



## Contents

User guidelines for general users .....	2
1. HELCOM MPA database .....	2
1.1 Where to find it?.....	2
1.2 Data migration.....	2
1.3 Shapefiles for MPAs.....	3
1.3.3 Shapefiles for management plans .....	3
2. Get started.....	4
3. View an existing site .....	6

## User guidelines for general users

This user guidelines document is intended to provide information regarding the HELCOM MPAs database. Please note that the first public version of the HELCOM MPA database was published 30 October 2015, and there will still be minor changes to the database and its interface. These guidelines will be updated when needed. If you need help with using the database, please don't hesitate to contact Janica Borg ([janica.borg@helcom.fi](mailto:janica.borg@helcom.fi)) or Petra Kääriä ([petra.kaaria@helcom.fi](mailto:petra.kaaria@helcom.fi)) at the HELCOM Secretariat. We warmly welcome any feedback regarding the database.

## 1. HELCOM MPA database

### 1.1 Where to find it?

The database is publicly available at <http://mpas.helcom.fi/apex/f?p=103>. Login is required for editing the data.

### 1.2 Data migration

Previously HELCOM MPA data was stored in the BSPA database<sup>1</sup>, and data was migrated from the BSPA database to the HELCOM MPA database in spring 2015. The migration was done for all data fields possible, but fields which did not exist in the BSPA database or which changed significantly with the modernization were not migrated. During May to September 2015 the countries were asked to check all data in the new database, and enter data where it was missing. The table below outlines the data fields which required special attention from the countries.

**Table 1.** Overview of data fields requiring special attention during the data update from the countries.

Section	Data field	Changes and Migration	Required from countries
<b>General Information</b>	Selection criteria	Some of the Selection criteria changed during the modernization, and definitions were added to all of them. The Selection criteria which didn't change have been migrated from the old BSPA database.	Please check Selection criteria for all sites, taking into account the added definitions for the Selection criteria.
	National protection status	New information	Please update for all sites.
	Natura 2000 sites	This was partly migrated from the BSPA database.	Please check for all sites.
	Data provider information	All fields linked to data provider information are new.	Please update for all sites.
<b>Maps</b>	Shapefiles	Old shapefiles have been migrated, but do not cover management plan coverage.	Please check that the shapefile is up to date, and provide a separate shapefile for the management plan coverage if it differs from the MPA area.
<b>Species</b>	Species list for site	The species list has changed due to the update, and the species data was only partly migrated from the BSPA database.	Please update for all sites.
	Does the species justify the site	New feature in the HELCOM MPA database.	Please update for all sites.

<sup>1</sup> BSPA is the previous acronym for coastal and marine Baltic Sea protected areas, nowadays known as HELCOM MPAs.

	designation as an MPA?		
	Performed monitoring	New feature in the HELCOM MPA database.	Please update for all sites.
	Authorities responsible for monitoring	New feature in the HELCOM MPA database.	Please update for all sites.
<b>Biotopes</b>	Biotopes list for site	The biotopes list has been updated to HUB biotopes.	Please update for all sites.
	Does the biotope justify the site designation as an MPA?	New feature in the HELCOM MPA database.	Please update for all sites.
	Performed monitoring	New feature in the HELCOM MPA database.	Please update for all sites.
	Authorities responsible for monitoring	New feature in the HELCOM MPA database.	Please update for all sites.
<b>Biotope complexes</b>	Does the biotope complex justify the sites designation as an MPA?	New feature in the HELCOM MPA database.	Please update for all sites.
	Performed monitoring	New feature in the HELCOM MPA database.	Please update for all sites.
	Authorities responsible for monitoring	New feature in the HELCOM MPA database.	Please update for all sites.
<b>Management for site</b>	All fields	The whole section has been revised and only status was migrated from the old BSPA database.	Please update the whole section for all sites.
<b>Pressures</b>	All fields	The whole section has been revised and only status was migrated from the old BSPA database.	Please update the whole section for all sites.

### 1.3 Shapefiles for MPAs

Shapefiles are used to display the HELCOM MPAs in the map view, but also to provide certain information directly to the database. This information includes subbasin, location and coverage of the sites, as well as MPA size, MPA marine and terrestrial size, and size of territorial water and exclusive economic zone of the MPA. Countries do not need to report this information separately. **Therefore it is of utmost importance that all shapefiles are up to date.**

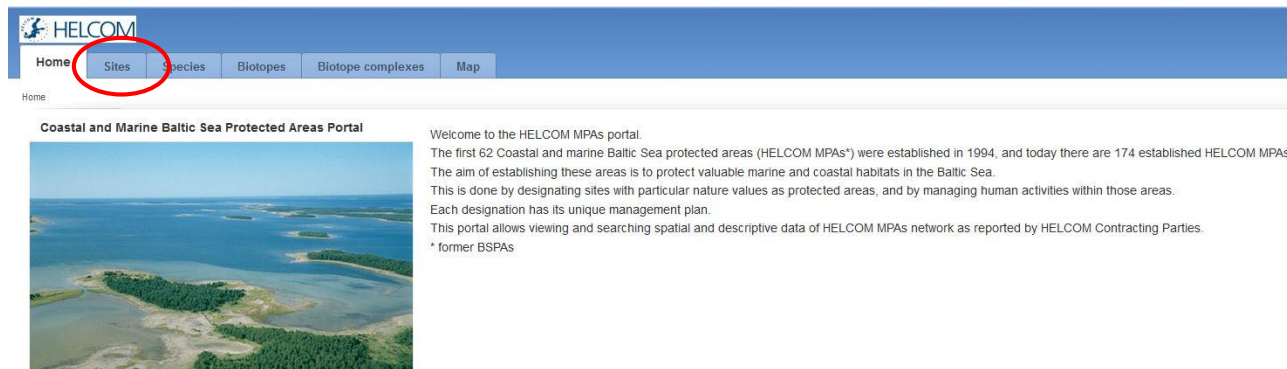
#### 1.3.3 Shapefiles for management plans

One management plan does not always cover the whole HELCOM MPA. Some MPAs have several management plans which may overlap each other. The area covered by the management plans will also be displayed on maps in the database. **Please note that countries are requested to provide shapefiles in two of the three cases described below:**

Coverage of management plans	Requirements from Contracting Parties
If the MPA has one management plan which covers the whole area	No need to send additional shapefiles to the Secretariat
<b>If the MPA has one management plan which doesn't cover the whole area of the MPA</b>	Please send a shapefile for the management plan to the Secretariat.
<b>If the MPA has several management plans which cover different parts of the MPA or overlap with each other</b>	Please send shapefiles for each management plan to the Secretariat and indicate the management plan names for the different shapefiles.

## 2. Get started

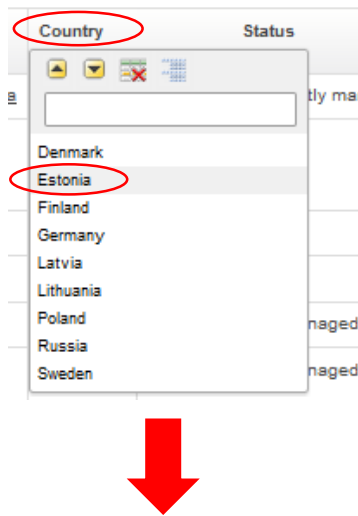
The database is available at <http://mpas.helcom.fi/apex/f?p=103>, where you find on the *Home page* of the database. The tabs on the top of the page allow you to view all information under different subtopics. To view the site specific information, please choose the *Sites* tab.



This page displays all existing HELCOM MPAs (later called sites) and gives an overview of the most central information of the sites. The sites are by default organized by country and site name.

HELCOM									
Home <b>Sites</b> Species Biotopes Biotope complexes Map									
Q <input type="text"/> Go Actions ▾									
Id	HELCOM MPA Name	Country	Status	Subbasin	Coverage	Location	MPA size (km <sup>2</sup> )	MPA marine size (km <sup>2</sup> )	Map View
83	<a href="#">Zalew Wislany i Mierzeja Wislana</a>	Poland	Designated and partly managed	Gdansk Basin	Marine and terrestrial	Territorial waters	409.19	299.97	<a href="#">show</a>
84	<a href="#">Zatoka Pucka</a>	Poland	Designated	Gdansk Basin	Marine and terrestrial	Territorial waters	625.16	616.26	<a href="#">show</a>
85	<a href="#">Ostoja Slowinska</a>	Poland	Designated	Bornholm Basin, Eastern Gotland Basin	Marine and terrestrial	Territorial waters	321.86	107.7	<a href="#">show</a>
86	<a href="#">Wolin i Uznam</a>	Poland	Designated	Bornholm Basin	Marine and terrestrial	Territorial waters	307.68	46.04	<a href="#">show</a>
87	<a href="#">Lawica Slupska</a>	Poland	Designated	Bornholm Basin	Marine	EEZ	801.21	801.21	<a href="#">show</a>
88	<a href="#">Lahemaa</a>	Estonia	Designated and managed	Gulf of Finland	Marine and terrestrial	Territorial waters	748.32	269.44	<a href="#">show</a>
90	<a href="#">Hiu Madala</a>	Estonia	Designated and managed	Northern Baltic Proper	Marine and terrestrial	Territorial waters	93.41	78.29	<a href="#">show</a>
91	<a href="#">Viisandi</a>	Estonia	Designated and managed	Eastern Gotland Basin, Northern Baltic Proper	Marine and terrestrial	Territorial waters	318.83	208.65	<a href="#">show</a>
94	<a href="#">Pärnu lahe</a>	Estonia	Designated	Gulf of Riga	Marine and terrestrial	Territorial waters	1149.88	1088.74	<a href="#">show</a>
95	<a href="#">Kura Kurk</a>	Estonia	Designated	Eastern Gotland Basin, Gulf of Riga	Marine and terrestrial	Both territorial waters and EEZ	1993.72	1960.81	<a href="#">show</a>
101	<a href="#">Haparanda Archipelago</a>	Sweden	Designated	Bothnian Bay	Marine and terrestrial	Territorial waters	457.95	444.8	<a href="#">show</a>
103	<a href="#">Holmø Islands</a>	Sweden	Designated and managed	The Quark	Marine and terrestrial	Territorial waters	241.85	208.14	<a href="#">show</a>
104	<a href="#">High Coast</a>	Sweden	Designated and managed	Bothnian Sea	Marine and terrestrial	Territorial waters	1520.03	816.69	<a href="#">show</a>
105	<a href="#">Gräsö/Singö Archipelago</a>	Sweden	Designated and managed	Bothnian Sea, Åland Sea	Marine and terrestrial	Territorial waters	662.18	639.23	<a href="#">show</a>
106	<a href="#">Stora Nassa-Sv. Högarne</a>	Sweden	Designated and managed	Northern Baltic Proper	Marine and terrestrial	Territorial waters	298.3	291.41	<a href="#">show</a>


In the *Sites* view you can filter the sites according to the given headings, for example per *MPA size*, *subbasin* or *country*. For example if you want to see all Estonian sites click on *Country* and choose Estonia from the drop down list.



HELCOM

Home Sites Species Biotopes Biotope complexes Map

Q\* Go Actions

Country = 'Estonia' 

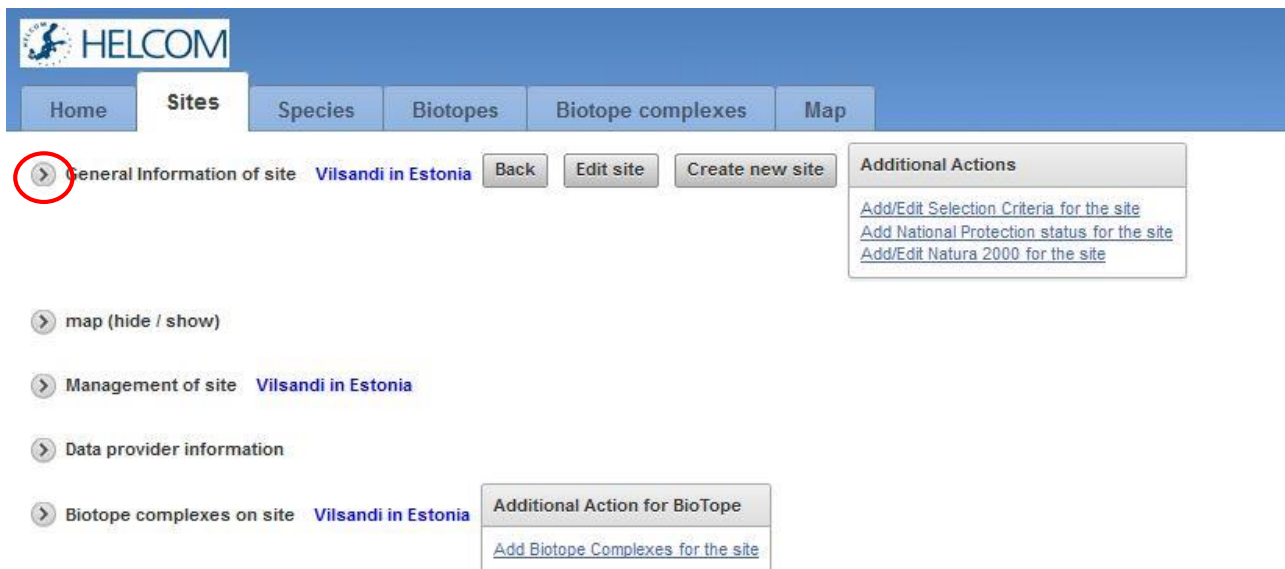
Id	HELCOM MPA Name	Country	Status	Subbasin	Coverage	Location	MPA size (km2)	MPA marine size (km2)	Map View
88	<a href="#">Lehemaa</a>	Estonia	Designated and managed	Gulf of Finland	Marine and terrestrial	Territorial waters	748.32	269.44	<a href="#">show</a>
90	<a href="#">Hiuu-Madalajärv</a>	Estonia	Designated and managed	Northern Baltic Proper	Marine and terrestrial	Territorial waters	93.41	78.29	<a href="#">show</a>
91	<a href="#">Viisandis</a>	Estonia	Designated and managed	Eastern Gotland Basin, Northern Baltic Proper	Marine and terrestrial	Territorial waters	318.83	208.65	<a href="#">show</a>
94	<a href="#">Pärnu lahe</a>	Estonia	Designated	Gulf of Riga	Marine and terrestrial	Territorial waters	1149.88	1088.74	<a href="#">show</a>
95	<a href="#">Kura-Kurk</a>	Estonia	Designated	Eastern Gotland Basin, Gulf of Riga	Marine and terrestrial	Both territorial waters and EEZ	1993.72	1960.81	<a href="#">show</a>
206	<a href="#">Pakri</a>	Estonia	Designated and managed	Gulf of Finland	Marine and terrestrial	Territorial waters	205.75	170.85	<a href="#">show</a>
207	<a href="#">Vainameri</a>	Estonia	Designated	Gulf of Riga, Northern Baltic Proper	Marine and terrestrial	Territorial waters	2727.47	2220.14	<a href="#">show</a>

1 - 7 of 7

You can remove your filter by clicking on the remove filter symbol circled in the image above.

### 3. View an existing site

Find the site in the *Sites* view as described above (use filters to limit your search). Click on the site name to go to the site page (here: *Vilsandi* in Estonia). It opens up like this:



The site specific information is divided under eight sections: *General information, Map, Species, Biotopes, Biotope complexes, Management and regulated activities, and Pressures*. Use the arrow before the section names to expand each section and view the information.

