'Vocabularies' included with the Excel data entry sheets.

Data Access

OSPAR is committed to making as much information as possible publicly available, consistent with achieving other similarly important goals of public policy. The framework for this is set out in Article 9 of the OSPAR Convention and Annex 3 of the OSPAR Rules of Procedure (2013-2).

Contracting Parties should contact Chris Moulton (Chris.Moulton@ospar.org) if they have any queries over what data to include in the submissions.

Data access can be specified by the submitters directly in the submission form as:

Public Data are sourced outside the terms of the OSPAR data policy and are publically accessible

Restricted Data, in their reported form, are not to be made publically accessible. All aggregated data products are, by default, publically available, including those derived from restricted data

OSPAR Data are collected under the terms of the OSPAR data policy, and will be made available in line with the terms. Ref. Annex 3 http://www.ospar.org/site/assets/files/1215/13-02e_rules_of_procedure.doc

Table1. File_information (NEW Table for 2016)

Column Header	Optional/mandatory	Format Example	Explanation
Country	Mandatory	SE	**ISO 3166 Code (2 ALPHA) (Vocabulary)**
Reporting_organisation	Mandatory	"3512" for The Swedish Agency for Marine and Water Management	EDMO code lookup (Vocabulary)
Preparation_date	Mandatory	31052016	Datestamp (ddmmyyyy)
Reporting_year	Mandatory	2016	For version (yyyy) control and back tracking

Table 2: B1_adundance_data (changes to 2015 format are highlighted in yellow)

Column Header	Optional/mandatory	Format Example	Explanation
NationalColonyID	Mandatory	2568	A National unique numerical identifier for each colony (links to Table 4: Birds_site_description
AphiaID	Autofilled	137156	Will be automatically filled in by the template based on the species name. AphiaID according to the World Register of Marine Species (WoRMS) – marinespecies.org
Species_name	Mandatory	*Rissa tridactyla*	Scientific name, according to the World Register of Marine Species (WoRMS) – marinespecies.org
Year	Mandatory	1987	The year that the reported data applies to. Please include a row for each year from 1980 to 2014- even if there is no data to be reported for the year
Count	Mandatory	2456	Enter count, "-1" for no data, or "0" for a zero count i.e. the colony or site was surveyed but no birds or pairs were present. Integers only.
Count_unit	Mandatory	2	"1" = Individuals "2" = Pairs
Count_flag	Mandatory	breeding_data	Indicate if it is "breeding_data" or "non_breeding" (i.e. counts of overwintering or migratory birds)

Count_method	Mandatory	observed	Indicate if the count was "observed" or was "modelled" (i.e. estimated or interpolated from an incomplete data time-series.)
Sample_breeding	Optional	2	"1" = PLOT "2" = WHOLE COLONY or SITE Data on breeding numbers consist of whole colony counts and of plot counts. Whole colony counts are generated for all species by a complete survey of a colony. Plots are sections of the colony that are easily demarcated by observers and generally contain no more than 200-300 birds or pairs. For a given colony, a sample of plots is chosen at random and the number of birds or pairs in each plot is counted several times within the breeding season, to estimate counting error and account for daily variation in the number of birds present at a given time (see Walsh et al. 1995). If you are entering plot data, please enter in the "Count" column the total number of birds or pairs in all the plots in a given year.
Plot_combination	Optional	1	"1", "2", "3", "4", "5", etc. = the identity of each different combination of plots because different plot combinations may be used over the time period. Leave blank if the whole colony counted.
Adjustment_factor	Optional	12	Decimal (factor to adjust Plot count to whole colony). Mandatory if Plot_combination is filled in
Time_period	Mandatory	3	"1" = January (peak count) "2" = full year: July-June (mean count) "3" = breeding season
Data_access	Mandatory	Public	Indicates if data is public, restricted or OSPAR licence needed "Public" for data that are sourced outside the terms of the OSPAR data policy and are publically accessible "Restricted" if data, in their reported form, are not to be made publically accessible. All aggregated data products are, by default, publically available, including those derived from restricted data "OSPAR" for data that are collected under the terms of the OSPAR data policy, and will be made available in line with the terms.
SurveyID	Mandatory	SMP	This is a unique identifier that provides links to worksheet Birds_survey_metadata

Table 3: B3_breeding_success_data (changes to 2015 format are highlighted in yellow)

Column Header	Optional/mandatory	Format Example	Explanation
NationalColonyID	Mandatory	2568	A National unique numerical identifier for each colony (links to Table 4: Birds_site_description)
AphiaID	Autofilled	137156	Will be automatically filled in by the template based on the species name. AphiaID according to the World Register of Marine Species (WoRMS) – marinespecies.org
Species_name	Mandatory	*Rissa tridactyla*	Scientific name, according to the World Register of Marine Species (WoRMS) – marinespecies.org
Year	Mandatory	1987	The year that the reported data applies to. Please include a row for each year from 1980 to 2014- even if there is no data to be reported for the year
Plot_size	Mandatory	335	The total number of nests or breeding pairs that were present in the breeding success monitoring plot (this could be an entire colony). Enter count, or "-1" for no data, or "0" for a zero count i.e. the plot was visited but no birds or pairs were present. Integers only.
Plot_size_unit	Mandatory	3	Enter unit of plot size: "2" = PAIRS "3" = APPARENTLY OCCUPIED NESTS/SITES
Chicks_fledged	Optional	300	The total number of chicks in the plot or colony that were estimated to have fledged. Enter count, or blank for no data, or "0" for a zero count i.e. the plot was visited but no chicks were fledged. Integers only.
Chicks_hatched	Optional	400	Where available (and in the absence of any data on chicks fledged) please enter the total number of chicks that hatched within the plot or colony. Enter count, or blank for no data, or "0" for a zero count i.e. the plot was visited but no chicks hatched. Integers only.
Prescored_success	Optional	1	This is only required if there are no estimates of chicks fledged or hatched. This is used to record an assessment of whether breeding failure occurred or not. Indicate if breeding success >0.1 chicks per pair ("1") or breeding success <0.1 chicks per pair ("0").
SurveyID	Mandatory	SMP	This is a unique identifier that provides links to Table 5: Birds_survey_metadata

Table 4: Birds_site_description (NEW Table for 2016)

Column Header	Optional/mandatory	Format Example	Explanation
NationalColonyID	Mandatory	2568	A National unique numerical identifier for each colony (used to link to data tables 2- B1_abundance_data and 3 - B3_breeding_success_data).
Colony_name	Mandatory		Name of Colony (free text)
Latitude	Mandatory		WGS84, decimal degrees
Longitude	Mandatory		WGS84, decimal degrees
Location_definition	Mandatory	1	Indicates if this refers to start point (“1”), end point (“2”), mid-point (“3”), centroid of a polygon (“4”) or arbitrary (“5”)
Area_type	Autofilled	OSPARRegion	Area reference type, prefilled for this data call
Area_reference	Mandatory	2	Indicates if the site lies in Artic Waters (OSPAR region I) (“1”), Greater North Sea (OSPAR region II) (“2”), Celtic Seas (OSPAR region III) (“3”), Bay of Biscay and Iberian Coast (OSPAR region IV) (“4”), or Wider Atlantic (OSPAR region V) (“5”)
Bird_subdivision	Optional	a	Indicates if the site lies in a specific Bird subdivision of OSPAR region I or II (Bird subdivisions are shown in Figure 3.). NB OSPAR Regions III-V are not sub-divided.

Table 5: Birds_survey_metadata

Column Header	Optional/mandatory	Format Example	Explanation
SurveyID	Mandatory	SMP	Use a unique identifier that provides links to tables 2-B1_abundance_data and 3 -B3_breeding_success_data
Survey_name	Mandatory	Seabird Monitoring Programme (SMP)	Full name of survey with abbreviation in parentheses.
Survey_parameter	Mandatory	breeding_success	please enter one of the following and use only one parameter per cell: "breeding_success" "breeding_abundance" "non-breeding_abundance"
Start_year	Mandatory	1986	Enter the year the survey started.
End_year	Optional	2005	Enter the year the survey ended. If the survey is ongoing, please leave blank
Country	Mandatory	SE	ISO 3166 Code (2 ALPHA) – see Vocabulary. Enter one country only per cell.
Contact	Mandatory	Jon Smitsson	Point of contact for survey (e.g. co-ordinator or data manager).
Email	Mandatory	jon.smitsson@havochvatten.se	Email address of contact
Institute	Mandatory	"3512" for The Swedish Agency for Marine and Water Management	Affiliation of contact. EDMO code lookup (Vocabulary)
Website	Optional	www.slu.se/en/seabirds	Website dedicated to survey, if available.
References	Optional	Smitsson et al (2012)	Any relevant references that describe methods and/or results.
Notes	Optional		Please add any additional information you may think useful.

Table 6: Regional Weightings and Baselines (NEW table for 2016)

The initial baselines and weighting values (using the separate spreadsheet **BaselinesAndWeightings.xlsm**) should be submitted to accessions (accessions@ices.dk), thereafter adjustments and edits can be made to the online version (requires login):

https://biodiversity.ices.dk/managebirds

Column Header	Optional/mandatory	Format Example	Explanation
Country	Mandatory	SE	ISO 3166 Code (2 ALPHA) – see Vocabulary. Enter one country only per cell.
Species_name	Mandatory	*Rissa tridactyla*	Scientific name, according to the World Register of Marine Species (WoRMS) – marinespecies.org
WeightingRegionID	Mandatory	2c	Enter the weighting region ID, which is a combination of the OSPAR region code and the Bird Subdivisions. See Vocabulary for details.
Weighting_value	Mandatory	1	Please enter the weighting value. Integers only
Source_year_weighting	Mandatory	1999	Source year for weighting, YYYY
Baseline_value	Mandatory	1	Please enter the baseline value. Integers only
Source_year_baseline	Mandatory	1999	Source year for baseline, YYYY
Count_unit	Mandatory	2	"1" = Individuals "2" = Pairs
Count_flag	Mandatory	breeding_data	Indicate if it is "breeding_data" or "non_breeding" (i.e. counts of overwintering or migratory birds)
Justification_for_baseline	Mandatory	reference_level	Please enter one of the following options: "historical_reference_level" "reference_level" "start_of_time_series" "other_baseline"

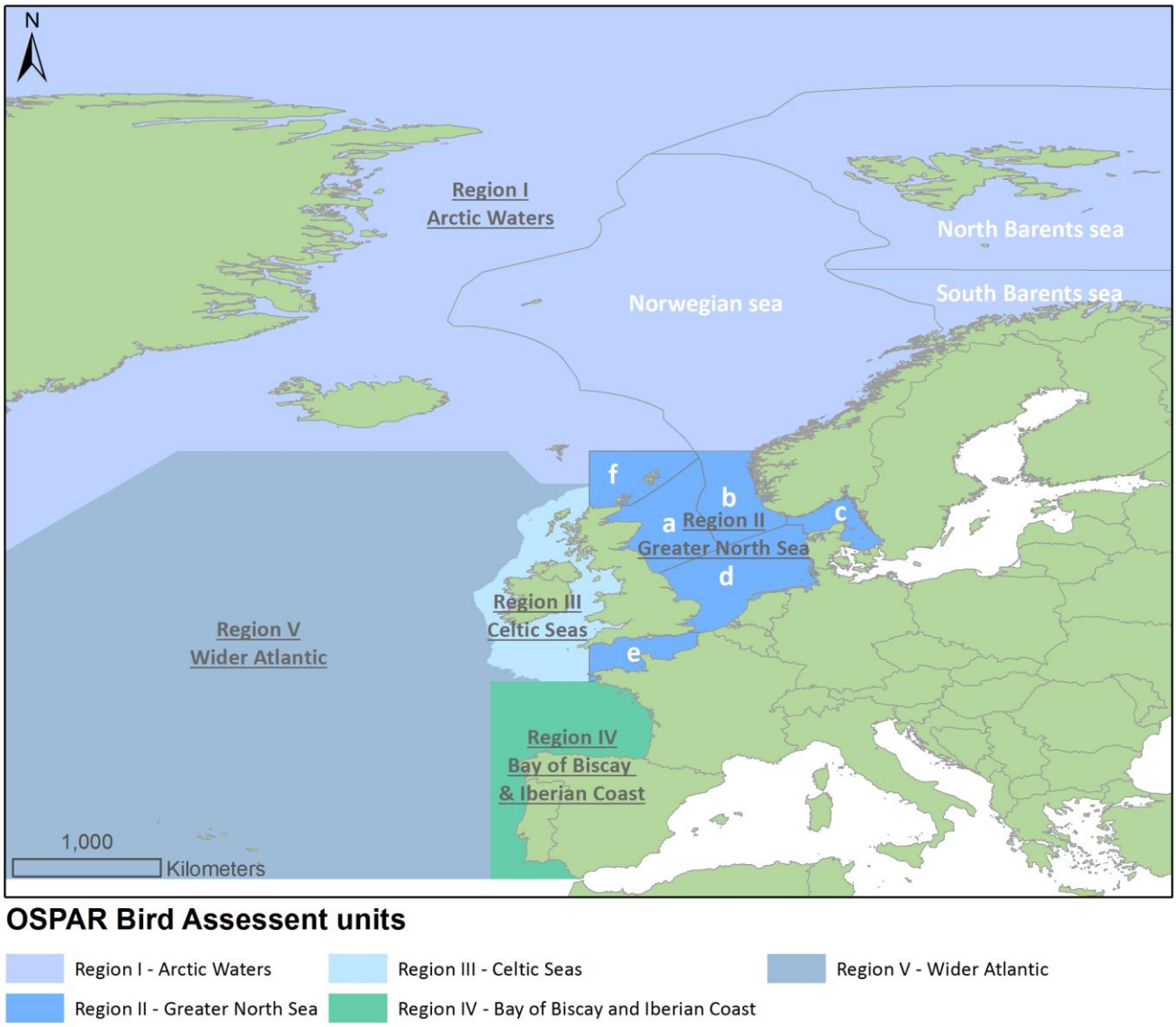

Figure 3 OSPAR Regions and subdivisions of OSPAR Region I- Arctic Waters and Region II - the Greater North Sea for the assessment of indicators of marine seabirds

Appendix

Utilisation of data in testing B1 from each Contracting Party in each OSPAR region and subdivision of the Greater North Sea (OSPAR IIa-f), indicated by 'Y' (Yes) or 'N' (No). 'A' indicates data have been collected and are potentially available, but were not used in the testing. '?' denotes no information obtained. Source: B1 testing report – OSPAR Paper ref: BDC 15/3/Info.2-E.; duplicated in ICES 2015).

Contracting Party	OSPAR Region	Country Region	Counts of breeding seabird	Counts of breeding waterbirds	Counts of wintering and passage waterbirds
Norway	I (Barents Sea)	Barents Sea coasts, including Svalbard and Jan Mayen	A	A	A
Denmark	I (Greenland and Iceland Seas)	Greenland	?	?	?
Iceland	I (Greenland and Iceland Seas)		A	?	?
Denmark	I (Faroes)	Faroe Islands	?	?	?
Norway	I (Norwegian Sea)	Norwegian Sea coast	A	A	A
UK	II-a		Y	N	Y
Norway	II-b	Coast of western Norway	Y	Y	A
Denmark	II-c	Skagerrak/Kattegat coast	A	A	A
Norway	II-c	Norwegian Skagerrak coast	Y	Y	A
Sweden	II-c		A	A	A
Belgium	II-d		Y	A	Y
Germany	II-d	Wadden Sea	Y	Y	Y
Germany	II-d	Helgoland	Y	N	A
Denmark	II-d	Wadden Sea	Y	Y	Y
Denmark	II-d	North Sea coast Jutland	A	A	A
Netherlands	II-d		Y	Y	Y
UK	II-d		Y	N	Y
France	II-e	Nord Pas de Calais & Picardie	A	A	A
France	II-e	Normandy	Y/A	A	A
UK	II-e		Y	N	Y
France	II-e	Brittany	Y	A	A
UK	II-f		Y	N	Y
France	III	Brittany	Y	A	A
UK	III		Y	N	Y
Rep. Ireland	III		Y	?	?
France	IV	Pays de Loire, Poitou Charente, Aquitaine	A	A	A
Portugal	IV		?	?	?
Spain	IV		A	N	A

Contracting Party	OSPAR Region	Country Region	Counts of breeding seabird	Counts of breeding waterbirds	Counts of wintering and passage waterbirds
Portugal	V	Azores	A	N	N

Table A2: Utilisation of data in testing B3 from each Contracting Party in each OSPAR region and subdivision of the Greater North Sea (OSPAR IIa-e), indicated by 'Y' (Yes) or 'N' (No). 'A' indicates data have been collected and are potentially available, but were not used in the testing. '?' denotes no information obtained. Source: B3 testing report – OSPAR Paper ref: BDC 15/3/Info.2-E.; duplicated in ICES 2015).

Contracting Party	OSPAR Region	Country Region	Seabird Breeding success	Waterbird Breeding success
Norway	I (Barents Sea)	Barents Sea coasts, including Svalbard and Jan Mayen	A	N
Denmark	I (Greenland and Iceland Seas)	Greenland	?	?
Iceland	I (Greenland and Iceland Seas)		?	?
Denmark	I (Faroes)	Faroe Islands	?	?
Norway	I (Norwegian Sea)	Norwegian Sea coast	A	N
UK	II-a		Y	N
Norway	II-b	Coast of western Norway	A	N
Denmark	II-c	Skagerrak/Kattegat coast	N	N
Norway	II-c	Norwegian Skagerrak coast	A	N
Sweden	II-c		?	?
Belgium	II-d		Y	N
Germany	II-d	Wadden Sea	A	
Germany	II-d	Helgoland	Y	N
Denmark	II-d	Wadden Sea	N	N
Denmark	II-d	North Sea coast Jutland	N	N
Netherlands	II-d		Y	Y
UK	II-d		Y	N
France	II-e	Nord Pas de Calais & Picardie	A	N
France	II-e	Normandy	A	N
UK	II-e		Y	N
France	II-e	Brittany	A	N
France	III	Brittany	A	N
UK	III		Y	N
Rep. Ireland	III		Y	?
France	IV	Pays de Loire, Poitou Charente, Aquitaine	A	N
Portugal	IV		?	?
Spain	IV		A	N
Portugal	V	Azores	?	N