Interreg
EUROPEAN UNION
Danube Transnational Programme
MEASURES

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Output: MEASURES Info System
– summary report –

Project co-funded by European Union funds (ERDF, IPA)

Output: MEASURES Information System summary report

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Introduction

The MEASURES Information System (MIS) is designed to collect relevant information on migratory fish and their habitats in the Danube River Basin.

The MIS is an online information centre including a reference library, a metadatabase and a data centre to provide scientists, decision makers and the general public with information about ecological corridors and the connectivity of habitats for long- and medium-distance migratory fish within the Danube River Basin.

The MEASURES Information System (MIS) is available at:

https://mis-metadata.ddni.ro

or can be reached via the MEASURES website (Figure 1):

http://www.interreg-danube.eu/approved-projects/measures/section/measures-information-system-mis

Figure 1: MEASURES website with link to the MIS in the menu on the left.

Structure of the MIS

Generally, the Measures Information System (MIS) consists of the following parts (for further details see Annex I):

- HOMEPAGE: main entry page (Figure 2)
- DATA SEARCH: website to search for (meta)data
- LIBRARY: collection of (meta)data related to literature documents
- METADATABASE: collection of metadata related to a variety of resource types including literature, spatial data, media etc.
- DATA CENTRE: spatial information from the MEASURES project (only visible for logged-in users)
- DATA ENTRY: data entry point for metadata

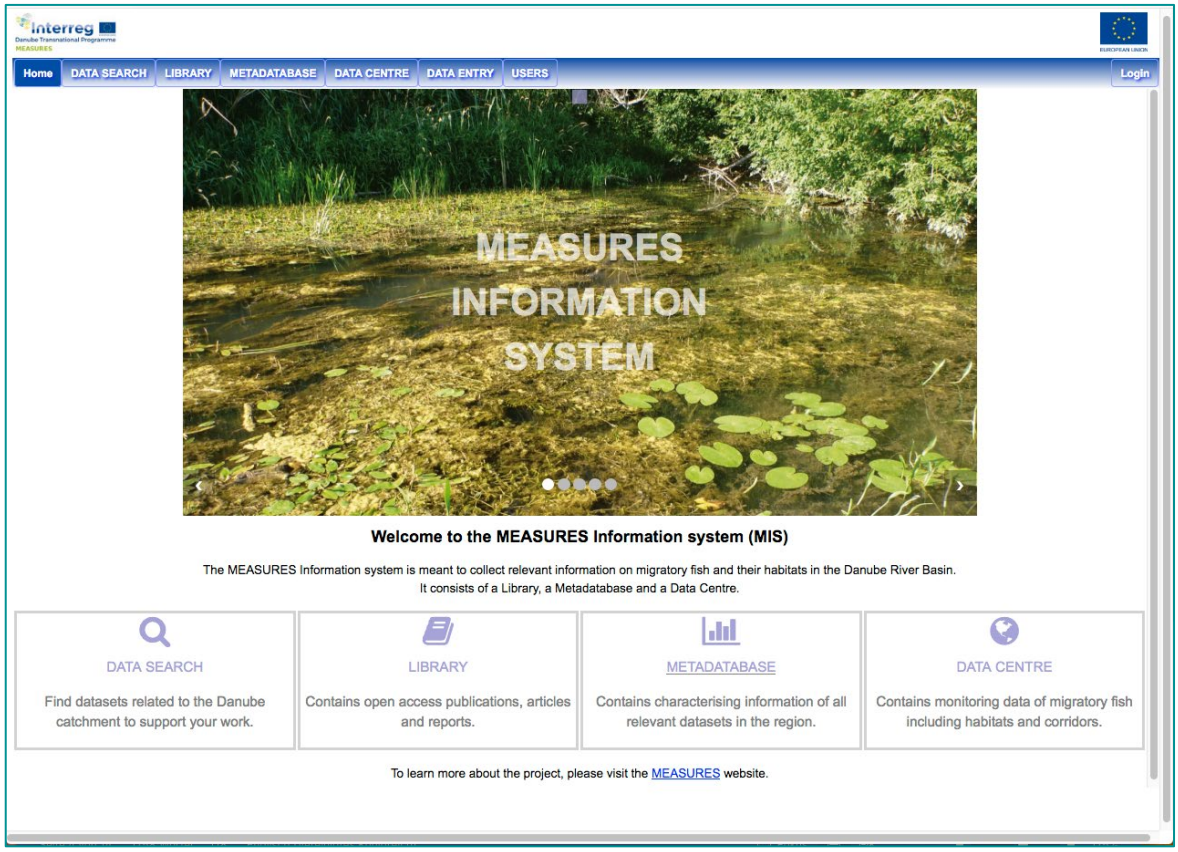

Figure 2: MIS main entry page.

Levels of access

The MIS offers the following levels of access:

- Project partners: Project partners are allowed to read and download all MEASURES partner, MEASURES stakeholder and public data. They are allowed to edit or delete their own data following the "only author of the record has editing rights" policy.
- Stakeholders (public user level S): Selected stakeholders of the MEASURES project are allowed to read and download all MEASURES stakeholder and public data.
- Public (public user level A): This is the access level of the public who has access to read and download all public data.

Data can be flagged accordingly during the data entry process (see Annex I).

Most information that is stored in the MEASURES Library and the Metadatabase is accessible without restrictions.

Content of the MIS

Filling the MIS

After a testing and improvement period of the MIS beta-version a first partner version went online mid of December 2019. Project partners then had the time to enter their first datasets and give feedback to the MIS developers. After another round of implementing suggestions and testing, the intense data entering process started mid-January 2020. Data were entered via the "data entry" page, which is only visible to logged-in users. Details on how to register, login and use the "data entry" page can be found in Deliverable 1.1.2 and in the MIS Manual (Annex I).

Data in the MIS

As of July 2021, the MIS metadatabase contains 747 different datasets. 561 datasets were defined as publicly available, 163 are available to MEASURES partners and stakeholders and 23 are marked as for MEASURES partners only (Figure 3, left). For 408 datasets a link to a resource outside of the MIS was given, for the rest (339) the resources were uploaded to the MIS (Figure 3, right).

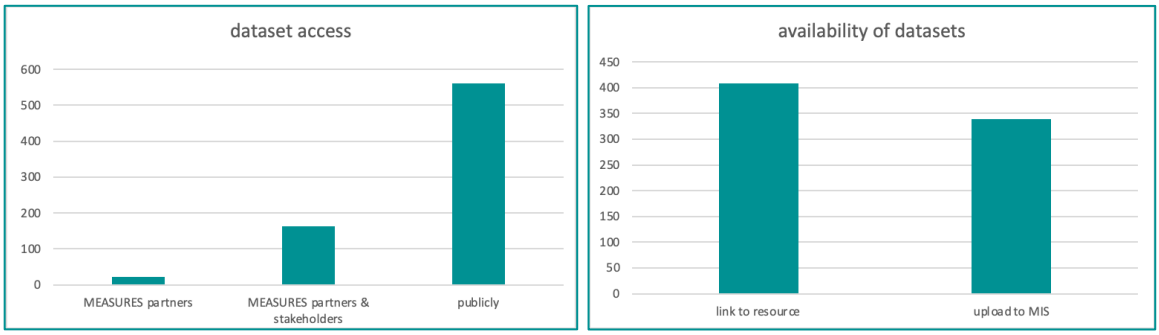

Figure 3: Number of datasets according to the different MIS access rights classifications (left); number of datasets available as link or as uploaded file (right).

Regarding the resource type, 632 literature datasets, 71 media, 7 spatial and 37 other datasets are available in the MIS (Figure 4, left). Within the category "literature", most of the entries are scientific publications (457), followed by "other" (121), guidelines (21) and books (28) (Figure 4, right).

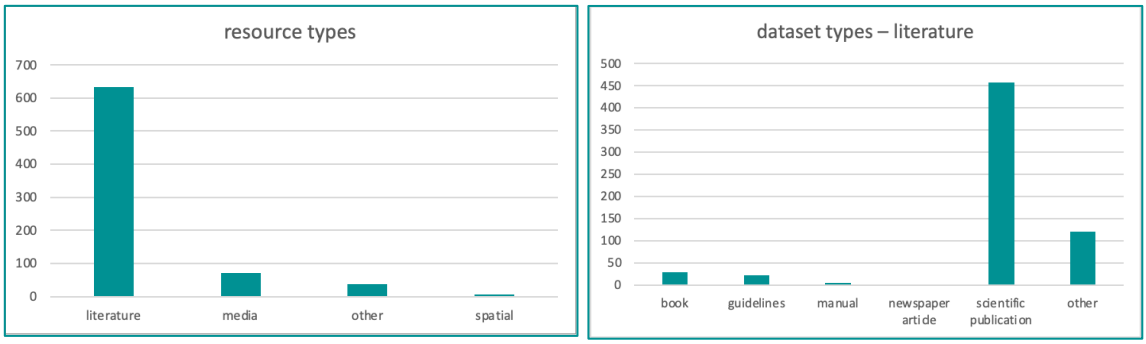

Figure 4: Number of different resource types (left) in the MIS; number of dataset types within the resource type "literature".

To classify datasets in the MIS according to research interests and relevant topics for the MEASURES project, the data entry contains a field called "area of interest". This includes the options "species & ecology", "habitats", "pressures", "policy", "fisheries", "historic data" and "other" (self-defined). Multiple options for classification are possible when data are entered.

Figure 5 gives information about the number of datasets available per "area of interest". It clearly shows that most of the datasets (385) were allocated to the topic "species & ecology". 206 datasets are related to "habitats" and 163 to "pressures".

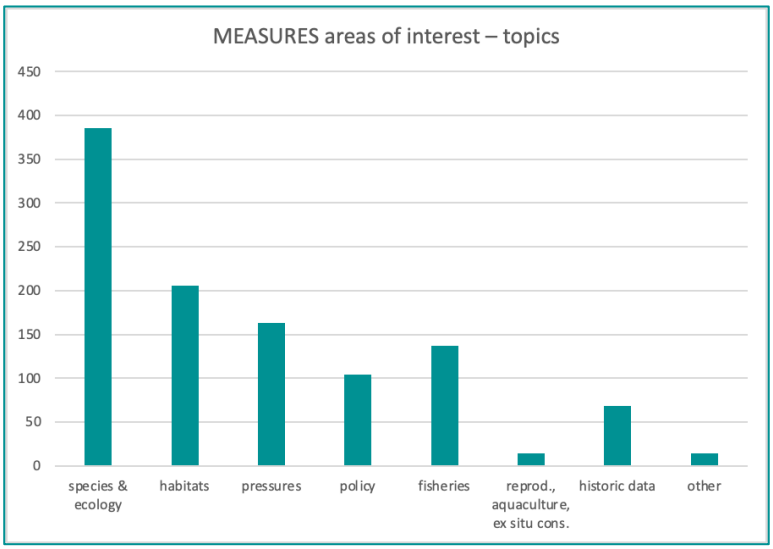

Figure 5: Number of datasets per "area of interest".

Quality control

All datasets entered into the MIS were subject to quality control. This was especially the case during the first data entering phase. All entries were controlled regarding completeness, obvious entering errors and careless mistakes. As to completeness, we mainly focused on the availability of English

titles and English abstracts for datasets not originally in English. Additionally, entries were harmonised among datasets. To help and harmonise future data entry a Frequently Asked Question (FAQ) document was compiled (see Annex II).

Finding data – the data search page

To allow users of the MIS to easily find specific information about migratory fish and their habitats contained in the MIS, a data search page was developed. The page allows to specify specific interests/needs in the query and then displays only those datasets that correspond to the defined requirements.

In the query, the following specifications and choices are possible:

- Resource type
  - spatial resource: all, dataset, series, service, other, none
  - literature resource: all, scientific publication, manual, guidelines, book, other, none
  - data resource: all, biotic/abiotic data, chemical data, occurrence records, other, none
  - media resource: all, picture, video, other, none
  - other resource: all, none
- Publication date of resource
  - year from
  - year to
- Spatial coverage
  - extent of area to search
- Preferred language
  - language: all, one specific language

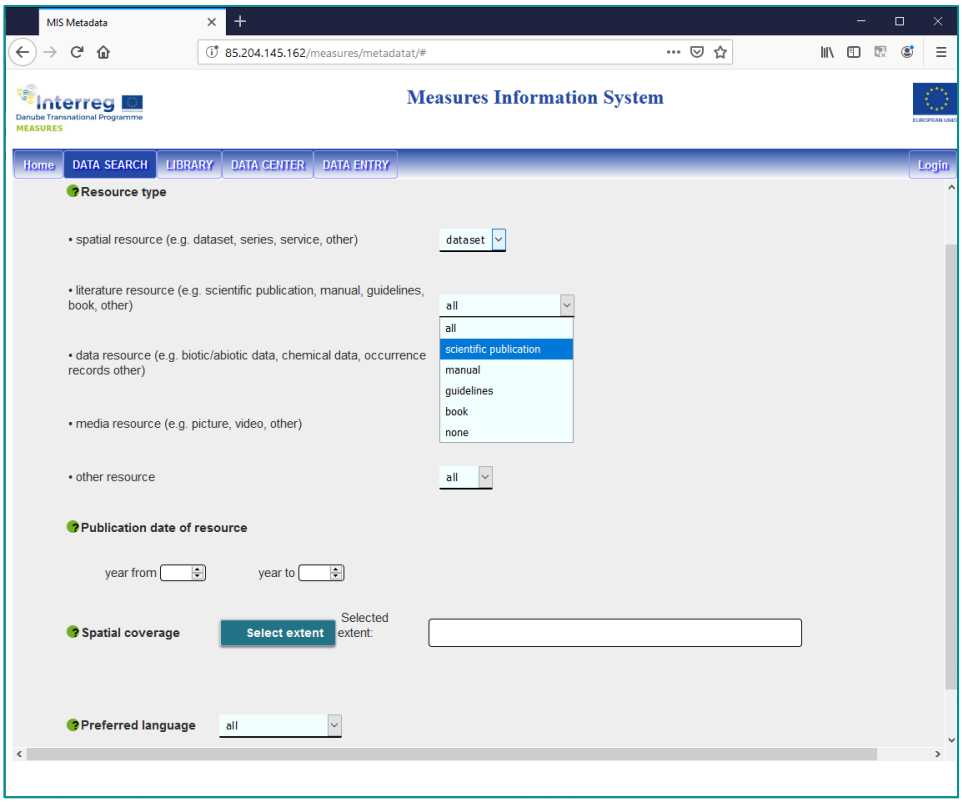

Figure 6: MIS data search page.

To select a specific spatial coverage, the "Select extent" button can be used. This opens a map showing the borders of the Danube Basin where the user can define a region of interest.

After defining the specifications, the metadatabase will be queried accordingly.

Result of the query is a table with all datasets that fulfil the query conditions. By right-clicking a data entry and choosing the option "view record" all metadata information fields can be seen. The data can be accessed through the "resource locator" column.

For users without login only datasets with public access can be seen, further explored and downloaded. Regarding datasets for which the user does not have the access rights, only part of information is displayed and no download is allowed.

More details on the search page can be found in the Manual (Annex I).

MIS connections

Connections with other MEASURES workpackages

Details on internal MIS connections can be found in Deliverable T 1.1.4.

Work package T2 – Mapping the corridor – dealt with developing a harmonised transnational methodology for habitat mapping of Danube sturgeons and other important migratory fish species in the Danube River Basin as a key input for restoring ecological corridors. The quality controlled and consolidated data from the mapping exercise were integrated in the MIS, namely into the Data Centre. Due to the sensitive nature of these data, the access of the Data Centre is restricted to MEASURES partners only (see Figure 7).

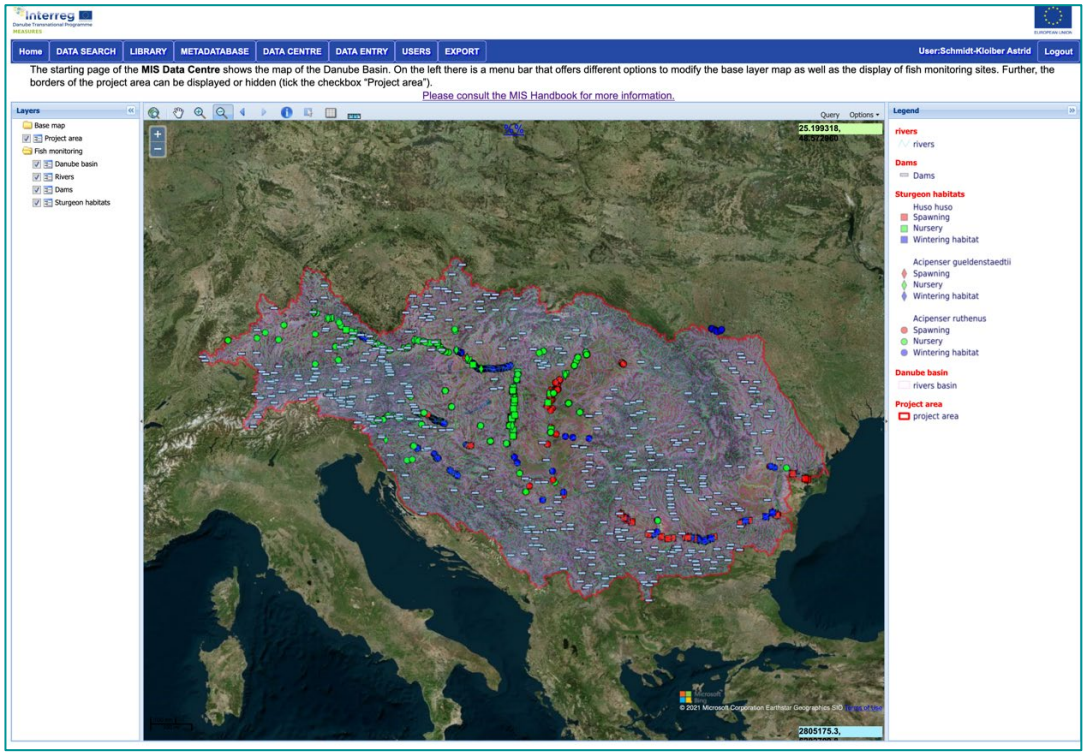

Figure 7: Screenshot of the MIS Data Centre, depicting different habitats of 3 migratory fish species.

Work package WP T3 – Strengthen migratory fish – aimed at strengthening endangered migratory fish populations by developing a strategy to conserve the genetic pool of two Danube sturgeon

species (Sterlet in Hungary, Russian sturgeon in Romania) including restocking pilot actions. Workpackage WP T4 – Securing the corridor – aimed at integrating the key findings of the project into management and policy plans, future infrastructure projects and legislation. This was done by developing a basin-wide strategy, consisting of specific actions and roadmaps for implementation to manage and restore habitats on local, national and basin-wide scale. For both work packages metadata regarding these topics were collected, ranging from national and international guidelines, management plans, action plans and strategies to books as well as scientific publications. These documents were emended with English abstracts where necessary and uploaded into the MIS. They served as inevitable base for further deliverables as well as the "Strategy for ecological corridor conservation in the Danube catchment".

External MIS connections

As to external connections, the MEASURES project closely collaborated with the ICPDR. The mapped habitats of migratory fish species were delivered to the ICPDR and contributed to the recently published draft of the Danube River Basin Management Plan [1]. An example of the integrated map can be seen in Figure 8. The data were accompanied by metadata, describing the data contributors/owners as well as the criteria for use.

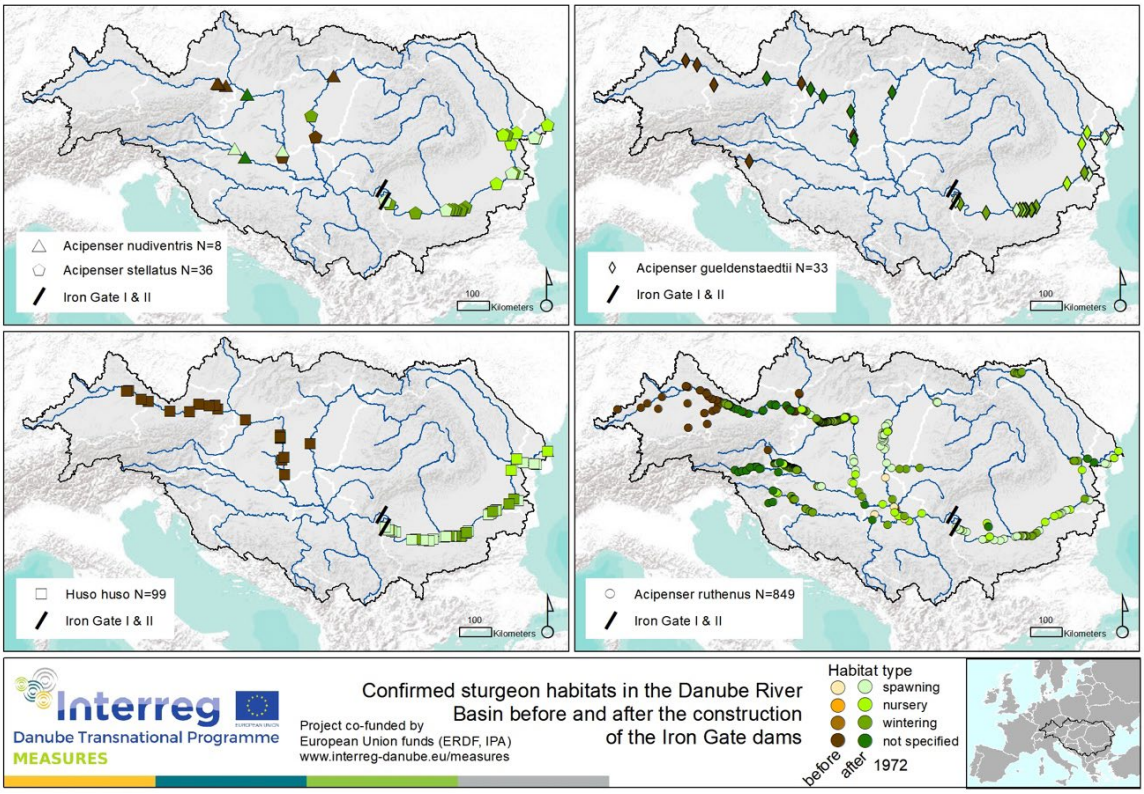

Figure 8: Sturgeon habitat map as part of the draft version of the Danube River Basin Management Plan.

For reasons of sustainability and long-term availability of MIS data as well as for advanced findability, MIS content was connected with the Freshwater Information Platform[2] (FIP). The aim of this platform is to collect information and data on freshwater related research (from different

[1] https://www.icpdr.org/main/wfd-fd-plans-published-2021
[2] http://www.freshwaterplatform.eu

projects, networks etc.), provide access to original data or summarising research results and to provide all this in one place. One part of the FIP is the Freshwater Metadatabase which collects, stores and publishes freshwater metadata. To this metadatabase MIS content was now connected.

When looking for appropriate data, the Freshwater Metadatabase and the MIS can now be queried at the same time (see Figure 9).

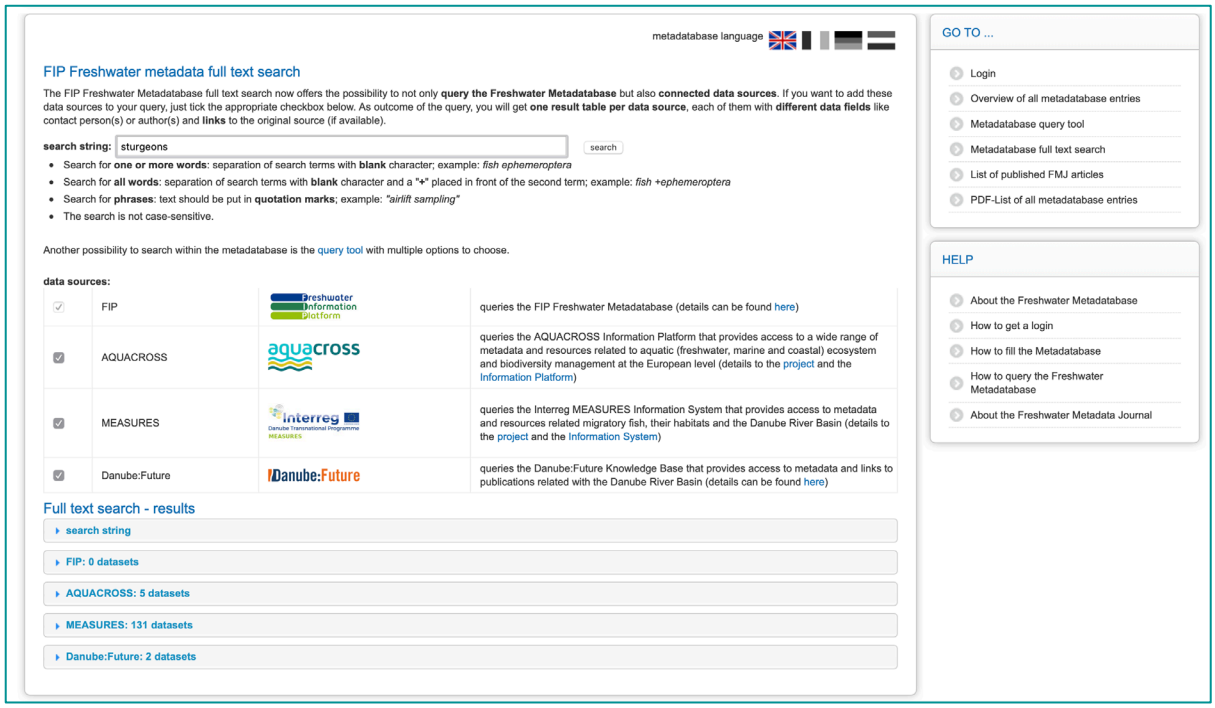

Figure 9: Query page of the Freshwater Metadatabase of the FIP including the option to also query data from the MEASURES Information System.

Annexes

Annex I: User Manual for the MIS

Annex II: Frequently Asked Questions

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MEASURES Information System (MIS) – Handbook of use

Project co-funded by European Union funds (ERDF, IPA)

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MEASURES Information System (MIS) – Handbook of use

Draft manual for the beta version of the MIS

Authors: Astrid Schmidt-Kloiber (BOKU) and Ion Grigoras (DDNI)

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MEASURES Information System – general information and entry page

The MEASURES Information System (MIS) can be accessed at:

https://mis-metadata.ddni.ro

It is recommended to use the MIS with Mozilla Firefox.

It offers are different levels of access:

- Administrators: Administrators oversee all data of all parts of the MIS, they are allowed to read, edit, download and delete all private, MEASURES partner, MEASURES stakeholder and public data. The administrators have full access to the users' records (add, delete, modify). The administrators are also responsible for approving new users before they can enter data or use the data centre. MIS administrators are located at DDNI, IBRA and BOKU.
- Project partners: Project partners are allowed to read and download all MEASURES partner, MEASURES stakeholder and public data. They are allowed to edit or delete their own data following the "only author of the record has editing rights" policy.
- Stakeholders (public user level S): Selected stakeholders of the MEASURES project are allowed to read and download all MEASURES partner, MEASURES stakeholder and public data.
- Public (public user level A): This is the access level of the public who has access to read and download all public data.

See also "Access rights" in chapter "MIS data entry".

Generally, the MIS website consists of the following parts:

- MIS main entry page
- MIS data search page
- MIS library
- MIS metadatabase
- MIS data centre
- MIS data entry (metadata editor)

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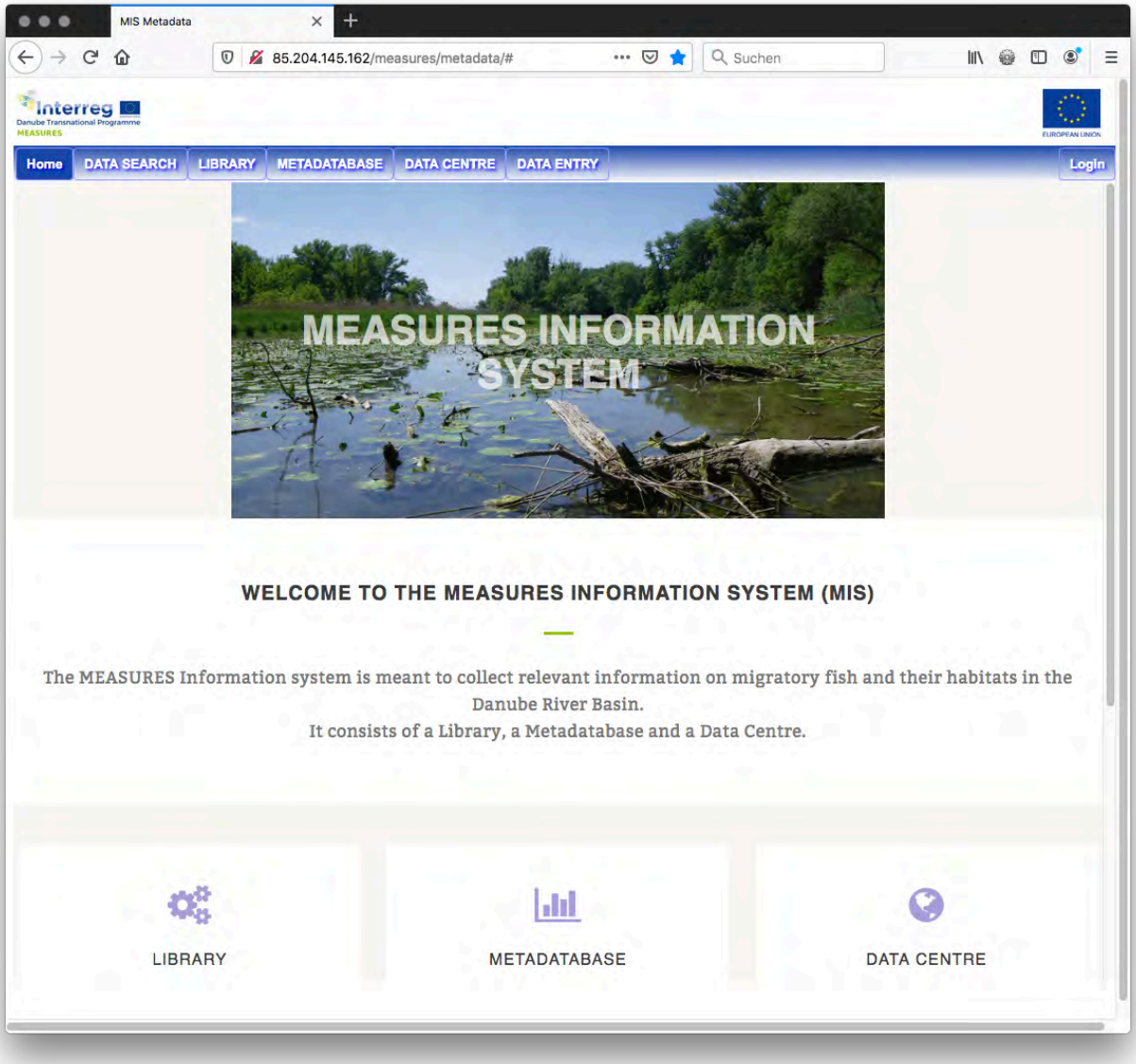

Figure 1: MIS main entry page.

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MIS data search page

The data search page was developed to allow users of the MIS to easily find specific information about migratory fish and their habitats contained in the MIS metadatabase. The page allows to make specific choices and will then display only those datasets that corresponds to the requirements.

On the data search page, you can specify your interests and needs regarding the criteria below.

Resource type

Choose an option from the selection list right of each criterium.

Note: you can also select more than one entry by just selecting the relevant entries one after the other.

- spatial resource – options: all, dataset, series, service, other, none
- literature resource – options: all, scientific publication, manual, guidelines, book, other, none
- data resource – options: all, biotic/abiotic data, chemical data, occurrence records, other, none
- media resource – options: all, picture, video, other, none
- other resource – options: all, none

Publication date of resource

- year from: enter a year
- year to: enter a year

Spatial coverage

- extent of area to be searched: to select a specific spatial coverage, click on the “Select extent” button. This opens a map with the borders of the project area (Danube Basin). Hold the Shift-key and draw the area of interest (*Figure 3*). The coordinates of extent will then be updated in the “Selected extent” box.

Preferred language

- choose all or one specific language

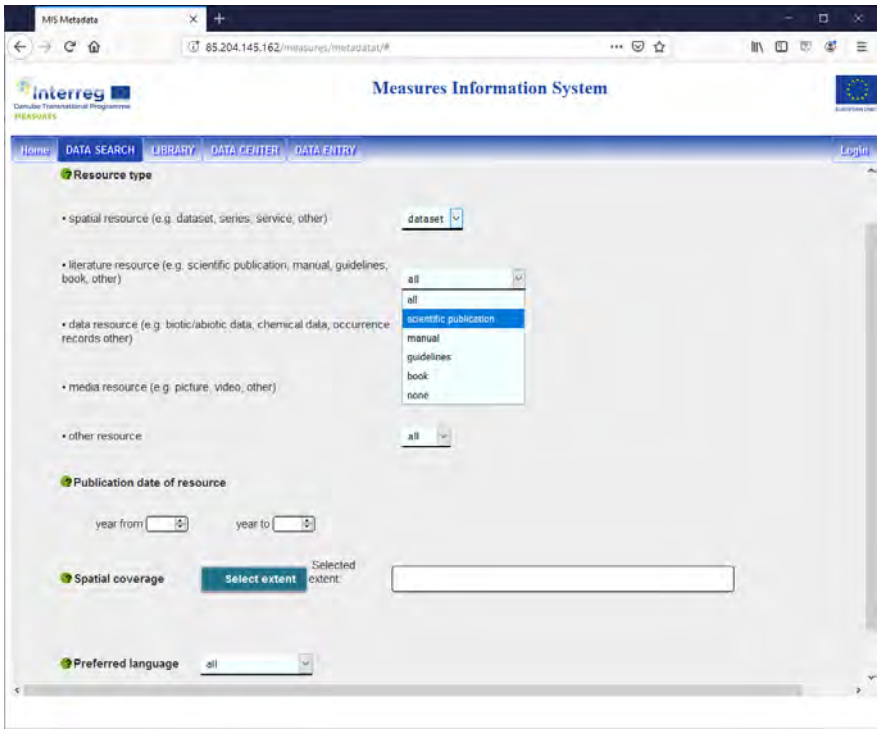

Figure 2: MIS data search page showing one of the available selection lists.

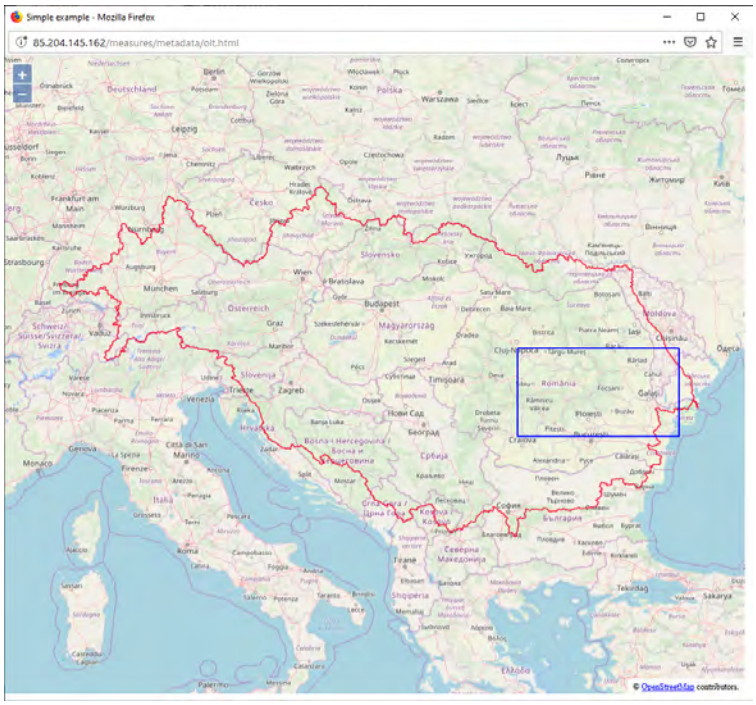

Figure 3: MIS data search page with the option to select the spatial coverage.

After defining the specifications, the metadatabase will be queried accordingly. To start the search, press the “Query metadata” button.

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As a result of the query a table will be displayed that shows all datasets that fulfil the query conditions. Those datasets for which you have access rights ("Access rights" in chapter "MIS data entry") are highlighted in blue.

Note: For users without login this means that only datasets with public access can be seen, further explored and downloaded. For datasets where the user does not have access rights only part of information is displayed and no download is allowed.

If you want to change your selection criteria, click on the "Show/change selection" button.

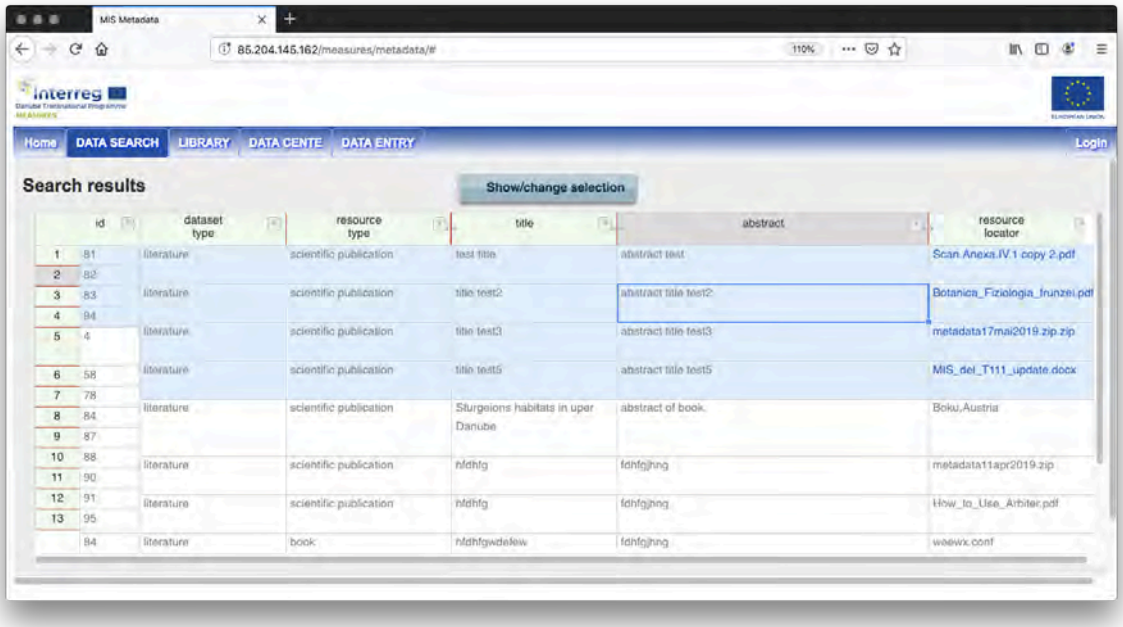

Figure 4: MIS result page after using the data search page.

If you want to adapt the result table according to your needs, you can select a cell and click the right mouse button. A context menu will open that allows the following:

- Hide column(s): allows to hide one or more column(s) of the table
- Show all columns: allows to display all columns again
- View record: allows to view a dataset in the metadata form
- Copy selected cell(s) to clipboard: allows to copy the selected cell(s) to the clipboard

MIS library page

The MIS library provides access to datasets in the MIS metadatabase that are related to publications, for example scientific publications, manuals, guidelines, books or other. It refers to information that is publicly available and with no restriction regarding access.

Initially the library page displays only predefined columns (resource type, title, author(s), abstract, resource locator). If you need more/other columns, it is possible to right-mouse-click in any cell and select “Show all columns”. For a more structured view of one library dataset (i.e. in the metadata form), you can select “View record” from the context menu.

Additionally, information in the table can be filtered by condition or by value. This can be done for each column. To do so click the little triangle in the column heading. The following options are available:

- filter condition: here you can define the condition for the filtering; the following options are available: none, empty, not empty, equal not equal, begins with, ends with, contains, does not contain
- filter by value: here you can enter a free text for a specific value
- checkbox selection of specific datasets: here you can directly select a specific dataset

Once you have defined all filter conditions, press the “OK” button and the filter options will be activated. If you decide otherwise, press “Cancel”.

If a publication is available in the MIS, a link is displayed in the “resource locator” column. You can recognise the link by the text displayed in blue colour. In this case you can download the publication by clicking the link. In other cases, the link leads to the original source of the publication (e.g. a website).

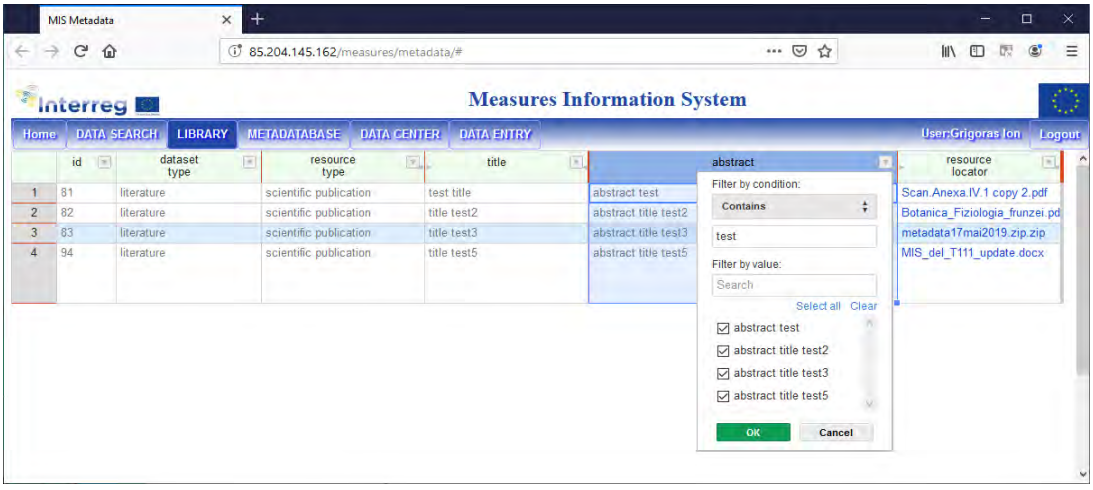

Figure 5: MIS library page including the filter options.

Additionally, it is possible to search for any data in the table by using the text field right of the magnifier icon. Datasets that comprise the search term will be marked in orange.

MIS metadatabase

"Metadata" are generally described as "data about data". The MIS metadatabase therefore serves to compile information about all available datasets related to migratory fish species in the Danube region in one place. The datasets include literature, spatial data, media data and others. The available metadata characterising the datasets include intellectual property rights, access options as well as keywords or other characteristic features.

If you are **not logged** in the MIS, the metadata page shows all publicly available datasets.

Initially the metadata page displays only predefined columns (resource type, title, author(s), abstract, resource locator). If you need more/other columns, it is possible to right-mouse-click in any cell and select "Show all columns". For a more structured view of one library dataset (i.e. in the metadata form), you can select "View record" from the context menu.

Additionally, information in the table can be filtered by condition or by value. This can be done for each column. To do so click the little triangle in the column heading. The following options are available:

- filter condition: here you can define the condition for the filtering; the following options are available: none, empty, not empty, equal not equal, begins with, ends with, contains, does not contain
- filter by value: here you can enter a free text for a specific value
- checkbox selection of specific datasets: here you can directly select a specific dataset

Once you have defined all filter conditions, press the "OK" button and the filter options will be activated. If you decide otherwise, press "Cancel".

If a resource is available in the MIS, a link is displayed in the "resource locator" column. You can recognise the link by the text displayed in blue colour. In this case you can go to the resource by clicking the link.

Additionally, it is possible to search for any data in the table by using the text field right of the magnifier-icon. Datasets that comprise the search term will be marked in orange.

If you **are logged in**, the MIS Metadatabase shows all datasets you have access to or which are owned by you. For the latter, the user has the rights to modify and delete them.

The metadata page is dived into two parts, the upper one showing a table of your own datasets, the lower one showing a table with datasets you have access to (Figure 6). To modify/delete a dataset in the "owned data" table, you can choose any cell from the dataset you want to modify, then right-mouse-click it and a context menu with the following options will be opened (Figure 7):

- Add metadata in db: This can be used to add a new dataset that has many similarities with an already existing dataset to the metadatabase (i.e. to copy and modify a dataset option). To do so click the "Add metadata in db" option of the dataset that should be copied. This will open the MIS metadata editor (Figure 8), where information can be

modified, adjusted and saved. After saving, the table will be updated with the newly created record.

- Modify metadata in db: This option allows to modify one of your already existing datasets in the MIS metadata editor that facilitates the modification of the record (Figure 8). After you have edited the record, you can save it and the table will be updated accordingly.
- Delete metadata from db: This option allows to delete an entire dataset from the metadatabase.
  Note: You need to be the owner of the dataset to edit/delete it.
- Hide column(s): allows to reduce the displayed columns.
- Show all columns: allows to display all columns again.
- Copy selected cell(s) to clipboard: allows to copy the content of a cell to the clipboard for further usage.

Additionally, it is possible to search for any data in the table by using the text field right of the magnifier-icon. Datasets that comprise the search term will be marked in orange.

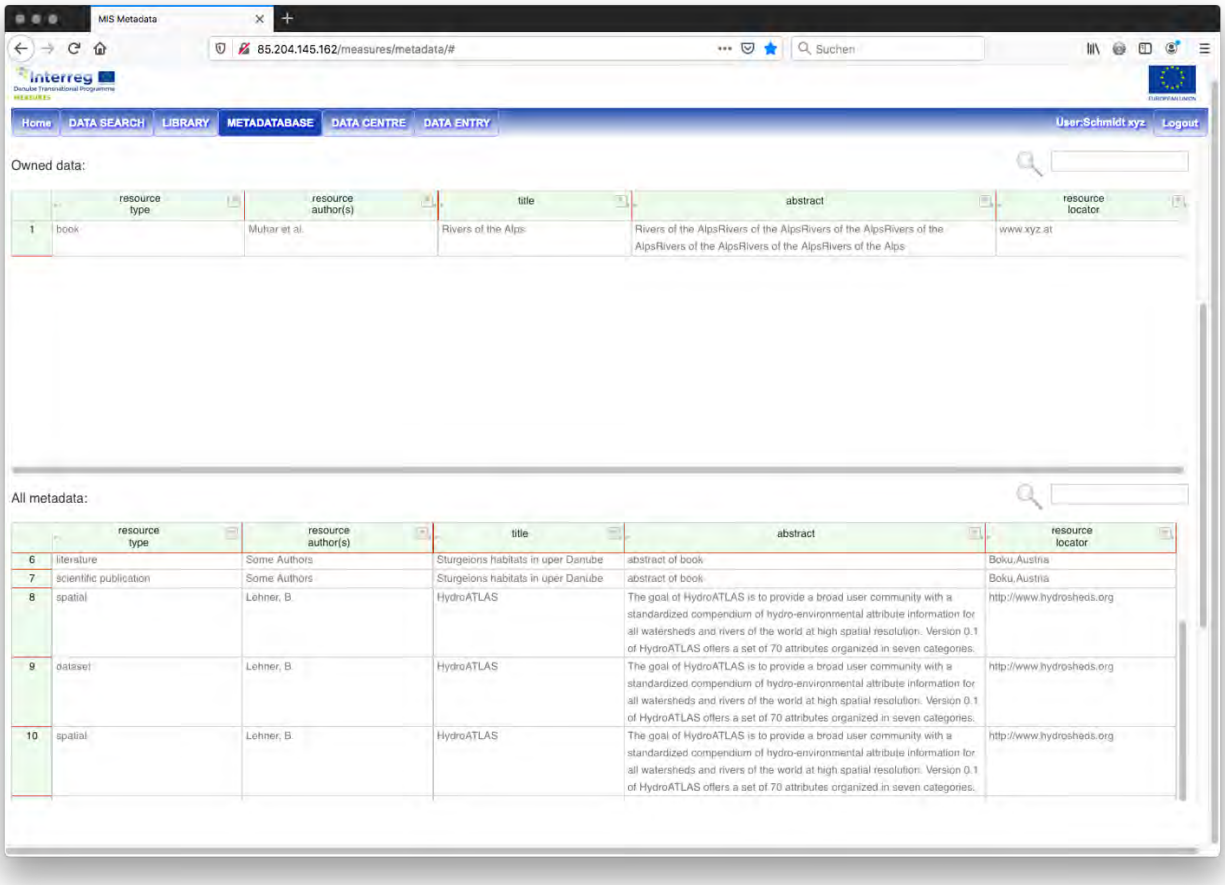

Figure 6: MIS metadata page showing the two tables for "owned data" and "all metadata".

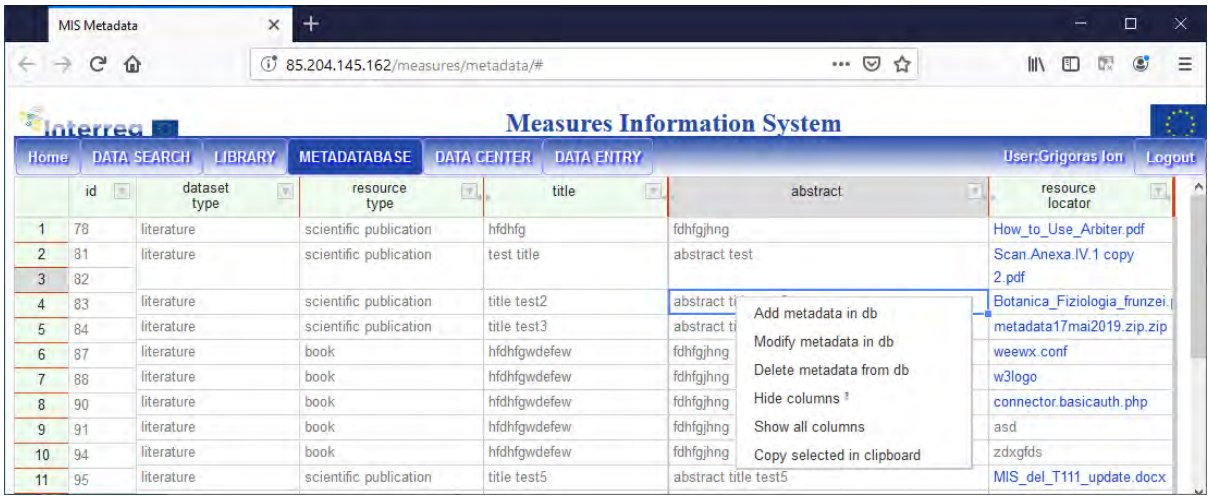

Figure 7: MIS metadata page with context menu options.

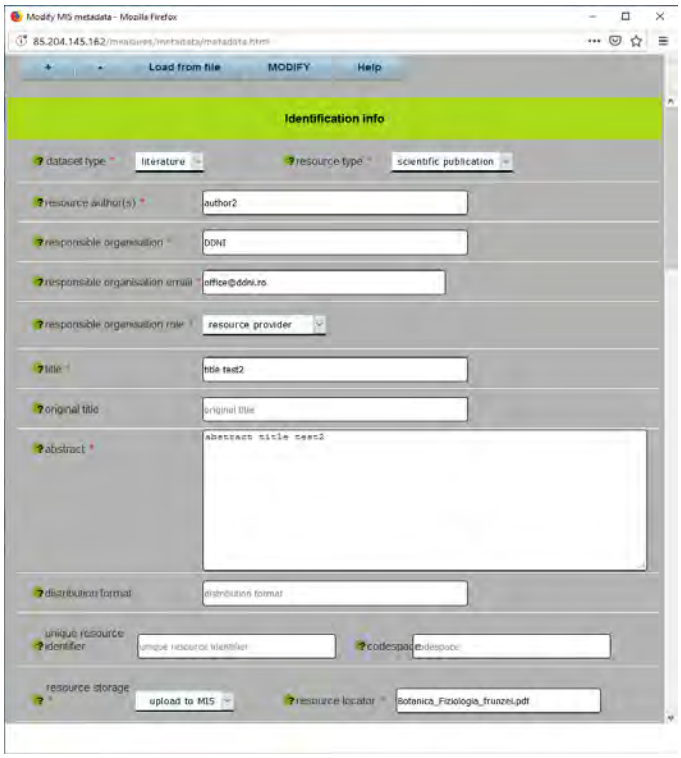

Figure 8: MIS metadata editor.

MIS data centre

The MIS data centre page showing spatial information from the MEASURES project, is currently only visible for logged in users.

The starting page of the MIS data centre shows the map of the Danube Basin. On the left there is a menu bar that offers different options to modify the base layer map as well as the display of fish

monitoring sites. Further, the borders of the project area can be displayed or hidden (tick the checkbox “Project area”).

Double-click on Base Map to get background map specifications that can be activated/deactivated by clicking the radio buttons:

- Simple OSM Map (Open Street Map)
- Satellite
- Roads
- Satellite with roads

Regarding fish monitoring the following additional layers can be selected.

- Danube basin
- Rivers
- Fish habitats

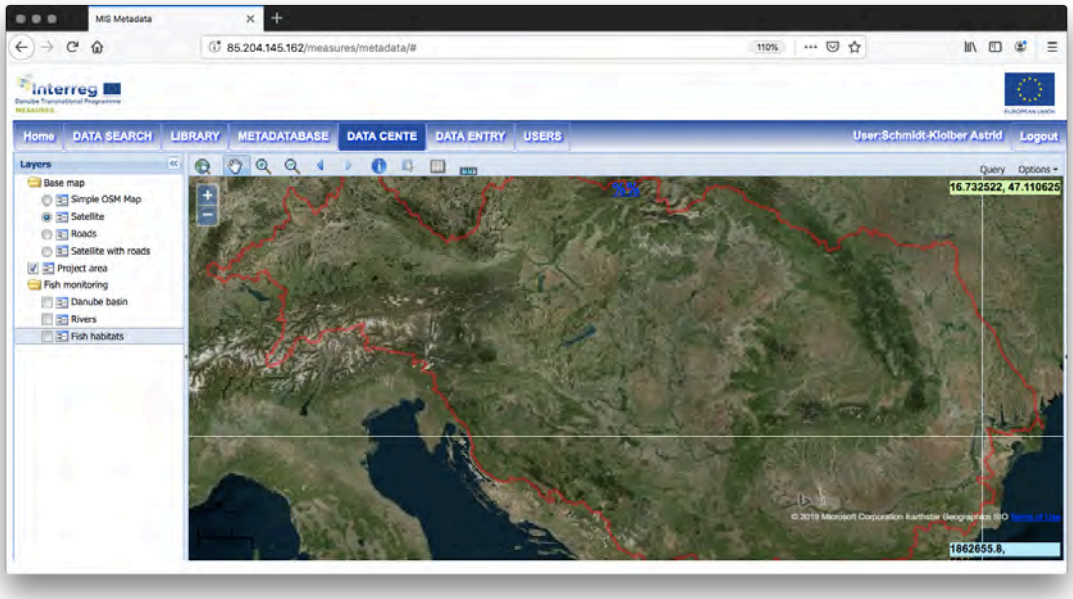

Figure 9: Starting page of the MIS data centre with the Danube Basin shown as satellite map. Options for the base layers on the left.

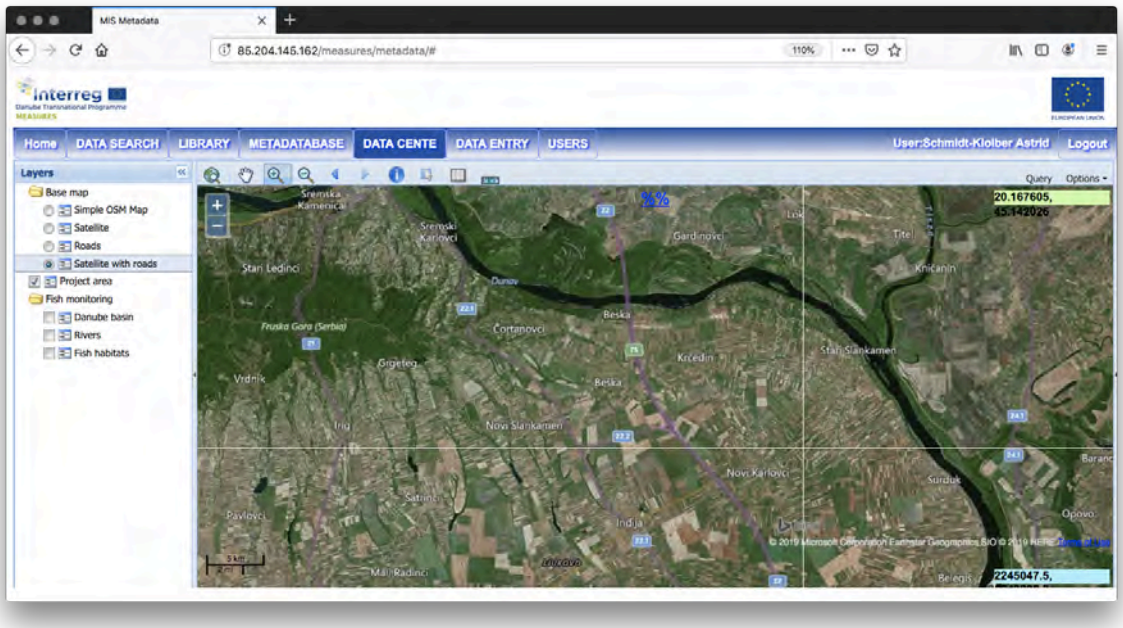

Figure 10: Zoomed-in map within the MIS data centre.

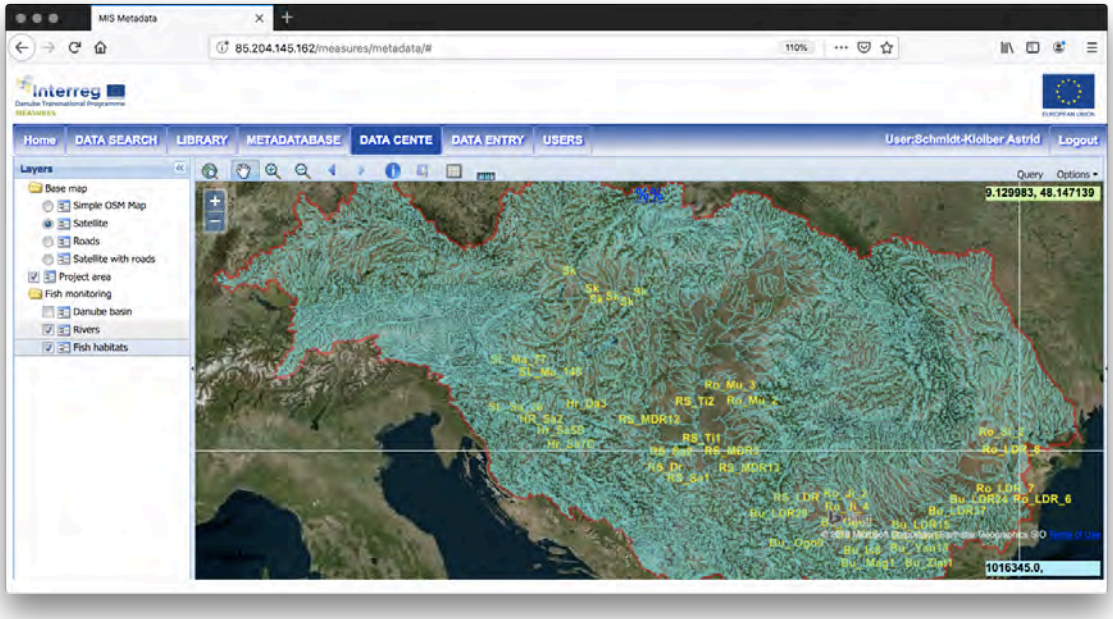

Figure 11: MIS data centre: base map with additional layers of rivers and fish habitats.

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The map interface includes a variety of options to explore the content of the map, indicated through icons on top of the map:

zoom to full extent of the map

navigate the map: keep the left mouse button pressed and drag the map

zoom into the selected area: click the left mouse button and draw a rectangle to select the area you want to zoom in

zoom out: click the left mouse button and draw a rectangle to zoom out

previous map - history display

next map - history display

information: works just for the selected layer and can be used by clicking on the map to see the value corresponding to the layer in that location

select the polygons: works just for the selected vector layer and can be used while holding the Shift key and drawing a rectangle to select the polygons of interest. The attribute table for selected polygons will be displayed (Figure 12). By double-clicking one table row the map will be zoomed to the corresponding polygon.

table display: works just for the selected vector layer and generates the attribute table (Figure 12) for the selected layer. By double-clicking one table row the map will be zoomed to the corresponding polygon. The attribute table can be sorted and fields can be displayed or hidden.

length measurement: a line to measure can be drawn on the map

The attribute table can be sorted by clicking on the small triangle in the heading. Further, columns can be displayed or hidden.

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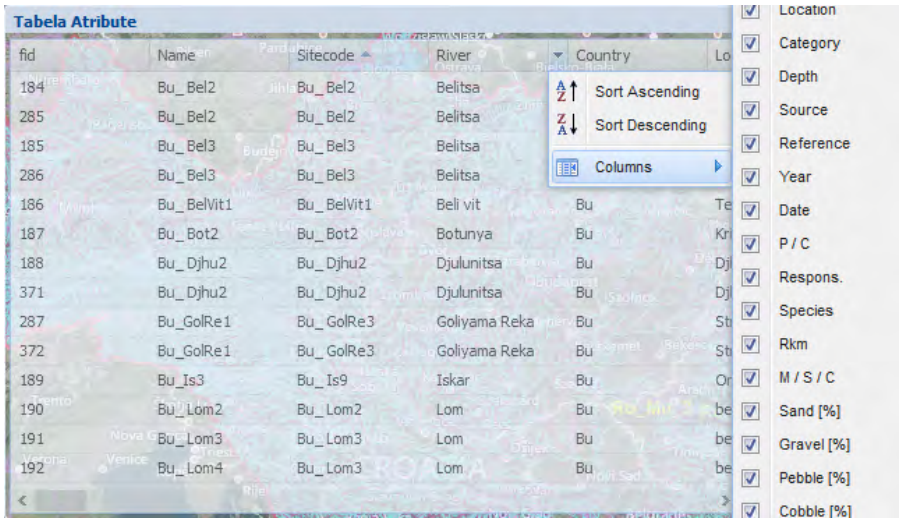

Figure 12: Data centre attribute table with sorting and display options.

Further there is a query-option available: This works just for the selected vector layer and generates a query form. Selection criteria can be defined and only those polygons will be selected from the attribute table that match the query criteria. Results are displayed in a table. By double-clicking one table row the map will be zoomed to the corresponding polygon.

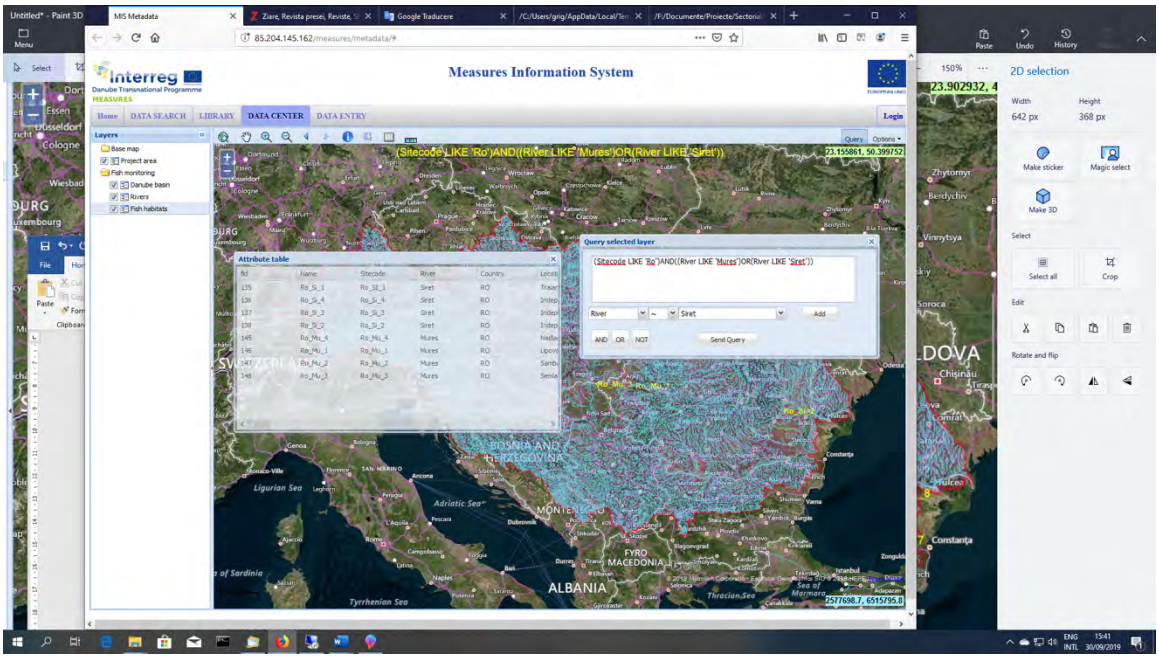

Figure 13: Data centre query option.

The option section offers two features:

- Help: This will open a window with the description of the web map application.
- Zoom to Lat Long: This offers the option to go to a specific GPS location. Just write GPS coordinates into the according fields, then click the “Zoom to map” button.

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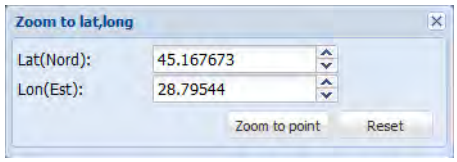

Figure 14: Data centre option to zoom to a specific loaction.

MIS data entry (MIS metadata editor)

The MIS data entry page is only visible for logged in users.

Information blocks

To easily enter dataset information, the data entry page (metadata editor) is organised in "information blocks" (Figure 15):

- identification information
- access rights
- temporal reference
- additional information for literature resources
- additional information for spatial resources
- MEASURES-specific information
- metadata provider for this resource (contact point)
- comments

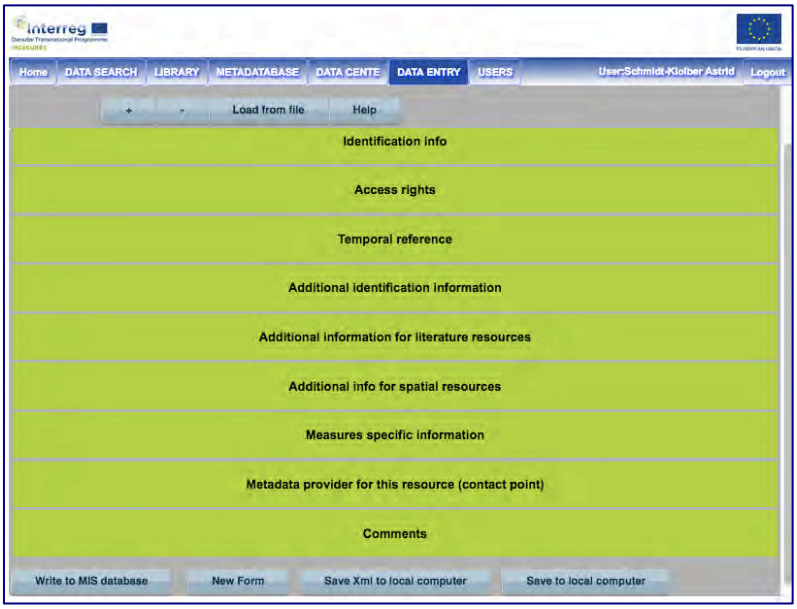

Figure 15: MIS metadata editor showing the different information blocks.

For quick access the details of the specific information blocks can be folded away using the "-" button and unfolded by using "+" button (Figure 15). Click on a specific headline to open the according section.

Note: Some of these sections will disappear depending on which "dataset type" you choose in the "identification information" section.

Each section has a number of fields to be filled. Each field has a label with the name of information requested. Explanations on which kind of information is needed, can be found by using the tooltips (Figure 16). To see the tooltip, move your mouse over the "?".

Mandatory fields are marked with a red asterisk. Fields that are automatically filled have a grey background.

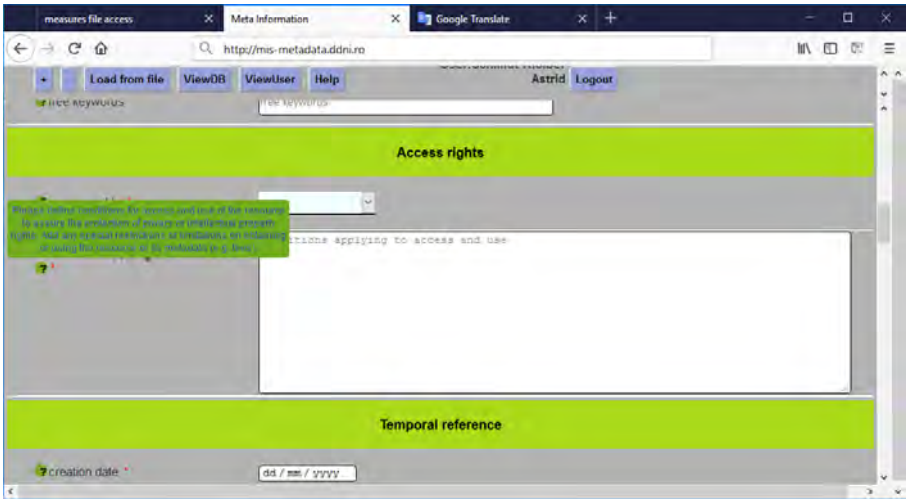

Figure 16: Data entry page showing the tooltip for the field "conditions applying to access and use".

Available field types

In the metadata editor there are several field types available (Figure 15):

- text field (e.g. "resource author(s)"): regular text limited to up to 256 characters
- text area (e.g. "abstract"): regular text limited to up to 10,000 characters
- selection list with light blue background (e.g. "resource type"): one value can be selected from the list
- multiple selection list (e.g. "topic category"): more than one value can be selected from the list; choose the first value from the selection list, then add the next by simply clicking into the list again; to delete a value, press "del" or "esc" or "back space" on your keyboard
- numeric field (e.g. "bounding coordinates"): numeric values are possible, limited in accordance with the field (e.g. North coordinate will allow only values between 0 and 90; West coordinate will allow values between 0 and 180)
- date field (e.g. "creation date"): a date can be selected from the date picker or entered in the format dd.mm.yyyy.

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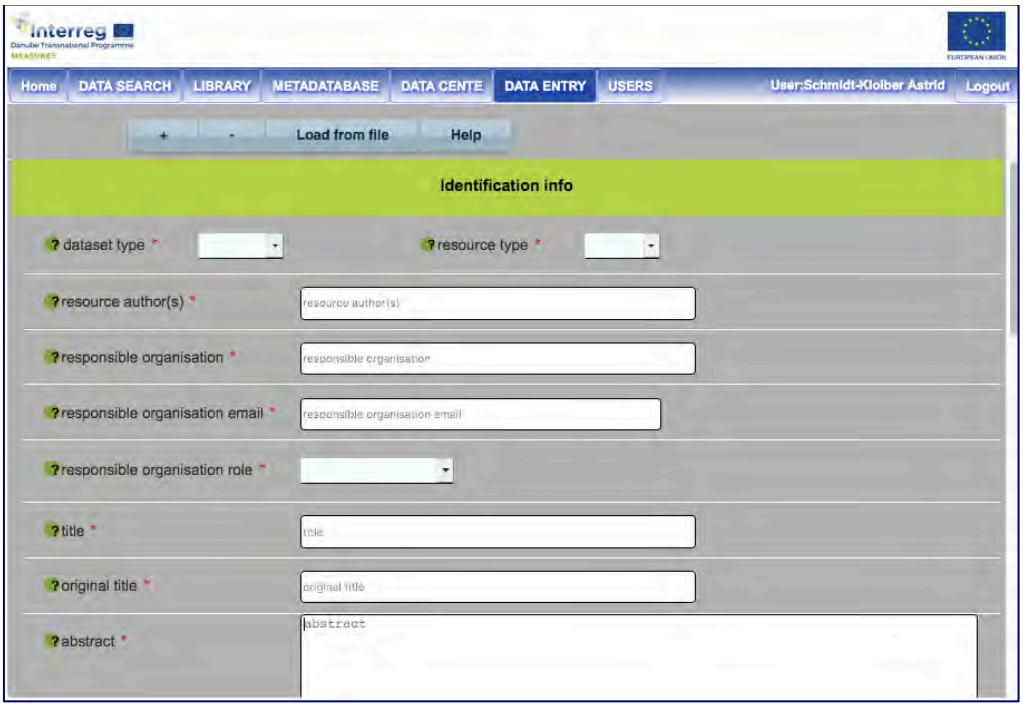

Figure 17: MIS metadata editor showing the different field types.

How to enter data into the metadata editor

Before you can enter data into the metadata editor, please create a login (see section "MIS login" below). Once you have registered, please make sure that you are logged in whenever you use the metadata editor.

Note: Information from the registration table will be used to auto-fill parts of the metadata (i.e. metadata provider for this resource, see Figure 18).

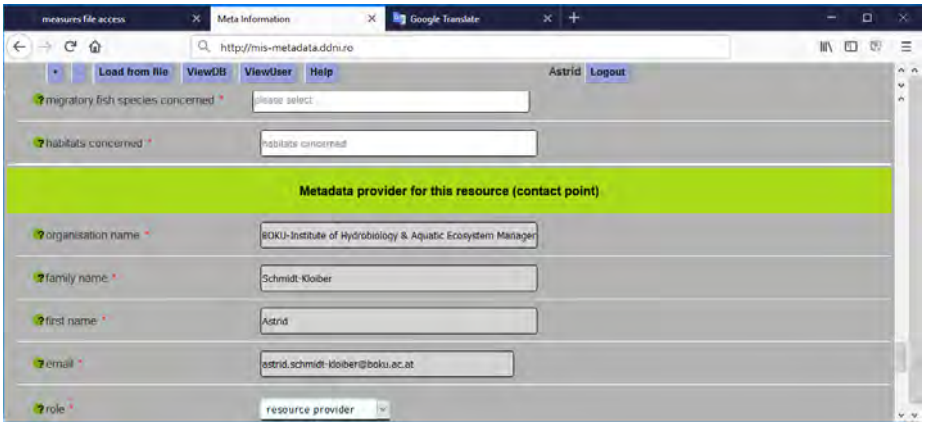

Figure 18: Data entry page showing user-specific data that are pre-filled after login.

To start editing metadata you first need to define the dataset type of your resource:

- spatial dataset: e.g. GIS file
- literature dataset: e.g. scientific publication, manual, guidelines, book, etc.
- data: e.g. table with occurrence data, chemical, biotic/abiotic data
- media: e.g. picture, video, etc.
- other

Please fill all mandatory fields of the metadata editor. In terms you cannot fill all the fields in one go, it is recommended to save your data to your local computer (see "Options of the metadata editor" below).

At the very end of the metadata editor you will find a "Comments" field (Figure 19). It is recommended to use this field to enter all relevant information concerning your dataset that should be shared with MIS users here.

Note: If you are not sure what to enter into a specific field, please move your mouse over the "?". If you still do not know what to enter contact the MIS helpline at *ask@boku.ac.at*.

Access rights

In the section "access rights" you define who and under which conditions a dataset is available in the MIS. The following fields need to be filled:

- access rights: please choose one of the listed Creative Common Licenses. For more information on the licenses see: https://creativecommons.org/licenses/ or https://en.wikipedia.org/wiki/Creative_Commons_license
- access type: please specify the availability of your dataset:
    - publicly: dataset will be visible/available to MEASURES partners and the public
    - MEASURES partners: dataset will only be visible/available to MEASURES partners
    - MESURES stakeholders: dataset will be visible/available to MEASURES partners and selected MEASURES stakeholders
    - private: dataset will dataset only be visible/available to dataset provider
- conditions applying to access and use: please specify any other/additional conditions for the use of this dataset (e.g. "dataset may only be used in scientific publications if the dataset author is offered co-authorhsip")

Note: Access type "private" is only meant for further editing of a dataset; after finalisation of the metadata entry a dataset should be allocated to one of the other categories in any case!

Options of the metadata editor

Data entered into the MIS metadata editor can either be saved to the local computer (for later completion) or can be uploaded to the MIS database (Figure 19):

The following options are available in the metadata editor at the very end of the form.

- Write to MIS database: will save the dataset in the MIS metadatabase
- New Form: will create a new empty form to enter a new dataset
- Save xml to local computer: will save the dataset as xml on your local computer
- Save to local computer: will save the dataset as txt on your local computer

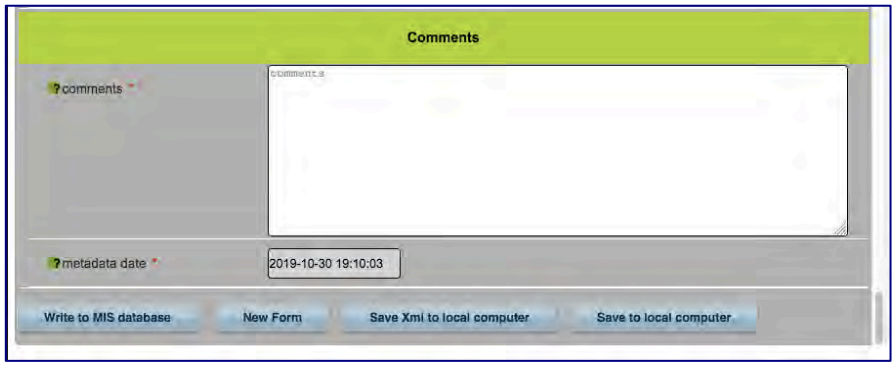

Figure 19: Options within the metadata editor at the very end of the form.

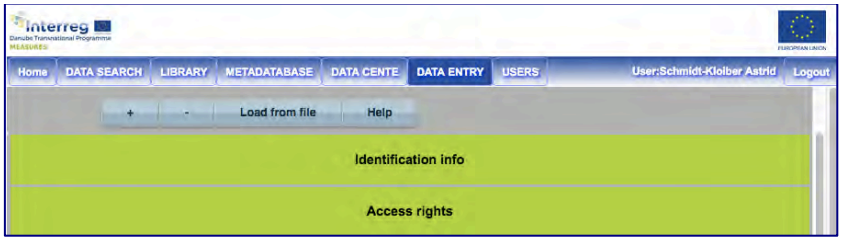

Figure 20: Options within the metadata editor at the top of the form.

At the top of the metadata editor form the following options are available (Figure 20):

- +: will fold out all fields of the different information blocks
- -: will fold away all fields of the different information blocks for quick access and better overview
- Load from file: will load data previously saved to your local computer into the metadata editor form to further edit them
- Help: will open the MIS manual

MIS login

To enter dataset information into the MIS database or to explore the data centre a login is required. Before the first login a registration is necessary. Both login and registration can be found on the top right of the MIS webpage.

For registration the following details are required: user info, organisation info and contact.

Figure 21: Login window.

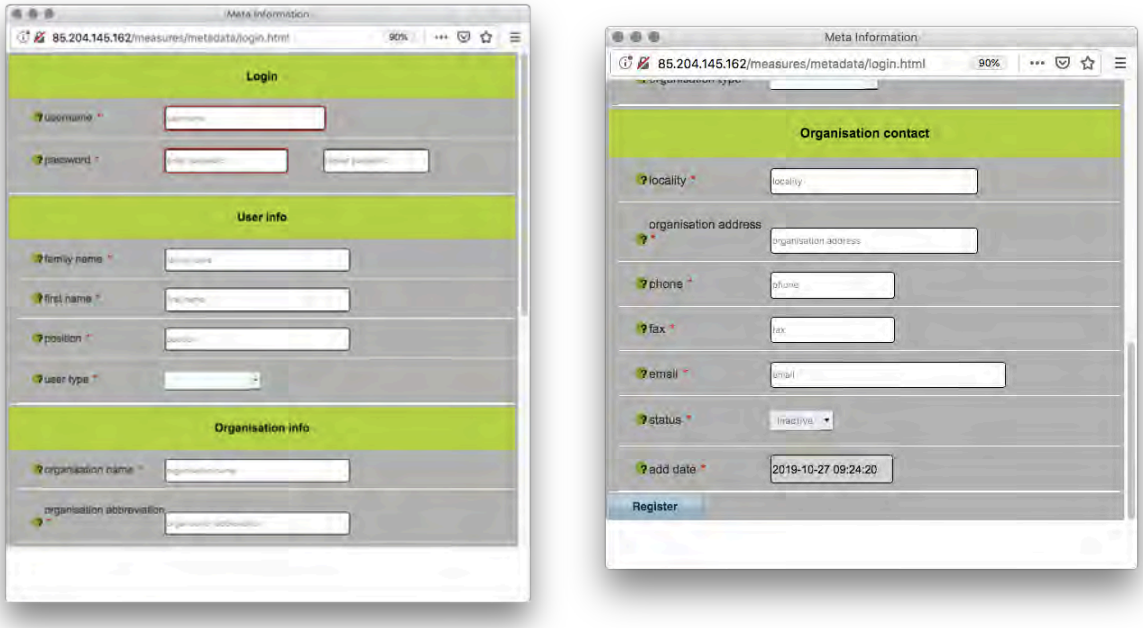

Figure 22: Registration window.

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MEASURES Information System Frequently Asked Questions

Version 4 – 30/04/2020

Project co-funded by European Union funds (ERDF, IPA)

These Frequently Asked Questions were compiled by Astrid Schmidt-Kloiber (BOKU).

Data entry notes

We would highly appreciate any feedback (including feedback on the design). If you encounter troubles, please always give a description of what you did before the troubles occurred and always let us know which browser you are using.

Please note that there are "?" buttons available for each field in the MIS, which give you information about what (and how) to enter in the specific fields.

Please do not forget to fill the field "MIS area of interest". This is needed for the MIS data search tool.

Regarding resources that contribute to GIS maps

Please enter in the "comments"-field at the end of the data entry form a statement to which map this data resource contributed, e.g. "This report was used to create the habitat map of sterlets of Romania."

Frequently Asked Questions

Is "write to MIS database" only possible when all red marked fields have been filled?

Yes.

How do I get back to "literature" once I have clicked on "other" for "dataset type"?

Click into the field "dataset type" and then press Enter, then the selection list should be back.

If I enter a literature resource, which "temporal reference" field should be filled?

For literature resources please always fill the field "publication date" and just enter a year. Note that only one of the "temporal reference" fields needs to be filled.

What if the abstract of my literature resource is not in English?

If the abstract is not in English, please provide a short summary of the resource in English. A few sentences might be enough to let MIS users understand what the resource is about. Same applies for the title and the keywords.

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Can I upload any scientific publication as pdf?

Please note that we are only allowed to officially distribute journal articles that were published open access. If you are not sure if a paper is open access or not, then it is better to just provide the link to the article on the journal's website. In this case you could add into the comments field: "If you have troubles to get this paper, please contact the resource provider for help". This means interested persons would contact you and directly ask you for the paper.

What shall I do if I want to enter a book, which is neither online available nor as pdf?

Please in this case, add a link to the publisher, where the book can be bought. If it is not possible to buy the book at all, please write into the field "resource locator": "This book is not digitally available" or "This book is not available any more." If you own this book, you can add a in the comments field: "Note: this book is part of the library of the resource provider" so that interested persons can contact you.

How do I enter management plans, manuals, reports and the like correctly?

It is relevant that we have management plans, manuals and the like available in the MIS. Please fill the specific fields as follows:

- for "date": just select the publication year
- for "journal title": write "unpublished report" or "[name of project] project report" or "[name of institution that wrote the report] report"
- for "issue": write "1"
- for "page numbers": enter the number of pages.

How do I enter policy plans, strategies etc., which do not have a responsible organisation, e-mail or abstract?

For policy plans etc. enter the authority/agency releasing the directive as "author". This can be repeated for "responsible organisation". If there is no general email available, write "no email available" in the field. In the "abstract" field enter a few sentences what the directive is about.

Which strategies, policies and management plans should I upload?

Please upload those which are considered in your analysis and others which are in force (no old or outdated ones). Additionally, you can use the "comments"-field to provide further information.

Can I also enter historical data into the MIS?

Yes, that would be highly appreciated. Please note: historic datasets may not have an organisation or email. Please enter “not available” in these fields and enter in the abstract or comments field that this is a historic copy.

Can I also enter newspaper articles or the like into the MIS?

Yes, that would be highly appreciated. If you do so, please choose “literature” as dataset type and “other” as resource type. Then enter either in the abstract or in the comments field that the resource is a newspaper article (or the like).

How to handle the upload of data, where I do not have the right to provide the data source (pdf of a publication etc.)?

In this case, please write “upload not allowed” into the field “resource locator”. VERY IMPORTANT: Please write that the resource can be requested from you personally into the “comments”-field at the end of the data entry form.

Can I also upload videos/movies?

Upload of videos is possible, but the video needs to be saved as a zip-file. Please note that the size should not exceed 200 MB.

What shall I do with spatial data, i.e. maps?

All data will be collected by the respective WP leader and then commonly displayed in the MIS data Centre. Upload is handled by DDNI (Ion Grigoras).

If I enter a resource of a tributary, shall I enter the coordinate bounding box of the entire catchment or the one of the tributaries?

Please always draw the bounding box as precise as possible; in this case please enter the bounding coordinates of the tributary.

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If I enter a resource that was later on used to establish one of the GIS maps (e.g. migratory fish species habitats), how can I make the connection to the map?

For now there is no automatic linking possible: in this case, please enter in the “comments”-field at the end of the data entry form a statement to which map this data resource contributed. For example: “This report was used to create the habitat map of sterlets of Romania.”

Can I upload more than one file belonging to a resource at a time?

For the moment this can be done, putting the files into one zip-archive. Another solution (selecting more than one file) will be implemented soon.

What if I have doubts about a certain data resource?

If you think the resource it not reliable at all, then please do not upload it on the MIS. If you think parts of the resource are doubtful, please use the “comments”-field (at the end of the data entry form) and enter your comments and information.

What can I do if I lost my password?

Contact Astrid Schmidt-Kloiber at ask@boku.ac.at

I am a stakeholder, can I register and see maps?

Stakeholders are allowed to register, but will only see data that have the access level “stakeholder” or “stakeholder and partners” or “public”. They cannot enter the Data Centre for now.

I am a stakeholder, can I also enter relevant information into the MIS?

Yes, this would be very much appreciated. Please register yourself, download the manual and start entering data. Thank you!

What do certain metadata fields mean?

- *distribution format*: If you upload a data source to the MIS, then it is in a specific format, e.g. pdf, doc, zip etc. Please enter this information. If you are providing a link where the user can download the data source, then just enter "link to website".
- *unique resource identifier*: This is a code that uniquely identifies the specific data source you are just entering into the MIS within all your data sources that you will provide. So, for WWF Bulgaria, this code could be WWF_BG_01, WWF_BG_02, WWF_BG_03 or the like.

- *codespace*: This is the identifier or abbreviation of the person or institution that enters all the data sources for one MEASURES partner. E.g. for all the WWF Bulgaria data, this could be MK (abbreviation of the person) or WWF_BG (abbreviation of the institution).
- access rights: This defines under which circumstances the dataset can be shared: please follow the links given in the MIS to see what the abbreviations mean.

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