

User's Guide to the collaborative tool www.maia-network.org

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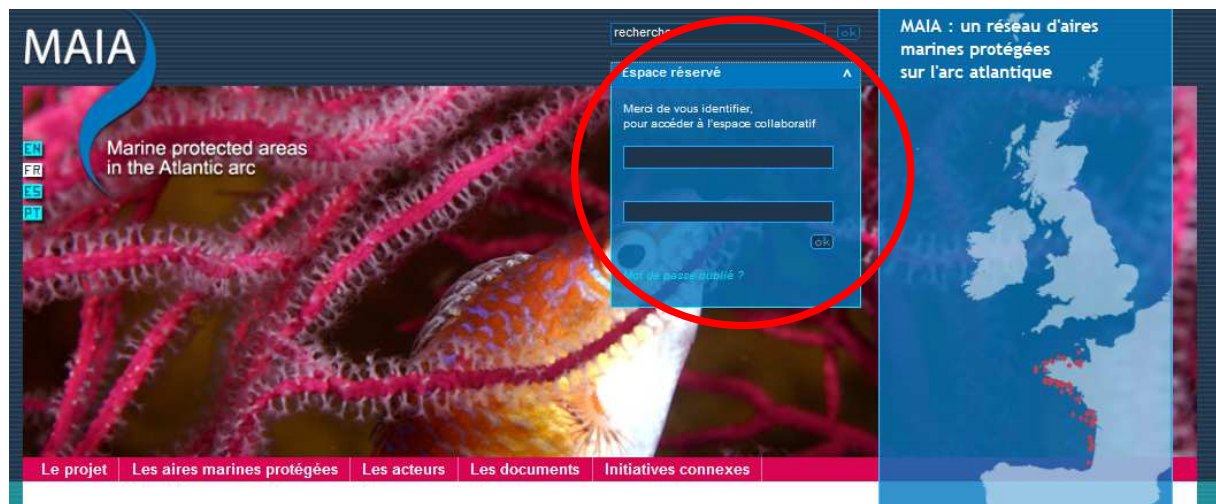
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1) PRESENTATION

1.1. Click on the collaborative space

The collaborative space of the MAIA website is a part that can only be accessed after logging in. To access this space, you must log in on the website home page (top of the page).

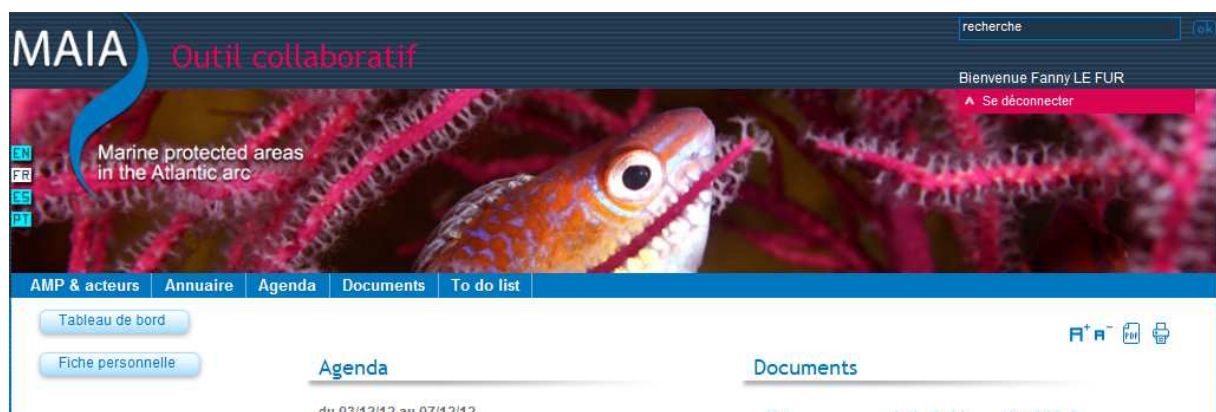
1.2 Enter your user ID and password and then click “OK”



The three types of collaborative space access rights are consultation / **writer** / publisher. Managers are contributors or writers. None of the changes they make are included on the website before the datasheet is published.

On the home page of the collaborative space, you can view the editorial content of the page in the following four tabs:

- “MPA & stakeholders”: here you can change your site’s datasheet;
- “Directory”: your contact details are available for consultation only;
- “Calendar”: you may add an event;
- “Documents”: you can download documents relating to your MPA (management plan, by-law creating the steering committee, etc.).



2) FILLING IN A DATASHEET

One datasheet is created for **each MPA**.

Example

**Iroise marine nature park = one datasheet;*

**Ushant Molène Natura 2000 SCI (within the perimeter of the Iroise marine nature park): another datasheet;*

** Ushant Molène N2000 SPA (within the perimeter of the Iroise marine nature park): another datasheet.*

->Three datasheets in total for these MPAs, even though the areas overlap.

2.1 Click on “MPA and stakeholders” and then on “Marine Protected Areas”

By clicking on the “Marine Protected Areas” menu, the contributor accesses the marine areas search engine.

2.2 Click on “fast search” or “advanced search”

Using the fast search, marine protected areas are filtered by country and by name. There is an additional filter for marine areas to which the contributor has rights.

With the advanced search you can use more precise criteria (NAME, CATEGORY, COUNTRY, YEAR of creation, GOALS, MANAGEMENT PLAN, SPECIES, HABITATS, etc.).

For each marine area found, there are two possible actions:

- you may make changes to the marine area datasheet (see below),
- or request publication of the marine area (see p. 10).

2.3 When your MPA is included in the search results, click on “change a datasheet”

Data is entered **per perimeter** of the MPA.

Definition

The boundary of a marine protected area is called a perimeter. The largest perimeter is called the main perimeter and possibly encompasses sub-perimeters. Sub-perimeters are classified areas, described and mapped in the official document designating the marine protected area.

These sub-perimeters have:

- specific regulations (different from the main perimeter);
- and possibly specific management objectives.

Sub-perimeters often correspond to areas where protection is reinforced. A marine protected area may have one or several sub-perimeters.

Example

Banc d’Arguin= 1 datasheet.

**Main perimeter: perimeter described in the decree creating the area and applying the regulations to the entire reserve.*

**Total protection zone: sub-perimeter within which the regulations differ: same descriptive datasheet in a new tab;*

**Nesting area of the perimeter: another sub-perimeter within which the regulations are different again: same datasheet in a new tab.*

→In total, one datasheet and 3 tabs: one perimeter and two sub-perimeters

Information from the WDPA is imported by the administrator and **cannot** be modified, i.e. the fields shown below:

☰ Caractéristiques générales

WDPAID:	178224
Nom:*	BAIE DE L'AIGUILLON (Charente-Maritime)
Nom original:*	Baie de l'Aiguillon (Charente-Maritime)
Pays:*	France
Désignation:	Réserve naturelle nationale
Désignation en anglais:	National nature reserve
Type de désignation:*	National
Catégorie IUCN:*	
Site Marin:	Oui
Surface de la zone marine:*	24.696635 km²
Surface totale:*	26 km²
Surface totale calculée:	52.75 km²
Surface marine calculée:	52.04 km²
Surface terrestre calculée:	0.71 km²
Statut:	Désigné
Année d'attribution du statut:*	1999

To optimise the information entered in the datasheets, detailed help bubbles are provided for each field in the datasheet (move your mouse over the pictogram ):

Site web de l'autorité de gestion:		
Finalités officielles:	☐ Maintenir, conserver et protéger le patrimoine naturel des habitats, les espèces et la biodiversité. ☐ Maintenir, conserver et protéger le patrimoine naturel des habitats, les espèces et la biodiversité. ☐ Maintenir les fonctions écosystémiques (nurserie, zones d'alimentation, productivité, etc.) ☐ Protéger, préserver et restaurer le patrimoine culturel.	 Merci de sélectionner dans la liste les finalités de l'AMP au regard de sa désignation. Tous les sites protégés à l'aide d'une même désignation sont censés avoir les mêmes finalités officielles de création.

Some other information and examples are given below if necessary.

GENERAL CHARACTERISTICS

Goals

The official goals are specific to the MPA category (or “designation”); they correspond to the table below.

GOALS CATEGORIES	BIOTOPE PROTECTION BY-LAW	MARINE STATE PROPERTY MANAGED BY CONSERVATOI RE DU LITTORAL	MARINE NATURE PARK	NATIONAL NATURE RESERVE	REGIONAL NATURE RESERVE	NATURA 2000 SITES
Maintain, conserve and restore biodiversity, the natural heritage of habitats, species, landscapes and seascapes, under protection status						
Maintain, conserve and restore biodiversity, the natural heritage of habitats, species, landscapes and seascapes, out of protection status						
Maintain key ecological functions (spawning grounds, nurseries, feeding and rest areas, areas of productivity, etc.)						
Improve the quality of water						
Promote the sustainable management / development of socio-economic activities						
Protect, preserve and restore the cultural heritage						
Manage use of natural resources						
Improve the governance of the MPA territory						
Environmental awareness and education						
Encourage scientific research						
Create socio-economic added value						

Example: the only official goal of Natura 2000 sites will be:
“Maintain, conserve and restore biodiversity, the natural heritage of habitats, species, landscapes and seascapes under protection status”.

Additional objectives

Additional objectives are the objectives described in the management plans or the Document of Objectives (Docob) which correspond to a situation specific to the site (and not to the category) and thus to local challenges. Some DOCOBs define objectives such as improving the quality of water or environmental awareness and education.

GOVERNANCE

1/ Description of the governance body (ies): *Steering committee, Advisory committee, management board, scientific committee, board of directors.*

2/ Structure responsible for **approving** management measures with regulatory force (beaconing, regulation of uses, etc.): the contributor uses the names of the bodies described above.

Public authority yes/no.

Example: *Prefect, Council, Regional Scientific Council for Natural Heritage.*

MANAGEMENT PLAN

This is the generic term which includes the DOCOBs of the Natura 2000 sites. If the management plan is being drafted, answer “no” to the question “is there a management plan?” The other fields will not display.

FOLLOW-UP

Follow-up is considered to be regular when it is repeated. Even if the follow-up is not done very frequently (once a year for instance) it is still regular.

Follow-up is described as occasional when it is done over a short period of time (for a particular project on the site or specific financing for example).

MEANS AND RESOURCES

No other comments.

REGULATIONS

These are not sector-specific regulations but regulations resulting from the site management (charters, contracts, impact assessments, or even local by-laws restricting use in order to protect Natura 2000 habitats and species or resulting from Natura 2000, etc.).

USES AND ACTIVITIES

No other comments.

MARINE SPECIES AND HABITATS

The list below includes the vernacular names of the species.

VERNACULAR_NAME	WoRMS_Valid_ScientificName	Class	IUCN	OSPAR	DI_79/40_9_ois	DI_92/43_hab
River Lamprey	Lampetra fluviatilis	Cephalaspidomorphi	LC	0	0	1
Sea Lamprey	Petromyzon marinus	Cephalaspidomorphi	LC	1	0	1
Basking Shark	Cetorhinus maximus	Elasmobranchii	VU	1	0	0
Great White Shark	Carcharodon carcharias	Elasmobranchii	VU	0	0	0
Porbeagle	Lamna nasus	Elasmobranchii	VU	1	0	0
Blue Skate	Dipturus batis	Elasmobranchii	CR	1	0	0
Thornback Ray	Raja clavata	Elasmobranchii	NT	1	0	0
Spotted Ray	Raja montagui	Elasmobranchii	LC	1	0	0
White Skate	Rostroraja alba	Elasmobranchii	EN	1	0	0
Gulper Shark	Centrophorus granulosus	Elasmobranchii	VU	1	0	0
Leafscale Gulper Shark	Centrophorus squamosus	Elasmobranchii	VU	1	0	0
Portuguese Shark	Centroscymnus coelolepis	Elasmobranchii	NT	1	0	0
Spiny Dogfish	Squalus acanthias	Elasmobranchii	VU	1	0	0
Angelshark	Squatina squatina	Elasmobranchii	CR	1	0	0
Spider Crab	Maja squinado	Malacostraca	NE	0	0	0
Rock Sea Urchin	Paracentrotus lividus	Echinoidea	NE	0	0	0
Sturgeon	Acipenser sturio	Actinopterygii	CR	1	0	1
European Eel	Anguilla anguilla	Actinopterygii	CR	1	0	0
Orange Roughy	Hoplostethus atlanticus	Actinopterygii	NE	1	0	0
Allis Shad	Alosa alosa	Actinopterygii	LC	1	0	1
Twaite Shad	Alosa fallax	Actinopterygii	LC	0	0	1
Common Goby	Pomatoschistus microps	Actinopterygii	LC	0	0	0
Sand Goby	Pomatoschistus minutus	Actinopterygii	NE	0	0	0
Atlantic Salmon	Salmo salar	Actinopterygii	LC	1	0	1
Trout	Salmo trutta	Actinopterygii	LC	0	0	0
European Bullhead	Cottus gobio	Actinopterygii	NE	0	0	1
Short Snouted Seahorse	Hippocampus hippocampus	Actinopterygii	DD	1	0	0
Black-striped Pipefish	Syngnathus abaster	Actinopterygii	LC	0	0	0
	Lophelia pertusa	Anthozoa	NE	0	0	0
	Dendrophyllia cornigera	Anthozoa	NE	0	0	0
Zigzag Coral	Madrepora oculata	Anthozoa	NE	0	0	0
Long-tailed Duck	Clangula hyemalis	Aves	LC	0	1	0
Velvet Scoter	Melanitta fusca	Aves	LC	0	1	0
Black Scoter	Melanitta nigra	Aves	LC	0	1	0
Common Eider	Somateria mollissima	Aves	LC	0	1	0
Eurasian Otter	Lutra lutra	Mammalia	NT	0	0	1
Grey Seal	Halichoerus grypus	Mammalia	LC	0	0	1
Monk Seal	Monachus monachus	Mammalia	CR	0	0	1
Harbour Seal	Phoca vitulina	Mammalia	LC	0	0	1
Common Minke Whale	Balaenoptera acutorostrata	Mammalia	LC	0	0	0
Sei Whale	Balaenoptera borealis	Mammalia	EN	0	0	0
Blue Whale	Balaenoptera musculus	Mammalia	EN	1	0	0
Fin Whale	Balaenoptera physalus	Mammalia	EN	0	0	0
Humpback Whale	Megaptera novaeangliae	Mammalia	LC	0	0	0
Short-beaked Common						
Dolphin	Delphinus delphis	Mammalia	LC	0	0	0
Short-finned Pilot Whale	Globicephala macrorhynchus	Mammalia	DD	0	0	0
Long-finned Pilot Whale	Globicephala melas	Mammalia	DD	0	0	0
Risso's Dolphin	Grampus griseus	Mammalia	LC	0	0	0

Atlantic White-Sided Dolphin	Lagenorhynchus acutus	Mammalia	LC	0	0	0
VERNACULAR_NAME	WoRMS_Valid_ScientificName	Class	IUCN	OSPAR	DI_79/40_9_ois	DI_92/43_hab
Killer Whale	Orcinus orca	Mammalia	DD	0	0	0
Striped Dolphin	Stenella coeruleoalba	Mammalia	LC	0	0	0
Common Bottlenose Dolphin	Tursiops truncatus	Mammalia	LC	0	0	1
Pygmy Sperm Whale	Kogia breviceps	Mammalia	DD	0	0	0
Beluga	Delphinapterus leucas	Mammalia	NT	0	0	1
Harbour Porpoise	Phocoena phocoena	Mammalia	LC	1	0	1
Sperm Whale	Physeter macrocephalus	Mammalia	VU	0	0	0
Sowerby's Beaked Whale	Mesoplodon bidens	Mammalia	DD	0	0	0
Cuvier's Beaked Whale	Ziphius cavirostris	Mammalia	LC	0	0	0
Razorbill	Alca torda	Aves	LC	0	0	0
Little Auk	Alle alle	Aves	LC	0	0	0
Black Guillemot	Cepphus grylle	Aves	LC	0	0	0
Atlantic Muffin	Fratercula arctica	Aves	LC	0	0	0
Great Auk	Pinguinus impennis	Aves	EX	0	0	0
Common Guillemot	Uria aalge	Aves	LC	0	0	0
Herring Gull	Larus argentatus	Aves	LC	0	1	0
Audouin's Gull	Larus audouinii	Aves	NT	0	1	0
Caspian Gull	Larus cachinnans	Aves	LC	0	1	0
Mew Gull	Larus canus	Aves	LC	0	1	0
Lesser Black-backed Gull	Larus fuscus	Aves	LC	0	1	0
Iceland Gull	Larus glaucoides	Aves	LC	0	0	0
Glaucous Gull	Larus hyperboreus	Aves	LC	0	0	0
Great Black-backed Gull	Larus marinus	Aves	LC	0	1	0
Mediterranean Gull	Larus melanocephalus	Aves	LC	0	1	0
Little Gull	Larus minutus	Aves	LC	0	1	0
Black-Headed Gull	Larus ridibundus	Aves	NE	0	1	0
Sabine's Gull	Larus sabini	Aves	LC	0	0	0
Black-legged Kittiwake	Rissa tridactyla	Aves	LC	1	0	0
Little Tern	Sterna albifrons	Aves	LC	0	1	0
Lesser Crested Tern	Sterna bengalensis	Aves	LC	0	0	0
Caspian Tern	Sterna caspia	Aves	LC	0	1	0
Roseate Tern	Sterna dougallii	Aves	LC	1	1	0
Common Tern	Sterna hirundo	Aves	LC	0	1	0
Arctic Tern	Sterna paradisaea	Aves	LC	0	1	0
Sandwich Tern	Sterna sandvicensis	Aves	LC	0	1	0
Great Skua	Catharacta skua	Aves	LC	0	0	0
Long-tailed Jaeger	Stercorarius longicaudus	Aves	LC	0	0	0
Parasitic Jaeger	Stercorarius parasiticus	Aves	LC	0	0	0
Pomarine Jaeger	Stercorarius pomarinus	Aves	LC	0	0	0
European Shag	Phalacrocorax aristotelis	Aves	LC	0	0	0
Great Cormorant	Phalacrocorax carbo	Aves	LC	0	0	0
Horned Grebe	Podiceps auritus	Aves	LC	0	1	0
Great Crested Grebe	Podiceps cristatus	Aves	LC	0	0	0
Red-necked Grebe	Podiceps grisegena	Aves	LC	0	0	0
Black-necked Grebe	Podiceps nigricollis	Aves	LC	0	0	0
Arctic Loon	Gavia arctica	Aves	LC	0	1	0
Common Loon	Gavia immer	Aves	LC	0	1	0
Red-throated Loon	Gavia stellata	Aves	LC	0	1	0
European Storm-Petrel	Hydrobates pelagicus	Aves	LC	0	1	0
Leach's Storm-Petrel	Oceanodroma leucorhoa	Aves	LC	0	1	0
Cory's Shearwater	Calonectris diomedea	Aves	LC	0	1	0

VERNACULAR_NAME	WoRMS_Valid_ScientificName	Class	IUCN	OSPAR	DI_79/40_9_ois	DI_92/43_hab
Northern Fulmar	Fulmarus glacialis	Aves	LC	0	0	0
Great Shearwater	Puffinus gravis	Aves	LC	0	0	0
Sooty Shearwater	Puffinus griseus	Aves	NT	0	0	0
Manx Shearwater	Puffinus puffinus	Aves	LC	0	0	0
Leatherback	Dermochelys coriacea	Reptilia	CR	1	0	1
Ocean Quahog	Arctica islandica	Bivalvia	NE	1	0	0
Dog Whelk	Nucella lapillus	Gastropoda	NE	1	0	0
European Flat Oyster	Ostrea edulis	Bivalvia	NE	1	0	0
Common Piddock	Pholas dactylus	Bivalvia	NE	0	0	0
Rough Penshell	Pinna rudis	Bivalvia	NE	0	0	0
Eelgrass	Zostera (Zostera) marina	Liliopsida	NE	0	0	0
Eurasian Oystercatcher	Haematopus ostralegus	Aves	LC	0	1	0
Northern Gannet	Morus bassanus	Aves	LC	0	0	0
Little Grebe	Tachybaptus ruficollis	Aves	LC	0	0	0
Ring-Billed Gull	Larus delawarensis	Aves	LC	0	0	0
Northern Pike	Esox lucius	Actinopterygii	NE	0	0	0
Spirlin	Alburnoides bipunctatus	Actinopterygii	NE	0	0	0
Barbel	Barbus barbus	Actinopterygii	NE	0	0	1
Moderlieschen	Leucaspis delineatus	Actinopterygii	NE	0	0	0
Ide	Leuciscus idus	Actinopterygii	NE	0	0	0
European Bitterling	Rhodeus amarus	Actinopterygii	NE	0	0	0
Spined Loach	Cobitis taenia	Actinopterygii	NE	0	0	1
Grayling	Thymallus thymallus	Actinopterygii	NE	0	0	1
Nase	Chondrostoma nasus	Actinopterygii	NE	0	0	0
Dace	Leuciscus leuciscus	Actinopterygii	NE	0	0	0
Wels Catfish	Silurus glanis	Actinopterygii	NE	0	0	0
Long-snouted Seahorse	Hippocampus guttulatus	Actinopterygii	DD	1	0	0
Harp Seal	Pagophilus groenlandicus	Mammalia	LC	0	0	1
Dwarf Sperm Whale	Kogia sima	Mammalia	DD	0	0	0
Surf Scoter	Melanitta perspicillata	Aves	LC	0	0	0
Pied Avocet	Recurvirostra avosetta	Aves	LC	0	1	0
Sea Trout	Salmo trutta trutta	Actinopterygii	NE	0	0	0
Yellow-legged Gull	Larus michahellis	Aves	NE	0	0	0
River Trout	Salmo trutta fario	Actinopterygii	NE	0	0	0
North Atlantic Bottlenose Whale	Hyperoodon ampullatus	Mammalia	DD	0	0	0
Balearic Shearwater	Puffinus mauretanicus	Aves	CR	1	0	0

PHOTOS

Photos must be small in size (**540 x 340 pixels MAXIMUM**). After loading the photo, the fields display (photo credits - compulsory, date and description).

3 photos may be loaded at the most.

3) FINALISING / SAVING THE DATASHEET

Press “**Validate**” to save the changes and return to the list page.

Press “**Save**” to save the changes and remain on the datasheet capture page.

Use the “**Report an error**” button to inform the administrator of a mistake in the information taken from the WDPA and which cannot be modified by the contributor. An email is sent to the administrator reporting the error. When you validate the “report an error” window, an email is sent to the administrator.

The “**back**” button enables you to return to the list page without saving the changes.

In the case of marine protected areas having at least one sub-perimeter, an extra button displays. The “**update**” button copies the information about the main perimeter to the sub-perimeters. The copy applies to all fields except those concerning regulations and photos are also copied.

4) PUBLISHING THE DATASHEET

Once the datasheet capture is complete, the contributor can ask for the marine protected area to be published.

After making the request, an email is sent to the administrator notifying him of the request for publication. The administrator can then publish the marine protected area datasheet. Once published, the marine protected area datasheet is displayed in the Web part.

5) DIRECTORY

The directory should be fully pre-completed for most of you. You may nonetheless **check the information** in the user datasheet.

The section “MPAs managed by the organisation” should soon display the MPAs by their NAME + CATEGORY. The MPA display will therefore be as follows: “TREGOR GOELO site of community importance” and “TREGOR GOELO Special protected area”

Fiche utilisateur

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Organisme

Communauté de communes Paimpol-Goelo

Projet MAIA 2010-2012

Partenaire MAIA Non

AMP gérées par l'organisme

TREGOR GOELO, TREGOR - GOELO

FERMER

You do not have access to directory administration. Any change to be made to a field must be reported to us.

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