Guidance

Submitting Darwin Plus data with metadata for archiving

Purpose
This guidance document is intended to clarify the data and metadata standards for Darwin Plus data in the relevant call Project Guidance, which should be in place prior to submission for archiving. This guidance relates to all data outputs from your project which must be submitted to the dedicated postal address or electronic site, as stated in the Darwin Plus terms and conditions. Both the postal and electronic addresses are managed by the Joint Nature Conservation Committee (JNCC). A comprehensive metadata record must also be submitted via this route. Please note that the final project report should be sent directly to the LTS Manager.

Data standards
There are no specific data standards applicable to the data outputs, however all outputs should be checked for completeness and accuracy before submission.

Metadata standards
A comprehensive metadata record must accompany each data output in the supplied MS Excel Metadata Template. Metadata is essential for others to find your data output once it has been published or archived. Metadata literally means data about the data.

The metadata standard which has been provided for use is a simplified version of the standard ISO 19115 format with a small number of additional fields (see spreadsheet 'DarwinPlus_MetadataTemplate.xlsx'). The metadata record must contain information under all fields; this is the minimum amount of information which can be accepted.

Data validation
Once received, JNCC will run validation checks on the data and metadata including:

1. Corruption check on the data
2. Metadata schema validation

JNCC will not Quality Assure the data or metadata; this remains the responsibility of the Project Leader.

Publishing
Once the data submission has been validated, JNCC will archive the data on the UK Government website https://data.gov.uk/ under the Creative Commons licence "CC-BY".
Where access limitations have been specified, the maximum amount of data possible will made available under CC-BY. Where the data has not already been published elsewhere, this process will also serve to publish the data.

Further information and advice

The metadata spreadsheet is to be sent electronically to darwinplusdata@jnccc.gov.uk.
Also specify how the data will be sent and expected arrival date at JNCC:
Data sent via mail courier should be addressed to:
Darwin Plus Data Submission, JNCC, Monkstone House, City Road, Peterborough, PE1 1JY United Kingdom.
For data stored online ensure the url link and any expiry date or password for download are provided. If the data is made publicly available under any licence, provide the url.
For further information or advice on managing your data or submission for publication, please contact the LTS Contract Administrator.