

# AFRICA ENVIRONMENT INFORMATION NETWORK

## ASSESSMENT OF INFORMATION MANAGEMENT CAPACITY AND DATA RESOURCES

### PART 1 :

#### NETWORKING AND INFORMATION MANAGEMENT CAPACITY

*This questionnaire is part of an assessment of the status of environmental information management and networking capacity in Africa. It will serve as the basis for establishing a comprehensive inventory on environmental information resources as part of the development of a data foundation in support of environmental reporting processes. Your responses to the questions below will assist in establishing the current status of environmental information networking in your country, and the needs that have to be addressed in order to make environmental information management and networking more functional and efficient in your country, within the framework of the Africa Environment Information Network.*

*One copy of this form should be completed per organisation or unit within the organisation as may be appropriate.*

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#### **A. CONTACT DETAILS**

*Name of person completing questionnaire:*

*Date:*

*Telephone number:*

*Email:*

*Name of organisation:*

*Acronym:*

*Full physical (location) address:*

*Full postal address:*

*Telephone number:*

*Fax number:*

*Email:*

*Web site:*

*Head of organisation: (Prof./Dr./Mr./Mrs./Ms.)*

*Designation:*

*Direct Telephone number:*

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#### **NETWORKING AND PARTNERSHIPS**

*How could your organisation contribute most effectively to an Africa Environment Information Network?*

1.

2.

3.

*What are the three key things that you would expect from such a network?*

1.

2.

3.

*Please provide details of the environment and sustainable development information networks, steering groups or committees 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"/>

*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 received	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

*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 that are being planned in the near future:*

Organisation	Proposed cooperation
1.	
2.	
3.	

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## **INSTITUTIONAL DESCRIPTION**

*Which of the following best describes your organisation (tick all that may apply)?*

- |  |  |
|--|--|
| <input type="checkbox"/> Governmental            | <input type="checkbox"/> Local authority |
| <input type="checkbox"/> Semi-governmental       | <input type="checkbox"/> Private         |
| <input type="checkbox"/> Academic                | <input type="checkbox"/> Research        |
| <input type="checkbox"/> Non-governmental        | <input type="checkbox"/> Non-profit      |
| <input type="checkbox"/> Other (please specify): |  |

*What is the mandate of your organisation?*

*At what levels does your organisation operate (tick all that may apply)?*

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> International           | <input type="checkbox"/> Sub-regional            | <input type="checkbox"/> National              |
| <input type="checkbox"/> State (or similar)      | <input type="checkbox"/> Provincial (or similar) | <input type="checkbox"/> District (or similar) |
| <input type="checkbox"/> Local government (City) | <input type="checkbox"/> Other (please specify): |  |

*Is your organisation providing information to support any the following (please tick all that may apply):*

### **National Plans and Strategies**

- |  |   |
|--|---|
| <input type="checkbox"/> National Environmental Action Plan  | <input type="checkbox"/> National Conservation Strategy             |
| <input type="checkbox"/> Integrated Coastal Management Plans | <input type="checkbox"/> Soil Conservation Management Plans         |
| <input type="checkbox"/> Sustainable Forest Management Plans | <input type="checkbox"/> Integrated Water Resource Management Plans |
| <input type="checkbox"/> Other (please specify)              |   |

### **Regional/sub-regional agreements and International Conventions:**

- |  |   |
|--|---|
| <input type="checkbox"/> Lusaka Agreement                        | <input type="checkbox"/> Nairobi Convention                                 |
| <input type="checkbox"/> Abidjan Convention                      | <input type="checkbox"/> Bamako Convention                                  |
| <input type="checkbox"/> Algiers Convention                      | <input type="checkbox"/> Agenda 21  |
| <input type="checkbox"/> Convention on Wetlands                  | <input type="checkbox"/> Convention on Biological Diversity                 |
| <input type="checkbox"/> Framework Convention on Climate Change  | <input type="checkbox"/> Convention to Combat Desertification               |
| <input type="checkbox"/> Migratory Species of Wild Animals       | <input type="checkbox"/> CITES <sup>1</sup>                                 |
| <input type="checkbox"/> International Tropical Timber Agreement | <input type="checkbox"/> Convention on the Prior Informed Consent Procedure |
| <input type="checkbox"/> Convention on the Law of the Sea        | <input type="checkbox"/> Habitat Agenda                                     |
| <input type="checkbox"/> Kyoto Protocol                          | <input type="checkbox"/> Montreal Protocol                                  |
| <input type="checkbox"/> Persistent Organic Pollutants           | <input type="checkbox"/> Other (please specify)                             |

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<sup>1</sup> Convention on International Trade in Endangered Species of Wild Fauna and Flora

Please indicate any other programmes or projects that your organisation reports to, which may be relevant to this survey:

- 1.
- 2.
- 3.

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## **INFORMATION MANAGEMENT**

What are your organisation's/unit's core environmental information management functions (please tick all that may apply)?

- |   |   |
|---|---|
| <input type="checkbox"/> Data gathering                   | <input type="checkbox"/> Reporting                      |
| <input type="checkbox"/> Data collation                   | <input type="checkbox"/> Data warehousing               |
| <input type="checkbox"/> Library and archiving            | <input type="checkbox"/> Dissemination                  |
| <input type="checkbox"/> Data interpretation and analysis | <input type="checkbox"/> Visualisation/Decision-Support |
| <input type="checkbox"/> Other (please specify)           |   |

What is the geographic coverage for these activities (please tick all that may apply)?

- |  |  |
|--|--|
| <input type="checkbox"/> Sub-regional            | <input type="checkbox"/> Trans-boundary          |
| <input type="checkbox"/> National                | <input type="checkbox"/> State (or similar)      |
| <input type="checkbox"/> Provincial (or similar) | <input type="checkbox"/> District (or similar)   |
| <input type="checkbox"/> Local                   | <input type="checkbox"/> Other (please specify): |

Who are the major users of your environmental information (please tick all that may apply)?

- |   |   |
|---|---|
| <input type="checkbox"/> My organisation (internal)         | <input type="checkbox"/> National government            |
| <input type="checkbox"/> International agencies             | <input type="checkbox"/> Private sector                 |
| <input type="checkbox"/> Provincial/district administration | <input type="checkbox"/> Non-governmental organisations |
| <input type="checkbox"/> Other (please specify)             |   |

Does your organisation have an information strategy?  yes  no

Does your organisation have a data policy or mechanism, including data exchange?  yes  no

How does your organisation grant access to environmental information?

- |   |   |
|---|---|
| <input type="checkbox"/> Unrestricted public access | <input type="checkbox"/> Unavailable for external use |
| <input type="checkbox"/> Limited by policy          | <input type="checkbox"/> Adhoc/informal/selective     |
| <input type="checkbox"/> By individual request      | <input type="checkbox"/> Other (please specify) ..... |

Where access is granted what policy applies (tick one)?

- |   |  |
|---|--|
| <input type="checkbox"/> Charged at market value  | <input type="checkbox"/> Charged on full cost-recovery basis |
| <input type="checkbox"/> Charged at cost of media | <input type="checkbox"/> Adhoc                               |
| <input type="checkbox"/> Free to most             | <input type="checkbox"/> Free to all                         |
| <input type="checkbox"/> Other (please specify)   |  |

Where access is granted, in what formats are the data available (please tick all that may apply)?

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

Other (please specify):

Has the information/data been fully documented to assist external users?       yes       no

What are the main uses of the data/information you provide?

- Decision support       Planning/zoning       Operations  
 Management       Policy formulation       Licensing  
 Monitoring compliance       Enforcement of regulations       Research  
 Other (please specify)

Indicate whether your organisation/unit manages or uses/needs any of the following information in fulfilling its functions:

		<b>Manages</b>	<b>Uses</b>	<b>Needs</b>
<b>Land use</b>	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"/>
	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"/>
<b>Land cover/Ecosystems</b>	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"/>
	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"/>
	Highland/mountain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify):	-----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Species/genes</b>	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"/>
	Plants (higher/lower)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify):	-----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Social/economic/political</b>	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"/>

<b>Physical features</b>	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"/>

What is the source of data/information (tick all that may apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Primary research                  | <input type="checkbox"/> Routine data collection |
| <input type="checkbox"/> Acquired from other organisations | <input type="checkbox"/> Public domain           |
| <input type="checkbox"/> Mixture                           | <input type="checkbox"/> Other (please specify): |

Form/type of data/information (tick all that may apply):

<b>Hard-copy formats:</b>	<b>Audio-visual formats:</b>	<b>Electronic formats:</b>	<b>Other:</b>
<input type="checkbox"/> Books/reports	<input type="checkbox"/> Sound recordings	<input type="checkbox"/> Word processor files	<input type="checkbox"/> Mixture
<input type="checkbox"/> Forms/notes/tables	<input type="checkbox"/> Photographs	<input type="checkbox"/> Spreadsheet	<input type="checkbox"/> Other digital files
<input type="checkbox"/> Pictures	<input type="checkbox"/> Video/film	<input type="checkbox"/> Database	Please specify:
<input type="checkbox"/> Card index		<input type="checkbox"/> GIS coverage	
<input type="checkbox"/> Maps		<input type="checkbox"/> Remotely sensed imagery	
Other (please specify):			

What do you consider to be the limitations of your data/information for environmental management and sustainable development planning? (tick all that may apply):

- |   |                                |                                     |
|---|--------------------------------|-------------------------------------|
| <input type="checkbox"/> Age of data set  | <input type="checkbox"/> Scale | <input type="checkbox"/> Resolution |
| <input type="checkbox"/> Completeness     |                                |                                     |
| <input type="checkbox"/> Quality/Accuracy |                                |                                     |

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## CAPACITY IN ENVIURONMENTAL INFORMATION MANAGEMENT

How many staff members in your organisation/unit are trained in the following areas at the levels indicated?

	Post graduate	Graduate	Diploma	Short course	Total
Data collection/monitoring	—	—	—	—	—
Data entry/quality-assurance	—	—	—	—	—
Data analysis	—	—	—	—	—
Technical writing	—	—	—	—	—
Graphic design/publishing	—	—	—	—	—
Communications	—	—	—	—	—
Management information systems	—	—	—	—	—
Geographic information systems	—	—	—	—	—
Remote sensing	—	—	—	—	—
Database development	—	—	—	—	—
Systems management	—	—	—	—	—
Internet access/web-site	—	—	—	—	—
Other technical assistance	—	—	—	—	—

Which are the top three areas of environmental information management skills would you like to add to you staff?

- 1.
- 2.
- 3.

**COMPUTING ENVIRONMENT AND COMMUNICATION**

*This section should be completed by your systems administrator.*

Name:

E-mail:

Indicate what facilities your organisation owns or has access to — in good working order. (Please tick all that may apply):

**Computers**

System <sup>2</sup>	Operating System	Number	Processor	Memory	Hard Disk Capacity

**Local Area Network**

yes

no

Number of users:

Network Operating System:

Windows XP/2000 /NT Server  yes  no

Novell NetWare  yes  no

UNIX  yes  no

Linux  yes  no

Version:

Distribution:

Other (please specify):

-----

**Telecommunication and networking**

Telephone

yes  no

Fax

yes  no

total:

Do staff members have individual e-mail accounts

yes  no

total:

Internet access points

yes  no

total:

**Internet access and bandwidth**

Dial-up (normal phone line)

yes  no

Max. Speed:

Dial-up (ISDN)

yes  no

Dial-up (DSL)

yes  no

Type:

Direct access (leased line)

yes  no

Type:

Fibre optic network

yes  no

Microwave/Radio link

yes  no

Satellite link

yes  no

<sup>2</sup> Please indicate if Server, Workstation, Desktop or Laptop

<b>Data input/output</b>	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:
	Laser printers	<input type="checkbox"/> yes	<input type="checkbox"/> no	total/size:
	Colour printers	<input type="checkbox"/> yes	<input type="checkbox"/> no	total:

Other (please specify): \_\_\_\_\_  
 \_\_\_\_\_

<b>Applications software</b>	Office productivity	<input type="checkbox"/> yes	<input type="checkbox"/> no	type/version:
	Desktop publishing	<input type="checkbox"/> yes	<input type="checkbox"/> no	users:
	Graphics/presentation	<input type="checkbox"/> yes	<input type="checkbox"/> no	
	HTML editing	<input type="checkbox"/> yes	<input type="checkbox"/> no	type:
	Internet client	<input type="checkbox"/> yes	<input type="checkbox"/> no	type/version:
	Web server	<input type="checkbox"/> yes	<input type="checkbox"/> no	type/version:
	Statistical/modelling	<input type="checkbox"/> yes	<input type="checkbox"/> no	users:

Other (please specify): \_\_\_\_\_  
 \_\_\_\_\_

<b>Database management systems</b>	Access	<input type="checkbox"/> yes	<input type="checkbox"/> no	users:
	xBASE	<input type="checkbox"/> yes	<input type="checkbox"/> no	users:
	Oracle	<input type="checkbox"/> yes	<input type="checkbox"/> no	users:

Other (please specify): \_\_\_\_\_

<b>Geo-data processing</b>	GIS	<input type="checkbox"/> yes	<input type="checkbox"/> no	users:
	Mapping	<input type="checkbox"/> yes	<input type="checkbox"/> no	users:
	Image processing	<input type="checkbox"/> yes	<input type="checkbox"/> no	users:
	Global Position System services	<input type="checkbox"/> yes	<input type="checkbox"/> no	users:

Other (please specify): \_\_\_\_\_

<b>Communication/Groupware</b>	Directory services (shared address book, staff lists etc.)	<input type="checkbox"/> yes	<input type="checkbox"/> no	users:	name/version:
	Shared calendar (meeting schedules, events etc.)	<input type="checkbox"/> yes	<input type="checkbox"/> no	users:	name/version:
	News	<input type="checkbox"/> yes	<input type="checkbox"/> no	users:	name/version:
	Lists with publications, projects, reports, datasets etc.	<input type="checkbox"/> yes	<input type="checkbox"/> no	users:	name/version:
	Other (please specify): _____				

<b>Miscellaneous</b>	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): \_\_\_\_\_  
 \_\_\_\_\_

*In the order of priorities, which are the three facilities that your organisation most needs to acquire or strengthen (please add extra sheets if necessary)?*

- 1.
- 2.
- 3.

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**EXTERNAL COMMUNICATION**

*Does your organisation use any of the following external information sources/services regularly? If yes, which one(s) and how often (e.g. 5 times a week)?*

Web sites and gateways of national and international organisations       yes       no  
Source/service: .....Frequency:.....  
Source/service: .....Frequency:.....  
Source/service: .....Frequency:.....

Newsgroups, discussion forums:       yes       no  
Service:.....Frequency:.....  
Service:.....Frequency:.....  
Service:.....Frequency:.....

Search engines, directory services or metadata indices       yes       no  
Service:.....Frequency:.....  
Service:.....Frequency:.....  
Service:.....Frequency:.....

*In which format do you mainly retrieve information from the internet? Please state percentages of total information retrieval?*

- Texts, reports
- Tables, charts
- Cartographic data, maps (editable or non editable)
- GIS or remote sensing data sets 8fully processed or for further processing
- Other (please specify): \_\_\_\_\_

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Thank you for taking time to complete this questionnaire.

**AFRICA ENVIRONMENT INFORMATION NETWORK**  
**ASSESSMENT OF INFORMATION MANAGEMENT CAPACITY**  
**AND DATA RESOURCES**

**PART 2:**  
**ASSESSMENT OF DATA AND INFORMATION RESOURCES**

*This questionnaire is part of an assessment of the status of environmental information management and networking capacity in Africa. It will serve as the basis for establishing a comprehensive inventory on environmental information resources as part of the development of a data foundation in support of environmental reporting processes. Your responses to the questions below will assist in establishing the current status of environmental information networking in your country, and the needs that have to be addressed in order to make environmental information management and networking more functional and efficient in your country, within the framework of the Africa Environment Information Network.*

*One copy of this form should be completed per organisation or unit within the organisation as may be appropriate.*

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**A. CONTACT DETAILS**

Contact person: ..... Position: .....

Telephone number: ..... Fax: ..... E-mail: .....

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**B. DATA/INFORMATION SOURCES**

Source of data/information (tick all that may apply):

- Primary research       Routine data collection       Acquired copy       Public domain  
 Mixture

Other (please specify):

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

Form/type of data (tick all that may apply):

- | <i>Hard-copy formats:</i>                   | <i>Audio-visual formats:</i>              | <i>Electronic formats:</i>                       | <i>Other:</i>                                |
|---|---|--|--|
| <input type="checkbox"/> Books/reports      | <input type="checkbox"/> Sound recordings | <input type="checkbox"/> Word processor files    | <input type="checkbox"/> Mixture             |
| <input type="checkbox"/> Forms/notes/tables | <input type="checkbox"/> Photographs      | <input type="checkbox"/> Spreadsheet             | <input type="checkbox"/> Other digital files |
| <input type="checkbox"/> Pictures           | <input type="checkbox"/> Video/film       | <input type="checkbox"/> Database                | Please specify:                              |
| <input type="checkbox"/> Card index         |   | <input type="checkbox"/> GIS coverage            |  |
| <input type="checkbox"/> Maps               |   | <input type="checkbox"/> Remotely sensed imagery |  |

Other (please specify):

For what purpose(s) is/was the data/information collected?

1.

2.

3.

Indicate any uses it has been put to subsequently:

1.

2.

3.

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

	<b>Use</b>	<b>Unwise</b>	<b>Improper</b>
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"/>

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### ***C. ACCESS PROCEDURES***

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

- Unrestricted external use       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:

**D. DATA SETS**

Please complete the following table for data sets held by your institution. Make copies of the table and use for data themes with many variables (e.g., climate, soils, etc.) and information not indicated here.

TYPE OF DATA	THEME/PARAMETER	SOURCE FORMAT	COVERAGE				FREQUENCY	LAST UPDATE	SCALE(S)	PRODUCT FORMAT			
			LOC	PROV	NAT'L	OTH				<input type="checkbox"/> Map	<input type="checkbox"/> Tables	<input type="checkbox"/> Reports	<input type="checkbox"/> Other
Physiography/Topography		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other								<input type="checkbox"/> Map	<input type="checkbox"/> Tables	<input type="checkbox"/> Reports	<input type="checkbox"/> Other
		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other								<input type="checkbox"/> Map	<input type="checkbox"/> Tables	<input type="checkbox"/> Reports	<input type="checkbox"/> Other
Soils		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other								<input type="checkbox"/> Map	<input type="checkbox"/> Tables	<input type="checkbox"/> Reports	<input type="checkbox"/> Other
		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other								<input type="checkbox"/> Map	<input type="checkbox"/> Tables	<input type="checkbox"/> Reports	<input type="checkbox"/> Other
		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other								<input type="checkbox"/> Map	<input type="checkbox"/> Tables	<input type="checkbox"/> Reports	<input type="checkbox"/> Other
Surface geology		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other								<input type="checkbox"/> Map	<input type="checkbox"/> Tables	<input type="checkbox"/> Reports	<input type="checkbox"/> Other
Structural geology		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other								<input type="checkbox"/> Map	<input type="checkbox"/> Tables	<input type="checkbox"/> Reports	<input type="checkbox"/> Other
Climate		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other								<input type="checkbox"/> Map	<input type="checkbox"/> Tables	<input type="checkbox"/> Reports	<input type="checkbox"/> Other
		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other								<input type="checkbox"/> Map	<input type="checkbox"/> Tables	<input type="checkbox"/> Reports	<input type="checkbox"/> Other
		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other								<input type="checkbox"/> Map	<input type="checkbox"/> Tables	<input type="checkbox"/> Reports	<input type="checkbox"/> Other

TYPE OF DATA	THEME/PARAMETER	SOURCE FORMAT	COVERAGE				FREQUENCY	LAST UPDATE	SCALE(S)	PRODUCT FORMAT		
			LOC	PROV	NAT'L	OTH				<input type="checkbox"/> Map	<input type="checkbox"/> Tables	<input type="checkbox"/> Reports
Surface water		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other							<input type="checkbox"/> Map	<input type="checkbox"/> Tables	<input type="checkbox"/> Reports	<input type="checkbox"/> Other
Wetlands		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other							<input type="checkbox"/> Map	<input type="checkbox"/> Tables	<input type="checkbox"/> Reports	<input type="checkbox"/> Other
Groundwater		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other							<input type="checkbox"/> Map	<input type="checkbox"/> Tables	<input type="checkbox"/> Reports	<input type="checkbox"/> Other
Hydro-geology		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other							<input type="checkbox"/> Map	<input type="checkbox"/> Tables	<input type="checkbox"/> Reports	<input type="checkbox"/> Other
Satellite imagery		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other							<input type="checkbox"/> Map	<input type="checkbox"/> Tables	<input type="checkbox"/> Reports	<input type="checkbox"/> Other
		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other							<input type="checkbox"/> Map	<input type="checkbox"/> Tables	<input type="checkbox"/> Reports	<input type="checkbox"/> Other
		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other							<input type="checkbox"/> Map	<input type="checkbox"/> Tables	<input type="checkbox"/> Reports	<input type="checkbox"/> Other
Aerial photographs		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other							<input type="checkbox"/> Map	<input type="checkbox"/> Tables	<input type="checkbox"/> Reports	<input type="checkbox"/> Other
		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other							<input type="checkbox"/> Map	<input type="checkbox"/> Tables	<input type="checkbox"/> Reports	<input type="checkbox"/> Other
		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other							<input type="checkbox"/> Map	<input type="checkbox"/> Tables	<input type="checkbox"/> Reports	<input type="checkbox"/> Other
Fisheries		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other							<input type="checkbox"/> Map	<input type="checkbox"/> Tables	<input type="checkbox"/> Reports	<input type="checkbox"/> Other

TYPE OF DATA	THEME/PARAMETER	SOURCE FORMAT	COVERAGE				FREQUENCY	LAST UPDATE	SCALE(S)	PRODUCT FORMAT	
			LOC	PROV	NAT'L	OTH					
		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other								<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Reports <input type="checkbox"/> Other	
Land cover		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other								<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Reports <input type="checkbox"/> Other	
Land use		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other								<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Reports <input type="checkbox"/> Other	
Land capability		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other								<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Reports <input type="checkbox"/> Other	
Forestry		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other								<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Reports <input type="checkbox"/> Other	
Wildlife		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other								<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Reports <input type="checkbox"/> Other	
		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other								<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Reports <input type="checkbox"/> Other	
Population		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other								<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Reports <input type="checkbox"/> Other	
		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other								<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Reports <input type="checkbox"/> Other	
Roads		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other								<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Reports <input type="checkbox"/> Other	
Railroads		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other								<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Reports <input type="checkbox"/> Other	

TYPE OF DATA	THEME/PARAMETER	SOURCE FORMAT	COVERAGE				FREQUENCY	LAST UPDATE	SCALE(S)	PRODUCT FORMAT	
			LOC	PROV	NAT'L	OTH					
		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other								<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Reports <input type="checkbox"/> Other	
Boundaries		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other								<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Reports <input type="checkbox"/> Other	
		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other								<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Reports <input type="checkbox"/> Other	
		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other								<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Reports <input type="checkbox"/> Other	
District capitals		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other								<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Reports <input type="checkbox"/> Other	
Major settlements		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other								<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Reports <input type="checkbox"/> Other	
Urban areas		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other								<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Reports <input type="checkbox"/> Other	
Region capitals		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other								<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Reports <input type="checkbox"/> Other	
		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other								<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Reports <input type="checkbox"/> Other	
Crop types/distribution		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other								<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Reports <input type="checkbox"/> Other	
Crop production		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other								<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Reports <input type="checkbox"/> Other	

TYPE OF DATA	THEME/PARAMETER	SOURCE FORMAT	COVERAGE				FREQUENCY	LAST UPDATE	SCALE(S)	PRODUCT FORMAT		
			LOC	PROV	NAT'L	OTH				<input type="checkbox"/> Map	<input type="checkbox"/> Tables	<input type="checkbox"/> Reports
Livestock distribution		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other							<input type="checkbox"/> Map	<input type="checkbox"/> Tables	<input type="checkbox"/> Reports	<input type="checkbox"/> Other
Species distribution		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other							<input type="checkbox"/> Map	<input type="checkbox"/> Tables	<input type="checkbox"/> Reports	<input type="checkbox"/> Other
Ecosystems		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other							<input type="checkbox"/> Map	<input type="checkbox"/> Tables	<input type="checkbox"/> Reports	<input type="checkbox"/> Other
		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other							<input type="checkbox"/> Map	<input type="checkbox"/> Tables	<input type="checkbox"/> Reports	<input type="checkbox"/> Other
		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other							<input type="checkbox"/> Map	<input type="checkbox"/> Tables	<input type="checkbox"/> Reports	<input type="checkbox"/> Other
		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other							<input type="checkbox"/> Map	<input type="checkbox"/> Tables	<input type="checkbox"/> Reports	<input type="checkbox"/> Other
		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other							<input type="checkbox"/> Map	<input type="checkbox"/> Tables	<input type="checkbox"/> Reports	<input type="checkbox"/> Other
		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other							<input type="checkbox"/> Map	<input type="checkbox"/> Tables	<input type="checkbox"/> Reports	<input type="checkbox"/> Other
		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other							<input type="checkbox"/> Map	<input type="checkbox"/> Tables	<input type="checkbox"/> Reports	<input type="checkbox"/> Other
		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other							<input type="checkbox"/> Map	<input type="checkbox"/> Tables	<input type="checkbox"/> Reports	<input type="checkbox"/> Other
		<input type="checkbox"/> Map <input type="checkbox"/> Tables <input type="checkbox"/> Other							<input type="checkbox"/> Map	<input type="checkbox"/> Tables	<input type="checkbox"/> Reports	<input type="checkbox"/> Other