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PROJECT PROPOSAL REQUEST

1 . PROPOSAL TITLE

Ongoing SC database hosting and server management by IWC Secretariat.

2 . BRIEF OVERVIEW OF THE PROPOSAL AND ITS EXPECTED OUTCOME

The IWC Secretariat hosts and manages several databases for the SC. These have annual service costs associated with them including web/database servers, storage, backups, software licences and other associated infrastructure costs.

This request seeks to apply for the funding the continue the hosting and management services required for SC databases for the year ahead.

3 . RELEVANT IWC SCIENTIFIC COMMITTEE GROUPS OR SUB-GROUPS

IWC databases are used by all sub-committees and their development monitored by the Ad hoc Working Group on Databases and related issues.

4 . TYPE OF PROJECT (PLEASE TICK)

Research project	
Modelling	
Workshop/meeting	
Database creation/maintenance	X
Compilation work/editing (<i>e.g. on whalewatching regulations, SOCER, etc.</i>)	
Other (<i>please specify below</i>)	

5. BRIEF DESCRIPTION OF THE PROPOSAL AND ITS CONNECTION WITH SCIENTIFIC COMMITTEE RECOMMENDATIONS (DO NOT EXCEED 1500 WORDS)

(A) BACKGROUND, RATIONALE, AND RELEVANCE TO THE PRIORITIES IDENTIFIED BY THE IWC SCIENTIFIC COMMITTEE:

The IWC Secretariat hosts and manages several databases for the SC in addition to core IWC databases and applications. The Secretariat no longer has local physical server storage space at the Red House, so all databases and applications are hosted in the cloud using paid external services. These have ongoing annual running costs associated with them and include:

1. Monthly physical storage space, including web/database servers and file storage
2. Independent backup service and space for redundancy
3. Software licences for proprietary control software, SSL security certificates

Sever administration (software/security updates, DNS, housekeeping, bug-fixing)

(B) SPECIFIC OBJECTIVES OR TOR AND DELIVERABLES/OUTCOMES:

Continuity of hosting and management of SC databases

(C) METHODOLOGICAL APPROACH/WORK PLAN/ADMINISTRATIVE DETAILS

Specify the methods to be applied (novel methods require more explanation than standard ones) and the broad workplan – the detailed timetable appears under Item 5 below.

In the case of workshops and meetings, include the broad work plan including any pre-requisites for the workshop/meeting to take place (apart from funding, e.g. completed analyses, papers etc.) and administrative details (e.g. location, dates, number of participants).

(D) SUGGESTIONS FOR OUTREACH

Please, note that successful proponents will be requested to produce ad hoc material that will be used by the IWC Secretariat for dissemination and outreach.

6 . TIMETABLE FOR ACTIVITIES AND OUTPUTS

Specify the timetable for project activities and expected outputs separately. For projects with multiple distinct elements please indicate interim goals and timeframes. Add as many rows as you need to the tables below. If publications are an expected output please note whether you will submit the manuscript to the IWC's Journal of Cetacean Research and Management.

Activity to be undertaken	Key person(s)	Start(mm/yy)	Finish (mm/yy)
Ongoing hosting, admin, updates, software	Secretariat	Ongoing	Ongoing

Expected outputs	Completion date (mm/yy)
SC Database hosting and support	Ongoing

7. RESEARCHERS' (OR STEERING GROUP) NAME(S) AND AFFILIATION

Please, also specify if the project team has any direct connection (e.g. same research group or institute, collaborator on common project) with people involved or likely to be involved in taking the funding decision (e.g. IWC SC heads of delegations, SC convenors, etc.). Add as many rows as you need to the table below.

Name	Affiliation	Connection with decision
IT department	Secretariat	Infrastructure, admin and maintenance

8 TOTAL BUDGET

PROJECT BUDGET					Co-funding
	Description	Cost per unit	Number of units	Total Cost £GBP	
(1) Salaries (by person)					
(2) Travel/subsistence (by person or est. total for IPs)					
(3) Services (by item)	Database hosting and management costs (£500.00 per month)			6000	
(4) Reusable equipment					
(5) Consumables					
(6) Shipping & Customs (by Item)					
(7) Insurance (by item)					
(8) Other					
TOTAL					

Co-funding Memo:

Source	Purpose of Funding	Amount	Secured/Tentative?
TOTAL			

Total value of project:	£GBP
Funds requested from IWC	
Co-funding	
TOTAL	6000

9 . DATA ARCHIVING/SHARING

Please state your plans for data archiving and sharing. Note that data collected primarily under IWC grants are considered publicly available after an agreed period of time for publication of papers, usually about two years. The work of the IWC depends on the voluntary contribution of data to the various databases and catalogues IWC supports. Please consult the Secretariat (secretariat@iwc.int).

10 . PERMITS (PLEASE TICK)

Do you have the necessary permits to carry out the field work and have animal welfare considerations been appropriately considered?	
Do you have the appropriate permits (e.g. CITES) for the import/export of any samples?	

If 'Yes' please provide further details and enclose copies where appropriate: