

# **GUIDELINES FOR DELIVERY OF SPATIAL DATA FROM SUSTIANABLE MANAGEMENT SCHEME PROJECTS**

CO-OPERATION AND SUPPLY CHAIN DEVELOPMENT SCHEME,

Measure 16.5, Sustainable Management Scheme, (SMS) Guidance Notes<sup>1</sup>

It is a required condition of funding under the Welsh Government Rural Communities – Rural development programme 2014-2020, for Measure 16.5, Sustainable Management Scheme (SMS) projects, to ensure they have the capability to capture activity data in the required format. Particularly land management activities on a GIS system and be able to protect and share this data with Welsh Government and other bodies with compliance to data protection legislation.

We would expect collaborative projects applying to the Sustainable Management Scheme may have active Glastir Entry, Advanced, Commons, Woodland and/or Glastir Small Grants contracts to fund individual activities at farm level which contribute to the overall outputs & outcomes of the project. Where this is the case, projects will need to avoid risk of double funding and duplication of activities and the spatial capture of all project activities will allow for clear separation. SMS projects are required to have a robust plan for the monitoring & evaluation, part of this exercise includes the spatial capture of all land management activities, additional data sets are welcomed recording data relating to health & wellbeing activities, recreation & access and community benefits.

## **OBJECTIVE of this guidance note**

To ensure that SMS funded projects provide robust, usable and understandable location-based (spatial) data of project activities that will support and inform operational and financial management of the SMS scheme. This data will be suitable to inform effective co-ordination of other environmental activities now and in the future.

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<sup>1</sup> <http://gov.wales/docs/drah/publications/170829-rural-development-programme-sustainable-management-scheme-guidance-notes-en.pdf>

## **REQUIREMENT**

In order to make data supplied by SMS projects understandable by analysts and compatible with Government (and partners) systems the following set of requirements should be met.

### **1. Format**

Data supplied to Welsh Government should be in an open format wherever possible. The format type will vary according to the nature of the data you wish to supply.

Data Type	Open Format
Vector data - points	<a href="#">csv</a>
Vector data – lines, polylines, polygons etc	<a href="#">GeoJSON</a>
Raster	<a href="#">GeoTIFF</a>
LiDAR point cloud	<a href="#">LAS</a>

### **2. Spatial Reference System**

Geographic data should be referenced to [WGS84](#) (aka WGS 1984, EPSG:4326) and ideally stored in your data as decimal degrees. E.g.

X	Y
-4.07125	52.40801

### **3. Base-mapping**

#### **Licensing**

If base-mapping is used to record and digitise your data against be aware of the strengths and limitations of each dataset. For example use of very high resolution base mapping (such as Ordnance Survey Mastermap or any products available under a commercial licence) may have restriction placed on whom the data can be shared with.

There are a number of freely available datasets available that provide base-mapping at a good resolution but are free from prohibitive usage restrictions. For example Ordnance Survey Open Data products, Open Street Map and a variety of aerial imagery that may be available in your areas.

## **Accuracy**

The accuracy of your data should be a good reflection of the spatial location and extent of the area or feature you are recording in the real world. Care should be taken to ensure that your data is of a consistent level of quality (i.e. there are no obvious errors that might be misleading as to scale or location of actions that have taken place in the real world).

The following list suggests areas where error can be accidentally introduced:

***Transcription of coordinates*** – coordinates recorded by hand in the field can be erroneously written down initially or when ‘digitised’. Ensure coordinates are consistently captured (e.g. to an agreed precision such as 6 digits)

**GPS** – locations derived from GPS can vary largely in spatial accuracy. Take care to check that GPS locations are representative of the real world locations.

## **4. Naming Conventions**

Ensure that the datasets provided have clear and logical names. Where multiple datasets are provided about a similar theme try to use a consistent method of naming with any variation reflected in the name. For example where different datasets about the same feature hold different geometry types: Pit1\_SMS\_point; Pit1\_SMS\_polygon or where otherwise similar data has been collected over different time periods: Pit1\_SMS\_point\_2018\_01\_01; Pit1\_SMS\_point\_2019\_01\_01.

## **5. Sensitivity**

Be aware of the possibility of personal or otherwise sensitive information being included (intentionally or unintentionally) in your data. Useful supporting information

about personal information can be found on the Information Commissioner's Office website here: <https://ico.org.uk/>

The ICO have also produced a useful reference document: [https://ico.org.uk/media/for-organisations/documents/1549/determining\\_what\\_is\\_personal\\_data\\_quick\\_reference\\_guide.pdf](https://ico.org.uk/media/for-organisations/documents/1549/determining_what_is_personal_data_quick_reference_guide.pdf)

Sensitive information may require your data to be handled and managed with more care than non-sensitive information. If there are any questions regarding the sensitivity of your data please contact [sustainablemanagementscheme@gov.wales](mailto:sustainablemanagementscheme@gov.wales)

## **6. Metadata**

Metadata describes other data. It provides information about a certain item's content. This is important in terms of your project as good metadata will enable your datasets to be understood, analyzed and potentially re-used without you having the burden of continually having to explain, re-format or edit your datasets for other users. Producing metadata can be seen as a time-consuming chore but thoughtful clear and concise metadata will save you a lot of time in the long run and will ensure that your data achieves its maximum value.

Metadata can come in many forms but metadata for spatial information is well established. There are also a few tools that can help you produce useful metadata to accompany your datasets. The standard we expect back from your projects are compliant with the UK GEMINI schema. More info on UK GEMINI can be found here: <https://www.agi.org.uk/agi-groups/standards-committee/uk-gemini>

There is a UK GEMINI metadata tool available via data.gov.uk which is a useful way to create, import or validate your metadata. The tool can be accessed here (if you don't have an existing account you'll need to create one): <https://locationmde.data.gov.uk/ukmelogin>

Use the tool to create your metadata records, use the validation tool, and then download your metadata records to accompany your spatial data.

Please note that the metadata should contain enough detail to allow a user unconnected to your project to understand and confidently re-use your data.

