|  |
| --- |
|  **DATA MANAGEMENT PLAN** |

**ALL DATABASE DOCUMENTATION IS AVAILABLE ON THE MINISTRY FOR PRIMARY INDUSTRIES WEBSITE AT:**

[**http://www.mpi.govt.nz/news-and-resources/science-and-research/fisheries-research/**](http://www.mpi.govt.nz/news-and-resources/science-and-research/fisheries-research/)

MPI shall own all the data collected or created during the course of the project in whatever form or format. On completion of, or throughout the performance of the project, all data must be provided to the Ministry’s Research Data Manager.

This Schedule has been developed to determine what data each project is likely to provide to the Ministry’s Research Data Management Team upon completion of a project. The type of data that might be collected as part of a project includes electronic, paper, forms/logbooks and physical specimens.

**SCHEDULE OF DATA**

**TO BE PROVIDED TO THE MPI RESEARCH DATA MANAGER**

**Contact Name:**

*(for data queries)*

**Contract No:**

**Project Code:**

This form will assist the MPI to ascertain what data are likely to be provided for each project.

**Please answer all of the following questions with either “Yes” or “No” and provide extra information as required.** *If you complete this form electronically, use “Tab” to move through the form and “Space” to check the appropriate square.*

For the purpose of this form the term “grooming” means correcting probable errors in a dataset, or removing records that contain probable errors from a dataset.

**Commercial Catch Effort Data**

*The questions in this section relate to data obtained from commercial Catch Effort returns.*

|  |  |
| --- | --- |
| 1. Will this Project be grooming Catch Effort data about species caught by trawling?

 If yes, then data must be provided in a suitable format so that it can be easily loaded to the [***fish\_ce***](https://www.fisheries.govt.nz/dmsdocument/15541-database-documentation-fish-ce) database. | [x] No[ ] Yes |
| 1. Will this Project be grooming Catch Effort data about kahawai or jack mackerel targeted or caught by purse seining?

 If yes, then data must be provided in a suitable format so that it can be easily loaded to the [***pseine***](https://www.fisheries.govt.nz/dmsdocument/15577-database-documentation-pseine) database. | [x] No[ ] Yes |
| 1. Will this Project be grooming Catch Effort data about tuna targeted or caught by line fishing?
 | [x] No[ ] Yes |
| 1. Will this Project be grooming Catch Effort data about fishing other than described above (questions 1 to 3)?
 | [x] No[ ] Yes |

**MPI Observer Data**

*The questions in this section relate to data collected by MPI observers.*

|  |  |
| --- | --- |
| 1. Will this Project be grooming MPI Observer data about catch and effort of tuna longline vessels?
 | [x] No[ ] Yes |
| 1. Will this Project be grooming MPI Observer data about catch and effort of bottom longline vessels?
 | [x] No[ ] Yes |
| 1. Will this Project be grooming MPI Observer data about catch and effort of trawl vessels?
 | [x] No[ ] Yes |
| 1. Will this Project be grooming MPI Observer length frequency or biological data collected aboard trawlers or longliners?
 | [x] No[ ] Yes |
| 1. Will this project be grooming MPI Observer data other than described above?

If yes, then please specify types: [ ]  Purse seining [ ]  Set netting  [ ]  Trolling [ ]  Other — Please Specify:        | [x] No[ ] Yes |
| 1. Will this Project be grooming MPI Observer data collected as part of a real time monitoring programme? E.g. Warp strike observations

 If yes, please describe below. | [x] No[ ] Yes |
|  |

**Specimens**

*The questions in this section relate to specimens collected or analysed during the project.*

|  |  |
| --- | --- |
| 1. Will this Project be collecting specimens to assist in determining the age of fish (e.g. otoliths, scales, vertebrae, teeth or spines)?

If yes, please specify types: [ ]  Otoliths [ ]  Scales [ ]  Vertebrae [ ]  Teeth [ ]  Spines [ ]  Other — Please specify:       Final data must be provided in a suitable format so that it can be easily loaded to the [***age***](https://www.fisheries.govt.nz/dmsdocument/15523-database-documentation-age) database | [x] No[ ] Yes |
| 1. Will this Project be analysing specimens for the purpose of determining the age of fish (e.g. otoliths, scales, vertebrae, teeth or spines)?

If yes, then data must be provided in a suitable format so that it can be easily loaded to the [***age***](https://www.fisheries.govt.nz/dmsdocument/15523-database-documentation-age) database. | [x] No[ ] Yes |
| 1. Will this Project be collecting specimens to assist in differentiating fish populations (e.g. tissue samples)?

If yes, please describe below. | [x] No[ ] Yes |
|  |
| 1. Will this Project be analysing the genetic properties of tissue samples for the purpose of differentiating fish populations?

If yes, then data must be provided in a suitable format so that it can be easily loaded to the [***genetics***](https://www.fisheries.govt.nz/dmsdocument/15547-database-documentation-genetics) database. | [x] No[ ] Yes |
| 1. Will this Project be analysing specimens other than those in question 14 for the purpose of differentiating fish populations?

If yes, please describe below. | [x] No[ ] Yes |
|  |

**Sampling and Survey Data – Individual Organisms**

*The questions in this section relate to data about the biological characteristics of individual marine organisms (e.g. length or sex) and may also record their distribution and abundance.*

|  |  |
| --- | --- |
| 1. Will this Project be collecting data about the biological characteristics of individual species (excluding Rock lobsters) by onshore sampling (usually in a processing facility or shed)?

If yes, will the data initially be collected: [ ]  using paper forms [ ]  electronicallyFinal data must be provided in a suitable format so that it can be easily loaded to the [***market***](https://www.fisheries.govt.nz/dmsdocument/15559-database-documentation-market)database | [x] No[ ] Yes |
| 1. Will this Project be collecting data about the biological characteristics of individual finfish by at sea sampling aboard vessels targeting fish for the “iki jime” market?

If yes, will the data initially be collected: [ ]  using paper forms [ ]  electronicallyFinal data must be provided in a suitable format so that it can be easily loaded to the [***iki***](https://www.fisheries.govt.nz/dmsdocument/15553-database-documentation-iki) database. | [x] No[ ] Yes |

|  |  |
| --- | --- |
| 1. Will this Project be collecting data about the biological characteristics of individual post puerulus rock lobsters on commercial vessels or by market sampling?

If yes, will the data initially be collected: [ ]  using paper forms [ ]  electronicallyFinal data must be provided in a suitable format so that it can be easily loaded to the [***rlcs-a***](https://www.fisheries.govt.nz/dmsdocument/15592-database-documentation-rlcs-a) database. | [x] No[ ] Yes |
| 1. Will this Project be collecting data about the biological characteristics of individual post puerulus rock lobsters collected by fishers in logbooks?

If yes, will the data initially be collected: [ ]  using paper forms [ ]  electronicallyFinal data must be provided in a suitable format so that it can be easily loaded to the [***rlcs-b***](https://www.fisheries.govt.nz/dmsdocument/15595-database-documentation-rlcs-b)database. | [x] No[ ] Yes |
| 1. Will this Project be collecting data about the biological characteristics of individual rock lobsters by phyllosoma or puerulus sampling?

If yes, will the data initially be collected: [ ]  using paper forms [ ]  electronicallyFinal data must be provided in a suitable format so that it can be easily loaded to the [***rocklob***](https://www.fisheries.govt.nz/dmsdocument/15598-database-documentation-rocklob) database. | [x] No[ ] Yes |
| 1. Will this Project be collecting data about the biological characteristics of individual marine organisms using transect surveys of beaches?

If yes, will the data initially be collected: [ ]  using paper forms [ ]  electronicallyFinal data must be provided in a suitable format so that it can be easily loaded to the [***beach***](https://www.fisheries.govt.nz/dmsdocument/15526-database-documentation-beach) database. | [x] No[ ] Yes |
| 1. Will this Project be collecting data about the biological characteristics of individual kina using commercial catch effort data, scientific observer catch sampling data, and research dive survey data?

If yes, will the data initially be collected: [ ]  using paper forms [ ]  electronicallyFinal data must be provided in a suitable format so that it can be easily loaded to the [***kina***](https://www.fisheries.govt.nz/dmsdocument/15556-database-documentation-kina) database. | [x] No[ ] Yes |
| 1. Will this Project be collecting data about the biological characteristics of individual marine organisms using dive surveys?

If yes, will the data initially be collected: [ ]  using paper forms [ ]  electronicallyFinal data must be provided in a suitable format so that it can be easily loaded to the [***dive***](https://www.fisheries.govt.nz/dmsdocument/15538-database-documentation-dive) database. | [x] No[ ] Yes |
| 1. Will this Project be collecting data about the biological characteristics of individual oysters using dredge surveys?

If yes, will the data initially be collected: [ ]  using paper forms [ ]  electronicallyFinal data must be provided in a suitable format so that it can be easily loaded to the [***oyster***](https://www.fisheries.govt.nz/dmsdocument/15571-database-documentation-oyster) database. | [x] No[ ] Yes |
| 1. Will this Project be collecting data about the biological characteristics of individual scallops using dredge surveys?

If yes, will the data initially be collected: [ ]  using paper forms [ ]  electronicallyFinal data must be provided in a suitable format so that it can be easily loaded to the [***scallop***](https://www.fisheries.govt.nz/dmsdocument/15601-database-documentation-scallop) database. | [x] No[ ] Yes |
| 1. Will this Project be collecting data about the biological characteristics of individual juvenile kahawai using recruitment surveys?

If yes, will the data initially be collected: [ ]  using paper forms [ ]  electronicallyFinal data must be provided in a suitable format so that it can be easily loaded to the [***recruit***](https://www.fisheries.govt.nz/dmsdocument/15586-database-documentation-recruit) database. | [x] No[ ] Yes |
| 1. Will this Project be collecting data about the biological characteristics of individual marine organisms using trawl surveys?

If yes, will the data initially be collected: [ ]  using paper forms [ ]  electronicallyFinal data must be provided in a suitable format so that it can be easily loaded to the [***trawl***](https://www.fisheries.govt.nz/dmsdocument/15613-database-documentation-trawl) database. | [x] No[ ] Yes |
| 1. Will this Project be collecting data about the biological characteristics of individual marine organisms using surveys of recreational fishing (e.g. fishing diaries, ramp surveys and shellfish harvesting surveys)?

If yes, will the data initially be collected: [ ]  using paper forms [ ]  electronicallyFinal data must be provided in a suitable format so that it can be easily loaded to the [***rec\_data***](https://www.fisheries.govt.nz/dmsdocument/15583-database-documentation-rec-data) database. | [x] No[ ] Yes |
| 1. Will this Project be collecting data about the biological characteristics of individual marine organisms using tagging programmes?

If yes, will the data initially be collected: [ ]  using paper forms [ ]  electronicallyFinal data must be provided in a suitable format so that it can be easily loaded to the [***tag***](https://www.fisheries.govt.nz/dmsdocument/15610-database-documentation-tag) database. | [x] No[ ] Yes |
| 1. Will this Project be collecting or grooming data about the biological characteristics of individual marine organisms of a type other than described above (questions 16 to 29)?

If yes, will the data initially be collected: [ ]  using paper forms [ ]  electronicallyPlease describe below. | [x] No[ ] Yes |
|  |
| 1. Will this Project be grooming sampling or survey data extracted from one or more of the MPI’s research databases?

If yes, please select the database/s from the list below:[ ]  *beach* (transect surveys of beaches) [ ]  *rec\_data* (recreational fishing surveys)[ ]  *market* (on shore sampling) [ ]  *rlcs-a* (rock lobster catch sampling)[ ]  *kina* (dive surveys for kina) *[ ]  rlcs-b* (rock lobster logbook sampling)[ ]  *dive* (dive surveys for species other than kina) [ ] *rocklob* (phyllosoma/puerulus sampling)[ ]  *iki* (finfish for “iki jime” market) [ ]  *scallop* (scallop dredge surveys)[ ]  *oyster* (oyster dredge surveys) [ ]  *tag* (data from tagging programmes)[ ]  *recruit* (juvenile kahawai surveys) [ ]  *trawl* (trawl surveys) | [x] No[ ] Yes |

**Sampling and Survey Data – Marine Communities**

|  |  |
| --- | --- |
| 1. Will this Project be collecting data about Seamounts?

If yes, will the data initially be collected: [ ]  using paper forms [ ]  electronicallyFinal data must be provided in a suitable format so that it can be easily loaded to the [***seamount***](https://www.fisheries.govt.nz/dmsdocument/15604-database-documentation-seamount) database. | [x] No[ ] Yes |
| 1. Will this Project be collecting data about the distribution and abundance of marine species using acoustic survey data (obtained through the use of an echo sounder)?

If yes, then data must be provided in a suitable format so that it can be easily loaded to the [***acoustic***](https://www.fisheries.govt.nz/dmsdocument/15622-database-documentation-acoustic-database) database. | [x] No[ ] Yes |

|  |  |
| --- | --- |
| 1. Will this Project be collecting data about the distribution and abundance of marine species using aerial sightings of schooling pelagic fish species?

If yes, will the data initially be collected: [ ]  using paper forms [ ]  electronicallyFinal data must be provided in a suitable format so that it can be easily loaded to the [***aer\_sight***](https://www.fisheries.govt.nz/dmsdocument/15520-database-documentation-aer-sight) database. | [x] No[ ] Yes |
| 1. Will this Project be collecting data about the distribution and abundance of marine species using plankton or egg surveys?

If yes, will the data initially be collected: [ ]  using paper forms [ ]  electronicallyFinal data must be provided in a suitable format so that it can be easily loaded to the [***plankton***](https://www.fisheries.govt.nz/dmsdocument/15574-database-documentation-plankton) database. | [x] No[ ] Yes |
| 1. Will this Project be collecting data about the distribution and abundance of marine species or the composition of marine communities of a type other than described above (questions 32 to 35)?

If yes, will the data initially be collected: [ ]  using paper forms [ ]  electronically Please describe below. | [x] No[ ] Yes |
|  |
| 1. Will this Project be grooming data about the distribution and abundance of marine species from one or more of the MPI’s research databases?

If yes, please select the database/s from the list below:[ ]  *acoustic* (acoustic survey data)[ ]  *aer\_sight* (aerial sightings of pelagic fish)[ ]  *plankton* (plankton or egg surveys)[ ]  *seamount* (seamount data) | [x] No[ ] Yes |

**Specimens**

|  |  |
| --- | --- |
| 1. Will this Project be collecting specimens that are whole marine organisms?

If yes, please describe below. *(Include a description of the expected fate of the samples, e.g. lodged in museum collection.)* | [x] No[ ] Yes |
|  |
| 1. Will this Project be analysing the morphology of whole marine organisms?

If yes, please describe below.Final data must be provided in a suitable format so that it can be easily loaded to the [***biods***](https://www.fisheries.govt.nz/dmsdocument/15529-database-documentation-biods) database. | [x] No[ ] Yes |
|  |
| 1. Will this Project be collecting samples for the purpose of differentiating or identifying populations of marine organisms (e.g. tissue samples)?

If yes, please describe below. | [x] No[ ] Yes |
|  |
| 1. Will this Project be analysing the genetic properties of tissue samples for the purpose of differentiating populations?

Final data must be provided in a suitable format so that it can be easily loaded to the [***genetics***](https://www.fisheries.govt.nz/dmsdocument/15547-database-documentation-genetics) database. | [x] No[ ] Yes |
|  |
| 1. 51 Will this Project be collecting or analysing any other samples that are parts of marine organisms that are not already described above?

If yes, please describe below. | [x] No[ ] Yes |
|  |

**Images**

|  |  |
| --- | --- |
| 1. Will this Project be collecting photo, video, or audio data?

If yes, please describe below. | [x] No[ ] Yes |
|  |
| 1. Will this Project be creating diagrams, descriptions or identification keys for marine organisms?

If yes, please describe below.Note that final data must be provided in a suitable format so that it can be easily loaded to the [***biods***](https://www.fisheries.govt.nz/dmsdocument/15529-database-documentation-biods) database. | [x] No[ ] Yes |
|  |

**Sampling and Survey data – marine communities**

|  |  |
| --- | --- |
| 1. Will this project be collecting or grooming data about the distribution, location or abundance of marine organisms?

If yes, will the data initially be collected: [ ]  using paper forms [ ]  electronically Please describe below.Final data must be provided in a suitable format so that it can be easily loaded to the [***biods***](https://www.fisheries.govt.nz/dmsdocument/15529-database-documentation-biods) database. | [x] No[ ] Yes |
|  |

**Marine habitat data**

|  |  |
| --- | --- |
| 1. Will this Project be collecting data about Seamounts?

If yes, will the data initially be collected: [ ]  using paper forms [ ]  electronicallyFinal data must be provided in a suitable format so that it can be easily loaded to the [***seamount***](https://www.fisheries.govt.nz/dmsdocument/15604-database-documentation-seamount) database. | [x] No[ ] Yes |
|  |
| 1. Will this Project be collecting data about the physical or chemical properties of the sea floor, substrate or water column?

If yes, will the data initially be collected: [ ]  using paper forms [ ]  electronically Please describe below.Final data must be provided in a suitable format so that it can be easily loaded to the [***biods***](https://www.fisheries.govt.nz/dmsdocument/15529-database-documentation-biods) database. | [x] No[ ] Yes |
|  |
| 1. Will this Project be collecting samples of the substrate (e.g. mud, rocks)?

If yes, please describe below. *(Include a description of the expected fate of the samples, e.g. lodged in museum collection.)* | [x] No[ ] Yes |
|  |
| 1. Will this Project be collecting data about water movements (e.g. tides, currents, eddies)?

If yes, will the data initially be collected: [ ]  using paper forms [ ]  electronically Please describe below. | [x] No[ ] Yes |
|  |

**Other Data**

|  |  |
| --- | --- |
| 1. Will this project be collecting or grooming data about the conductivity, temperature and depth of the water column (using a CTD device)?

If yes, will the data initially be collected: [ ]  using paper forms [ ]  electronically Please describe below.Final data must be provided in a suitable format so that it can be easily loaded to the [***ctd***](https://www.fisheries.govt.nz/dmsdocument/15535-database-documentation-ctd) database. | [x] No[ ] Yes |
|  |
| 1. Are you intending to publish any information produced during this Project on a website or on a CD/DVD? (other than the MPI website)?

If yes, please describe below. | [x] No[ ] Yes |
|  |
| 1. Will this Project be collecting or grooming data about the physical properties of the oceans or ocean floor (other than CTD data)?

If yes, please describe below. | [x] No[ ] Yes |
|  |
| 1. Will this Project be collecting or grooming data about the effectiveness or performance of fishing equipment (e.g. data on hook sink rates)?

If yes, please describe below. | [x] No[ ] Yes |
|  |
| 1. Will this Project be grooming data obtained from commercial fishing Catch Effort returns?

If yes, please describe below. | [x] No[ ] Yes |
|  |
| 1. Will this Project be grooming data collected by MPI observers?

If yes, please describe below. | [x] No[ ] Yes |
|  |
| 1. Will this Project be creating any electronic datasets as a result of merging data from at least two different types of electronic data (e.g. merging Catch Effort data with Observer data)?

If yes, please describe below. | [x] No[ ] Yes |
|  |
| 1. Will this project be generating any Geographical Information System (GIS) data and / or maps?

If yes, please describe below. | [x] No[ ] Yes |
|  |
| 1. Will this Project be collecting photo, video, or audio data?

If yes, please describe below. | [x] No[ ] Yes |
|  |
| 1. Will this Project be collecting any other data not already discussed above?

If yes, please describe below. | [x] No[ ] Yes |
|  |