The South-East Region Adder Project

Project Description and Data Sharing Arrangements

Steve Langham – 23 November 2010

Change history

Date	Version	Comment
09 Sep 2010	1.0	Initial draft
10 Sep 2010	2.0	Incorporated KRAG comments
15 Sep 2010	2.1	Added title page and images
20 Sep 2010	2.2	Updated current data providers
27 Sep 2010	2.3	Added V&V definitions and updated current data providers.
28 Sep 2010	2.4	Added configuration control and LEHART comments.
03 Oct 2010	2.5	Addition of 'voting member' concept and data provider status annex
18 Oct 2010	2.6	Updated the Adder Project logo. Removed London ARG as an active partner due to the immaturity of the organisation. They may become a partner in phase 2, if all partners agree.
17 Nov 2010	2.7	NE and BRAG access members updated.
23 Nov 2010	2.8	BRAG dataset update

The South-East Region Adder Project

1. Synonyms

– The Adder Project

– The Project

– The Partnership

2. Terms of reference

2.1. The Adder Project aims to provide partners with access to detailed geographic mapping and temporal distribution data for the adder (*Vipera berus*). Initially, the project will focus upon the south east of England region.

2.2. This is to be achieved through the use of an internet-based geographical information system (pan and zoom mapping with aerial photography layers overlain with current political county boundaries and distribution records).

2.3. The principal use of the project is expected to be the identification of adder meta-populations and habitat linkages from these populations, providing cues for survey at locations not currently known to support the species.

2.4. During the first phase of the project, the main focus will be to identify and prioritise sites within the M25, where adder presence is unknown but is judged to be likely. These sites may then be the subject of survey effort to determine presence or to quantify probable absence.

3. Partners

3.1. The list of prospective partners below is the goal for phase 1 of the project. Membership is deliberately restricted to a small number of participants in order to test the approach and to build trust between the partners.

Partner	Voting member	Access member
Surrey Amphibian and Reptile Group (SARG)	Steve Langham	Jamel Guenioui
Kent Reptile and Amphibian Group (KRAG	Lee Brady	Rick Hodges
Essex Amphibian and Reptile Group (EARG)	Jon Cranfield	Tbc
London, Essex and Hertfordshire Amphibian and Reptile Trust (LEHART)	Will Atkins	Tbc
Bucks Amphibian and Reptile Group (BARG)	Tony Marshall	Martin Hartup
Berkshire Reptile and Amphibian Group (BRAG)	Andy Glencross	Matt Smith
ARG-UK	David Orchard	John Baker
Amphibian and Reptile Conservation Trust	John Wilkinson	Bill Whitaker
Natural England	Jim Foster	Des Sussex

3.2. Partner organisations can submit a maximum of two named individuals for access permissions. Each partnering organisation will have one voting member and one access member. Voting members will also have access to the system. The provision of a voting member is designed to streamline decision making, and it is assumed that the voting member will represent the views of their organisation. These limits may be reviewed with the unanimous agreement of project members.

3.3. The partner organisations listed above shall have access to the collaborative environment upon receipt of their shared dataset, provided the data set is appropriately formatted, and represents as near a complete data set as is practicable and adds value to the project.

3.4. Additional named persons and additional partners can only be added with the unanimous agreement of the voting members of the Partnership.

3.5. Phase two of the project may look at the feasibility and desirability of extending the partnership to ARGs not bordering Greater London. This can only happen with the unanimous agreement of the extant partners as defined in 3.4.

Data Sharing Agreement

4. Data ownership

4.1. Ownership and copyright of all records supplied and generated by the Partner remains with the originator. The Partner therefore retains the right to publish their data without any restrictions from the Project.

5. Data validation and verification

5.1. The Project shall trust the partners to conduct their own validation and verification. Records shared with the project which have the *Confirmed* field set to *TRUE* are assumed to be valid and true records. Other records will be treated as prospects.

5.2. A record is verified if the species sighted is accurately identified. Verified records may have a photograph associated with the sighting which has been checked by a suitably qualified person, or the record may have been provided by a trusted source.

5.3. Validation is the process that ensures that the sighting has been properly recorded. The grid reference should have the appropriate number of digits and match the location of the site name. The date of the sighting should be of an appropriate format.

5.4. For the purposes of the project; *Confirmed* sightings are deemed to be those records which are verified and validated. By mapping the sighting locations, the adder project is itself a validation tool, providing a visualisation of the raw data.

6. Period of the agreement

6.1. The data sharing agreement will last for the duration of phase 1 one the project. The agreement will be reviewed by all partners prior to any expansion which may occur in phase

2. Phase 1 is expected to last until the end of 2011. See the outline project plan (page 7) for an approximate timeline.

6.2. Providing data to the Project means that partners agree to the terms laid down in this paper, and the partner shall then receive access to the collaborative mapping tool.

7. Methods of data sharing

7.1. The primary collaboration tool used by the Project shall be an internet-based interactive geographical information system (GIS), based upon the Google Maps API version 3.

7.2. Partners are expected to share all distribution data for the adder held by that partner. A declaration that their entire data-set has been provided shall be required. It is understood that each organisation may hold information provided in confidence, and such confidences should be respected, but declared.

7.3. There will be two means of sharing data:

7.3.1. By supply of tabulated data (such as a MS Excel spreadsheet) to the Project data officer – Steve Langham.

7.3.2. By hosting of KML distribution files on the partner's own website.

7.4. Details of the data formats can be found at Annexes A and B respectively.

8. Data refresh

8.1. The shared datasets shall be updated annually by the first day of the year. Partners may wish to update the project mid season, and updates may be received at any time by the Project. Technically advanced partners may wish to enable real time updates, and this will be catered for wherever possible.

9. Data security

9.1. The collaborative environment will be accessible through named individual log on, using the Surrey ARG website security system. All records are considered to be confidential and treated with the same access permissions. It is noted that adder records within the M25 boundary are especially sensitive, so to preserve a flat security structure, records outside of the M25 will receive greater protection than may otherwise be considered appropriate.

9.2. A warning message reiterating the sensitivity of adder locations inside the M25 motorway shall be displayed on the project mapping.

9.3. IP logging of each access to the system will be monitored to identify 'password sharing' transgressions. Sharing your password with another person is strictly outside the terms of this agreement. These measures do not prevent you from logging onto the system from multiple locations (for example, home and work).

9.4. Should the project expand, with the agreement of all partners, then a 2-tier security system shall be considered, to ensure the protection of vulnerable colonies, such as within the M25 motorway.
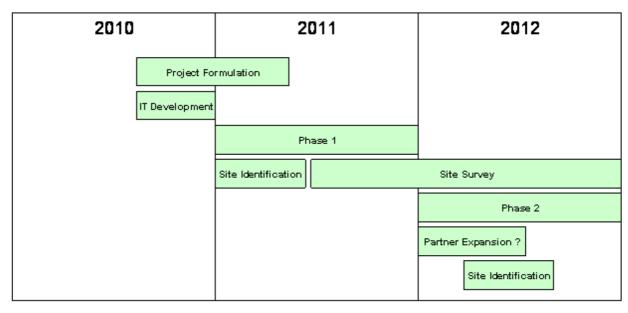
10. Constraints on the use of data

10.1.   Use of data within the Project is assumed to be authorised. Any external publication of data, or deductions based upon Project data must have permission from all pertinent data providers and the Adder Project shall be cited, along with the URL of the Project homepage (http://www.surrey-arg.org.uk/adderproject.shtml). Any information derived from the project data shall be copied to all partners. There will be a group email, maintained by the Project data officer that shall be used as the group email address: adderproject@surrey-arg.org.uk.

11. Withdrawing from the partnership

11.1.   Should any partner wish to withdraw from the partnership, 14 days notice should be provided to all partners. After 14 days, all data provided by the withdrawing partner shall be removed from the system and destroyed. No data provided to the project belonging to the remaining partners shall be recorded by any means by the withdrawing partner. No data provided to the project belonging to the withdrawing partner shall be recorded by any means by the remaining partners.

11.2.   Expulsion from the partnership is not foreseen as a likely occurrence, as all members have a professional mindset and are working towards the common goal of the adder's conservation. *In extremis*, a vote of no confidence can be held against any partner organisation. A unanimous vote of no confidence by voting members not affiliated to the partner in question will lead to the expulsion of all members from that partner's organisation. The process described in 11.1 shall be followed, after any decision to expel a partner.

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The Adder Project, Data Officer
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Outline Project Plan

2010	2011	2012

Project Formulation

IT Development

Phase 1

Site Identification

Site Survey

Phase 2

Partner Expansion ?

Site Identification

Annex A – Tabulated data sharing format

A1.   The ideal format for sharing data shall be a Microsoft Excel worksheet, however; any appropriately delimited text file will suffice. If using comma delimitation, ensure that no commas occur in any *Comment* fields.

A2.   The following fields shall be populated:

Field Name	Data type	Example	Field Comment
Species	Text	Adder	Used to verify that only adder sightings and prospects have been supplied. *'Future proofs'* any expansion to cover additional species
Grid	Text	SU856980	Ordnance Survey of Great Britain local grid reference of **at least** 6-digit precision (100m accuracy). The location of the sighting or prospect.
Site	Text	Frensham Common	This is used to check errors within the grid reference, as transcription errors can be commonplace.
Year	Integer	2010	The year of the adder sighting or prospect. Exact dates are not required for this phase of the project.
Comment	Text	Adult female basking on log pile.	Free text providing contextual details – very useful for prospects. No character limit.
Confirmed	Boolean	True or False	Used to differentiate between verified sightings and prospects.

A3.   Example spreadsheet submission:

Species	Grid	Site	Year	Comment	Confirmed
Adder	SU935582	BISLEY RANGES - COWCROSS COMMON	2005	Occurs	TRUE
Adder	SU935612	CUCKOO HILL - WEST END COMMON	2005	Occurs	TRUE
Adder	SU913616	CURLEY HILL - BAGSHOT	2005	Occurs	TRUE
Adder	SU846408	Frensham - Frensham Common	1965	Occurs	TRUE
Adder	SU894355	Hindhead Common - Gibbet Hill	1980	Occurs	TRUE
Adder	SU909412	Thursley - 1.5 km NNE	1974	Occurs	TRUE
Adder	SU900671	Tower Hill - nr	2005	Occurs	TRUE
Adder	SU900670	Tower Hill - nr	1996	Occurs	TRUE
Adder	SU900670	Tower Hill - nr	1996	Occurs	TRUE
Adder	TQ124495	WHITE DOWNS - WESCOTT	1990	Occurs	TRUE
Adder	TQ123619	A307 south of esher opposite esher common	1987	Occurs	TRUE
Adder	TQ099607	Amaco Field	1996	Occurs	TRUE
Adder	SU895529	Ash Common (outside Danger Zone)	1994	Occurs	TRUE
Adder	SU930540	Ash Ranges	2005	Occurs	TRUE

A4.   This data shall be used to generate three KML distribution files, selected by the *Year* and *Confirmed* fields.

- Current confirmed: *Year* >= current year-10, *Confirmed* = true.
- Legacy confirmed: *Year* < current year-10, C*onfirmed* = true.
- Unconfirmed: *Confirmed* = false.

A5.   The KML files shall be hosted on the SARG server and used to drive the Project interactive map.

Annex B – Hosted KML files

B1.   A partner may choose to generate and host their own KML. In this case the URL of the three KML files should be provided to the Project data officer. A description of how to categorise data into the three KML files is provided in Annex A.

B2.   The code below shows the format for a single item within the approved KML structure.

```
<?xml version="1.0" encoding="UTF-8"?>
<kml xmlns="http://earth.google.com/kml/2.0">
<Document>
<name>Distribution for adder (Vipera berus)</name>
<description>Distribution records for Adder</description>
<Placemark>
<Style>
<IconStyle>
<Icon>
<href>http://surrey-arg.org.uk/cgi-bin/DisplayPolygons/box_black.gif</href>
<scale>0.5</scale>
</Icon>
<hotSpot x="0.5" y="0.5" xunits="fraction" yunits="fraction"/>
</IconStyle>
</Style>
<name>SARG confirmed legacy sighting: Adder (1905) - TQ375555</name>
<description>
<![CDATA[<p>Woldingham: Occurs</p>]]>
</description>
<Point>
<coordinates>-0.029007,51.282533,0</coordinates>
</Point>
</Placemark>
</Document>
</kml>
```

B3.   Each of the three KML files has its own icon type:
–   Current confirmed records: dot_red.gif
–   Legacy confirmed records: box_black.gif
–   Unconfirmed records: box_yellow.gif

B4.   Coordinates must use the WGS84 datum, and if converted from an OSGB grid reference must have used the OSTN2 transformation to preserve accuracy.

B5. The <name> tag is constructed by concatenation of:
–   The Partner's acronym, space
–   The KML file type, comma, space
–   'Adder', space
–   The record year in curved brackets
–   space '-' space
–   OSGB local grid reference

B6.   The <description> tag holds the record's comment field, formatted in HTML.

Annex C – Data Provision

Partner	Data sets held	Description of data provided to the project	Last update
Surrey Amphibian and Reptile Group (SARG)	• SARG sighting records	• All adder records	• Real time updates
Kent Reptile and Amphibian Group (KRAG	• KRAG sighting records database	• All adder records, less a few (<1%) confidential records	• 04 Oct 2010
Essex Amphibian and Reptile Group (EARG)	• EARG county records • Jon Cranfield personal records for Essex	• None – data recovery of the EARG files is ongoing. • Full adder data	• N/a • 24 Sep 2010
London, Essex and Hertfordshire Amphibian and Reptile Trust (LEHART)	• Master data set	• 100 verified adder records for Greater London	• 7 Nov 2010
Bucks Amphibian and Reptile Group (BARG)	• County records data set	• Full adder records	• 18 Sep 2010
Berkshire Reptile and Amphibian Group (BRAG)	• County records data set	• Full county adder dataset	• 23 Nov 2010
ARG-UK	• Make the Adder Count	• Full national data set, less a few confidential records.	• 26 Sep 2010
Amphibian and Reptile Conservation Trust (ARC)	• Sliding scales • Add an Adder • NARRS	• Full national data set • Full national data set • Full national adder data set	• 24 Sep 2010 • 24 Sep 2010 • 29 Sep 2010
Natural England	• London adder locations	• The London adder locations	• 18 Sep 2010