RCIIMS
Regional Coastal Integrated Information Management System

A PRODUCT OF THE CARIBBEAN REGIONAL PPCR

User Guide

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Definitions

Term	Definition
Dataset	Collection of information, including tabular data, geospatial data, texts (e.g., assessments, reports)
Database/Data System/ Platform	Collection of datasets and is synonymous with catalogue, data portals, and directory. Databases could be specific to organisations, projects, programmes, platforms, and/or networks.
Hardware	Physical elements of the computer (e.g., hard drive, flash drive).
Information Management System	System which assembles, stores, processes, and delivers information relevant to decision-making, and has hardware and/or software components to maintain the infrastructure.
Metadata	Describes the characteristics of the data. Metadata may include the title, description, data accessibility, data content, date of last update, publisher, contact name and email, access weblink, and geographic scope.
Regional	Pertaining to three or more countries.
Software	Intangible elements of the computer, or programs which consists of instructions that run on the computer (e.g., web browsers, operating system).
Verification Team	Volunteers who assist in the verification and publication process for new metadata entries for the RCIIMS. Members may be partners and experts from governmental, academic, non-profit, and private sectors with experience in data management, climate change planning, and/or marine and coastal resource management.

Acronyms

Term	Acronym
IMS	Information Management System
MITS	Mona Information Technology Services
RCIIMS	Regional Coastal Integrated Information Management System
UWI	University of the West Indies

Chapter 1 – Introduction

What is the Regional Coastal Integrated Information Management System (RCIIMS)?

The Regional Coastal Integrated Information Management System (RCIIMS; http://rciims.mona.uwi.edu/) is a free to use, **online platform of metadata** aimed at supporting climate analysis and national and regional climate planning activities. The RCIIMS is currently being piloted for Dominica, Grenada, Haiti, Jamaica, Saint Lucia, and Saint Vincent and the Grenadines. The platform has been created under the Caribbean Regional Track of the Pilot Programme for Climate Resilience executed by the Mona Office for Research and Innovation of the University of the West Indies (UWI) with funding provided by the Climate Investment Funds and administered by the Inter-American Development Bank.

Quick Start
• Click here to access the RCIIMS web platform.
• Click here to register for a new user account.
• Click here to conduct a keyword search. Use the filter bar to refine search results.
• Click here to explore metadata by topics.

The PPCR was designed under the Strategic Climate Fund, in response to the urgent need to scale up investments in climate risk and resilience measures for highly vulnerable countries, to pilot and demonstrate ways to integrate climate risk and resilience into their core development planning. The Caribbean Regional Track of the PPCR arose from this and is designed to work through key entities in the Caribbean region to provide the scientific analysis so that countries can incorporate climate resilience into their national climate change strategies as well as in regional planning strategies, policies and financing mechanisms. The PPCR engaged a consulting firm, Blue Earth Consultants, a Division of ERG, to lead the research on the requirements for and the development of the RCIIMS, which will serve as a tool for supporting ongoing national PPCR programs, climate analysis, and adaptation planning regionally.

RCIIMS

✓ Host **metadata**
✓ Link to external datasets and IMSs
✓ Free to use
✓ Caribbean focused
✗ Host datasets and IMSs
✗ Download data

The RCIIMS is a free of cost metadata platform hosted by the UWI Mona Information Technology Services (MITS). Users are not required to create a user account to start utilising the platform. To share new metadata, users can create a free account with the RCIIMS. Content of the RCIIMS will be continuously updated by users and maintained by the Verification Team. See *Chapter 4 – Upload Metadata*, on how you can share metadata on the platform, and see *Chapter 5 – Verification Process*, on how new uploaded metadata get verified and publicised on the RCIIMS.

About this User Guide

This guide contains information about how to access and use the RCIIMS. It is organised to help users locate and perform specific RCIIMS functions quickly and easily. The next chapter leads you through short steps to start quickly utilising the platform. The remaining chapters present detailed instructions and tips on the RCIIMS.

Chapter 2 – Getting Started

Access the RCIIMS web platform at http://rciims.mona.uwi.edu. The RCIIMS is accessible by all web browsers.

Understanding the Types of User Accounts

No user account is needed to view and conduct query for metadata entries on the RCIIMS platform.

A user account is required to upload new metadata entries and/or update existing entries. See *Register for New RCIIMS User Account section* for instructions to register for a new, free RCIIMS user account. Registered users will have editor-level access level on the RCIIMS. All metadata entries made by a registered user will automatically set to the "Private" visibility setting.

Verification Team members will have admin-level access level on the RCIIMS. They will be able to review, verify, and then publish metadata entries shared by registered users. See *Chapter 5 – Verification Process* for more information on the Verification Team and the process to authenticate submitted metadata.

Translate RCIIMS to Different Language

For RCIIMS users who would like to use the RCIIMS in a language other than English, use the Google Chrome browser and Google Translate extension. *Skip the first step if you already use the Google Chrome browser. Skip the second step if you already have the Google Translate extension installed.*

1. Download the Google Chrome installer from https://www.google.com/chrome/. The executable will be called "ChromeSetup.exe". Double-click on this .exe to run the installer.
2. Download the Google Translate extension from https://chrome.google.com/webstore/detail/google-translate/aapbdbdomjkkjkaonfhkkikfgjllcleb.
3. Navigate to the RCIIMS web platform at http://rciims.mona.uwi.edu. Ensure the Google Translate extension is pinned on your Chrome browser.
   a. Click on the Google Translate extension.
   b. Click "Translate this page" (see Figure 1).
   c. Click the drop-down menu on "English" and select the desired language to translate the RCIIMS platform text (see Figure 2).

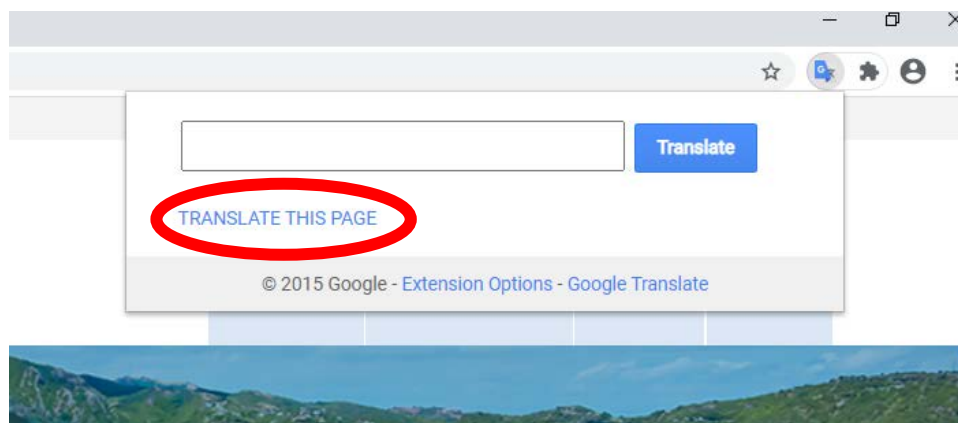*Figure 1.* Utilise Google Translate extension to translate the RCIIMS platform

Figure 2. Select desired language to translate the RCIIMS platform text

Register for New RCIIMS User Account

Navigate to http://rciims.mona.uwi.edu/user/register to register for a new user account. Note that the link is also found at the header and footer of the RCIIMS web page. Note that * denotes required field

1. Type in your desired username.*
2. Enter your full name.
3. Enter your email address.*
4. Create and confirm your password.*
5. Enter the URL for a profile picture.
6. Click "Create Account".

Congratulations! Your user account has been created. You may now upload new metadata entries through your user account.

Log in/Log off RCIIMS User Account

Navigate to http://rciims.mona.uwi.edu/user/login to log into the RCIIMS. Note that the link is also found at the header or footer of the RCIIMS web page.

1. Enter the username and password created during the account registration (see Figure 3).

2. *If you have forgotten your password*, click "Forgot your password?" on the log in web page. Enter your email or username to reset your password.

To log out of your account, scroll click Log out in the header or click ➡ Log out in the footer of any webpage.

Figure 3. Log into user account or reset password

Change User Profile Settings or Password

Once you have a user account, you can log into the RCIIMS to edit your profile settings.

The link to the "Profile settings" is accessible in multiple locations, such as:

- Scroll to the footer and click on the ⚙ Profile settings link, or
- Click on the ⚙ Profile settings button on your Dashboard , or
- Click on 🔧 Manage button on your user profile.

Users can edit change the account password or the following profile settings (* denotes required field):

- Full name – Public name of the user account. This could the name of an individual or organisation.
- Email* – Email address associated with the user account.
- About – Short description of the organisation or yourself.
- Profile picture URL – Link to the organisation's logo or a picture of yourself

Chapter 3 – RCIIMS Basics

Users can utilise the RCIIMS to search for metadata of relevant coastal and marine datasets and systems available on the platform.

Navigate to RCIIMS Homepage

Access the RCIIMS **Homepage** by clicking on the RCIIMS logo at the top left.

Search Metadata Entries

Utilise the <u>search bar</u> on the RCIIMS **Homepage** to search for metadata entries (Figure 4). Alternatively click on Datasets to search datasets by keywords. The "Most common tags" below the search bar on the **Homepage** is a dynamic feature that highlights tags most commonly used in the RCIIMS platform.

Figure 4. Use keywords to search for relevant metadata

In the Datasets tab, utilise the <u>filter bar</u> (located on the left-hand side of the webpage) to further refine your search. The results can be refined by Topics, Tags, Formats, and Licenses. The numbers in the blue bubbles next to each of the filter element indicate the resulting number of metadata results if the filter criterion is selected (Figure 5).

*Figure 5.* Use filter bar to refine metadata search results
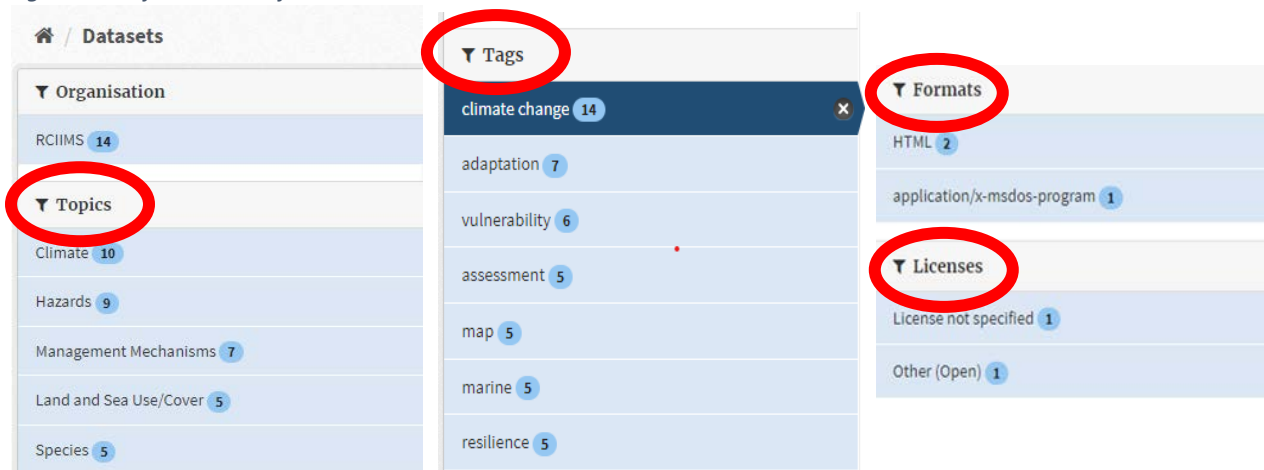
Alternatively, users can browse topics to quickly view metadata associated by specific topical areas. Navigate by Topics through the clickable icons on **Homepage**, or click Topics in the top-right.

The RCIIMS is organised by 12 general topical areas. See Table 1 for more detail.

Table 1. *Topical Areas of the RCIIMS*

Topical Area	Examples of Potential Data Content
Climate	Sea-level rise, ocean acidification, sea surface temperature, precipitation, ambient air temperature
Communications	Outreach and education related to climate planning and adaptation
Demographics	Age, income, ethnicity
Hazards	Inland and coastal flooding, storm surge, earthquake, hurricane, landslides, parcel, digital elevation maps
Land and Sea Use/Cover	Corals, mangroves, agricultural land, urban land
Management Mechanisms	Fishery management plans, place-based management plans, adaptation and mitigation plans
Policy	National or multi-national policies related to addressing climate change
Socioeconomics	Employment, earnings, ocean economy, gross domestic product
Species	Fish, invertebrates, marine mammals
Tourism and Recreation	Geographic locations of tourism and recreation hotspots, activity types, and associated ecosystems, ocean economy, employment
Transportation and Infrastructure	Roads, utilities, facilities in vulnerable areas, boundaries
Other	A catch-all category for data not related to existing topical areas

Understanding the Metadata Entry

Each metadata entry is organised by **Dataset**, **Topics**, and **Activity Stream** tabs (Figure 6).

Figure 6. Metadata entry content organisation
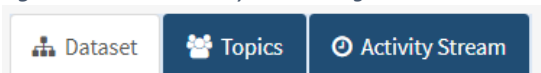
The 🔗 Dataset tab will contain the following information in Table 2, if available and submitted by the RCIIMS user (information presented from top to bottom of webpage).

Table 2. Elements of the Dataset Tab

Dataset Tab Elements	Description
Title	Title of the dataset or system
Description	Brief description or abstract of the dataset or system
Data and Resources	Relevant links to the dataset or system
Tags	Keywords associated with the dataset or system
Source	Web link to the dataset or system
Geographic Scope	Country and/or regional focus of the dataset or system
Author	Name of the data producer or organization affiliate (note: their email will be hyperlinked if available)
Maintainer	Name of the current point of contact (note: their email will be hyperlinked if available)
Metadata Last Updated	Date of the last metadata update
Created	Date of the metadata entry creation
License	Information on the license of the dataset or system (e.g., open vs closed source)

Under the 🔗 Social tab (on the left-hand side), users can share the metadata entry via their social media accounts (e.g., Twitter and Facebook).

The 👥 Topics tab will contain icons of the topical areas associated with the metadata entry.

The 🕐 Activity Stream tab shows a timeline of all edits made to the metadata entry. Users can view earlier versions and review the changes made.

Click ⊕ Follow button (i.e., green button on the left-hand side) to receive notifications for any updates or edits made to specific metadata entries *(note, this only shows up when you are logged into an account)*.

Understanding the RCIIMS Tabs

The four tabs located at the upper-right of the RCIIMS platform can help with quick navigation across the platform.

Datasets Tab
Click the Datasets tab to view the full list of metadata entries within the RCIIMS platform.

Organisation Tab

Within this platform, the RCIIMS (as the Organisation) contains the entire collection of metadata entries.

Topics Tab

The RCIIMS is organised by collections of Topics . Users can use Topics as a very simple way to find and search metadata entries related to specific subject areas.

About Tab

The About tab provides a description of the RCIIMS, as well as a link to this User Guide.

To submit any technical issue related questions, please contact us at helpdesk@uwimona.edu.jm. A staff from the UWI MITS team will follow up with your inquiry.

Chapter 4 – Upload Metadata

Any additions or changes to the metadata content of the RCIIMS will require a registered user account. See *Chapter 2 – Getting Started* for instructions on account registration and login.

The RCIIMS only hosts the metadata information for relevant coastal and marine datasets and IMSs, and the platform connects users to external links of the datasets and IMSs. The RCIIMS will not ask users to upload files or documents.

1. Log into your RCIIMS user account.
2. Navigate to Datasets tab (or alternatively click on ⛁ My Datasets tab on your user Dashboard).
3. Click ⊞ Add Dataset button.
4. Fill out the empty fields on ① Create dataset page. Note that * denotes a required field.
    o **Title*** – Name of dataset/IMS
    o **Description*** – Abstract
    o **Tags*** – Keywords (e.g., coastal, climate change, GIS, hazard, planning). Enter as many relevant tags for the entry.
    o **License** – Select the most appropriate option that describes the dataset/IMS
    o **Organisation** – Default to RCIIMS
    o **Visibility** – This will default to "Private" until the Verification Team approves the submission
    o **Geographic Scope*** – Country and/or regional focus of dataset or system (e.g., Dominica, Grenada, Haiti, Jamaica, Saint Lucia, St. Vincent and the Grenadines, Regional [related to three or more countries])
    o **Source** – Link to website or IMS (note, the link needs to start with "https://")
    o **Version** – Publish date of the IMS/dataset
    o **Author*** – Name of data producer or organisational affiliate
    o **Author Email*** – Email of the data producer or organisational affiliate
    o **Maintainer** – Current point of contact
    o **Maintainer Email** – Email of current point of contact
5. Complete the empty fields on ② Add data page. Note that at least one field is required before submitting the metadata.

- o **URL** – Link to website or IMS (note, the link needs to start with "https://")
- o **Name** – Name of dataset/IMS (repeat from the first page if same)
- o **Description** – Abstract (if different from the first page)
- o **Format*** – Type of file (e.g., CSV, Excel, Word, XML, ArcMap, JSON, PDF)

6. If there are more than one data or resource to add, click on Save & add another button and fill out for the new resource.
7. If completed, click the Finish button to save the draft metadata entry.
8. Click on Topics tab (located between Dataset and Activity Stream tabs) of the metadata entry to add relevant topics to associate with this dataset. Select as many relevant topics to add to the entry.

Congratulations! You finished adding a new metadata entry to the RCIIMS. A Verification Team member will review the content of your entry.

Note that the entry will remain "private" until it is verified and "published" by the RCIIMS Verification Team.

Tips for Uploading Metadata for Offline Datasets and Datasets with Multiple Resources

Upload Metadata for Offline Dataset

The RCIIMS does not host any data; however, you can add metadata entries for offline datasets so that other users can contact you or your organisation if they want to learn more about your data. Please add a new dataset as outlined in the instructions above and leave the URL/Source fields empty. To help RCIIMS users to contact the right person to learn more about your offline dataset, please ensure that the contact information is up to date, as well as including any helpful information about the data in the metadata description.

Upload Metadata for Datasets with Multiple Resources

The RCIIMS allows for adding multiple data and resources per each metadata entry. After filling out information for the first resource on the "2. Add data" page, click on "Save & add another" button to add another data or resource. See Figure 7 for a mock-up metadata for a dataset with data in GIS (or geospatial) and CSV formats and a PDF user guide and disclaimers.

Figure 7. Mock-up Metadata for Dataset with Multiple Resources

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Chapter 5 – Verification Process

To ensure that the RCIIMS continues to contain useful and relevant information for climate resilience planning activities, there is a process for verifying new metadata entries uploaded by RCIIMS users (Figure 8). A team of pre-selected volunteers will review newly uploaded metadata, make any necessary edits, and change the visibility setting of the metadata to "public."

Figure 8. RCIIMS Metadata Publication Process

The RCIIMS Verification Team is comprised of 10-15 members to ensure sufficient feedback while also maintaining a manageable size for coordination purposes. Team members will represent the six pilot PPCR countries and regional partner bodies.

The Verification Team is a robust and diverse group of partners and experts from governmental, academic, non-profit, and private sectors with experience in data management, climate change planning, and/or marine and coastal resource management. Members do not need extensive technical experience in data management to successfully fulfil this role.

Examples of Affiliated Organisations of the Verification Team
• Dominica Physical Planning Division • Haiti Climate Change Department of the Ministry of the Environment • Fondation Pour La Protection de La Biodiversité Marine (FoProBIM) • Planning Institute of Jamaica • Caribbean Community Climate Change Centre

Verification Team members assist in the verification and publication process for new and updated metadata entries for the RCIIMS. They review submitted metadata entries pertaining to member's expertise and/or geography when made available and approve entries to publish for public view. Members from other geographies may assist with the verification process if the point person for metadata related to a particular geography is unavailable. In addition, the Verification Team promotes cross-country and regional discussion and collaboration on data collection, data sharing, and RCIIMS use through stakeholder networks and capacity building fora.

Review and Make New Metadata Entries Public

The Verification Team member logs into their account with admin-level permissions to view, verify, and then publish new "Private" metadata entries.

1. Navigate to Organisation and click on the RCIIMS button.
2. Click on Manage button (with a wrench icon located on the upper right side).
3. Click on the Datasets tab (located in top-center).
4. Click on the Private metadata submission.
5. Click the Manage button (with a wrench icon located on the upper right side) and reviews content to ensure validity of information (i.e., check for spelling errors, verify submission is not spam).
6. After reviewing the entry, in the same metadata entry page, the Verification Team member can set the entry to "public" under Visibility.
7. After setting the visibility to "public", Verification Team member scrolls down and clicks Update Dataset in the lower right corner.

Congratulations! The metadata entry is now public on the RCIIMS platform.

If the Verification Team member has questions on the metadata, they can contact the Author and/or Maintainer (if listed) for further assistance.

Assign Alternate Representative to Verification Team

If the Verification Team member wishes to no longer be part of the Verification Team, they can assign an alternate representative from their organisation as an Admin to their user account to replace them.

See Organisation > **RCIIMS** > 🔧 Manage > 👥 Members to manage user permissions.

1. **Add New Member:** Click ➕ Add Member button and type in the email address for a new RCIIMS user. Select "Admin" under the "Role" drop-down menu. Click on Add Member to confirm.
2. **Edit Role of Existing Member:** Navigate to the name of the alternate representative and click on the wrench icon to the right of the name. Select "Admin" under the "Role" drop-down menu. Click on "Add Member" to confirm.

Chapter 6 – Contact Us

To submit any technical issue related questions, please contact us at helpdesk@uwimona.edu.jm. A staff from the UWI MITS team will follow up with your inquiry.