



## Baltic Marine Environment Protection Commission

Working Group on the State of the Environment and Nature  
Conservation

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STATE & CONSERVATION  
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<b>Document title</b>	Suggestion for a template for HELCOM monitoring guidelines
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<b>Category</b>	CMNT
<b>Agenda Item</b>	2MA – Revision of HELCOM monitoring
<b>Submission date</b>	15.9.2015
<b>Submitted by</b>	Secretariat

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### Background

The second meeting of State and Conservation discussed the review of the HELCOM COMBINE manual and the need to develop new monitoring guidelines and update existing ones.

This document contains a suggestion by the Secretariat for a template for HELCOM monitoring guidelines in order to harmonize the contents of different monitoring guidelines.

### Action required

The Meeting is invited to

- consider the draft template for HELCOM monitoring guidelines,
- provide possible input on its further development and
- agree on its use for the harmonization of HELCOM monitoring guidelines, with a view of including updated monitoring guidelines in the HELCOM Monitoring Manual by mid-2016.

## Suggested outline for a template for HELCOM monitoring guidelines

### 1. Background

*Length: 1/2–1 page.*

#### 1.1 Introduction

*Short introduction of the topic/species/substance under monitoring, what is monitored, how and by whom and relevant definitions.*

#### 1.2 Purpose and aims

*Brief description on why the monitoring is carried out and its aims.*

### 2. Monitoring methods

#### 2.1 Monitoring features

*More detailed description on the monitoring in question (species/substance/target of monitoring), if relevant.*

#### 2.2 Time and area

*Provide reference and direct links to the temporal and spatial information in the Monitoring Manual.*

#### 2.4 Monitoring procedure

##### 2.4.1 Monitoring strategy

*A general short description of the monitoring strategy e.g. why certain methods are used*

##### 2.4.2 Sampling method(s) and equipment

*A description of the field sampling method(s) and equipment(s) used*

##### 2.4.3 Sample handling and analysis

*A description of how samples are e.g. stored, pretreated and analytical methods*

#### 2.5 Data analysis

*How tentative further treatment of data and calculations are executed e.g. equations, conversion factors, statistical analysis*

### 3. Data reporting and storage

*Format for data reporting, where the data is reported e.g. specific database*

### 4. Quality control

#### 4.1 Quality control of methods

#### 4.2 Quality control of data and reporting

### 5. Contacts and references

#### 5.1 Contact persons

#### 5.2 References

#### 5.3 Additional literature