

ANNEX 1 SAMPLE COVERING LETTER

This letter represents the output of a fictitious National Biodiversity Committee attempting to survey sources of data and expertise which could contribute to the preparation of a National Biodiversity Strategy and Action Plan.

Survey of Biodiversity Information

in support of the National Biodiversity Strategy and Action Plan

Why are we conducting a survey?

The Government has embarked upon the preparation of a National Biodiversity Strategy and Action Plan to provide a framework for the conservation and sustainable use of the country's rich heritage of living resources. As one of the first steps in this process, we are attempting to survey sources of information which may be of use to policy-makers and resource managers in the public and private domains. In particular, we aim to identify key gaps in data, expertise and information management facilities which need to be addressed for improved availability of biodiversity information.

It should be stressed that the Government does not intend to use the survey results to relieve organisations of any of their data management responsibilities. Rather, the Government is attempting to help policy-makers, resource managers, researchers and the general public to gain access to information about biodiversity more easily than they have been able to before.

What benefits will this bring?

Two important products of the survey will be distributed to all of those taking part, and more widely as appropriate. These are as follows:

1. **Catalogue of Biodiversity Data Sources**, containing details of key datasets and information sources relevant to the conservation and sustainable use of living resources. Once this is published, the Government intends to update it annually. The catalogue will summarise information about:
 - organisations managing biodiversity data
 - major datasets and information sources which are available (including access procedures)
 - relevant sources of expertise.
2. **National Biodiversity Information Management Plan**, detailing priority investments, efficiencies and collaborative programmes which will be implemented to enhance the management of biodiversity information.

In addition, your involvement in the survey provides an opportunity to review the current state of your information management capacity and to consider what steps, such as investments, efficiencies and partnerships, are required to enable your organisation to respond more effectively to national needs.

How will the survey be implemented?

The survey will be implemented through the use of two separate questionnaires, relating to **institutional details** and **datasets** respectively. **Only one** copy of the former should be completed per organisation (or sub-organisation as appropriate). Multiple copies of the latter may be completed, one for **each** major dataset managed by the organisation.

Will any help be available?

To help you complete the questionnaires, we have organised two half-day **workshops** during which we will walk you through the questions and address any difficulties you may have. If you would like to attend one of these workshops, please try to complete as much of the questionnaire as possible beforehand so that your difficulties are clearly identified. In addition to the workshops you are welcome to **telephone** this office at any time to discuss all aspects of the survey on 0129 228943.

When should the questionnaires be returned?

Questionnaires should be returned by September 1 1997, providing ample time for organisations to complete the forms and subject them to internal review. Remembering that this is as much your initiative as ours, we do hope that you respond both fully and quickly to the survey.

Thank you and good luck,

Chairperson

National Biodiversity Committee

ANNEX 2 SAMPLE QUESTIONNAIRE

Comprising: Form 1: Institutional Details

Form 2: Datasets

Two separate forms are provided since most organisations have more than one, perhaps many datasets to describe, whereas institutional details need to be recorded only once.

Before using this questionnaire, the organisers of the survey may consider reviewing and adapting it to suit local conditions.

Form 1 Institutional Details

(fill in one copy of this form per organisation or sub-organisation as appropriate)

CONTACT DETAILS

Name of organisation:	Acronym:
Full postal address:	
Telephone number:	Fax number:
Email:	Web-site:
Name of host organisation(s) (if applicable):	
Contact person:	Position:
Telephone number:	Extension:

DESCRIPTION

Which of the following best describes your organisation (tick any which apply)?

<input type="checkbox"/> Governmental	<input type="checkbox"/> Semi-governmental	<input type="checkbox"/> Local authority
<input type="checkbox"/> Private	<input type="checkbox"/> Non-governmental	<input type="checkbox"/> Charity
<input type="checkbox"/> Profit	<input type="checkbox"/> Non-profit	

Other (please specify):

At what levels does your organisation operate (tick any which apply)?

<input type="checkbox"/> International	<input type="checkbox"/> National	<input type="checkbox"/> State (or similar)
<input type="checkbox"/> District (or similar)	<input type="checkbox"/> Local	<input type="checkbox"/> Community

Other (please specify):

DESCRIPTION (CONT.)

What is the core business of your organisation (tick any which apply)?

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Facilitation | <input type="checkbox"/> Coordination | <input type="checkbox"/> Regulation | <input type="checkbox"/> Administration |
| <input type="checkbox"/> Trade | <input type="checkbox"/> Industry | <input type="checkbox"/> Service | <input type="checkbox"/> Consultancy |
| <input type="checkbox"/> Resource management | <input type="checkbox"/> Nature conservation | | |
| <input type="checkbox"/> Environmental protection | <input type="checkbox"/> Policy | <input type="checkbox"/> Law | |
| <input type="checkbox"/> Information/monitoring | <input type="checkbox"/> Research | <input type="checkbox"/> Education/training | |
| <input type="checkbox"/> Outreach | <input type="checkbox"/> Lobbying | <input type="checkbox"/> Campaigning | |

Other (please specify):

What is the annual turnover of your organisation in US\$ (optionally tick one)?

- ☐ <1K ☐ 1–10K ☐ 10–100K ☐ 100K–1M ☐ 1M–5M ☐ >5M

How many staff does your organisation employ (tick one)?

- ☐ <10 ☐ 10–25 ☐ 25–50 ☐ 50–100 ☐ 100–250 ☐ >250

Enter the mission statement of your organisation:

Note any programmes or projects which may be relevant to this survey:

- 1.
- 2.
- 3.

Does your organisation have an information strategy? ☐ yes ☐ no

Does it have a data quality policy? ☐ yes ☐ no

Does it have a data exchange policy? ☐ yes ☐ no

INFORMATION MANAGEMENT

Indicate whether your organisation manages/uses/needs any of the following information:

		Manages	Uses	Needs
Land use	Forestry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Agriculture/livestock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Fisheries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Nature conservation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Indigenous peoples	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tourism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Mining	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Energy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Transport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Urban planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ecosystems	Forest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Woodland/scrub	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Grassland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Heathland/moorland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Freshwater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Coastal and marine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Dryland/desert	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	High altitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Species/genes	Mammals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Birds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Reptiles/amphibians	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Fish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Insects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other invertebrates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Bacteria	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Viruses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Plants (higher)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Plants (lower)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Germplasm/tissue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Genebanks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

INFORMATION MANAGEMENT (CONT.)

		Manages	Uses	Needs
Social/ economic/ political	Culture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Health, welfare and equity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Land tenure and property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Demography and population	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Policies, plans and laws	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Public administration and governance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Trade and industry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sustainable development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical features	Hydrology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Geology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Soils	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Topography	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Climate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EXPERTISE

Indicate the number of staff in your organisation with expertise in the following areas:

	Post graduate	Graduate	Diploma	Short course	School leaver	Total
Strategic planning	_____	_____	_____	_____	_____	_____
Project management	_____	_____	_____	_____	_____	_____
Quality management	_____	_____	_____	_____	_____	_____
Data collection/monitoring	_____	_____	_____	_____	_____	_____
Data entry/quality assurance	_____	_____	_____	_____	_____	_____
Data analysis	_____	_____	_____	_____	_____	_____
Technical writing	_____	_____	_____	_____	_____	_____
Graphic design/publishing	_____	_____	_____	_____	_____	_____
Communications/marketing	_____	_____	_____	_____	_____	_____
Management information systems	_____	_____	_____	_____	_____	_____
Geographic information systems	_____	_____	_____	_____	_____	_____
Database development	_____	_____	_____	_____	_____	_____
Systems management	_____	_____	_____	_____	_____	_____
Local area networks	_____	_____	_____	_____	_____	_____
Internet access/web-site	_____	_____	_____	_____	_____	_____

EXPERTISE (CONT.)

	Post graduate	Graduate	Diploma	Short course	School leaver	Total
Public education/awareness	—	—	—	—	—	—
Training/workshops	—	—	—	—	—	—
Other technical assistance	—	—	—	—	—	—
Forestry	—	—	—	—	—	—
Agriculture/livestock	—	—	—	—	—	—
Fisheries	—	—	—	—	—	—
Nature conservation	—	—	—	—	—	—
Indigenous peoples	—	—	—	—	—	—
Tourism	—	—	—	—	—	—
Water	—	—	—	—	—	—
Mining	—	—	—	—	—	—
Energy	—	—	—	—	—	—
Transport	—	—	—	—	—	—
Urban planning	—	—	—	—	—	—
Environmental protection	—	—	—	—	—	—
Environmental impact assessment	—	—	—	—	—	—
Environmental economics	—	—	—	—	—	—
Health, welfare and equity	—	—	—	—	—	—
Land tenure and property	—	—	—	—	—	—
Demography and population	—	—	—	—	—	—
Policies, plans and laws	—	—	—	—	—	—
Public administration	—	—	—	—	—	—
Trade and industry	—	—	—	—	—	—
Sustainable development	—	—	—	—	—	—
Ecology	—	—	—	—	—	—
Biogeography	—	—	—	—	—	—
Conservation biology	—	—	—	—	—	—
Taxonomy/systematics	—	—	—	—	—	—
Hydrology	—	—	—	—	—	—
Geology	—	—	—	—	—	—
Soils	—	—	—	—	—	—
Climate	—	—	—	—	—	—
Other (please specify):						
.....	—	—	—	—	—	—
.....	—	—	—	—	—	—
.....	—	—	—	—	—	—

EXPERTISE (CONT.)

Which areas of expertise does your organisation most need to develop?

1.

2.

3.

FACILITIES

**Indicate what facilities your organisation owns or has access to
(in good working order):**

Communications	Telephone	<input type="checkbox"/> yes	<input type="checkbox"/> no	total:
	Fax	<input type="checkbox"/> yes	<input type="checkbox"/> no	total:
	Email accounts	<input type="checkbox"/> yes	<input type="checkbox"/> no	total:
	Internet access points	<input type="checkbox"/> yes	<input type="checkbox"/> no	total:

Computers	IBM-PC 386 or lower	<input type="checkbox"/> yes	<input type="checkbox"/> no	total:
	IBM-PC 486 or higher	<input type="checkbox"/> yes	<input type="checkbox"/> no	total:
	UNIX workstation	<input type="checkbox"/> yes	<input type="checkbox"/> no	total:
	Macintosh	<input type="checkbox"/> yes	<input type="checkbox"/> no	total:

Other
(please specify):

Operating systems	DOS	<input type="checkbox"/> yes	<input type="checkbox"/> no	users:
	Windows 3.1/3.11/95/NT	<input type="checkbox"/> yes	<input type="checkbox"/> no	users:
	UNIX/Linux	<input type="checkbox"/> yes	<input type="checkbox"/> no	users:
	Macintosh	<input type="checkbox"/> yes	<input type="checkbox"/> no	users:
	Local Area Network	<input type="checkbox"/> yes	<input type="checkbox"/> no	users:

Other
(please specify):

Geographic information systems	PC-ARC/INFO	<input type="checkbox"/> yes	<input type="checkbox"/> no	users:
	Workstation ARC/INFO	<input type="checkbox"/> yes	<input type="checkbox"/> no	users:
	ArcView	<input type="checkbox"/> yes	<input type="checkbox"/> no	users:
	MapInfo	<input type="checkbox"/> yes	<input type="checkbox"/> no	users:

Other
(please specify):

FACILITIES (CONT.)

Database Management Systems	xBASE	<input type="checkbox"/>	yes	<input type="checkbox"/>	no	users:
	Access	<input type="checkbox"/>	yes	<input type="checkbox"/>	no	users:
	Oracle	<input type="checkbox"/>	yes	<input type="checkbox"/>	no	users:
Other (please specify):						
Related software	Image processing	<input type="checkbox"/>	yes	<input type="checkbox"/>	no	users:
	Statistical/modelling	<input type="checkbox"/>	yes	<input type="checkbox"/>	no	users:
	Desktop publishing	<input type="checkbox"/>	yes	<input type="checkbox"/>	no	users:
	Graphics/presentation	<input type="checkbox"/>	yes	<input type="checkbox"/>	no	users:
Other (please specify):						
Data input/output	Digitising tables	<input type="checkbox"/>	yes	<input type="checkbox"/>	no	total/size:
	Scanners	<input type="checkbox"/>	yes	<input type="checkbox"/>	no	total/size:
	Plotters	<input type="checkbox"/>	yes	<input type="checkbox"/>	no	total/size:
	Colour printers	<input type="checkbox"/>	yes	<input type="checkbox"/>	no	total:
Other (please specify):						
Field survey	Vehicles	<input type="checkbox"/>	yes	<input type="checkbox"/>	no	total:
	Global positioning systems	<input type="checkbox"/>	yes	<input type="checkbox"/>	no	total:
	Laptop computers	<input type="checkbox"/>	yes	<input type="checkbox"/>	no	total:
Other (please specify):						
Miscellaneous	Library	<input type="checkbox"/>	yes	<input type="checkbox"/>	no	books:
	Photocopier	<input type="checkbox"/>	yes	<input type="checkbox"/>	no	total:
	In-house printing	<input type="checkbox"/>	yes	<input type="checkbox"/>	no	
Other (please specify):						
Which facilities does your organisation most need to acquire or strengthen?						
1.						
2.						

PARTNERSHIPS

Please provide details of the most important networks, steering groups or committees (relevant to biodiversity conservation) with which your organisation is involved:

Network, steering group or committee	Coordinate	Facilitate	Participate	Support
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Estimate how many organisations regularly provide data or information to your organisation:

Provide details of the most important of these as follows:

Organisation	Data or information provided	Formal agreement/MoU	
1.		<input type="checkbox"/> yes	<input type="checkbox"/> no
2.		<input type="checkbox"/> yes	<input type="checkbox"/> no
3.		<input type="checkbox"/> yes	<input type="checkbox"/> no
4.		<input type="checkbox"/> yes	<input type="checkbox"/> no
5.		<input type="checkbox"/> yes	<input type="checkbox"/> no

Estimate how many organisations regularly receive data or information from your organisation:

Provide details of the most important of these as follows:

Organisation	Data or information provided	Formal agreement/MoU	
1.		<input type="checkbox"/> yes	<input type="checkbox"/> no
2.		<input type="checkbox"/> yes	<input type="checkbox"/> no
3.		<input type="checkbox"/> yes	<input type="checkbox"/> no
4.		<input type="checkbox"/> yes	<input type="checkbox"/> no
5.		<input type="checkbox"/> yes	<input type="checkbox"/> no

PARTNERSHIPS (CONT.)

Your organisation may also share other resources, for example expertise and facilities.

Provide details of the most important of these as follows:

Organisation	Nature of cooperation	Formal agreement/MoU	
1.		<input type="checkbox"/> yes	<input type="checkbox"/> no
2.		<input type="checkbox"/> yes	<input type="checkbox"/> no
3.		<input type="checkbox"/> yes	<input type="checkbox"/> no
4.		<input type="checkbox"/> yes	<input type="checkbox"/> no
5.		<input type="checkbox"/> yes	<input type="checkbox"/> no

Please provide details of any partnerships which are being planned in the near future:

Organisation	Proposed cooperation
1.	
2.	
3.	

CONCLUSION

How could your organisation contribute most effectively to a biodiversity information network?

- 1.
- 2.
- 3.

What would you expect from such a network?

- 1.
- 2.
- 3.

Form 2 Datasets

(fill in one copy of this form per dataset managed by your organisation or sub-organisation as appropriate)

CONTACT DETAILS

Title of dataset:

Contact person:

Position:

Telephone number:

Extension:

DESCRIPTION

Source of data (tick any which apply):

☐ Primary research ☐ Acquired copy ☐ Public domain ☐ Mixture

Other (please specify):

If not primary research please indicate the original source(s):

Form of data (tick any which apply):

☐ Hardcopy ☐ Audio-visual ☐ Electronic files ☐ Mixture

Other (please specify):

Type of data (tick any which apply):

☐ Books/reports ☐ Sound recordings ☐ Word processor files ☐ Mixture

☐ Forms/notes/tables ☐ Photographs ☐ Spreadsheet

☐ Pictures ☐ Video/film ☐ Database

☐ Card index ☐ GIS coverage

☐ Maps ☐ Other digital files

Other (please specify):

DESCRIPTION (CONT.)

Geographic coverage of data (tick any which apply):

- | | | | |
|--|------------------------------------|--|---|
| <input type="checkbox"/> International | <input type="checkbox"/> National | <input type="checkbox"/> State
(or similar) | <input type="checkbox"/> District
(or similar) |
| <input type="checkbox"/> Local | <input type="checkbox"/> Community | <input type="checkbox"/> Dispersed | <input type="checkbox"/> Mixture |

Specify more exactly:

Thematic coverage of data (tick any which apply):

- | | | | |
|-------------------------------------|--|--|----------------------------------|
| <input type="checkbox"/> Land use | <input type="checkbox"/> Physical features | <input type="checkbox"/> Social/economic/political | |
| <input type="checkbox"/> Ecosystems | <input type="checkbox"/> Species | <input type="checkbox"/> Genes | <input type="checkbox"/> Mixture |

Specify more exactly:

Time period of data (tick any which apply):

- | | | | |
|--------------------------------------|-----------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Pre-history | <input type="checkbox"/> Pre-1900 | <input type="checkbox"/> Post-1900 | <input type="checkbox"/> The future |
|--------------------------------------|-----------------------------------|------------------------------------|-------------------------------------|

Specify exactly from:

to:

PURPOSE

For what purpose was the dataset originally built?

- 1.
- 2.
- 3.

Indicate any uses it has been put to subsequently:

- 1.
- 2.
- 3.

PURPOSE (CONT.)

Are there any uses of the data which would be unwise or improper?

Use	Unwise	Improper
1.	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>
5.	<input type="checkbox"/>	<input type="checkbox"/>

Indicate the current limitations, uncertainties and errors in the data:

	Limitation	Uncertainty	Error
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What is the life-expectancy of the data (tick one)?

- ☐ Everlasting ☐ >10 years ☐ >5 years ☐ >1 year ☐ >6 months
☐ Immediate future only

DATA DEVELOPMENT

When did the development of the dataset begin?

Describe how the data were originally obtained:

DATA DEVELOPMENT (CONT.)

Indicate which data standards were followed, if any:

Data standard

- 1.
- 2.
- 3.

Describe the main processing, interpretation and quality-assurance tasks which were later applied:

Task applied	Processing	Interpretation	QA
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Which of the following best describes the status of the data (tick one)?

- ☐ Complete ☐ Nearing completion ☐ Under-development ☐ Early stages of development

DATA MANAGEMENT

Are the data actively managed?

☐ yes ☐ no

How many people help manage the data (tick one)?

☐ None ☐ 1 ☐ 1–5 ☐ >5 ☐ >10

How regularly are they updated (tick one)?

☐ Every day ☐ Every week ☐ Every month ☐ Every quarter
☐ Every six months ☐ Every year ☐ Every two years ☐ Every five years
☐ Every ten years ☐ Never ☐ No need

Other (please specify):

When were they last updated?

ACCESS PROCEDURES

Which of the following best describes access to the data (tick one)?

- ☐ Unrestricted ☐ Restricted to some ☐ Restricted to most
☐ Unavailable for external use

Where access is provided, which of the following applies (tick one)?

- ☐ Free ☐ Free to most ☐ Free to some
☐ Charged

Where charges are made, how are these determined (optionally tick one)?

- ☐ Cost recovery ☐ Cost plus overhead ☐ Market value

Where access is provided, in what formats are the data available (tick any which apply)?

- ☐ Hardcopy ☐ Floppy disk ☐ CD-ROM ☐ Email
☐ Internet (FTP) ☐ Magnetic tape ☐ DAT ☐ Private network

Other (please specify):

Has the dataset been documented for external users? ☐ yes ☐ no

Where access is provided, briefly describe the recommended access procedures:

THANKS

Congratulations on completing this questionnaire. Your efforts are much appreciated. Please return the questionnaire as soon as possible.