Annex N
Database Request Proforma

This proforma is to be used for new database requests, and major alterations to existing databases.

Date	Request type	Related sub-committee
New database/alteration (delete as appropriate)		

1. Database title
Please provide the title of the database.

2. Brief overview of the database or alteration
Give a very brief overview on your proposal and its expected usage within the IWC community. Be succinct and clear as this may be used to summarise your request in a report.

3. Identified scope and usage within the IWC and its committees
Please explain what data the database will hold, and how the database will be used within the IWC and its committees; to what questions of importance to the IWC will this database contribute?

4. Proposed database schema or architecture
Please provide an overview of the proposed database schema or architecture. Where possible, please consider providing an entity relationship diagram.

5. Interaction with other databases
Will the database be required to interact with any other databases or applications?

6. How will the data be populated?
Please explain how the data will be populated. Please consider the following: will the data be entered by the public or a select group? Will the data be verified after entry? Will it be web or mobile accessible?

7. Scale of use
Please provide a description of likely scale and frequency of use and the preferred approach to accessing and interaction with the database.

8. Other similar databases
Please list any other databases that capture similar data either within the IWC or externally.

9. Timetable for key planning activities

Activity to be undertaken	Key person(s)	Start (mm/yy)	Finish (mm/yy)

10. Proposed completion dates

Expected outputs	Completion data (mm/yy)

11. Associated people

Name	Affiliation	Role within database

12. Data ownership and sharing
Please state your expected data availability arrangements including data ownership and data sharing agreements.

13. Total costs

Please provide a breakdown of costs. These may require discussion within the IWC Secretariat.

Type	Description	Cost (GBP)
Planning costs (e.g. travel/subsistence)		
Development costs (e.g. salaries, contractors, software)		
Ongoing costs (e.g. servers, back-ups, maintenance)		
Equipment costs		
Expected ongoing data co-ordinator costs		
Expected ongoing and one-off data entry costs		
Other costs		
Total		

14. Funds and contributions

Please provide details of any existing funds or potential contributions

Type	Description	Cost (GBP)
Existing funds		
Potential contributions		
Total		

15. Have you read and agree to the IWC Database Guidelines? (please tick)

The guidelines can be found at the end of this pro forma. To ensure you have the latest version please contact the IWC Secretariat.

Yes	
No	

IWC DATABASE GUIDELINES VERSION 2017.05

To standardise the creation of databases, repositories, catalogues and applications, the following guidelines should be adhered to.

- All new scientific database requests must be submitted to the scientific committee for discussion, approval, prioritisation and funding. This must be submitted using a database proforma **after** being discussed by the relevant sub-committee.
- All agreed development work will be overseen by the IWC Secretariat, and the Committee where specific input is needed.
- Where possible, all databases must use open source software.
- Programming languages, database engines and other technologies used must be discussed and agreed with IWC Secretariat to minimise development, infrastructure and maintenance costs.
- All completed source code and database schemas must be provided to and held by the IWC Secretariat.
- All databases will have a 5-year review cycle to ensure code and databases are kept up-to-date and secure.
- Where appropriate, new databases should be developed in a way that will allow expansion and interaction from other databases and applications. This is to be discussed with the IWC Secretariat.
- Where user accounts are required, they should be authenticated by a central IWC authentication server to minimise login credentials for users of multiple databases.