

Protocol to upload products on CMA2 platform

CMA2 platform has the capability to receive several types of products as documents, static maps and external information sources link. Each product must be uploaded for register user (username and password) y to this must follow the protocol to upload, in order to guarantee its relevance and quality.

Documents

The documents are uploaded from catalogue, following the route on main menu Catalogue / Documents <http://www.caribbeanmarineatlas.net/documents/?limit=100&offset=0>

1. Document selection criteria

Editing requirements:

- Document published with references complete (Author, year, title complete, editor)
- Document en process or *in press* with references complete.

Content requirements:

- Documents associated to cartography (layers and maps) on CMA2 platform
- Documents that present marine and coastal scientific research data at local, national and regional scales, including marine space transboundary
- Policy documents / legal / strategies which represent national frame
- Analytical and diagnostic documents at national level / informs produced by national and international entities.
- Document reports published in national editions and/or internationals referenced
- National statistics documents
- Cartographic information referenced with publishing sources / project / inform
- Themes. Every document to upload must be related to any of 13 thematic categories defined to CMA2 platform (see Annex 1).

Format requirements:

- The catalogue tool to upload documents receive office software and image formats known: .doc, .docx, .gif, .jpg, .jpeg, .ods, .odt, .odp, .pdf, .png, .ppt, .rar, .sld, .tif, .txt, .xls, .xlsx, .xml, .zip .gz
- In case of the document is already on web, is possible to include only the download link, without upload the document again.

2. Permissions

Fulfill the **Title** and select the **File** (if upload) or include URL (if only select the download link)

- On permissions, selection (lateral bar) in **¿Who can view it?** Must leave “without” select **Anyone** option and for **The following groups:** select **Products-TEAM**. This let us apply

control of documents in this phase of beginning of uploading process into the platform (quality control)

- In **Who can download it?** select **Anyone**
- In **Who can change metadata for it?** without selection
- And for **Who can manage it?** without selection and select in **The following groups: Products-TEAM** option.

Each user that upload a document, once finish, must inform to **Products-TEAM** to apply quality control established.

We recommend uploading documents when the user has a set of documents or products, in order to optimize the quality control sessions.

3. Metadata

- Metadata formulary must be fulfilled at least on the minimum fields established s (see Annex 2).
- Every document to upload must be related with any of 13 thematic categories defines for CMA2 platform (see Annex 1).
- Is very important to include key words in two languages (English and Spanish).

4. Publishing

Once uploaded the document or the url link including with platform permissions, it would be revised by **Products-TEAM** to later release and make it visible to the public.

Statics maps

Statics maps will be uploaded from main menu following the route Maps / CMA2 / Statics <http://atlas.caribbeanmarineatlas.net/staticmaps>

1. Selection criteria

- **Cartographic material** georeferenced with publishing source / Project / report
- Themes. Every document to upload must be related with any of 13 thematic categories defines for CMA2 platform (see Annex 1).

Format requirements:

- The tool for upload static maps receive .doc, .docx, .gif, .jpg, .jpeg, .ods, .odt, .odp, .pdf, .png, .ppt, .rar, .sld, .tif, .txt, .xls, .xlsx, .xml, .zip .gz (**is desirable for this section use only PDF, JPG or PNG format**)
- In case of the map is already published on web, is possible to include it only as a download link without upload the map directly.

2. Metadata

- Metadata formulary must be fulfilled at least on the minimum fields established (see Annex 2).

- Every static map to upload must be related with any of 13 thematic categories defined for CMA2 platform (see Annex 1).
- It is very important to include key words in two languages (English and Spanish).

3. Publishing

The static maps on platform will be reviewed by **Products-TEAM** and then will be released and made visible to the public.

Extern information sources (links)

The information sources could be downloaded from main menu Catalogue / Sources following <http://www.caribbeanmarineatlas.net/products>

1. Selection criteria links

Contents requirements:

The links could be to products, to spatial and non-spatial information like:

- *Portal web* with a set of thematic information of CMA2 project interest, like OBIS (<http://www.iobis.org/>).
- *Atlas* with relevant information, in example, the Ecological Marine Units portal (<http://www.esri.com/ecological-marine-units>)
- *Data portals* with relevant information for regional indicators report, in example, World bank data portal (<http://data.worldbank.org/>)
- Every link to upload must be included in any of 13 thematic categories defined for CMA2 platform (see Annex 1).

2. Link attach

Once identified the link to attach, the user must send to tool administrator (leonardo.arias@invemar.org.co), the information to attach. The feeding to this tool has a restriction access, only the project coordination could realize it.

3. Publishing

The links included on platform will be reviewed by the technical coordination before to final publishing. The information will be accessible following the link or as a layer or map on the Atlas.

Layers and raster

Layers corresponds to information in a cartography vector format, either base or thematic cartography which are uploaded from main menu Layers / CMA2 following <http://www.caribbeanmarineatlas.net/layers/?limit=100&offset=0>

1. Selection criteria for layers or raster

The layers to upload must accomplish the following requirements to be accepted on platform.

Vector quality requirements

- Vectors with cartographic information without topological errors.
- Vectors or raster must have coordination system defined as :
 - GCS_WGS_1984
 - WKID: 4326 Authority: EPSG
 - Angular Unit: Degree (0,0174532925199433)
 - Prime Meridian: Greenwich (0,0)
 - Datum: D_WGS_1984
 - Spheroid: WGS_1984
 - Semimajor Axis: 6378137,0
 - Semiminor Axis: 6356752,314245179
 - Inverse Flattening: 298,257223563
- Attribute table without inconsistencies in text.

Content requirements:

- Any theme of vector or raster related to base or thematic cartography of a country or Caribbean could be of interest to show on CMA2 platform, as long as the theme is included in any of 13 thematic categories defined on CMA2 (see Annex 1).

Format requirement:

- The tool of CMA2 platform to upload layers or raster receive vector format as *shapefile* or *Esri* format, for vector and *Geotiff* for raster.

2. File name

According to the type of file or service to upload, must apply nomenclature for file name, which look for indicate consistent and clearly the country, theme and scale. The files must be named as follow.

- Base cartography vectors which are important and necessities to generate base maps or are base for thematic maps. The files should be named as:

BV_<COUNTRY, CARIBBEAN, GLOBAL>_<layer name>_<year>_<scale>

BV: Basic vector

Example: BV_CARIBBEAN_Cities and villages_2005_500000

- Thematic vectors should be named as

TV_<COUNTRY, CARIBBEAN, GLOBAL>_<layer name>_<year>_<scale>

TV: Thematic vector

Example: TM_COLOMBIA_Hard bottom of calcareous algues_2009_100000

- Raster with base information should be named as:

BR_<COUNTRY, CARIBBEAN, GLOBAL>_<raster name>_<year>_<resolution>

BR: Basic raster

Example: BR_CARIBBEAN_Shadow model_2002

- Raster with thematic information should be named as:

TR_<COUNTRY, CARIBBEAN, GLOBAL>_<raster name>_<year>_<resolution>

TR: Thematic raster

Example: TM_COLOMBIA_Sea Surface temperature_2009_100000

- Base vector from remote service, should be named as:

BMRS_<COUNTRY, CARIBBEAN, GLOBAL>_<layer name>_<year>_<scale>

BMRS: Basic mapping remote service

Example: BMRS_GLOBAL_NatGeo World Map

- Thematic vector from remote Service should be named as:

TMRS_<COUNTRY, CARIBBEAN, GLOBAL >_<layer name>_<year>_<scale>

TMRS: Thematic mapping remote service

Example: TMRS_GLOBAL_Earthquakes estimate of the MMI (Modified Mercalli Intensity)

- Raster with base information from a remote Service should be named as:

BRRS_< COUNTRY, CARIBBEAN, GLOBAL >_< raster name>_<year>_<resolution>

BRRS: Basic raster remote service

Example: BRRS_CAIBBEAN_Bathymetry (m)

- Raster with thematic information from a remote Service should be named as:

TRRS_< COUNTRY, CARIBBEAN, GLOBAL >_<raster name>_<year>_<resolution>

TRRS: Thematic raster remote service

Example: TRRS_GLOBAL_Cyclone Wind 1000 years return period (km/h)

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2. Metadata

- Metadata formulary must be fulfilled at least on the minimum fields established (see Annex 2).
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- Is very important include key words in two languages (English and Spanish).

Every layer or raster must include a “DISCLAIMER” which must insert on “Other restrictions” field. The text is:

“ Due caution is required in the interpretation of the results derived from CMA2. Users must recognize that the analysis and interpretation of data require knowledge and expertise about marine biodiversity (including ecosystems and taxonomy) and other thematic topics included in this atlas. Users should be aware of the spatial scale of the layer

that you are using to prevent its use in analysis involving more precision or definition. Users should check their results to avoid possible mistakes in interpretation”

3. Publishing

Layers and rasters uploaded on platform will be reviewed by **Products-TEAM** will be release and make it visible to the public.

Annex 1

Thematic defined for the information platform of Caribbean Marine Atlas phase 2- CMA2.

		Theme categories CMA2 platform	Sub-category	Key words (METADATA)	Domain code (ISO category)
Biota	1	Habitats & <u>Eco-systems</u>	Ecosystems	Beach, Mangrove, Coral reef, Cliff zones, Seagrass, Wetland, Sedimentary bottom, Hard bottom, Habitat, Ecological unit, Large marine ecosystems, SDG14.2, SDG15	2
	2	Species	Species	Species, Invasive, Threatened, Richness, Abundance, Biodiversity, Sea turtles, Shark, Cetacean, Sea invertebrates, Fish, Mollusk, Bivalve, Gastropod, Cephalopod, Octopus, Queen conch, Lyon fish, Lobster, Shrimps, Ground fish	2
	3	<u>Fisheries</u>	Fisheries	Catch, Total catch, Artisanal fishery, Industrial fishery, Fisherman, Fishing areas, SDG14.4, SDG14.6, SDG14.B	5
	4	Conservation	Conservation	Protected area, Conservation object, Marine protected area, Ramsar site, Biosphere reserve, National Park, Sanctuary, Priority areas for conservation, SDG14.5	7
Physical	5	Bathymetry	Bathymetry	Bathymetry, sounds, isobaths	6
	6	Natural hazards	Natural hazards	Hazard, Natural hazards, Deforestation, Coastal erosion, Landslide, Flooding, Tsunami, Tropical storm, Early warning, SDG3, SDG11	8
			Climate change	Vulnerability, Adaptation, Mitigation, Global warming, Greenhouse gases, biofuels, Climate viability, Sea level rise, Mean sea level, SDG13	4
	7	Oceanography & Clime	Climatology / Oceanography / Meteorology / Atmosphere	Sea surface temperature, Wave, Wind direction, Wind velocity, Tide, Range tidal, Precipitation	4
	8	Geology /Geomorphology	Geology /Geomorphology	Soil, Unit geological, Unit geoform	8
	9	<u>Pollution/water quality</u>	Pollution	Station monitoring, Waste storage, network monitoring, SDG6, SDG14.1, SDG14.3	7
Anthropic	10	Planning / Cadastral	Planning / Cadastral	Land use, Zoning, SDG14.7	15
	11	Socio-economics	Society	Population, Indigenous territory, Demographic data, SDG1, SDG2, SDG3, SDG4, SDG5, SDG6, SDG7, SGD16	16
			Economy	Economic activities, Green economy, Blue economy, Commercial activities, Tourism, Ecotourism, Commercial hunting, Subsistence hunting, Oil exploration, Oil exploitation, Gas exploration, Gas exploitation, Mineral exploration, Mineral Exploitation, SDG2, SDG8, SGD9, SDG12	5
			Transportation	Shipping routes, Nautical chart, SDG11	18
	12	<u>Governance</u>	Governance	Convention, Authority, Commitment, Integrated coastal zone management, Marine spatial planning, Environmental management plan, Environmental impact assessment, SDG10, SGD16, SDG17	15
13	Indicator	Indicator	Ocean Health Index-OHI, SDG-Sustainable Development Goal		

Annex 2

Minimum fields to fulfill on metadata formulary for CMA2 products. Yellow and orange are mandatory fields.

Title	
Date	
Date type	Creation, publication, revision
Edition	
Abstract	Narrative abstract about layer content
Purpose	Overview of intentions of layer generation
Update frequency	
Regions	Global, continent, region, country
Restrictions	
Other restrictions	
License	
Language	
Type of spatial representation	Vector (shapefile), data (services)
Temporal extent start	
Temporal extent end	
Additional information	
distribution URL	By default
Distribution description	
Data quality	
Thumbnail URL	By default
Keywords	
Category	