

**BIRDTRACK WORKING GROUP ON EXCHANGE OF BIRD RECORDS
AND ON THE PROVISION OF SERVICES FOR BIRD RECORDERS
AND BIRD CLUBS**

1st Meeting: Saturday 30 April 2005, 0930hrs
at the Nunnery, Thetford

AGENDA

- 1 APOLOGIES FOR ABSENCE**
Members are asked to inform Susan Waghorn if they cannot attend the meeting, so that numbers for lunch can be assessed accurately.
- 2 WELCOME AND INTRODUCTIONS**
- 3 OVERVIEW OF THE BIRDTRACK PROJECT AND FACILITIES FOR BIRD RECORDERS**
Overview of the development of the BirdTrack project to-date. Discussion of how BirdTrack could be developed to provide data exchange and database facilities for bird recorders and clubs.
- 4 TERMS OF REFERENCE AND MODE OF OPERATION OF THE WORKING GROUP**
- 5 DEVELOPMENT OF STANDARD PROTOCOLS FOR DATA RECORDING AND EXCHANGE (BTWG:APR05:1)**
Discussion of which variables are required, how they should be coded and file formats for data exchange. Identify next steps towards producing an agreed protocol.
- 6 IMPLEMENTATION OF DATA EXCHANGE VIA COMMON SOFTWARE PACKAGES CURRENTLY IN USE (BTWG:APR05:2)**
Identify key software packages currently in use and how they might import and export data in relation to the standard protocol. Identify software developments and discussions with software suppliers needed to take this forward.
- 7 AGREEMENT FOR SUPPLY OF DATA FROM BIRDTRACK TO BIRD RECORDERS (BTWG:APR05:3)**
An agreement for this purpose is already in operation (paper 3). Its main purpose is to ensure that personal data are handled appropriately. The Working Group is invited to provide feedback on these procedures.
- 8 FACILITIES FOR SUPPLY OF BIRDTRACK DATA TO BIRD RECORDERS**
Facilities allowing registered Bird Recorders to download Excel files of records from the BirdTrack website have already been established. These will be demonstrated. The working group is asked to make suggestions on how these facilities should be developed further.
- 9 DATA VALIDATION STANDARDS (BTWG:APR05:4)**
Review current data validation procedures used by BirdTrack and discuss how these might be improved.
- 10 DEFINITIONS OF SITES AND LOCATION ISSUES RELATED TO BOUNDARIES OF RECORDING AREAS**
Initial discussion of this potentially complex topic. Detailed consideration is likely to be deferred to a future meeting.
- 11 REPORTING AND ANALYSIS FACILITIES PROVIDED BY BIRDTRACK**
Demonstration of current facilities followed by initial discussion. Detailed consideration is likely to be deferred to a future meeting.
- 12 PLAN FOR FUTURE WORK OF THE GROUP**
Draw up an outline plan of work to be done over the next two years.
- 13 MEMBERSHIP OF THE GROUP**
Consider whether any additional members are needed to bring in particular expertise in the light of the work programme.

14 FEEDBACK TO INTERESTED PARTIES

We plan to publish agendas, minutes and relevant documents on a special section of the BirdTrack website and will also keep Bird Recorders informed by email. Occasional articles can also be placed in NewsACRE. Is any other feedback required?

13 DATES OF FUTURE MEETINGS

Plan dates of future meetings. Please bring your diary.

14 ANY OTHER BUSINESS

Members are asked to inform Stephen Baillie of any other business, in advance of the meeting if possible.

Stephen Baillie
15 April 2005

Lunch will be provided

Members of BTO staff are always happy to discuss their work with Committee members. Those who wish to see a member of staff on the Friday before this meeting should telephone in advance to ensure that the person in question will be available.

BirdTrack is organised by the BTO on behalf of BTO, RSPB and BirdWatch Ireland

List of papers

1. Proposed protocol for data recording and exchange.
2. Software packages currently in use and options for data exchange.
3. Agreement for supply of data from BirdTrack to Bird Recorders.
4. BirdTrack data validation standards and suggestions for enhancements.