

# HELLENIC COMMON BIRD MONITORING SCHEME (HCBM)

## DATA INPUT FILE - INSTRUCTIONS

### GENERAL INSTRUCTIONS

This file is used to input data from your 2x2 plot from the Hellenic Common Bird Monitoring Scheme (HCBM).

Data are input for both visits each year. A new file is used for different years.

- Fill in the 4 worksheets in the order of appearance
- Do not enter or delete lines or columns
- Do not enter data in blue fields, these are automatically filled using excel functions
- Your data should be added in the fields with no colour
- Many fields have dropdown lists, from which you can only select one category

For questions and comments with respect to the input of this file, please contact HOS on [hcbm@ornithologiki.gr](mailto:hcbm@ornithologiki.gr) or by phone on [0030210 - 8228704](tel:0030210-8228704) (extension 110).

### Worksheet "VISITS":

In this worksheets visit data are entered.

In the field **2x2 Plot Code** select the code of your 2x2 plot from the dropdown list. The list contains the 2x2 plot codes of all those participating in the HCBM scheme and which have filled in an [application form](#) and have subsequently received a plot code from HOS. When your 2x2 plot code is added, your name should appear in the field **Observer Name**. In this way you can make sure that your plot code has been entered correctly. In case you cannot find your plot code in the dropdown list, or a wrong name appears beside your plot code, [please contact HOS](#).

In the field **Date** enter the date of your visit.

In the field **Visit Number** the three visit numbers are already entered for you according to the methodology of HCBM (during the first year 3 visits are performed, while from then on only 2 per year are necessary). Selection **0** relates to the Points Location and Description Visit, while selections **1** and **2** relate to the **1<sup>st</sup>** and **2<sup>nd</sup>** Point Count Visit respectively.

Data on **weather conditions** during your two Point Count Visits are entered by selecting from the categories appearing in the relative dropdown lists.

Cloud cover	Visibility	Rain	Wind
1 = 0-33%	1 = Good	1 = None	1 = Calm
2 = 33-66%	2 = Moderate	2 = Drizzle	2 = Light / 1-2 Bf
3 = 66-100%	3 = Poor	3 = Showers	3 = Breezy / 3-5 Bf

In the field **Point file** enter the name of the file with the GPS waypoints which you might have taken in the field or the points created in Google Earth (kml file) in case these are different to the points we provided. Please send us the point file together with the Data Input File.

In the field **Comments** you may add any comments concerning the specific visit.

#### **Worksheet "HABITATS":**

This worksheet is filled in after the worksheet 'Visits'.

Here, you must add data on the habitat types and description of the 15 points during the first year of participation. During the following years you will enter information only in those points where changes to the habitat are recorded.

In the field **Visit Number** select the visit during which the points were described (the first year) or during which a change in the point is recorded (subsequent years). Selection **0** relates to the Points Location and Description Visit, while selections **1** and **2** relate to the 1<sup>st</sup> and 2<sup>nd</sup> Point Count Visit respectively.

In the field **Point Code** select from the dropdown list the number of each point (15 in total) where the count was performed. The points are filled-in in the order they were surveyed, i.e. by following the route which you have selected between points.

The Corine2000 Habitat Cover codes are filled-in in the fields **Primary Habitat** and **Secondary Habitat** from the dropdown list. In the blue columns to the right the description of the selected codes appears, in order to make sure that you have entered the correct code.

For the fields **Water**, **Road Network** and **Buildings** enter the appropriate code by selecting from the categories appearing in the relative dropdown lists.

Water	Road Network	Buildings
1 = None	1 = None	1 = None
2 = River	2 = Path	2 = Farmhouse
3 = Stream	3 = Dirt road	3 = Stockyard
4 = Spring	4 = Asphalt	4 = Settlement
5 = Puddle		

In the field **Comments** you may add any comments concerning the location and marking of the specific point.

In the field **Photo Code** you can enter the code of the photograph of the point you may have taken. If you fill this in, please send us the photographs together with the Data Input File.

In the field **Waypoint Code** you can enter the name of the Waypoint you might have taken with a GPS in the field or created in Google Earth (kml file) in case these are different to the points we provided.

#### **Worksheet "POINTS":**

In this worksheet enter data concerning the time and the sequence in which the counts were performed at the points.

In the field **Visit Number** 15 green lines have been preselected for the first visit and 15 orange lines for the second visit.

In the field **Point Code** select from the dropdown list the number of each point (15 in total) where the counts were performed. The points are filled-in in the order they were visited, i.e. following the selected route..

In the fields **Time (start)** and **Time (end)** enter the time when the count was performed in each point , start and end (5 minutes).

In the field **Comments** you may add any comments concerning the count at the specific point.

**Worksheet "COUNTS":**

In this worksheet enter the bird count data recorded at each point.

In the field **Visit Number** select from the dropdown list the number of the visit during which the observation was made: **1** for the 1<sup>st</sup> Point Count Visit and **2** for the 2<sup>nd</sup> Point Count Visit respectively.

In the field **Point Code** select from the dropdown list the number of each point where the counts were performed.

In the field **Species Code** select from the dropdown list the 6-digit code of the species. In the blue columns to the right the Scientific Name and Common Name of the species code selected appears, in order to make sure that you have entered the correct code.

In the columns **Distance categories (<25m, 25-100m, >100m and Fly-overs)**, enter the count data. Please add one line per species per point (i.e. sum up the counts of the individuals per species per point in each distance band). Only integer numbers can be entered in these fields.

Comments for the species or the specific count or other texts can be entered in the field **Comments** (e.g. signing male, courtship, etc.).