Umhvørvisstovan

The Metadatabase of Environment and Nature in the Faroe Islands (MENFO)

FO: Metadátugrunnurin

Established 01.01.2025

Table of Contents

About MENFO

The metadatabase of Nature and environmental data of the Faroe Islands (MENFO) was established to outline and harness established knowledge on the nature and the environment of the Faroe Islands. MENFO envisions a one-stop solution for the scientific community, policymakers and the public for freely available metadata for science, society and a sustainable future.

To achieve this mission, all Faroese organisations and other interested parties are encouraged to document both archived and recent data, and to continue documenting data in the future.

We thank you in advance for your cooperation.

Um MENFO

Tann føroyski metadátugrunnurin, MENFO, varð settur á stovn fyri at vitan um føroyska náttúru og umhvørvi kann koma øllum til góðar. Endamálið er at miðsavna metadátur til granskarar, náttúrufyrisitingum og almenningin, sum skal gera tað lætt og ómakaleyst at fáa gagn av dátum.
Fyri at røkka hesum endamáli verða stovnar og aðrir áhugapartar eggjaðir til at skjalfesta bæði gamlar og nýggjar dátur, og at skráseta metadátur í framtíðina.

Vit vilja frammanundan takka tær fyri títt íkast.

Introduction

The information requested is mainly adopted from the required metadata fields from GBIF (Global Biodiversity Information Facility https://www.gbif.org/) metadata profile (https://ipt.gbif.org/manual/en/ipt/latest/gbif-metadata-profile), and supplemented with information agreed upon in the Faroese biodiversity group metadata workshop hosted at Umhvørvisstovan in April 2024. Additional information is requested for easier grouping/search abilities.

Metadata describes basic characteristics of the data (data about data)
- **Who** created the data, **what** the data file contains, **when**, **where**, **why** and **how** the data were generated.

In general, metadata should allow a prospective end user of data to:
  - identify/discover its existence,
  - learn how to access or acquire the data,
  - understand its fitness-for-use, and
  - learn how to obtain a copy of the data.

The vision is to combine metadata with the geographical position(s) to be displayed on a map.

Metadata Elements

A = Assigned by the data engineer

M = Mandatory

R = Recommended

O = Optional

How to Organize and Register Your Data

You can organize your data in the way that works best for you, for example, by species, method, or anything else that fits your dataset. Just make sure the structure makes sense for your data.

Some fields only allow one entry per record. For example, the license field can only have one value. If some of your data is open access and some is restricted, you'll need to create two separate dataset entries, one for each license type.

What is a Dataset?

A dataset is a collection of related items, such as a report, an Excel file, and images from one study. These should, if possible, be registered like this:

Dataset_ID	Item_ID	…	Data_storage
0001	001	…	Report
0001	002	…	Excel file
0001	003	…	images

Splitting Items across several entries

If you want to register the same item for more than one value (such as multiple species), you can create a separate row for each entry. Just copy the shared information into each row and update the part that is different.

Here is an example where the same files are linked to two different species:

Dataset_ID	Item_ID	…	Data_storage	Method	Species
0001	001	…	Report	Bird census	Corvus corax
0001	001	…	Report	Plant census	Agrostis capillaris
0001	002	…	Excel file	Bird census	Corvus corax
0001	002	…	Excel file	Plant census	Agrostis capillaris
0001	003	…	images	Bird census	Corvus corax
0001	003	…	images	Plant census	Agrostis capillaris

Categorising by Date

If your dataset spans multiple years and the metadata is consistent across all years, you can record it as a single entry using a date range. For example:

start_date: 2000-07-01

end_date: 2019-08-01

If the time of year differs each year and this variation is relevant to your dataset, you may split it into separate entries for each period.

Multiple entries

If the metadata is the same across multiple values for e.g. species, matrix, data type, or data storage, you may include multiple values in the same field. Be sure to separate each value with a semicolon (;).

Dropdown menus

Please note that the dropdown menus are only for inspiration and that you can in almost all cases write free text (except for the license.)

Table_1: Organisations

Column name	Definition	
org_id	Identifier for the organisation. Feel free to choose org_id, however this will later be assigned by Umhvørvisstovan. E.g. USFO	A
fullname	Full name of the organisation/institute that is associated with the resource. E.g. Umhvørvisstovan	M
address	The address of the organisation	R
phone	The phone number of the organisation	R
country	The country where the organisation is registered	R
website	The organisations website	R
email	The organisations email	R

Table_2: People

Column name	Definition	
pers_id	Person identifier. Feel free to choose pers_id, however this will later be assigned by Umhvørvisstovan and will then consists of a three letter code. E.g. HWR	A/M
surname	Surname E.g. Reinert	M
firstname	First name and optional middle names e.g. Halla Weihe	
organisation	The id of the organisation where the person is or used to be employed	M/R
phone	Phone number	R
email	Email address	R
PURE	Personal PURE profile link	O
ORCID	Personal ORCID id	O

Table_3: Project

Column name	Definition	
project_id	Identifier for the project. Feel free to choose project_id, however this will later be assigned by Umhvørvisstovan. E.g. menfo_2025	A
title	A descriptive title for the research project	M
funding	The funding field is to provide information about the project funding sources	R
description	A description of the project	R
country	The country where the project or organisation is registered	R
website	The project or organisation website	R
email	The project or organisations email	R
comment	Optional comments	O

Table_4: Dataset

Column name	Definition	
ID_meta	Identifier for the metadata record, not for the data itself. Automatically generated by combining the organisation lettercode and a sequence. E.g. USFO_01234	A
dataset_id	The Dataset_ID helps show which items belong together, for example a report, Excel file and image set from the same study. All related items should use the same Dataset_ID, like 0001, so it is clear they are part of the same dataset. For more details see page 5.	O
item_id	The Item_ID helps show which registrations come from the same item. For example if a report is listed on several lines the Item_ID should be the same for each line, e.g. 001. For more details see page 5.	O
title	A description of the resource being documented, long enough to differentiate it from other resources. E.g. Contaminant results in Pilot Whale liver from 1996-2020	M
title_fo	A description of the resource being documented in Faroese	O
description	A short paragraph describing the content of the dataset	R
description_fo	A short paragraph describing the content of the dataset in Faroese	O
keywords	3-5 keywords describing the data (separate by semicolon (;)) If you wish to use several words for one keyword, simply separate by space. E.g. Fratercula arctica; puffin; population trends; chemical analyses	M
citation	How the dataset should be cited	O
access	If available, provide a direct link to the data (e.g., report or dataset); otherwise, link to the relevant project or organization.	R
data_storage	How the data is stored: - Paper - Report - Text file - Excel file - Database - Website - Other (Please specify) If you have more than one type of metadata, it is preferable to register each one on a separate line, copying the identical metadata into each line. Alternatively, you can list them all in one field, but please keep the same order as the next column "data_type". E.g. data_storage: Excel_file; jpeg; mp3 Data_type: numeric; images; audio	M
data_type	Type of data in the dataset - Numeric - Sequencing - Images - Other (Please specify)	M

	If you have more than one type of metadata you can list them all, but please keep the same order as the column above "data_storage" (separate by semicolon (;)). Alternatively, you can list them all in one field, but please keep the same order as the adjacent column "data_storage". E.g. data_storage: Excel_file; jpeg; mp3 Data_type: numeric; images; audio	
license	**Open**: data may be used without restrictions **Open and credit**: data are available for any use if proper attribution and credit is given **Restricted**: data may be used for any non-commercial if proper attribution and credit is given **Data on request**: data is available upon request with the data owner **Treated data on request**: Treated data is available upon request with the data owner **Closed**: data exists, but not available	M
creator	The resource creator is the person or organisation responsible for creating the resource itself. See section "People" and "Organisations" for more details. E.g USFO or HWR	M
meta_provider	The person or organisation responsible for providing metadata for the resource. See section "People" and "Organisations" for more details. E.g. HWR	M
contact	The contact field contains contact information for this dataset. This is the person or institution to contact with questions about the use and interpretation of a data set. See section "People" and "Organisations" for more details. E.g. HWR	M
field	Scientific field: - Biodiversity - Genetics - Geosciences - Toxicity - Hydrology - Other (please specify)	M
purpose	The purpose of the data acquired - Citizen science - Impact assessment - Monitoring - Research - Observation - timeseries - Other (please specify)	M
project	Project ID (specify project in table 3: Project) to which the dataset belongs	M
method	Please provide a brief description of the method used. Include any procedures, instruments, or software that are important to understanding how the data was collected or processed, if you deem it relevant. E.g. Automated air quality monitoring at fixed stations. Using calibrated instruments such as the Thermo Scientific 49i for ozone and the TSI DustTrak for particulate matter.	O
start_date	Sampling start date (for recent data, should be precise date)	M

	- YYYY (e.g. 1971)	
	- YYYY-MM (e.g. 1971-10)	
	- YYYY-MM-DD (e.g. 1971-10-01)	
end_date	Sampling end date (for recent data, should be precise date)	M
	- YYYY (e.g. 1971)	
	- YYYY-MM (e.g. 1971-10)	
	- YYYY-MM-DD (e.g. 1971-10-01)	
location_id	Write the general or specific place where the data was collected. You can list several locations by separating them with a semicolon For example Húsagrynnan 1; Húsagrynnan 2; Kaldbak. Make sure the same locations are also listed in "tbl_5: Location" and that the location_id is the same in both places. If possible add coordinates for each location or an average to include in "tbl_5 location".	M
species	The species sampled (preferably use latin names as per WORMS or similar)	R
matrix	The matrix sampled (e.g. sediment) – list in table 8: matrix If not in table 8: matrix, specify here, and it will be registered	R
pending_update	If you expect to update the metadata in the future, please indicate it here, including the expected year and, if possible, the month. This is especially useful for datasets that are not yet published—such as when you plan to update the citation, license, or other fields after publication. - YYYY (e.g. 2023) - YYYY-MM (e.g. 2023-03)	O
comments	Optional comments on the dataset	O

Table_5: Location

Ideal location specification would be GPS coordinates

Column name	Definition	
location_id	Identifier for the location – should be unique E.g. Stapin	M
longname	If the location has a longer name E.g. Stapin Fugloy	M
latitude	Latitude	R
longitude	Longitude	R
coordinate_type	Specify the type of coordinates used, e.g. DM.	O
time_stamp	If relevant, provide the date of data collection—for example, when registering a time series. Use one of the following formats: - YYYY (e.g. 2023) - YYYY-MM (e.g. 2023-03) - YYYY-MM-DD (e.g. 2023-03-12)	O
comment	Optional comments on the location	O

Table_6: Keyword thesaurus (for later use – but feel free to add)

Column name	Definition	
keyword	A keyword that concisely describes the resource or is related to the resource. Each keyword field should contain one and only one keyword (i.e., keywords should not be separated by commas or other delimiters).	M
description	Keyword description	O

Table_7: Species (for later use – but feel free to add)

Column name	Definition	
species	species identifier (e.g latin *Fulmarus glacialis*)	M
species_en	species name in English	R
species_fo	species name in Faroese	R
taxonomy list	COL: Catalog of Life WorMS: World register of Marine Species ITIS: Integrated Taxonomic Information Systems	M
comment	Optional comments on the species	O

Table_8: Matrix (for later use – but feel free to add)

Column name	Definition	
matrix	matrix identifier e.g. liver/sediment	M
matrix description	Description of the matrix analysed	R
comment	Optional comments on the matrix	O

Samband:

Christina Joensen

Vernd – Dátufólk

Umhvørvisstovan

christinaj@us.fo

+298 344337

Tíðarskeið: fram til 06-01-2026

Halla Weihe Reinert

Vernd – Umhvørvisgranskari

Umhvørvisstovan

hallar@us.fo

+298 342473

Tíðarskeið: 07-01-2026 og fram