

Umhvørvisstovan

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

FO: Metadátugrunnurin

Established 01.01.2025

## Table of Contents

About MENFO.....	3
Um MENFO.....	3
Introduction.....	4
Metadata Elements .....	4
Table_1: Dataset.....	5
Table_2: Location.....	7
Table_3: Organisation.....	8
Table_4: People .....	8
Table_5: Project.....	9
Table_6: Keyword thesaurus (for later use – but feel free to add).....	9
Table_7: Species (for later use – but feel free to add).....	9
Table_8: Matrix (for later use – but feel free to add).....	10

## 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 miðsavnar metadátur til granskarar, náttúrufyriritingum 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 format that best suits your needs. For example, you may record each item (such as a report or Excel sheet) in a single row, including all relevant details such as species, method, and other data. Alternatively, you can split one item across multiple rows, categorized by species, method, or any other variable that fits your dataset, just ensure that the title remains the same.

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 will need to create two separate dataset entries, one for each license type.

## 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 comma semicolon (;).

## Dropdown menus

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

Table\_1: Dataset

Column name	Definition	
meta_id	Create a unique id for each entry. e.g. (organisation)_(innitals)_1 usfo_hwre_1	M
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
publication_title	If you are registering a chapter from a book, please enter the chapter title in the 'title' field and the book title in this field.	O
publication_title_fo	Same as the field publication_title, but in Faroese.	
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: <ul style="list-style-type: none"><li>- Paper</li><li>- Report</li><li>- Text file</li><li>- Excel file</li><li>- Database</li><li>- Website</li><li>- Other (Please specify)</li></ul> 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 <ul style="list-style-type: none"> <li>- Numeric</li> <li>- Sequencing</li> <li>- Images</li> <li>- Other (Please specify)</li> </ul> <p>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 (;)).</p> <p>Alternatively, you can list them all in one field, but please keep the same order as the adjacent column “data_storage”.</p> <p>E.g. data_storage: Excel_file; jpeg; mp3 Data_type: numeric; images; audio</p>	M
license	<p><b>Open:</b> data may be used without restrictions</p> <p><b>Open and credit:</b> data are available for any use if proper attribution and credit is given</p> <p><b>Restricted:</b> data may be used for any non-commercial if proper attribution and credit is given</p> <p><b>Data on request:</b> data is available upon request with the data owner</p> <p><b>Treated data on request:</b> Treated data is available upon request with the data owner</p> <p><b>Closed:</b> data exists, but not available</p>	M
creator_id	The resource creator is the person or organisation responsible for creating the resource itself. See section “People” and “Organisations” for more details. E.g HWRE; USFO	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; USFO	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. HWRE; USFO	M
field	Scientific field, e.g.: <ul style="list-style-type: none"> <li>- Biodiversity</li> <li>- Genetics</li> <li>- Geosciences</li> <li>- Toxicity</li> <li>- Hydrology</li> <li>- Other (please specify)</li> </ul>	M
purpose	The purpose of the data acquired, e.g.: <ul style="list-style-type: none"> <li>- Citizen science</li> <li>- Impact assessment</li> <li>- Monitoring</li> <li>- Research</li> <li>- Observation</li> <li>- timeseries</li> <li>- Other (please specify)</li> </ul>	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 understand 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, preferably precise date) - YYYY (e.g. 1971) - YYYY-MM (e.g. 1971-10) - YYYY-MM-DD (e.g. 1971-10-01)	M
end_date	Sampling end date (for recent data, preferably precise date) - YYYY (e.g. 1971) - YYYY-MM (e.g. 1971-10) - YYYY-MM-DD (e.g. 1971-10-01)	M
location_id	Please specify the general or specific location where the data was collected. If there are multiple locations, separate them with a semicolon — for example: Húsagrynnan 1; Húsagrynnan 2; Kaldbak. Ensure that all listed locations also appear in tbl_5: Location and that the corresponding location_id matches in both places. If possible, include coordinates for each location (or an average coordinate) in tbl_5: Location. If your entry represents purely laboratory-based work, please use the location_id 'Faroe Islands'.	M
species	The species sampled (preferably use latin names as per WORMS or similar).	R
matrix	Please enter any abiotic data in this field. Specify the sampled matrix (e.g., sediment; current; temperature) — list it in tbl_8: Matrix. If the matrix is not already listed in tbl_8: Matrix, specify it here so it can 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. E.g., 2026-06	O
comments	Optional comments on the dataset	O

## Table\_2: Location

Column name	Definition	
meta_id	Corresponds to the meta_id field in the dataset table. If multiple location entries are associated with a single record in the dataset table, ensure that all of them share the same meta_id in the current table.	M
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. DD.	O
location_type	<b>1 - single position:</b> point cluster or an average of several observations, a transect or polygon <b>2 – Area:</b> polygon, circular or rectangular plots <b>3- Specific for each observation:</b> when each observation has a specific position <b>4 – Transect:</b> a route or moving platform (e.g. Ship) <b>5 – Estimation:</b> an estimation based on memory or similar <b>6 – other:</b> please specify	O
time_stamp	If relevant, provide the date of data collection, for example, when registering a time series. Use one of the following formats: <ul style="list-style-type: none"> <li>- YYYY (e.g. 2023)</li> <li>- YYYY-MM (e.g. 2023-03)</li> <li>- YYYY-MM-DD (e.g. 2023-03-12)</li> </ul>	O
comment	Optional comments on the location	O

### Table\_3: Organisation

Column name	Definition	
org_id	This table provides an overview of Faroese organisations that may be relevant to you registration. If the organisation you need is not listed, including those located abroad, please register it here. To link organisations to your metadata entry, enter the corresponding org_id in the tbl_1 dataset under one of the following columns: creator_id, meta_provider_id, or contact_id.	A/M
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\_4: People

Column name	Definition	
pers_id	This table provides an overview of people that may be associated with your registration. If the relevant people are not listed, including those located abroad, please register them here. To link organisations to your metadata entry, enter the corresponding people_id in the tbl_1 dataset under one of the following columns: creator_id, meta_provider_id, or contact_id. If you need to create a new personal identifier, please generate a pers_id using a four-letter code. For example: HWRE.	A/M
surname	Surname	M

	E.g. Reinert	
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\_5: Project

Column name	Definition	
project_id	The project_id serves as the project identifier. It may be chosen freely but should preferably reflect the project name, e.g., AMAP_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\_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 <i>Fulmarus glacialis</i> )	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](mailto:christinaj@us.fo)

+298 234347

Tíðarskeið: fram til 06-01-2026

Halla Weihe Reinert

Vernd – Umhvørvisgranskari

Umhvørvisstovan

[hallar@us.fo](mailto:hallar@us.fo)

+298 342473

Tíðarskeið: 07-01-2026 og fram