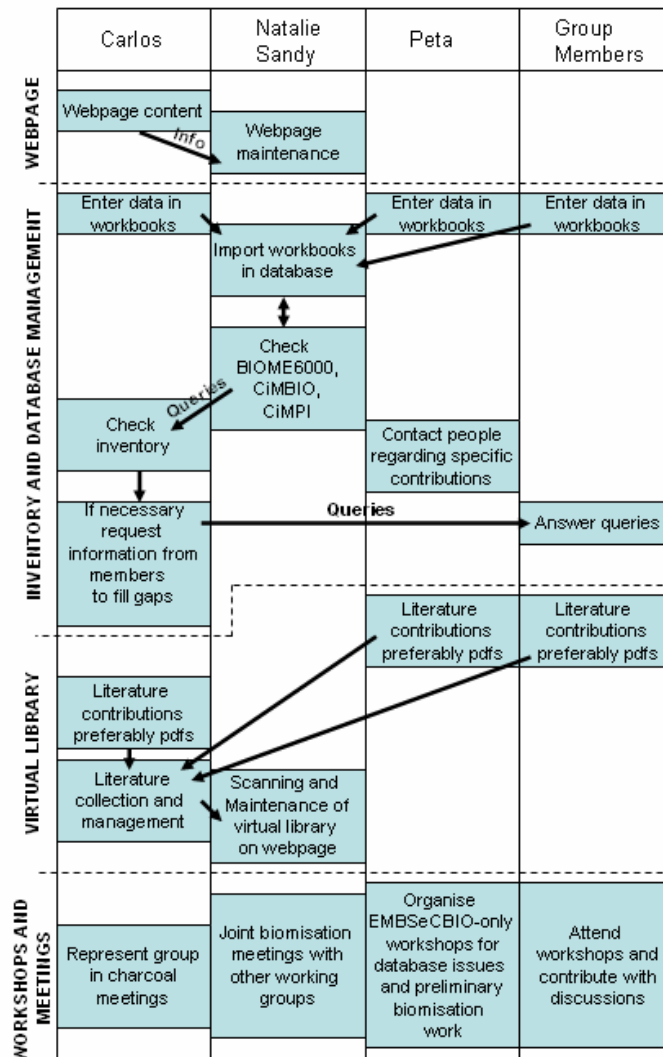


## Protocol for EMBSecBIO Group (WG-2/IGCP-521) Data Synthesis

Exeter/Bristol May 2006

- 1) Data-access policy is available on webpage.  
<http://www.bridge.bris.ac.uk/projects/EMBSECBIO/index.html>
- 2) Tasks and responsibilities for coordinators and group members are specified in diagram below.

EMBSecBIO (WG-2/IGCP-521) responsibilities and tasks



- 3) EMBSecBIO webpage (under international projects on BRIDGE website) maintained by Natalie Ortiz. Carlos Cordova is responsible for contents and text updates.
- 4) Data to be included: all sites covering part or all of the past 30,000 years. Data to be obtained from BIOME 6000, CiMPI, CiMBIO, NOAA-NGDC GPD, and EMBSecBIO's own data.
- 5) Data collection to proceed in three phases: inventory, metadata collection and raw data collection. If sites are already available in archive facilities, Natalie Ortiz will

- be responsible for download but EMBSecBIO members will be responsible for metadata collection. If sites are not already available in archive facilities, EMBSecBIO members will be responsible for collection of both metadata and raw data. This division of labour will be documented on the inventory table
- 6) Separate inventories of pollen, plant macrofossils, and charcoal data are posted on the website. If there are multiple cores from the same site, each core has to be listed separately in the inventory (nb each core is a separate entity).
  - 7) When website and inventory list are ready, Carlos Cordova will send email asking EMBSecBIO participants to check inventory online and (a) send information about missing sites, (b) check what work they are expected to do and confirm that this is OK, and (c) sign up for any sites that are unassigned for which they can provide.
  - 8) Data submission MUST be done using the worksheets. Entries into the worksheets must follow the strict format guidelines to minimize the need for post-submission clean-up. All site and sample metadata fields must be completed. Although several options for data entry exist (e.g., raw counts, percent, digitised percent), raw counts are preferred.
  - 9) EMBSecBIO members are responsible for filling in these worksheets. Natalie Ortiz is responsible for importing the worksheets into the database. Given the time constraints, Natalie Ortiz is not able to accept data in other formats.
  - 10) Each member is responsible for obtaining information on sites and data in his/her own designated region. This includes contacting palynologists, if necessary, to obtain raw data.
  - 11) Carlos Cordova will answer queries regarding data entry in the worksheets. If an answer is required from database management, Carlos will forward queries to Natalie Ortiz.
  - 12) Alternative names for the same site are incorporated in the database. It is important that EMBSecBIO members identify alternatives (and other mistakes) in the workbook (use last column of site metadata sheet to do this). Carlos Cordova will decide on the definitive name to be used in the database, if there is a question about which name to use. Natalie Ortiz will ensure that alternative names are documented in the database.
  - 13) Error checking. Natalie Ortiz is responsible for automated checking (mapping to ensure sites in region, not in sea; sites versus elevation graph; field have numeric or non-numeric data as appropriate; depth versus age for radiocarbon; radiocarbon age >50,000; raw counts = whole numbers, % data = 100%; all fields completed). Natalie Ortiz will put queries on website (password protected section) including e.g. map, and send email to person responsible ccd to Carlos Cordova. EMBSecBIO member and/or Carlos Cordova are responsible for dealing with the query. Natalie Ortiz is responsible for implementing changes in database and annotating db with information of changes implemented. Query is to stay on website until dealt with.
  - 14) Age models. The database will include fields for multiple age assignments by different methods. We will include NOAA/NGDC age model if given. Sandy Harrison and Natalie Ortiz will develop automated method of constructing age model(s) from radiocarbon dates in database. Working Group members will

- include author's age model (from literature). During workshops, all EMBSecBIO members present will go through sites one by one to decide on appropriate age model to use and will create age models as necessary.
- 15) EMBSecBIO-only workshop will aim at cleaning up databases, sorting out age models, defining taxa to PFTs allocations, biomisation procedures, and biomes required. There will be a joint meeting with PAIN subsequently, but this will only involve representatives from the EMBSecBIO.
  - 16) EMBSecBIO needs to develop the following:
    - Classification of biomes in climate space
    - Classification of biomes according to distinctive PFTs
    - Classification of taxa into PFTs
    - Iterative biomisation procedure = select best procedure
    - Modify biomisation procedure to use e.g. macrofossilsSandy Harrison will provide current global PFTs scheme; current BIOME 4 biome scheme as a starting point. Development of these schemes will be initialized at the EMSeCBIO workshop.
  - 17) Joint meeting with PAIN to reconcile the biomisation schemes in use for the two regions. This will be done at the joint workshop.
  - 18) Publications. There will be a paper describing the database and the biomisation for the EMBSecBIO region. All working group members will be full co-authors of this publication. Authorship of any subsequent publications will be discussed at EMBSecBIO workshops.