



INSTITUTE OF MARINE AFFAIRS

BID-GBIF - Researchers Meeting on Metadata Standards

Meeting Summary

Date: 14th March, 2022

Present: Core Team: Dr Anjani Ganase (AG), Mr. Paul Nelson (PN), Ms. Nikia Gooding (NG), Ms. Cherisse Persad (CP), Ms. Alana Jute (AJ), Mr. Lester Doodnath (LD)

Participants: Ms. Rosemarie Kishore (RK), Dr Farahnaz Solomon (FS), Mr. Attish Kanhai (AK), Mr. Sheldon Ramoutar (SR), Mr. Christopher Alexis (CA), Mr. Aaron Mohammed (AM), Ms. Aleisha Dennie (AD), Ms. Waynelle John (WJ), Mr. Jonathan Gomez (JG), Ms. Wendy Nelson (WN).

Note: Meeting with Dr Rahanna Juman (RJ), Director (Ag.) occurred on 17th March, 2022

Agenda

- Update on the BID-GBIF Project
- Intro to the Darwin Core Standards
- Demonstration of the data forms for entering their metadata
- Scheduling the times when they can start the process

Link to presentation:

https://docs.google.com/presentation/d/1uSfBObOUfdES5_uCwBaYRFjgp7I6YMrN/edit?usp=sharing&oid=100243098491635403562&rtpof=true&sd=true

Summary of Points:

A general update of the activities to date was given by the core team to the IMA research and technical staff, including the BID capacity training and the data standardization of biodiversity data. A presentation on Darwin Core Standards and how DwC will be used for IMA's biodiversity data was given. Following the presentation of standards, much of the conversation among the staff was centred on clarifying the different headings of the data catalogues using IMA data. There was also a other data standards existing for biodiversity and other data types, such as environmental data. Some researchers suggested other additional historical species lists that were done for specific projects and hired consultancies that needed to be included into the database. Researchers and technicians were then asked to allocate time for one-on-one demonstration on how to convert their biodiversity data using the existing template with the Data Curator in the next three months. Further discussions with the Director, revealed the need to include the data standardization process into the data policy and annual workplan of the IMA.





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APPENDIX 1. Meeting minutes with research staff and technicians.

AG	Recap and update of the BID-GBIF Project activities and timeline The tender procurement process to build the Marine Biodiversity Hub (MBH) This meeting will focus on the metadata standards which is a very important activity which has been discussed with managers about including it as a KPI. The team is committed to working with the researchers to make the process go as smoothly as possible. The Physio-chemical parameters that OCP and EQP has will need some further discussion.
AJ	Gave a brief summary on the training that she and CP have received since 2020.
CP	Gave an Intro to GBIF and explained the Darwin Core Standards and how DwC will be used for their data. Explaining the cataloging process Standardizing the existing metadata Compare the metadata sheets
CP	Asked researchers if they already have standards?
CA	Stated that OCP will help in the best way that they can
AG	Asked Sheldon and Wendy if they have specific standards?
WN	Stated that she is fine with meeting up to discuss further.
SR	Stated that he is available to meet up to discuss after the 24 th March.
AG	Asked AD and Shane if they have any standards and could they show the core team their standards?
AD	Stated that an email should be sent to herself and Shane and they will make standards available.
CP	Stated that OCP and EQP can leave now.
CP	Stated that Historical data from MRC and published IMA publications have been entered so far.
RK	States that there are publications under TAS that will have biodiversity data
CP	Will ask Lorraine
LD	States that permission will have to be requested from the clients before it can be used.
FS	Suggests that restrictions can be placed on these datasets
AK	States that these may not be catalogued as they are all on CDs
RK	States there is a report that was done for telecommunications cable that was being put down in Salybia Bay Toco. Also some years ago Plepideco allow them to use their data for a publication.
CP	Demonstration A listing of all the datasets that have been catalogued so far. Researchers were assured that their data would be secured and only accessed by the CP, NG, PN and SG The data cataloguing, data digitizing template and metadata form was explained and they were shown how to enter the data. In the metadata form the green fields will be filled in by CP. Researchers were told that the templates can be altered to fit their data needs. GPS coordinates were the yellow fields because the data isn't always available and has to be inferred using Google Maps to place a pin in the general location. Additionally, degrees minutes seconds is not accepted but it can be converted. Coordinates can be derived if not taken from radius information. If the data doesn't fit the guide its OK. CP will use the R-script for filling in the (Kingdom – taxon rank information)





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	CP is will to teach persons how to run the script themselves if they would like to learn. Researchers can also add terms and definitions. AG 2019 coral reef data was used as a demonstration of how the data looks when its entered.
AG	Added that it took approximately an hour for her to enter this data into form and she did not have any difficulty with the process.
RK	When does this activity end?
AG	May 2023, A lot has been done in the data entry however, this will be an on-going process as it is impossible to get everything done in the 2 years. A backlog can be done
RK	Indicated there is trawl information for Toco but will have to get permission.
LD	The library will have the reports
AG	Can Researchers say when they are available to start the process?
NG	Explains that this needs to be done and in the meeting with the managers this was explained.
AK	Will be the 1 st to start the process
AG	It doesn't have to be all their data, the focus can be on the priority data. Any questions or concerns?
LD	All Researchers should take note of the time they gave to this meeting (11/2 hrs.)
AG	There are no questions or concerns at this time Meeting comes to an end.
	Next Steps
	Follow-up meeting with Leo on Friday 18th
	Follow-up with Lorraine about the TAS reports
	Follow up with Researchers individually about scheduling time to start the cataloguing process.

APPENDIX 2. Meeting minutes with research staff and Director (Ag.) Dr Rahanna Juman

AG	Update on the Project EQP will be added to the data cataloguing process after BERP
AJ	Update on GBIF workshop and training done by herself and CP
CP	Gave an Intro to GBIF and explained the Darwin Core Standards and how DwC will be used for their data. Explaining the cataloging process Standardizing the existing metadata Compare the metadata sheets Showed RJs data sources that have been standardized already Explaining the data controls Demo of the sheets
RJ	Why is internal/external publication stated in the sheet?
CP	Internal is IMA Reports and External is scientific journal publications
RJ	Are the publications in the listing already catalogued old and new? When will researchers be required to go through this process?
CP	It would be best after the data has been collected because of the taxon data and identification requirements. After the report stage.
RJ	What about on-going monitoring?
AG	I did it by year for the coral monitoring.





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RJ	Was the organisms collected from the beam trawl in the recent Tobago trip identified?
NG	CP and AK were responsible for this on the trip
CP	Pictures were taken before the organisms were placed in alcohol on the trip
RJ	Who is doing the IDs?
AJ	FS and myself will be working on the IDS
RJ	What do you mean by digitizing?
	digitizing 1. convert (pictures, text, or sound) into a digital form that can be processed by a computer. "the museum has used a grant to digitize its manuscript collection"
CP	LB has helped with the gathering of data but the researchers may have some data too.
AG	Didn't think that pdfs was digitizing. Should we be saying processed instead of digitizing?
RJ	We should try and capture baseline data Black coral data from Ramsroop is important data as the species are no longer there physically Ask LB to add more reports to her priority if not yet scanned.
CP	I can add a column in to highlight baseline data sets
AG	Reminder about the three different DwC data types – checklist, event and occurrence
CP	Metadata form Colour code for headers
RJ	Ensure to capture EDNA data from Tobago that SR did recently
CP	Meetings will take place to capture the EDNA data from SR and will also meet with GBIF to discuss how to tailor forms for this data set.
CP	Demonstrates AK data set that was recently catalogued
RJ	Do all researchers fill out the form?
CP	The main form is the catalogue form to fill in. The metadata form is mainly for the biodiversity and will be done by their discretion. I will help persons fill out this form until they get into the habit of doing it.
AG	This is a useful process As new data comes in researchers should try and do it We still have to get through the backlog of data
RJ	To sustain this process it should become a part of Researchers KPIs
NG	It needs to be for everyone
RJ	Mainly for biodiversity and it should be built into the projects.
NG	We will be tailoring a catalogue for physio-chem data so that EQUIP can have their own forms
RJ	PN was working on a database for OCP.
NG	CA mentioned this
RJ	This has to been ongoing for 10yrs Data has disappeared in the past Check PN on the status of this.
AG	Outputs will be tied to best practices and hopefully adopted into IMA and help to improve the quality of the data
RJ	The data policy needs updating What has been done before can be built on.





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	We have to ensure that each project proposal has this method built into it so that it is part of it and not a separate project e.g coral reef monitoring. I like the idea of having this data yearly
NG	Is there anything else for use to consider?
RJ	The macroalgae book from the library and the seashore book. If I have additional data I will contact CP Data from TAS will have to be requested from the clients before its used.
NG	This data can be standardized in the meantime
RJ	What about the polychaete data for T&T
AJ	The specimens are in the MRC
	End of Meeting

