

Updating Rules of the HAB Integrated Website

CEARAC updates information of the HAB Integrated Website on a regular basis in order to provide useful information constantly to its users. Upon updating the existing information on the website, CEARAC collects information, as needed, and carries out the work as well as asks experts in each NOWPAP member state and Focal Points for cooperation and support to this work.

The work for updating the HAB Integrated Website would be implemented depending on the budgetary situation of CEARAC.

Details of updating activities in each content are as follows:

- **Front Page**

Sections updated, renewed and/or added are introduced on the front page as needed basis.

- **Downloadable Site of CEARAC Publications**

When CEARAC develops new publications and/or revises its existing publications, PDF version of them is added to this website.

- **Database Site**

- (1) HAB Reference Database

HAB Reference Database functions for providing information of HAB-related papers and reports in this region. A number of research papers and/or reports on HABs are released every year, and CEARAC adds them to this website on a regular basis, aiming at frequent utilization of the website for the database users. HAB Reference Database has not been updated after 2003. The information of papers from 2003 to 2008 will be added in incremental steps.

Contents for update: addition of latest research papers, reports and/or information

Frequency of update: semi-annually (June, December)

Procedure:

1. Collection of possible additional information

Sources of possible additional information are:

- papers and/or reports referred in WG3 activities
- papers in HAB-related journals (both international and national)

- a. CEARAC searches for possible information in the following sources (journals):

Journal of the Japanese Society of fisheries Science, FISHERIES SCIENCE, Journal of the Plankton Society of Japan, Plankton and Benthos Research, The Japanese Journal of Phycology (Sorui), Phycological Research, Journal of Japan Society of Water Environment, Journal of Water and Environment Technology, ALGAE (The Korean Society of Phycology)

Journal of PHYCOLOGY, Phycologia, HARMFUL ALGAE
Marine Ecological Progress Series, Marine Pollution Bulletin

b. In case of national journals published in each NOWPAP member's language, information in them is provided by national experts to CEARAC. This type of information is submitted to CEARAC at an occasion of CEARAC FPM and WGM.

2. Check for duplication and classification of publication lists

- Check for duplication of additional lists submitted by each member state and/or made by CEARAC.
- Classification of publication lists based on categories in HAB Reference Database (Occurrence and Monitoring, Mechanism and Environment, Physiology, Taxonomy, Mitigation and Management, Others).

CEARAC inquires national experts about classification of the publication lists.

3. Addition to the Database

The CEARAC adds new information to the database.

4. Release of PDF version

Since there are some concerns on copyright and overload to the website server, CEARAC does not provide PDF files of original information; however, if the original sources release PDFs for free of charge, CEARAC introduces these URLs for convenience of users.

(2) HAB Case Study Database (tentative)

HAB Case Study Database (tentative) is established for disseminating HAB-related information in the NOWPAP region with the most effective and laborsaving way. The provided information is based on the results of HAB Case Studies implemented as one of the WG3 activities for the 2008-2009 biennium. Based on the approval at the 7th CEARAC FPM, the information in this database will be updated annually. A person selected by national Focal Points collects new information in his/her state and submits it to CEARAC. Then, CEARAC compiles and harmonizes the information and adds to the database.

Contents for update: addition of latest HAB-related information

Frequency of update: annually (January)

Procedure:

1. Collection of latest information in each NOWPAP member state

A person selected in each member state collects HAB-related information based on the common method, which is established by the results of HAB Case Studies, and completes the information sharing format. Then, he/she submits the format to CEARAC by December every year.

2. Compilation/harmonization of submitted information and Addition to the Database

CEARAC compiles and harmonizes the submitted information from each member state and adds to the database.

(3) HAB Experts Database

HAB experts database functions for providing information on CEARAC-related HAB experts (their organizations, specialized fields and/or latest researches/studies etc.). Information in this database is based on the experts' personal information submitted in CEARAC-made format.

Contents for update: change/correction of personal information

Frequency of update: as-needed basis

Procedure:

1. Change/Correction by the CEARAC

CEARAC revises information when finding some changes/mistakes.

2. Change/Correction upon request by experts

When an expert requests changes/correction of his/her personal information, CEARAC revises the information.

• **Topic Site**

(1) Dissemination of information on remote sensing

This website introduces information on organizations and/or websites, mentioned in the reports of HAB Case Studies, which provide artificial satellites images. The website contributes to utilization of artificial satellites among HAB researchers and organizations. When new sources for providing artificial satellite information are found, their URLs are added to the website

Contents for update: addition/correction of URLs

Frequency of update: as-needed basis

(when finding a new organization and/or change of the existing URLs)

Procedure:

1. Addition by the CEARAC

When a new organization which provides artificial satellite information is found, CEARAC adds its URL to the website.

2. Addition/Correction based on information by each NOWPAP member state and/or WG4 members

Based on information provided by each NOWPAP member state and/or WG4 members, CEARAC adds/corrects the information on this page.

(2) *Cochlodinium* Homepage

This home page is for providing basic information on *Cochlodinium* which is one of the concerned species in the NOWPAP region. If any new knowledge is reported or the existing information is corrected, CEARAC adds/corrects the information on this page.

Contents for update: addition/correction of information

Frequency of update: as-needed basis by new information

Procedure:

1. Collection of information for update and/or correction

CEARAC inquires experts if there needs to be updating and/or correcting work for this homepage information and revises the contents if needed.

2. Addition/Correction based on information by national experts

Based on new information provided by national experts, CEARAC adds/corrects the contents.

(3) Dissemination of information on coastal environmental assessments

This website functions for disseminating information on assessment of eutrophication, which is a joint activity of WG3 and WG4 implemented in the 2008-2009 biennium, and for introducing related activities on coastal environmental assessments. When CEARAC has a new outcome, it is disseminated through this website. Information on coastal environmental assessments in other regional seas and/or international projects is also updated when CEARAC obtains new information.

Contents for update: dissemination of outcomes of new activities and update of related information

Frequency of update: as-needed basis (when new outcomes and/or new information obtained)

Procedure:

1. Dissemination of information on outcomes of CEARAC activities

CEARAC disseminates information and outcomes of its activities when new information on coastal environmental assessments is found.

2. Dissemination of information on coastal environmental assessments in other regional seas and/or international projects

When other regional seas and/or international projects initiate coastal environmental assessments, their information is disseminated through this website.

• **Event Information Site**

This site provides information on HAB-related events held by related international organizations. CEARAC collects information and updates the contents. If any national event requires wider announcement, its information is also added to this website and disseminated upon request of national experts and national Focal Points.

Contents for update: addition of event information

Frequency of update: as-needed basis

Procedure:

1. Collection/Dissemination of information by CEARAC

CEARAC checks the websites of related organizations time-by-time and uploads/provides their event information.

2. Dissemination of information upon request by national experts and national Focal Points

When a national-level event requires wider announcement of it, CEARAC uploads the information based on a request by national expert(s) or national Focal Point(s) in this page and disseminates it to related people and organization.

• **Link Site**

This page introduces URLs of related organizations.

Contents for update: addition and/or correction of URLs

Frequency of update: as-needed basis

Procedure:

1. Collection of information by CEARAC

When CEARAC obtains information on related organizations, its URL is added and/or corrected.

2. Verification of URLs

CEARAC constantly checks the URLs on this page, and if there is a broken link, it is fixed immediately.

Upon operation of the website, taking into consideration potential users whose internet environment is not well developed, CEARAC makes an effort to provide comfortable environment to all users of the website.