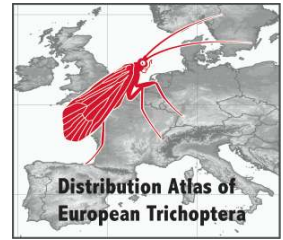




www.freshwaterbiodiversity.eu



Vienna, 6th July, 2011

Clarifications

Dear colleagues,

Working with the first template that we sent, some of you came back to us with several questions. We collected them and in the following we give some clarifications. Further we expanded the Excel template to make it easier for you to submit data from collecting periods. We send it as an attached file for your use.

Questions, answers and notes:

Number of specimen

Q: In majority of the findings in my files, males and females are not separated, I only have the total count, sometimes no number of specimens is available. If gender is necessary, my data will be dramatically shorter than what I expected earlier.

A: If the number of specimens is not known still submit the data but please use something different than "1" for example "not known" or "?". Otherwise we cannot distinguish between real rare species (i.e. "1") and unknown numbers in the end.

Species names

Please use the names listed in the table „Species List“ in the attached template. If you have questions about synonyms please have a look on: *Malicky, H. (2005): Ein kommentiertes*

Verzeichnis der Köcherfliegen (Trichoptera) Europas und des Mediterrangebietes. - Linzer *biol. Beitr.* 37/1, p. 533 – 596 or contact the coordination team. If you detect problems using this list please inform us, too.

Collecting data

You can fill this column in two different ways: 07.01.2003 or 2003-01-07. Please only use numbers (no letters like: *January 2nd 2011*) and fill the column consistently throughout the entire file in either of these ways.

State

If you fill the column „State“ please use the ISO-Code 3166 as it is given in the table „State-Country“ in the attached template.

Collecting period data

Q: The majority of the data I have is based on traps (malaise, light traps etc.), therefore my database has separate start date and end date. Which one to use here, or are those findings completely out or just left without date? The periods vary up to several weeks and contain therefore less phenological information (but still otherwise useful data).

A: To solve this problem we expanded the template. You now will find a column „date1“ (together with „day1“, „month1“ and „year1“). Here you can fill in the date a sample was collected or the beginning of a collecting period. In the column „date2“ you can note the end of the collecting period.

If you only know the year a species was found, please fill the field „date1“ with e.g. „01.01.1895“ and the field „date2“ with „31.12.1895“.

Collections and non-stored specimen

Q: There is a lot of data based on non-stored specimens. If you decide to ignore findings with no stored specimens, my data is again very much shorter.

A: Please decide yourself, if the data on the non-stored specimen are reliable. In this case submit the data and leave the „collection“ column empty. If you don't know if specimens are

stored fill the column with „unknown“. In individual cases findings of very rare species will have to be verified, e.g. a single proof in an ecoregion. Therefore we need the information where it is stored. If a verification is not possible in such a case, we do not consider this record.

Coordinate accuracy

Q: Coordinates: what is the needed accuracy? I have very varying accuracy in the files due to many reasons. I am using a map interface with 10x10 km squares, thus even the old records have at least 10x10 km estimated coordinates. Part of the data has even 1x1 meter accuracy.

A: For this reason you will find the „radius“ column in the template. Please estimate the perimeter and enter the radius, in your case approx. 5000 (m), in the dataset.

Geographic coordinate systems

We accept your data in any known coordinate system, as long as it is the same throughout your whole dataset and the Geo-datum (Ellipsoid, e.g. WGS84 or ED50) is indicated. So there is no need for you to convert your data to special coordinate systems.

Note:

- **Universal Transverse Mercator (UTM) geographic coordinate system**
The data should be submitted in the following form:
Zone (e.g.: 33 T), UTM-East (e.g.: 342503), UTM North (e.g.: 5072754).

This coordinate system is not very comfortable and mistakes happen if the latitude band „S“ is misunderstood as „South“ instead of a simple letter. If you use this system please have a look on the website: <http://en.wikipedia.org/wiki/File:Utm-zones.jpg>

- If you orientate yourself on Google Earth (see: Tools -> Options) and submit your data in the way this programme does, we will have no problems.

Elevation data

Q: I don't have elevation marked in my database, in any finding. If this is mandatory, it will take a lot of time to find these out. And it is not meaningful to guess the elevation for the non-accurate findings.

A: If you don't have the time to fill the altitude column, please leave it empty. We are looking for a software to fill this column automatically, based on sharply defined coordinates of the locations.

Habitat

Q: Habitat is often commented in my files, but the majority of the sites I have not visited myself and/or the specimens are collected with light probably far away from the larval habitat. I can mark what I believe is the habitat, but that will be more or less a guess.

A: Please mark what you believe is the habitat and label your guess with a „?“. Any information on the habitat will ease the interpretation of the species' ecology in further analysis and the Red List Assessment.

Typing errors and other errors

Q: I just happened to notice a typo in the species list: Apatania vespica Ivanov should be written "vepsica".

A: Thank you for your remark. Further evidence of errors is welcome from anyone.

Data recording

Q: Shall we fill out the table with all our records?

A: Actually, yes, the idea was that each contributor fills in the template that we provided. We thought that most of you have their data in databases, which would allow an easy linking to our species names and a quick export in the format required.

We are very well aware that our template might cause work, but we think that the whole data collection only does make sense if we try to be as accurate as possible.

Q: In general, the number of edits I need to do seems very high and I am mostly not able to use the soon starting collection season for it. Thus, I currently really wonder if this is something possible and even worth of trying? The amount of work for editing the data for

ZOBODAT was very reasonable and I was expecting something similar. Should I forget the mass data and concentrate on something special?

A: We tried to set up a template that can be used for IUCN Red List assessment in the end but we are pretty much aware that this is a lot of work. Please decide for yourself how much time and effort you can invest. We highly appreciate any kind of work you and others do for that project and we are very interested in any useful data even if not all of our specified criteria are fulfilled. Generally, we do need a list of each species at each location you found it, otherwise we cannot plot a distribution map.

Q: In the case of the data I have already sent, shall I enter the data for each species and location in the table?

A: If you have already sent data to ZOBODAT you do not need to send them twice. If it is too much work for you to filter them out, please leave them in your table. We will remove the duplicates. Generally, we do need a list of each species at each location you found it. Otherwise we cannot plot a distribution map.

Valid data

Q: In the column "Literature source or citation", you state that only published records are valid.

A: Sorry, this is a misunderstanding. All your records are valid (as long as they are adults) and very appreciated!!! This column is meant to indicate the reference where you might have published this record. You only need to fill this column, if you have published the record at all.

Already published data

Q: What about additional localities found for recorded species, e.g. records of species that are already published?

A: If the species occurrence was published, then the according reference should be added into this column. If the species occurrence was not published, just leave the cell empty. All localities where the species occur need to have an individual line in the table with at least the coordinates included.

Larval data

Q: The first major problem I have is that you do not want larval data. I wanted the maps I will be producing for my national scheme to be very similar to the maps you will produce using my data. There will be a big disparity if all I give you is adult data. Over 50% of my records are larval and without supporting adults.

A: We decided to use data of adult Trichoptera only, because the error rate is lower and they are more reliable. I dealt with this issue for years and published an „Evaluation of current identification literature on caddis flies in Germany“ in Lauterbornia last year (unfortunately in German only). For those interested in that, I can send the text as pdf. On page 74 you will see a diagram that shows that an experienced specialist can determinate 75 % of the larva of the Trichoptera species occurring in Germany. This means, that 25 % are not distinguishable. A less experienced person that does not have special literature besides Wallace, Wallace & Philipson, Edington & Hildrew or Waringer & Graf can't determine about 56 % of our species in larval stage. Nevertheless many workers allocate names to every individual and you can imagine, that they produce a lot of mistakes. My own experience checking determinations of other workers, from museums and other institutions proofs this result.

For this reason we only take data of adult specimens, even if we don't get sharp boundaries of distribution in a country. In the total European view these data still will give us a good overview.

After the first data compilation, if we still have large "white spots" in parts of Europe, we might consider to integrate larval data of selected species as well.

Data ownership

Q: Will the raw data be available i) to all people, ii) to people of the consortium; during the project or also after the project?

Will data be used for scientific publications and who will be allowed to use the data for scientific purpose?

A: The raw data will be converted by us to a harmonised database. This database can then be used within the DAET consortium, preconditioned the fact that data providers always have to be acknowledged. This database will also be used by the BioFresh consortium for analyses (these will mainly be done at BOKU). One year after the establishment of this database (most likely in spring 2013) these data will feed into the BioFresh data portal where they will be publically available to all internet users. The name of the data provider will still be

visible and clear rules for citation will be announced. We recommend to use the timespan of this one year to publish all your unpublished data.

If data are used in scientific publications the DAET consortium as well as the BioFresh project have to be acknowledged. If for example mainly data of one data provider are used in a publication, then it should be considered to offer co-authorship to this data provider.

Q: Most of my data comes from other recorders who own the data but have passed it to me to.

A: Generally we have the idea to flag each species that can be seen via the BioFresh portal with information about its origin. That means at a first level the origin will be labelled as 'BioFresh-DAET project' (or something similar) and as a second level there will be the contributor's name (similarly to what is done in GBIF). So you could decide to add the original collector's name here, if you want to. Additionally you will find a column „data contributor“ in the new template. Please fill it with your name as contributor of the data.

Generally, please make sure that you have the rights and permission of all your data providers to publish their data on the internet.

Format of submitted data

You can submit your data in any common data format like .dbf, .xls, .mdb, .odt or else. Textfiles like .dat, .csv, .doc or .txt should contain values separated by comma, tab, semicolon or else.

Please be aware, that Excel or Open Office tables can not handle more than 65,000 Datasets.

Print version of DAET

Q: You mentioned that a book will be published; all contributors will be also the authors?

A: Depending on the amount of data that we collect, we could think of publishing a print version of the Distribution Atlas of European Trichoptera. The authorship has not been decided yet, but all contributors will be listed in any case.

References

Q: As regards the bibliographical references, can we use only the Checkmap and the Catalogue which refer to the individual research papers?

A: Please fill the column "Literature source" or citation with the full citation.

Note: We are interested in any reference containing distribution data (including coordinates) about Trichoptera that we can digitize for this project. This might help to close gaps in poorly explored areas. Please bring such papers to our attention and/or send them to us as pdf.

Project Deadline

Q: What is the deadline for sending the data?

A: The deadline for sending the data will be End of September 2011, perhaps one month later. It depends on how fast we get most of the data to check them on plausibility and transfer them to the database. We can allow exceptions, if there is a need. Please contact us in this matter if necessary.

Honorarium

Q: Is there any estimation about the "payment" for the data that I will send you?

A: About the fee we can give you only a rough estimate. Depending on the total number of datasets we get, it might be about 10 Cent per dataset – perhaps a little more, perhaps a little less. We will allocate the number of records into groups for which we will offer the honorarium (for example: 1-100 records: xx Euro, 100-500 records: yy Euro). By the end of September we can actually calculate the concrete fee for each distributor.

Kind regards

Astrid Schmidt-Kloiber (astrid.schmidt-kloiber@boku.ac.at)

Peter J. Neu (peter.neu@trichoptera-rp.de)

Michael Malicky (m.malicky@landesmuseum.at)

Wolfram Graf (wolfram.graf@boku.ac.at)