**Department of the Environment, Transport
and the Regions**

Countryside Information System
Dissemination and Support
(Contract CR0206)

Annual Report
(February 2000 - January 2001)

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INDEX

1. INTRODUCTION

The third Annual Report is submitted as one of the deliverables associated with the CIS Dissemination and Support contract, which commenced on the 2nd February 1998. It summarizes the activities undertaken, by work package, for the year to the end of January 2001 and provides details of sales and income over the same period.

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NB. The NERC Institutes of Terrestrial Ecology (ITE), Freshwater Ecology (IFE), Hydrology (IH), and Virology and Environmental Microbiology (IVEM) have been amalgamated into a single institute known as the Centre for Ecology and Hydrology (CEH). The administrative headquarters is located at Monks Wood in Cambridgeshire. These changes took effect from the 1st April 2000.

2. ANNUAL REPORT

2.1 Staff Changes

Dr Timothy Moffat managed the CIS Dissemination and Support contract with the Department until he left the Centre for Ecology and Hydrology on 5 January 2001. Management of the contract then passed to Dr Dorian Moss, Head of the Environmental Information Centre (EIC).

Mr. Francis Rowland was appointed to EIC in April 2000 in succession to Ms. Fiona Pugh. Mr. Rowland is responsible for developing and managing the CIS Website, and producing the CIS News, as well as the day-to-day support of CIS.

2.2 DETR Support and Liaison (Work Package No. 1)

Tim Moffat provided CIS training to Hema Pandya of PLUS Division at DETR, Eland House, London on the 13th April 2000. No other requests for training have been received.

As part of the DETR's launch of the Countryside Survey 2000, the Environmental Information Centre demonstrated the CIS at the launch event held in London on 29 November 2000. See §2.5.

2.3 CIS Product Development (Work Package No.2)

CIS v6.0 bugs

A problem was discovered with the data tables display, which appeared to be affected by the order in which data files and regions were opened/created in CIS. Under certain conditions, the data tables for some open data files were not available for selection. This bug was fixed as part of the development of v6.11 (see below).

CIS v6.11

The new version of CIS (v6.11) was developed under subcontract by Dart Computing. This version was produced in readiness for the Countryside Survey 2000 launch and was delivered in October 2000. Demonstration datasets derived from Countryside Survey 2000 results were prepared in CIS format. CIS v6.11 was distributed as a time-limited evaluation version together with the demonstration CS2000 datasets to attendees at the Countryside Survey 2000 Launch on 29 November 2000. This version was due to expire on 2 March 2001.

Data verification

Tim Moffat produced a report in July 2000. DETR asked for the work to take into account the treatment of "missing" and "null" values.The Report summarised the outcomes of work undertaken by CEH to take stock of all the CIS data sets supplied to the Department by WS Atkins as part of the final report on the CIS Stage Two contract.

The starting points for the work were the CIS Data Inventory document (Version 4) produced

by WS Atkins and the CIS datasets (in version 5.4 and 6 formats) supplied on a CD which was issued by WS Atkins on the 19th January 2000. The purpose of the work was to try and verify the quality of both the data and all the accompanying meta-data, in the data files themselves and in the CIS Environmental Catalogue Release 5 (July 1999).

The Report also included a printout of a new version of the original CIS Data Inventory supplied by WS Atkins. All the original content of the Inventory had been put into an MS-Access 97 database, which had been corrected and commented upon by CEH.

The CIS data files were checked for three main things: (1) how missing data/nulls were being treated: as zeros, as missing data, or as both; (2) how the spatial coverage of the data related to the new GB definition in v6.0; and (3) what was the year of the source data. The findings are summarised as follows:

- Squares without values/data are assigned zero densities in all the v6.0 data files containing "density" datasets (e.g. ENSSSI2.CCF).

- Squares without attributes are shown as no/missing data in all the v5.4 and v6.0 data files containing "attribute" datasets (e.g. CCAONB2.CCF).

- The treatment of missing data/nulls is inconsistent in v5.4 data files containing "density" datasets. Squares are either assigned zero densities (e.g. SORAM.CCF), or shown as no data (e.g. CCWSAC.CCF), or shown as both (e.g. SNHSSSI2.CCF).

- At least 16 of the v6.0 data files containing "density" datasets have been created from raw data. In most cases (i.e. designated areas) this means the changes to the GB map definition have been taken into account and the data extends to the new land and inter-tidal squares (e.g. ENNNR2.CCF).

- Most of the v6.0 data files containing "attribute" datasets have been converted from v5.4 files (e.g. CCFOR2.CCF). This means the changes to the GB map definition have not been taken into account and there may be "grey fringes" of missing data along the GB coastline. These files should be recreated/updated using raw data.

- At least 17 of the v5.4 data files were converted from v6.0 files (e.g. ENSAC.CCF).

- The currency of the data used to create the CIS data files is a major concern. Some of the source data dates from as early as 1975 (IHRUNOFF.CCF). A large number of the data files (28 in total) are created using data from 1997. However, the date of the source data for some 26 data files is not explicit.

CIS Website

The CIS Website, http://www.cis-web.org.uk has been extensively revised. It continues to provide a cost-effective medium for promoting the CIS software and associated data sets and products (e.g. Environmental Catalogue and CIS News). The following enhancements have been made to the website:

- Download facilities established for CIS evaluation version,v6.11 upgrade, bug-fix, CS2000 data files and the Countryside Vegetation System (CVS).
- The CIS Case Studies, developed by ITE under the CIS Stage Two contract, are still

downloadable from on the website as PDF (Portable Document Format) files.

- The CIS Environmental Catalogue Release 5, developed by WS Atkins, is still downloadable from the website (since the 28th July 1999).

- The website carries news of latest developments and activities.

2.4   Sales, Distribution and Support Services (Work Package No. 3)

The EIC handles all CIS enquiries and requests, administers CIS sales; distributes the CIS package, trial software, and appropriate data sets, and provides a help-desk for CIS users. At the beginning of this contract many enquiries were by paper, and were therefore recorded. The near-universal migration to electronic methods has increased the traffic and greatly improved access for potential users. E-mail is received via the WWW site enquiry address and via external routes. Figures for casual enquiries by email and phone are not routinely recorded, most enquirers are referred to the WWW site for further information. All enquiries and requests were responded to within five working days in line with the CEH Customers' Charter.

The enquiries translated into the CIS and data sales shown in the table below. A total of 25 CIS v6.0 licences were sold to 13 new customers. An additional 2 copies of CIS v6.0 and one upgrade were supplied free-of-charge. The total revenue from sales of CIS is £4,250; this is well short of the forecast revenue target of £14,000.

CIS Sales statement, 1st February 2000 - 31st January 2001

Customer	Fee	No of users
Ms Christopher, Isle of Wight College	£525.00	5
Mr J Mitchley, Wye College	£125.00	upgrade
Prof. N Arnell, University of Southampton	£300.00	1
Ms A Mason, Blackwells Distribution Services	£300.00	1
Mr D Gebhard, Multidata, USA	£500.00	1
Dr S Wurthmann, Glasgow Caledonian University	£300.00	1
Mr A Gedded, MLURI	£300.00	1
Mr P Durr, Central Science Lab, sub-contractors licence	£100.00	1
Ms T Oldfield, University of Kent	£300.00	1
Ms H Keefe, University of East Anglia	£300.00	1
Ms A Betterton Sheffield Hallam University	£525.00	5
Mr A Williamson, Environment Agency	£500.00	1
Ms J Burke, University of Wales, Bangor	£525.00	5
Ms N Cocu, Universitie Catholique de Louvain, Belgium	£300.00	1
TOTAL VALUE, BEFORE VAT	£4,250.00	
NUMBER OF LICENSES SOLD		25

Copies supplied free of charge.

C Baker, Oxford University Press	for Atlas 2000, DETR request
Prof E. Gould (IVEM)	for CEH Oxford's use
Mr S Gillam, Forestry Commission	upgrade to V6

Evaluation software and data

CS2000 Launch, London, November 2000, evaluation CD's	140
Evaluation CIS supplied via WWW download (Nov. 00 - Jan. 31st 01)	31
Downloads from WWW site (software, data, CVS etc)	219

<u>Training</u>

Training was provided for Cumbria County Council in Carlisle on 11 April 2000, and the Bat Conservation Trust (Allyson Walsh), c/o Alana Ecology, Bishop's Castle, Shropshire on 17 May 2000.

2.5   **Marketing and Promotion** (Work Package No. 4)

The Environmental Information Centre is responsible for marketing activities associated with the CIS. In the reporting year, CIS was promoted at the following major seminars and conferences:

- Two presentations were made, by Sue Wallis and Tim Moffat respectively, at the British Library 's 'Sources of Environmental Information' course.

- CIS was demonstrated and promoted by Timothy Moffat at the Countryside Survey 2000 launch in November 2000, when it was used as a platform to present some of the CS2000 results. This event generated several enquiries.

- An article on CIS was published in the Countryside Survey newsletter, issue 5, July 2000.

- A presentation was made by Sue Wallis in collaboration with Roy Haines-Young at the Environment Agency's Collaborative Forum for Environmental Monitoring, London, January 2001. This also generated interest.

No further issues of CIS News were published in 2000/01; however the article in CS2000 News was intended to meet the need to disseminate news about CIS.

2.6   **Reporting** (Work Package No. 5)

Dr Timothy Moffat attended a meeting of the Joint Management Team (JMT) on 22 February 2000 at DETR Tollgate House in Bristol. The meeting discussed the Department's immediate training needs. The JMT discussed some issues relating to the management of existing CIS datasets and and agreed that CEH should take stock of all the existing CIS datasets, and to try and verify the quality of both the data and the accompanying meta-data. It was agreed that this work would be done within the terms of the current CIS Dissemination and Support contract.

Dr Timothy Moffat and Mr Francis Rowland attended a meeting of the Joint Management Team (JMT) on 29 June 2000 at DETR Tollgate House in Bristol. The JMT reviewed plans for CIS training in the third year of the CIS Dissemination and Support contract. The JMT considered that these were strongly linked to CS2000 and made a commitment to having a training event related to CS2000 in early 2001. Tim Moffat tabled a revised Annual Report and Business Plan (dated June 2000). The meeting also discussed proposals for changing the

terms and conditions of the CIS software licence agreement.

Dr Dorian Moss and Mrs Sue Wallis attended a meeting of the JMT on 10 January 2001 at DETR Tollgate House in Bristol, immediately following Dr Moss' taking over the management of the contract from Dr Moffat. The JMT discussed development of CIS functionality for the stand-alone CD-ROM to be published with the Plant Atlas early in 2002. The CD is the subject of a separate contract between CEH and Dart Computing. The meeting discussed options for the future of the CIS environmental data catalogue, and the current sales and marketing situation. The JMT agreed that a drastic cut in the licence fees would be the best way to address the fall in sales. The meeting also discussed CEH's proposal for a fourth year of funding for the dissemination and support project, and agreed revisions which would meet DETR's requirements.

3.   PLANS FOR DETR SUPPORT AND LIAISON

The following plans are included in the work programme for February 2001 - January 2002. During the year, DETR will undertake an external review of CIS so that future options for CIS following February 2002 can be assessed.

3.1   Training

During the fourth year of the CIS Dissemination and Support contract, CIS training will be provided for new DETR users.

3.2   CIS Manual

CIS v6.11 has a comprehensive online help system. However, both the Department and CEH have recognised the merits of having a CIS user manual because there appears to be a significant user demand for such a product. Therefore, CEH will produce a fully illustrated CIS User and Data Manual. The manual will be distributed using appropriate offline and online digital media in Adobe Acrobat format (PDF).

3.3   CIS Version 7

Dart Computing is extending the CIS source code to produce a "data mapper" facility for the Plant Atlas 2000 CD-Rom. Many of the planned developments will benefit CIS, leading to a possible new version of the CIS software. This new version is likely to be released during the period of the contract extension, probably in the Autumn 2001. CEH shall package any new version on CD-Rom, together with the new Countryside Survey data files, and any other new or updated freely available data sets.

3.4   Data Management

Technical difficulties in building the CIS Environmental Catalogue have been investigated, and it appears that the software used is obsolete. CEH therefore propose to transfer the Catalogue's contents to the CIS web site. CEH will also take the opportunity to correct errors (see §2.3 above).

4. PROPOSED REVISIONS TO THE BUSINESS PLAN

The Joint Management Team discussed the marketing situation at its meeting on 10 January 2001 and agreed that a drastic cut in the licence fee should be made in order to boost the take-up of CIS. Subsequently the Department agreed to cover the full cost of CEH's work in 2001/02, whereas in previous years the Department's contribution to the cost had been reduced by the expected sales revenue.

4.1 Marketing and Promotion

The pricing structure in 2000/01 was:

	Concessionary Rate Charitable Organisations and Educational Establishments	Standard Rate Government Depts, Agencies, Local Authorities and NDPBs, Commercial and Consultants
Single user	£300	£500
Multiple user- up to 5 copies	£525	£900
Multiple user- up to 10 copies	£680	£1300
Upgrade from CIS v5.4 to CIS v6.0 (per CD)	£125	£250

All prices are exclusive of VAT.
Prices include 12 months of help desk support.

The revised price structure from 1 February 2001 is:

	All users
Single user	£50
Multiple user- up to 5 copies	£90
Multiple user- up to 10 copies	£130
Upgrade from CIS v5.4 to CIS v6.0 (per CD)	£50

We are unable to forecast the effect of a substantial reduction in the licence charges. The table below indicates receipts in the first three years of the contract.

CIS Product	Customer Type	1998/99	1999/00	2000/01	2001/02	Total
CIS v5.41	New	9,860				
CIS Data Sales	Current & New	740	160	0	0	
CIS v6.0/v7	New		5,845	4,250	?	
Upgrades to CIS v6.0	Current		1,650	0	0	
Upgrades to CIS v7	Current				?	
CS2000 Data Sets	Current & New			0	0	
TOTAL		**10,600***	**7,655***	**4,250***	**?**	**22,505**

* Actual revenues

5.   STAGED PAYMENTS

The anticipated staged payments in the final year have been added to this table.

Stage	Date	Deliverable(s) and Milestone(s)	Payment (£)
M1	Paid in March 1998	Participate in awareness seminar at Department Deliver CIS v5.41Trial Software Agree specification for CIS WWW Site Publish CIS News No.4	10,000
M2	Paid in March 1999	Organise two JMT meetings Publish CIS News No. 5 Organise an awareness seminar at Department Deliver WWW Site to specification and launch Deliver prototype WWW Site	25,000
M3	Paid in July 1999	Deliver Annual Report and revised Business Plan. Deliver CIS v6.0 Trial Software Package CIS v6.0 Publish Data Library Publish CIS News No. 6 Organise one JMT Meeting Launch CIS v6.0 by special event	30,000
M4	Paid in November 1999	Deliver Annual Report and revised Business Plan Run awareness seminar in Department Organise two JMT meetings Deliver CIS WWW Site new developments	20,660
M5	Paid in March 2000	Deliver Annual Report and revised Business Plan Run awareness seminar in Department Organise two JMT meetings Deliver CIS WWW Site new developments	10,000
M6	Paid in September 2000	Run training course for the Department Publish CIS article in CS2000 Newsletter Verify existing CIS datasets Publish Environmental Catalogue (Release 6) Liaise with CS2000 Module 13 about Data Workshop Organise one JMT meeting	10,000
M7	Paid in January 2001	Package CS2000 Data Sets Publish Revised Data Library Submit proposals for fourth year extension Organise one JMT meeting	5,092
M8	21st March 2001	Draft CIS Manual Training for new DETR staff Report for 2000/01	11,910
M9	31st October 2001	Draft Final Report Final version of CIS Manual Data and Metadata Verification and Correction Revised CIS Environmental Catalogue Two Joint Management Team meetings	15,464
M10	31st January 2002	CIS Version 7 Final version of Final Report	5,882
		TOTAL	144,008