

UNITED NATIONS ENVIRONMENT PROGRAMME

PROJECT DOCUMENT

SECTION 1
PROJECT IDENTIFICATION

- 1.1 Title of Sub-Programme: Terrestrial Ecosystems
- 1.2 Title of Project: BIODIVERSITY DATA MANAGEMENT
CAPACITATION IN DEVELOPING COUNTRIES AND
NETWORKING BIODIVERSITY INFORMATION
- 1.3 Project Number: GF/0301-94-06
- 1.4 Geographical Scope: 10 Global (Countries undertaking Country
Case Studies)
- 1.5 Implementation: Direct in association with National
Governments, and in collaboration with
the World Conservation Monitoring Centre
and others
- 1.6 Duration of the Project: 36 months

Commencing: June 1994
Completion: May 1997

- 1.7 Cost of Project: (Expressed in US \$)

		US\$
Cost to UNEP/GEF Trust Fund	4,000,000	100
Total cost of project:	4,000,000	100

Signature:

For the GEF TRUST FUND.

L.F. Guerrero
Chief, Fund Programme Management Branch

Date: _____

SECTION 2
BACKGROUND AND PROJECT CONTRIBUTION TO OVERALL
SUB-PROGRAMME IMPLEMENTATION

2.1 Background:

Recognizing the urgent need to improve the availability of reliable, up-to-date, scientific information to support biodiversity management and planning in developing countries, UNEP, in collaboration with the World Conservation Monitoring Centre (WCMC), designed and submitted to the Global Environment Facility (GEF) the project proposal entitled Biodiversity Data Management Capacitation in Developing Countries and Networking Biodiversity Information (BDM). The proposal was endorsed by the Participants Meeting (Abidjan, December 1992) and included in the GEF work programme in the Fourth Tranche.

The purpose of the project is to assist developing countries organize, maintain and use data generated *inter alia* by the country study process, in order to support conservation and sustainable use of biological diversity. The project contributes to the implementation of the Convention on Biological Diversity (CBD) and Agenda 21.

- Article 7(a) of the CBD calls for each Contracting Party to identify components of biological diversity important for its conservation and sustainable use, whilst Articles 7(b), (c) and (d) propose the identification of activities likely to have adverse impacts, the monitoring of the status and threats to biodiversity, and the organization and maintenance of biodiversity data. Such data are to be incorporated into the preparation of national biodiversity strategies and action plans as called for under Article 6.
- Chapters 15 and 17 of Agenda 21 highlights the need for better information as the basis for sustainable development and conservation of natural resources.

One of the principle themes underpinning the Convention is the need to empower countries to sustainably manage their renewable resources. A key component of this is the need for accurate factual information presented in a format of direct practical application for planners. There is an increasing number of technologies and know how for biodiversity data management, however developing countries have limited access to these. The creation of a "tool box" from which countries could select technologies that suit their needs is required. North-South as well as a South-South cooperation for the dissemination, application and further development of technologies and know-how will be strengthened through this project.

Clearly because the level of data management capability will vary considerably between countries undertaking Country Studies, the project approach must be flexible to respond to the differing needs and priorities of countries. The strategic approach of this project is to respond to country requests for assistance in building their national data management capabilities. There is a need to improve data sharing and networking within countries and to facilitate access to national data held outside the country.

In order to solicit the views of biodiversity data management experts on the project design and implementation, an expert workshop was held in Nairobi 18-19 May, 1994. The Report on the workshop and the list of experts who attended is attached as Annex VI. The views of the experts expressed at the workshop have been taken into consideration in the final formulation of this project document.

2.2 Project contribution to overall sub-programme implementation:

The project will contribute to the implementation of UNEP's sub-programmes relating to capacity building in data management in general, and conservation and sustainable use of biological diversity at the national and regional level.

This project has been designed to complement the UNEP/GEF project "Support to the Preparation of Country Studies on Costs, Benefits and Unmet Needs of Biodiversity Conservation" (CSP) [Project number FP/GF/6105-92-02]. In essence, the BDM focuses on the management of the data compiled *inter alia* in the country study: it covers the mobilization of this data as an asset for building an enhanced resource planning capability for sustainable development.¹

The project will build on the country study process and strengthen the National Biodiversity Units (NBUs) as well as other national organizations generating and maintaining biodiversity data. Experience with the first tranche of country studies has shown that in many instances the process of undertaking a national assessment has generated little or no enhancement of the in-country data management capacity. The data compiled for the national reports has not been transposed into proper database structures that will allow their archiving, retrieval, expansion and application. The drawing together of data from a wide range of agencies has not resulted in new collaborative efforts in data collection and management at a national or international level. The purpose of this project is to ensure that the results of country studies are fully utilized as a resource for building the information management capabilities of nations.

¹ See Annex III for overview of project implementation and Annex IV for UNEP'S role.

The UNEP Regional Offices will contribute to the project implementation through activities in their region.

The project will also contribute to the UNEP-GEMS/GRID Programme to establish Environmental and Natural Resource Information Networks (ENRIN) in support of environmental assessment and reporting for improved decision making. These are being established to assist nations in integrating environmental data for development planning through connecting networks between national ministries and departments. The BDM project must be closely coordinated and integrated with the ENRIN programme and GRID centres so that BDM project will reinforce the biodiversity information component whilst relying upon the national networks for the distribution of data amongst relevant government departments. The further development of the ENRIN programme and the BDM project will be harmonized to achieve these mutual efforts.

The BDM project will contribute to and make use of the GRID Meta-database² and the UNEP-INFOTERRA activities³ on networks for data access and dissemination, by extending existing database structures for promotion of data exchange and networking with biodiversity data.

² The GRID Meta Database is a public database of numeric data sets (maps) representing a wide variety of environmental themes at different levels: global, regional, national, etc. For further information about receiving data sets and accessing the database you may contact GRID.

³ See Annex V for description of UNEP-INFOTERRA activities.

SECTION 3
NEEDS AND RESULTS

3.1 Needs:

3.1.1 Overall needs:

To enhance the capacity of developing countries in data management to support the implementation of the Convention on Biological Diversity (CBD) as required in Article 7 of the convention.

To strengthen UNEP's capacity to coordinate, support and articulate assistance to developing countries on biodiversity data management.

3.1.2 Specific needs:

The need for developing countries to:

- a) Assess their requirements for data management and application for the implementation of the CBD.
- b) Strengthen national mechanisms and institutions for the access to and dissemination of national biodiversity information.
- c) Organize data compiled through *inter alia* the country study process, and develop programmes for continued collection and management of information.
- d) Enhance existing ability and skills to utilize the relevant technologies and know-how in data management.
- e) Develop linkages with national, regional and global networks relevant to biodiversity information and its exchange and management.
- f) Have access to:
 - guidelines and standards for data management that will facilitate development of capacity for information management and exchange;
 - appropriate technologies and know-how for the management and application of data;
 - technical assistance for the continuous management and application of data;
 - global and regional datasets;
 - national data held outside the country.

The need for UNEP to:

- a) Catalyze and mobilize expertise around the world on biodiversity data management;
- b) Build strong partnership with public and private organizations in order to improve delivery of capacity building support to developing countries in biodiversity data management.

3.2 Results:

3.2.1 Overall result:

- a) An initial tranche of ten developing countries will have an increased capacity in data management to support the implementation of the CBD as required in Article 7.
- b) UNEP will have a tested mechanism for providing assistance to developing countries on biodiversity data management.

3.2.2 Specific results:

3.2.2.1 An initial tranche of ten developing countries will have:

- a) Defined their needs for data management for the implementation of the CBD.
- b) Strengthened mechanisms and institutional capacity for accessing, managing, applying and disseminating national biodiversity information.
- c) Organized data compiled through *inter alia* the country study process, and developed programmes for continued information collection and management.
- d) Enhanced ability and skills to utilize appropriate technologies and know-how.
- e) An appropriate national network to exchange and/or share biodiversity information.
- f) Access to:
 - guidelines and standards for data management that will facilitate development of capacity for information management and exchange;
 - appropriate technologies and know-how for the management and application of data;

- technical assistance for the continuous management and application of data; and
- global and regional datasets.

g) Identified funding needs for full implementation of their biodiversity data management plans.

3.2.2.2 UNEP will have established a collaborative programme with specialized institutions from developed and developing countries to support biodiversity data management activities in developing countries.

3.3 Assumptions to achieve results:

3.3.1 Overall assumption: -

Participating countries intend to implement the CBD.

3.3.2 Specific assumptions:

- a) Countries will utilize and/or build upon existing national institutional capacity for managing environmental and/or sectoral information.
- b) Countries will have undertaken or be in the process of undertaking a country study and/or preparing a national strategy or action plan as called for in Article 6 of the CBD.
- c) Basic technologies and know-how for access to, and management of data exist, and can be made applicable to the individual country needs.
- d) Appropriate national and/or regional communications networks for sharing of biodiversity data exist or can be established.

SECTION 4
OUTPUTS, ACTIVITIES, WORKPLAN AND TIMETABLE,
BUDGET, AND FOLLOW UP

4.1 Output:

4.1.1 Principal output:

Operational tools for biodiversity data management at the national level to support the implementation of the CBD as required in Article 7.

4.1.2 Specific outputs:

Ten developing countries will have:

- a) An institutional "survey", in the form of a report covering existing national capability for data management and identifying problems and priority actions necessary to solve these problems (results 3.2.2 a-c).
- b) A national plan for the management and application of biodiversity data in support of the implementation of the CBD (results 3.2.2a).
- c) A series of basic guidelines which provide support to the development of efficient information management practices within the context of implementation of the CBD (result 3.2.2.1 f). These guidelines will include:
 - recommendations on the type and format of information that might be exchanged at national or international levels;
 - recommendations on exchange formats and transfer standards;
 - suggestions for electronic networking;
 - guidelines on derived (secondary) products and tools of value in evaluating the status of biodiversity (extent/quality) eg. GAP Analysis, RAP;
 - recommendations on data standards for integrative recording/evaluating biodiversity information;
 - data dictionaries/thesaurus, metadata system, mapping system.

- d) A Resource Inventory - an open ended inventory on tools for analysis, methodologies, software, networks, individuals and organizations with appropriate experience and sources of information and networks. It will be made available electronically and in hard copy to allow users to evaluate existing resources for system implementation.

Also,

- a) A Project Newsletter distributed on a quarterly basis, with information on progress achieved in the implementation of project activities and other relevant initiatives on biodiversity data management;
- b) Publication and dissemination of national reports and results of other major initiatives in the field of biodiversity data-management.

4.2 Activities:

The legal mechanism for undertaking the activities outlined below will be by means of "sub-projects" concluded between UNEP and National Biodiversity Units (NBUs) (or the selected National Focal Institution), and other specialized institutions including WCMC. It is envisaged that a sub-project will be concluded between UNEP and WCMC [see Appendix 1] to produce a set of supporting materials for biodiversity data management. The supporting materials for biodiversity data management will then be made available to NBUS or other national institutions through sub-projects.

4.2.1 Preliminary activities:

- a) Establishment of an in-house management team to advise on the implementation of the project and appoint a Task Manager.
- b) Identification of partner institutions to support project implementation and follow-up; establishment of a collaborative mechanism and an Advisory Committee.
- c) Inform countries undertaking, or planning to undertake, country studies and/or similar studies, about the range of support that can be provided through the BDM project.
- d) Conduct a consultative meeting with government experts from participating countries to discuss *inter alia* the implementation of the project.

- e) Selection of ten countries for project implementation from countries that have expressed interest. Three of these countries will be identified for review of the guidelines and standards (see 4.2.3) in addition to full project implementation.

In the selection process the following factors will be taken into consideration:

- country policy framework for data management;
- country needs as identified in paragraph 3.1;
- countries that have ratified the CBD;
- countries that have undertaken or are undertaking country studies, National Biodiversity Strategies; or action plans or similar initiatives;
- advice from UNEP regional offices.

4.2.2 Preparation of supporting materials:

- a) Preparation of *guidelines for carrying out the institutional survey* necessary for developing and implementing national plans for the management of biodiversity data (contributes to outputs 4.1.2a-c).
- b) Preparation of a *generic data flow model* to support countries in designing their national system for biodiversity data flow, so that the data generated in the country is used effectively in supporting the development and implementation of national biodiversity strategies and action plans. Development of a) and b) will be undertaken simultaneously, in close cooperation with national institutions and the Advisory Committee (contributes to outputs 4.1.2a-c).
- c) Development of *guidelines and standards for data management* that will facilitate development of capacity for information management and exchange (contributes to outputs 4.1.2c).
- d) Development of a "*resource inventory*" - an open ended inventory on tools for analysis, methodologies, software, networks, individuals and organizations with appropriate experience and sources of information and networks (contributes to outputs 4.1.2c).

4.2.3 In-country review of Guidelines for Biodiversity Data Management:

Missions to three countries, including where possible participation of neighboring countries to review the guidelines with the relevant government departments and other appropriate organizations identified by the NBU or National Focal Point for the project.

4.2.4 National activities:

- a) Preparation of an institutional survey (output 4.1.2a) using the guidelines identified above (activity 4.2.2a).
- b) Identification of a National Focal Point for project implementation and conclusion of sub-project agreements with participating countries.
- c) Preparation of a national plan for the management and application of biodiversity data. This plan should include priority actions to be taken in the short-term (to be supported through this project), as well as medium or long-term follow-up actions (contributes to 4.1.2.b). The basis for the preparation of the plan is the integration of the results of the institutional survey with the application to local conditions of the generic data flow model. The national plan could, depending on individual country needs, include *inter alia*:
 - identification of agencies responsible for subsequent implementation of the plan, and identification of an implementation schedule;
 - identification of priority data sources and networking needs between national organizations; development of inter-agency agreements on data exchange;
 - identification of data management needs that could lead to the identification of appropriate technologies and know-how;
 - plan for database development and harmonization, building on existing databases wherever possible, and supported by guidelines and standards as identified above;
 - identification of training and equipment needs;
 - identification of national experts that could support implementation of the plan;
 - identification of appropriate information networks

to use in support of national and regional biodiversity activities;

- identification of additional sources for funding.
- d) Implementation of the plan (outputs 4.1.2b). Activities will include:
- training programmes that provide access to appropriate technologies and know-how for the management and application of data (output 4.1.2c);
 - improving data acquisition (output 4.1.2b);
 - data networking and information exchange (output 4.1.2c);
 - migration of existing data (output 4.1.2b);
 - data management and application (output 4.1.2b);

4.2.5 Information materials:

- Preparation of Project Newsletter to be distributed to participating governments and other institutions on a quarterly basis.
- Publication and dissemination of national reports and results of other relevant initiatives.

4.2.6 Evaluation of results

- a) Evaluation and revision of the Guidelines for Biodiversity Data Management following their application in country.
- b) Mid-term evaluation of project in order to assess progress of project implementation and feasibility of expanding/scope and benefits of project to other countries.
- c) Evaluation of the project in each country.
- d) Evaluation of the UNEP institutional collaborative programme to support developing countries in biodiversity data management.

4.3 Workplan and timetable: See Annex II

4.4 Budget: See Annex I

4.5 Follow-Up:

The scope of this project is restricted to ten countries due to the limited availability of resources. Building on the experience acquired, it is anticipated that:

- the programme will be expanded to enable more of the countries undertaking country studies to be able to review and enhance their management and use of information on biodiversity;
- if relevant, UNEP will support countries to access additional funding for full implementation of their biodiversity data management plans;
- following their evaluation and revision, the guidelines produced as part of this project will be made more widely available to any country wishing to use them.

SECTION 5
INSTITUTIONAL FRAMEWORK AND EVALUATION

5.1 Institutional Framework

The project will be implemented by UNEP, Office of the Environment Programme, in association with governments of participating countries.

All correspondence regarding substantive and technical matters of the project between National Biodiversity Units (NBUs) or the Project National Focal Point and UNEP should be addressed to:

Mr. J. Hurtubia
Programme Manager
Terrestrial Ecosystems Branch
UNEP
P.O. Box 30552
Nairobi, Kenya

Tel: (2542) 623248
Fax: (2542)226886 or (2542) 226890
Telex: 22068
Cable: UNITERRA, Nairobi.

with a copy to:

Mr. L.F. Guerrero
Chief
Fund Programme Management Branch
Office of the Environment Fund and Administration
UNEP
P.O. Box 30552
Nairobi, Kenya

5.2. Evaluation:

After completion of the project UNEP will undertake a desk evaluation of the project to establish whether the degree to which the outputs/results of the project satisfy the identified needs.

**SECTION 6
MONITORING AND REPORTING**

6.1 Progress Reports:

Within 30 days of the end of the reporting period, the Task Manager of the project under the supervision of the Programme Manager, TEB shall submit to the Chief, Fund Programme Management Branch, half-yearly progress reports as at 30 June and 31 December.

6.2 Terminal Report:

Within 60 days of the project completion, the Task Manager, Terrestrial Ecosystems Branch, OEP shall submit the Terminal Report to the Chief, Fund Programme Management Branch.

6.3 Substantive Reports:

Copies of the reports produced under the project and sub-projects will be submitted to the Chief, Fund Programme Management Branch.

UNEP will reproduce the "Basic Guidelines for Biodiversity Data Management" in-house. These will be distributed to countries involved and members of the advisory and management teams and/or other relevant parties upon request.

UNEP hereby affirms itself as a sole copyright holder of the text of the supporting materials/guidelines and equally expresses its intention to consider the text for inclusion in its publications programme.

6.4 Terms and Conditions:

In the connection with the "sub-projects" with the NBUs of individual countries: If required and subject to negotiation with UNDP, UNEP will reimburse UNDP up to a maximum of 3% of the actual expenditures of the country sub-projects for undertaking the following tasks:

Financial monitoring of all project activities: the payment of all project activities: the payment of all expenditures incurred will be done by the relevant UNDP office upon request of the PAWB (payment on the basis of direct payment according to UNDP procedures of national execution). This monitoring includes verification of all payment requests and justification documents on basis of inputs and budget allocation foreseen in the project document. The UNDP office will issue the periodic delivery reports.

- Monitoring of project implementation according to workplan and periodic reports.
- Follow up of contacts and all correspondence to government and or UNEP on project implementation.
- Training of project administrative staff in financial matters related to project implementation.

GLOBAL BUDGET	1994		1995		1996		1997		TOTAL
	w/m	CC	w/m	CC	w/m	CC	w/m	CC	CC
10 PROJECT PERSONNEL COMPONENT									
1100 Project Personnel [Title & Grade]									
1101 Task Manager - P5	4	39,400	12	118,200	12	118,200	6	60,000	335,800
1199 Total		39,400		118,200		118,200		60,000	335,800
1200 Consultants									
1201 Mid-Term Evaluation of Project		0		0		10,000		0	10,000
1202 Eval/revision of guidelines and Project		0		0		0		20,000	20,000
1220 [Unspecified]		0		5,000		5,000		0	10,000
1299 Total		0		5,000		15,000		20,000	40,000
1300 Administrative Support									
1301 Senior Secretary - G5	4	3,500	12	10,000	12	12,000	5	6,000	31,500
1302 Temporary Support		2,000		1,000		1,000		0	4,000
1299 Total		5,500		11,000		13,000		6,000	35,500
1600 Travel on Official Business									
1601 Travel review Guidelines		5,000		0		0		0	5,000
1602 Travel to 10 individual Countries		0		40,000		40,000		0	80,000
1299 Total		5,000		40,000		40,000		0	85,000
1999 Component total		49,900		174,200		186,200		86,000	496,300
20 SUB-CONTRACT COMPONENT									
2200 Sub-Projects									
2201 WCMC Dev. Guide. Biodiv. Data Man.		198,000		0		0		0	198,000
2202-2211 Sub-Projects with NEUs		0		1,500,000		1,500,000		0	3,000,000
2299 Total		198,000		1,500,000		1,500,000		0	3,198,000
2999 Component total		198,000		1,500,000		1,500,000		0	3,198,000
30 MEETING COMPONENT									
3300 Meeting/Conferences									
3301 Consultative Meeting Govts		100,000		0		0		0	100,000
3320 Meeting [unspecified]		25,000		25,000		25,000		0	75,000
3399 Total		125,000		25,000		25,000		0	175,000
3999 Component total		125,000		25,000		25,000		0	175,000

GLOBAL BUDGET	1994		1995		1996		1997		TOTAL
	w/m	CC	w/m	CC	w/m	CC	w/m	CC	CC
40 EQUIPMENT COMPONENT									
4100 Expendable Equipment:									
4101 Office Supplies		2,000		2,000		2,000		0	6,000
4199 Total		2,000		2,000		2,000		0	6,000
4200 Non-Expendable Equipment									
4201 Office Equipment		10,000		2,500		0		0	12,500
4299 Total		10,000		2,500		0		0	12,500
4999 Component total		12,000		4,500		2,000		0	18,500
50 MISCELLANEOUS COMPONENT									
5200 Reporting Costs									
5201 Public. Dissemination Project reports/info.		0		25,000		25,000		15,000	65,000
5201 Prep. Dissemination Project Newsletter		0		10,000		12,500		2,500	25,000
5299 Total		0		35,000		37,500		17,500	90,000
5300 Sundry									
5301 Communications		1,000		5,000		5,000		2,000	13,000
5302 Other		0		1,000		1,200		1,500	3,700
5399 Total		1,000		6,000		6,200		3,500	16,700
5400 Hospitality									
5401 Meeting Hospitality		2,500		1,500		1,500		0	5,500
5499 Total		2,500		1,500		1,500		0	5,500
5999 Component total		3,500		42,500		45,200		21,000	112,200
99 GRAND TOTAL		388,400		1,746,200		1,758,400		107,000	4,000,000
Previous Budget Schedule		0		0		0		0	0

UMBRELLA BUDGET [FOR INPUTTING]

	1994		1995		1996		1997		TOTAL
	w/m	CC	w/m	CC	w/m	CC	w/m	CC	CC
10 PROJECT PERSONNEL COMPONENT									
1100 Project Personnel [Title & Grade]									
1101 Task Manager - P5	4	39,400	12	118,200	12	118,200	6	60,000	335,800
1199 Total		39,400		118,200		118,200		60,000	335,800
1200 Consultants									
1201 Mid-Term Evaluation of Project		0		0		10,000		0	10,000
1202 Eval/revision of guidelines and Project		0		0		0		20,000	20,000
1220 [Unspecified]		0		5,000		5,000		0	10,000
1299 Total		0		5,000		15,000		20,000	40,000
1300 Administrative Support									
1301 Senior Secretary - G5	4	3,500	12	10,000	12	12,000	5	6,000	31,500
1302 Temporary Support		2,000		1,000		1,000		0	4,000
1299 Total		5,500		11,000		13,000		6,000	35,500
1600 Travel on Official Business									
1601 Travel review Guidelines		5,000		0		0		0	5,000
1602 Travel to 10 individual Countries		0		40,000		40,000		0	80,000
1299 Total		5,000		40,000		40,000		0	85,000
1999 Component total		49,900		174,200		186,200		86,000	496,300
20 SUB-CONTRACT COMPONENT									
2200 Sub-Projects									
2202-2211 Sub-Projects with NBUs		0		1,500,000		1,500,000		0	3,000,000
2299 Total		0		1,500,000		1,500,000		0	3,000,000
2999 Component total		0		1,500,000		1,500,000		0	3,000,000
30 MEETING COMPONENT									
3300 Meeting/Conferences									
3301 Consultative Meeting Govts		100,000		0		0		0	100,000
3320 Meeting [unspecified]		25,000		25,000		25,000		0	75,000
3399 Total		125,000		25,000		25,000		0	175,000
3999 Component total		125,000		25,000		25,000		0	175,000

UMBRELLA BUDGET [FOR INPUTTING]

	1994		1995		1996		1997		TOTAL
	w/m	CC	w/m	CC	w/m	CC	w/m	CC	CC
40 EQUIPMENT COMPONENT									
4100 Expendable Equipment									
4101 Office Supplies		2,000		2,000		2,000		0	6,000
4199 Total		2,000		2,000		2,000		0	6,000
4200 Non-Expendable Equipment									
4201 Office Equipment		10,000		2,500		0		0	12,500
4299 Total		10,000		2,500		0		0	12,500
4999 Component total		-12,000		4,500		2,000		0	18,500
50 MISCELLANEOUS COMPONENT									
5200 Reporting Costs									
5201 Public.Dessemination Project reports/i		0		25,000		25,000		15,000	65,000
5201 Prep.Dessemination Project Newsletter		0		10,000		12,500		2,500	25,000
5299 Total		0		35,000		37,500		17,500	90,000
5300 Sundry									
5301 Communications		1,000		5,000		5,000		2,000	13,000
5302 Other		0		1,000		1,200		1,500	3,700
5399 Total		1,000		6,000		6,200		3,500	16,700
5400 Hospitality									
5401 Meeting Hospitality		2,500		1,500		1,500		0	5,500
5499 Total		2,500		1,500		1,500		0	5,500
5999 Component total		3,500		42,500		45,200		21,000	112,200
99 GRAND TOTAL		190,400		1,746,209		1,758,400		107,000	3,802,000
Previous Budget Schedule		0		0		0		0	0

UMBRELLA BUDGET SUMMARY

GF/0301-94-40

	UMBRELLA	WCMC	TOTAL
1994	190,400	198,000	388,400
1995	1,746,200	0	1,746,200
1996	1,758,400	0	1,758,400
1997	107,000	0	107,000
	3,802,000	198,000	4,000,000

ACTIVITIES	1994											
	J	F	M	A	M	J	J	A	S	O	N	D
APPOINTMENT TASK MANAGER MANAG. TEAM & IDENTIFICATION OF PARTNERS						X	X					
SUBMISSION OF CASH ADVANCE REQUESTS TO WORLD BANK						X	X					
INFORMATION TO COUNTRIES						X	X					
SELECTION OF COUNTRIES FOR CONSULTATIVE WORKSHOP						X						
CONSULTATIVE WORKSHOP								X	X			
SELECTION OF COUNTRIES FOR IMPLEMENTATION									X	X		X
CONCLUSION OF SUB-PROJECT WCMC PREP. OF SUPPORTING MATERIALS							X					
DESIGN OF/ GUIDELINES FOR INSTITUT. SURVEY & DATA FLOW MODEL(WCMC)						X	X	X				
IMPLEMENTATION OF SURVEYS (NBUS/UNEP/WCMC OTHERS)									X			
DEVELOPMENT OF DATA GUIDELINES /SUPPORTING MATERIALS (WCMC)						X	X	X	X	X	X	X
MISSION TO COUNTRIES FOR CONSULTATION & TESTING GUIDELINES									X	X	X	X
CONCLUSION SUB-PROJECTS AGREEMENTS NBUS FOR MANAGEMENT OF DATA										X	X	X
IMPLEMENTATION SUB-PROJECTS NBUS FOR MANAGEMENT OF DATA											X	X
DISTRIBUTION OF NEWSLETTER											X	X
SUBMISSION OF STATUS/PROGRESS REPORTS											X	X
SUBMISSION OF FINANCIAL STATEMENTS TO WORLD BANK											X	X

1995

ACTIVITIES	1995											
	J	F	M	A	M	J	J	A	S	O	N	D
SUBMISSION OF CASH ADVANCE REQUESTS TO WORLD BANK	X					X						
IMPLEMENTATION OF SURVEYS	X	X	X	X	X	X	X	X				
CONCLUSION SUB-PROJECTS AGREEMENTS NBUS FOR MANAGEMENT OF DATA	X	X	X	X	X	X	X	X				
IMPLEMENTATION SUB-PROJECTS NBUS FOR MANAGEMENT OF DATA	X	X	X	X	X	X	X	X	X	X	X	X
DISTRIBUTION OF NEWSLETTER			X			X			X			X
PUBLICATION OF NATIONAL REPORTS/OTHER DATA INFORMATION						X					X	X
SUBMISSION OF STATUS/PROGRESS REPORTS						X					X	X
SUBMISSION OF FINANCIAL STATEMENTS TO WORLD BANK						X					X	X

1996

ACTIVITIES	1996											
	J	F	M	A	M	J	J	A	S	O	N	D
SUBMISSION OF CASH ADVANCE REQUESTS TO WORLD BANK	X					X						
IMPLEMENTATION SUB-PROJECTS NBUS FOR MANAGEMENT OF DATA	X	X	X	X	X	X	X	X	X	X	X	X
MID-TERM EVALUATION OF PROJECT						X						
DISTRIBUTION OF NEWSLETTER			X			X			X			X
PUBLICATION OF NATIONAL REPORTS/OTHER DATA INFORMATION						X					X	
SUBMISSION OF STATUS/PROGRESS REPORTS						X					X	X
SUBMISSION OF FINANCIAL STATEMENTS TO WORLD BANK						X					X	X

4.3 WORKPLAN AND TIMETABLE **

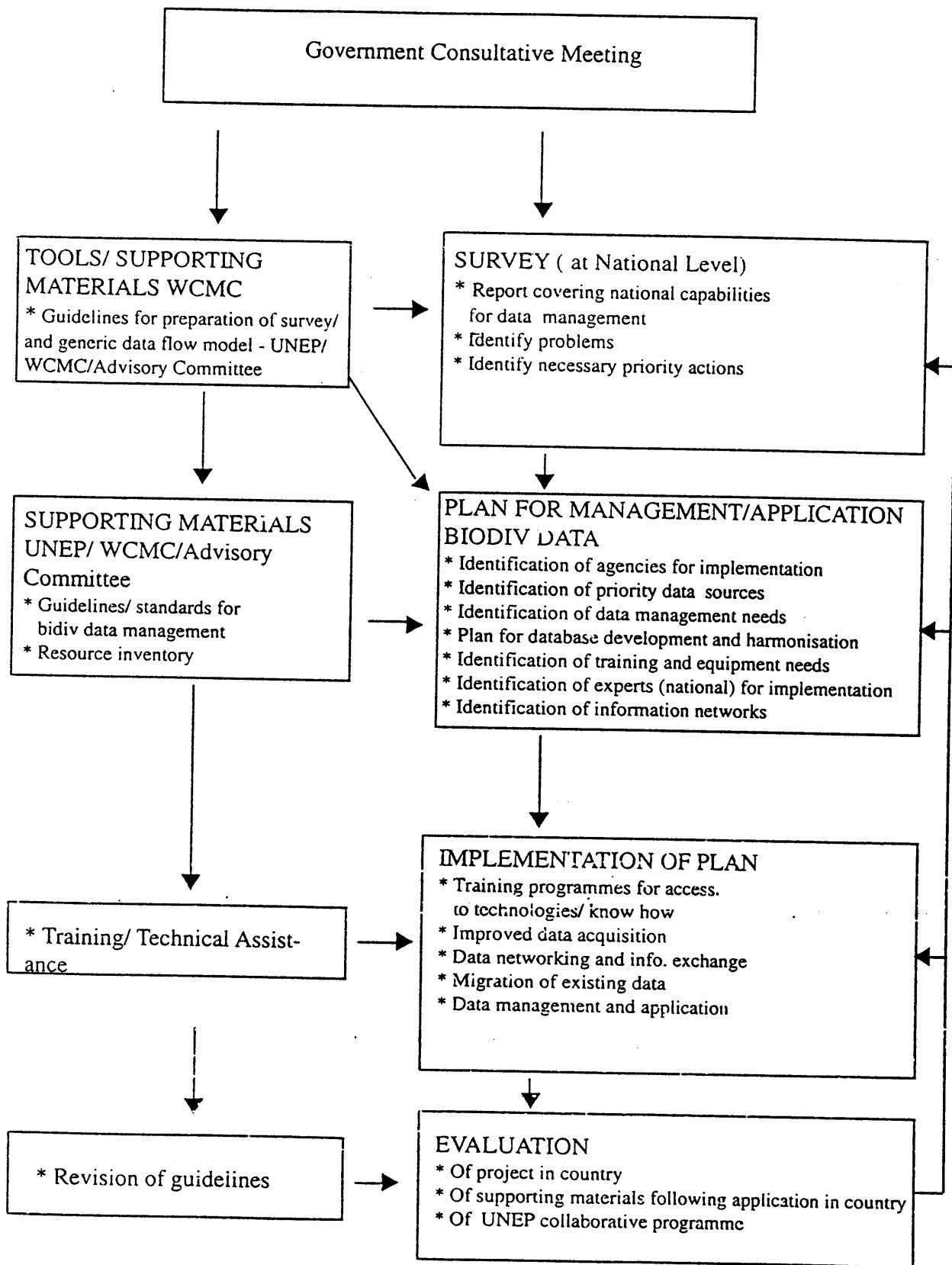
ANNEX II

DATE: JANV
1997

ACTIVITIES	J	F	M	A	M	J	J	A	S	O	N	D
SUBMISSION OF CASH ADVANCE REQUESTS TO WORLD BANK	X											
DISTRIBUTION OF NEWSLETTER			X			X						
SUBMISSION OF STATUS/PROGRESS REPORTS				X								
SUBMISSION OF FINANCIAL STATEMENTS TO WORLD BANK						X						
EVALUATION / REVISION OF GUIDELINES	X	X	X	X								
EVALUATION OF PROJECT IN EACH COUNTRY	X	X	X	X								
COMPLIATION OF SUB PROJECT REPORTS	X	X	X	X								
PREPARATION/SUBMISSION OF TERMINAL REPORTS/FINAL FINANCIAL STATEMENT							X	X				

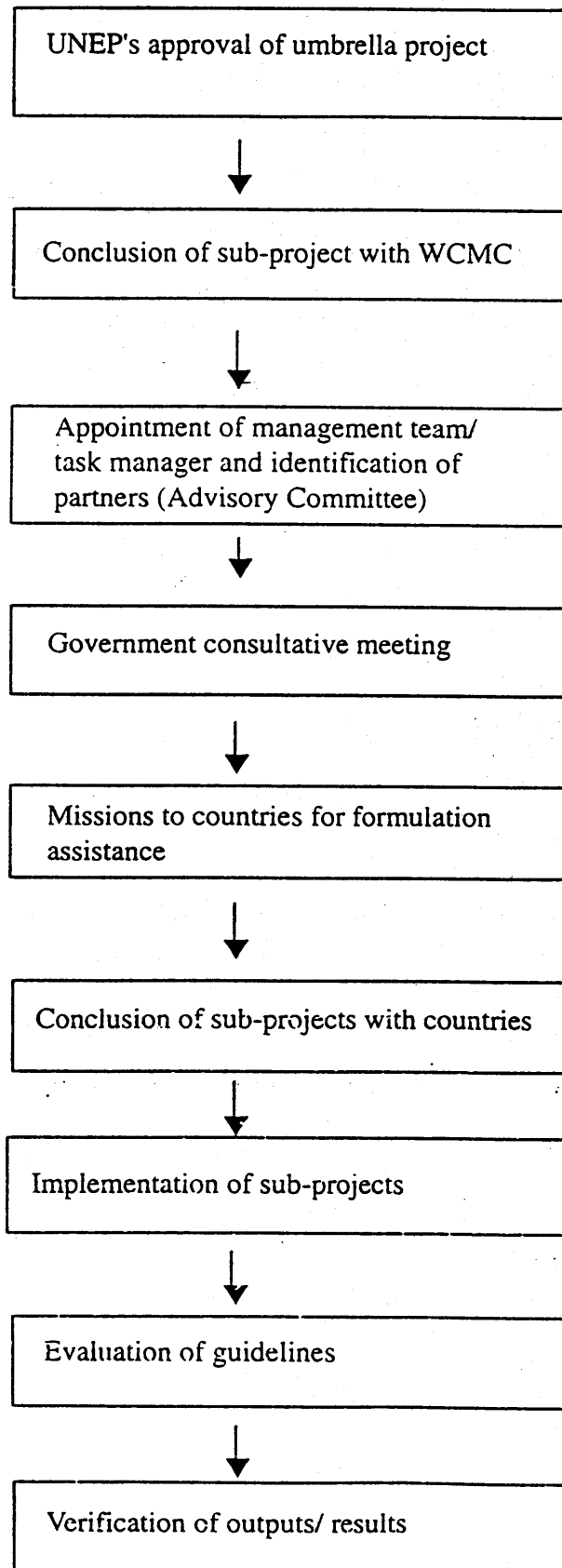
** IT SHOULD BE NOTED THAT THIS WORKPLAN COVERS THE UMBRELLA PROJECT ONLY. IT WILL BE FURTHER ELABORATED IN THE INDIVIDUAL SUB PROJECTS

ANNEX III
OVERVIEW OF PROJECT IMPLEMENTATION



ANNEX IV

UNEP'S ROLE IN PROJECT IMPLEMENTATION



ANNEX V

Scientific and Technical Information INFOTERRA

Environmental information is becoming more and more abundant. Unlike the situation in 1972, when the General Assembly decided to create an environmental exchange mechanism between and within nations, environmental information is no longer scarce and mostly generated and used by developed countries. INFOTERRA, the environmental information exchange mechanism is now more relevant than ever. Environmental information is available on most environmental issues; the challenge is not to acquire information required, but to know whether it is for ready access. The INFOTERRA network has

- (1) Increased the number of partners in 1992. The number of member countries reached 162;
- (2) From 91 countries who contributed sources of environmental information in 1991, the number of contributing countries has reached 116 in 1992;
- (3) The use of the fast and effective electronic mail has increased in 1992 providing almost instantaneous responses to users' queries in some cases.

Queries processed by network partners in 1992 have not tapered off as might have been expected during an international recession, major political upheavals and realignments, and an unfortunate spread of conflicts. Instead of remaining at a plateau, the number of queries processed by network partners went up from 24,500 in 1991 to 29,097 in 1992 - an increase of 18.5%. Over half of the queries were from developing countries.

INFOTERRA strengthened the electronic mail system, both within the network partners and among the UNEP staff in Nairobi and other UNEP outposted offices. There are now 120 National Focal Points and UNEP outposted offices which are linked to the E-mail system compared to 40 in 1991.

The INFOTERRA Regional Service Centres have assumed a more prominent role in the delivery of INFOTERRA services. A Regional Service Centre meeting was held in New Delhi, India, in October 1992. The National Focal Point managers meeting in North Africa and West Africa was held in June 1993 at the Regional Service Centre in Rabat, Morocco. Stronger regional co-operation was the outcome of these regional meetings.

Training sessions were organised for National Focal Points in Nairobi (November 1992) and in Minsk. In November 1993 an innovative approach in training National Focal Points was initiated in co-sponsorship with the German DSE. Under this scheme, training sessions now last for two weeks, instead of one, covering general information handling techniques, in addition to learning about INFOTERRA operations. The costs being shared with DSE, this extended training service resulted in no additional costs to UNEP.

ANNEX V

The INFOTERRA database which consists of 6500 sources of environmental information sources from 116 countries was updated in 1992. The INFOTERRA Thesaurus of Environmental Terms has been acknowledged as one of the most authoritative environmental terminology control tools in several regions of the world. Different uses are being made of this important tool, from indexing to information retrieval, environmental indicators, database searching and technology transfer.

INFOTERRA produced an information kit for UNEP's 20th anniversary including the very popular book "INFOTERRA", 15 years of making a difference.

The INFOTERRA Advisory Committee met in Stockholm, Sweden, in 1993, thanks to financial and logistical support from the Swedish government. The Advisory Committee expressed satisfaction with the new developments within the INFOTERRA network and made some recommendations, most of which the INFOTERRA Programme Activity Centre has implemented.

ANNEX VI

REPORT ON THE EXPERTS WORKSHOP ON BIODIVERSITY DATA MANAGEMENT

Nairobi, 18-19 May, 1994

1. Opening of the meeting and background information

Mr. Jaime Hurtubia, Programme Manager, TEB, opened the workshop and welcomed the participants. He informed the experts that the purpose of the Workshop was to seek advice from them on the final design of the UNEP/GEF project entitled Biodiversity Data Management in Developing Countries and Networking Biodiversity Information (BDM). UNEP is currently finalizing the BDM project document for internal approval and there is a need to ensure that the expertise of organizations and individuals with proven experience on the subject is brought in at an early stage of project development. In addition, Mr. Hurtubia stressed the importance of building a strong partnership with the organizations represented in this workshop as well as with others to be identified, in order to implement the project. Discussions on the establishment of a collaborative mechanism for project implementation, follow-up and evaluation were highlighted as the most important items in the agenda.

Ms. C. Tavera, PO GEF Unit, presented background information on the project. BDM has evolved from two initial concepts presented by IUCN and WCMC to UNEP in July 1992. The GEF endorsed the project at a level of US\$ 4 million in the Fourth Tranche in 1992. Since its inclusion in the GEF biodiversity portfolio BDM has been revised several times in order to incorporate the views and comments from GEF Participating Countries, in-house and external experts, as well as to take into consideration recent developments of the Convention on Biological Diversity (CBD). Important issues are to avoid a top-down approach, to build on existing capacity and systems, and to emphasise capacity building. Sensitive issues such as data sharing, repatriation of information and standardization processes have been assessed in developing the project.

Mr. F. Duff, PO TEB, explained the linkages between BDM, Agenda 21 and the Convention on Biological Diversity. Also, the relationship with the Biodiversity Country Studies and the Global Biodiversity Assessment (GBA) was presented. Mr. S. Olivieri, Coordinator for Section 12 of the GBA was invited to summarize the outline of the contents of the Section entitled "Data and Information Management and Communication" (proposed outline 4/94 attached as Annex 1). He stressed the need to focus on how to develop data management strategies at the national level as much attention has been paid in the past to hi-tech issues but very little to capacity building.

Mr. M. Hernandez, PO GEMS/GRID described the main activities of GEMS/GRID and how the BDM was related to them.

2. Presentation of related data management activities by guest experts.

The Chairman invited the experts to provide a brief description of the biodiversity data management activities of their organizations. (Note: all experts provided written materials on relevant activities. A list is attached as Annex 2)

2.1 World Conservation Monitoring Centre (WCMC)

Mr. M. Collins provided an overview of the organization and informed the participants that WCMC is in a restructuring period where the main goal is to design a programme that addresses the need for management and application of biodiversity data on national, regional and global levels. He also referred to the different activities undertaken in partnership with UNEP and other organizations, such as the development of guidelines for the Country Case Studies. He stressed that developing comprehensive biodiversity management strategies within the framework of CBD is a long-term task (30 - 40 years). Therefore he welcomed the partnership with other organizations as they have complementary skills and there is much to be gained by working together.

2.2 Conservation International (CI)

Mr. S. Olivieri presented a summary of the two major programmes in CI on data management. The Rapid Assessment Programme (RAP) is aimed at gathering, analyzing and providing information on geographical areas considered to be of importance for biodiversity conservation but for which very little is known. The other programme focusses on the preparation and implementation of Workshops which are a priority-setting exercise for different purposes of biodiversity research and management. This is achieved by using GIS methodologies and through consensus building among a large number of national organizations involved in different fields of biodiversity conservation.

2.3 Canadian Biodiversity Informatics Consortium (CBIC)

Mr. J. Whiting mentioned that CBIC was created as a response to the CBD call for developed countries to support developing countries in the implementation of the Convention. The Canadian Government considers that one of its main contributions would be in the field of data management as they have developed considerable expertise and technologies, such as GIS. IDRC and the Canada Centre for Remote Sensing are developing an Electronic Atlas of agenda 21 (Elada 21) to assist in the implementation of the Agenda. Chapter 15 (Biological Resources) is being currently processed. A brief description of the Geoscope CD-ROM software package was made.

2.4 The Nature Conservancy (TNC)

Mr. B. Stein described TNC's long experience on working with national organizations mostly in Latin America, both public and private, on capacity building for biodiversity conservation. The Conservation Data Centres (CDC) were set-up in 1970's and started internationally in 1980's. The problems faced in supporting capacity building are: need to strengthen national institutions; few trained personnel available, and few incentives for trained personnel to remain in their institutions; need to assess availability and amount of information;

technical issues are not a main shortcoming as most institutions can put together functional data; existence of national policy frameworks where the need or mandate to generate and use the data is established.

2.5 Environmental Resources Information Network (ERIN)

A briefing on the environmental (including biodiversity) information system implemented in Australia by ERIN was provided by Mr. A. Chapman. Some of the main characteristics of the system are as follows: data is available to biodiversity custodians; it is an easy-to-use data access system; the data storage is non-centralized; the data collected is stored using agreed standards; data validation is made to improve quality; database modules have been developed (e.g. taxonomy, data directory and catalogue, site survey module); includes biodiversity data priorities; quality of data at minimum cost. The system is integrated with other environmental datasets via both dedicated networks and the Internet and uses Internet systems such as the World Wide Web and Gopher for information distribution and dissemination.

2.6 Expert Centre for Taxonomic Identification (ETI)

Mr. P. Schalk provided background information on ETI and presented an outline of its major objectives, activities and products. ETI was established in 1980's with the support of UNESCO. The Centre manages a taxonomic database and undertakes peer-review and validation of data provided by different organizations and individuals around the world. They have developed the taxonomic software package Linnaeus II and make the information available in CD-ROM. The system provides easy access for experts but also non-experts. CD-ROMs are also available as educational material.

3. Project overview and comments

UNEP and WCMC presented the general approach of both the umbrella project and the sub-project, their main objectives and activities. The experts were invited to present their views and comments which can be grouped as follows:

3.1 Project soundness

The general project concept was found sound and useful. The BDM initiative would allow UNEP to play a major catalytic role by supporting and linking other existing biodiversity data management efforts. The project funding was considered insufficient to fully meet the long-term objectives, but it was recognized that one important outcome of BDM could be to leverage additional funding for national and regional activities. The seed investment at the country level could serve as a basis for comprehensive long-term national data management plans that could seek bilateral funding or direct support from GEF. If successful, BDM could obtain additional GEF funding for widening the scope and the number of countries.

It was also agreed that it is useful to clarify which outputs are expected from the core project and which ones from the in-country activities. It was felt that UNEP should support publication and wide dissemination of results obtained by countries and other institutions working on related activities.

Project design should be flexible in order to incorporate lessons learnt. Considering that not all activities are expected to start at the same time in all countries, there was an interesting opportunity to improve the project's strategy.

A top-down approach should be avoided. The project should meet country needs which are expected to be extremely different.

3.2 Country selection

There was an in-depth discussion about the procedure for selecting the 10 countries to be directly supported by BDM. Some experts considered that selection based on countries that have undertaken or are preparing biodiversity country studies is too narrow. Some felt that the project could be more effective if countries with a strong data management infrastructure are selected. Others considered it more appropriate to have a balanced representation in order to include a wide range of situations.

It was proposed that a larger number of countries be invited to attend the Governmental Consultation Meeting and to undertake the institutional survey, so that countries could be selected on the basis of the quality of the results of the survey.

UNEP's Regional Offices will be invited to assist in selecting the countries.

It was recommended to invite a developed country organization to undertake the institutional survey and apply the guidelines and standards in order to serve as a test case. No funds would be allocated to this organization, but it would be invited to all relevant meetings and would receive project documents and publications.

3.3 Country survey

It was agreed that one of the key activities for project implementation is the institutional survey. Problems for selection of the national institution(s) that would serve as the focal point for the project were analyzed. Assessing the status and effectiveness of National Biodiversity Units (NBUs) was felt important. The development of guidelines for implementing the survey should be undertaken simultaneously with the development of the Generic Data Flow Model. WCMC should be provided with the financial means to undertake consultations at the national level to receive feed-back from countries.

The concept of the Generic Data Flow Model was clarified.

3.4 Standards and guidelines, and networking and sharing of data

Sharing of biodiversity data requires development of standards. It was agreed that this is a long term goal as sharing of data is not a major priority for developing countries for the time-being. The issue of intellectual property rights would need many more years of negotiations within the CBD. Standards and guidelines within this project should not be seen by countries as something that must be complied with, but rather as recommendations. The main value of standards within the context of this project is that they offer various 'ready-made' solutions to countries who choose to use them. The fact that they offer conformity with other countries using

the same standards is essentially a by-product and not the main purpose of the project. Minimum standards and guidelines would help countries to improve their data management systems to start implementing the Convention and to share and use data more effectively within each country. The supporting materials should be user-driven.

A discussion on the preparation of supporting materials included in the sub-project document of WCMC ensued and the group recommended specific language to replace the current draft as follows:

Output c) under 4.1.2

c) "Guidelines and Standards for biodiversity data management

A series of basic guidelines which provide support for the development of efficient information management practices within the context of implementation of the Convention on Biological Diversity.

These guidelines will include:

- recommendations on the type and format of information that might be exchanged at national and international levels;
- recommendations on exchange formats and transfer standards;
- guidelines on derived (secondary) products and tools of value in evaluating the status of biodiversity (extent, quality, etc) e.g. gap analysis, RAP;
- recommendations on data standards for integrating/recording/evaluating biodiversity information, e.g. data dictionaries, thesaurus, metadata systems, mapping systems; and
- suggestions for electronic networking."

3.5 Resource inventory and tool-box

The experts discussed the section related to the resource inventory and agreed on a new text as follows:

Output d) under 4.1.2

d) "Resource inventory

An inventory of information on tools for analysis, methodologies, software, networks, individuals and organizations with appropriate experience, along with sources of information. It will be made available electronically and in hard copy to allow users to evaluate existing resources for system implementation."

The experts also analyzed the concept of the tool-box. The project could choose developing a commented catalogue or developing a comprehensive tool-box, serving as a

clearing-house mechanism for technology transfer. The latter would imply devoting more time and resources. In deciding, the project should take into consideration several issues such as: the project should be seen as providing services; there is very little duplication of software; evaluation of software could consume most of the existing resources; tools also refer to methodologies and know-how.

3.6 Technical assistance

Technical assistance cannot be provided only from Nairobi. There is a need of identifying individuals and organizations at the regional level to support technical assistance, training, and capacity building. South-South cooperation must be encouraged. BDM should devise an efficient and cost-effective system for the above objectives.

3.7 Meeting for consultation with governments

The consultation with governments is a key step for project success. The meeting should be carefully prepared and it was recommended to request participating countries to prepared a brief report (national report) on the status of biodiversity data management, including their views on what are their data management needs for complying with the obligations of the Convention.

3.8 Collaborative mechanism

There was consensus on the need for establishing the proposed collaborative mechanism in order to bridge the knowledge around the world for the purposes of the project. The mechanism would be a framework for capturing experiences from other related activities outside BDM (some ongoing initiatives such as BIN 21 and the World Bank/GEF Biodiversity Rapid Assessment were mentioned). Sharing knowledge would help avoiding the cost of mistakes. This project could take the leadership and invite organizations to complement this effort rather than duplicating it.

All institutions represented are willing to become part of this collaborative effort. They have different skills and experiences that would contribute to the success of the project, but it is necessary to explore the possibility of inviting others. The institutions could catalyze activities in their regions and support capacity building, technical assistance and training (e.g. ERIN could catalyze support to developing countries in the region through other Australian institutions).

Discussions on the need of establishing a steering body ensued. It was suggested that this body would be more useful as an advisory/consultative body rather than a decision-making body. Discussions on its composition and functions followed.

It was agreed that an Advisory Committee be immediately established, formed by all experts present, to support project implementation at this initial stage.

4. Major recommendations

- The procedure for selection of countries and of national counterparts must be carefully assessed;
- In view of restrictions on available funding, the project should identify key (catalytic) activities to be supported;
- The tool-box concept should be further analyzed and decided upon;
- The section on standards and guidelines should be modified in the project document, as recommended by experts and quoted in section 3.3 of this report;
- The project and sub-project time-tables and budgets should be changed to reflect recommendations on the institutional survey and generic data flow model;
- The project may have more visibility and be more effective if dissemination of partial results is done through the life of the project; if accepted, this should be reflected in the budget;
- Countries should be requested to prepare a national report to be presented at the consultation meeting;
- Activity 4.2.1 (c) related to the survey needs further clarification;
- Security of collections and quality of data should be part of institutional survey;
- The project should further elaborate on the requirements for providing technical assistance;
- For ensuring participation of experts, there may be a need for individual institutional arrangements between UNEP and the relevant institutions;
- The Advisory Committee should contribute to all matters related to project implementation, such as peer-reviewing the drafts on standards and guidelines, and providing information for the development of the resource inventory. The Advisory Committee will operate on an ad-hoc basis until December, 1994 (communications could be done through e-mail). Recommendations on other institutions to join this effort are expected. The process of selection of this body should be transparent and institutionalized.

5. Next steps

- Circulation of draft report on the workshop and list of participants (including e-mail addresses);
- Revision of project document;
- Project endorsement by GEF Participants on a non-objection basis;
- Project approval;
- Circulation for comments (members of the Advisory Committee) of Terms of Reference for the Advisory Committee;
- Circulation to members of the Advisory Committee of agenda and materials for the meeting for consultation with governments.

6. Other Business

WCMC offered to host the next meeting of the Advisory Committee in Cambridge.

7. List of Annexes

- Annex I: Section 12 of the GBA: "Data and Information Management and Communication" proposed outline, 4/94
- Annex II: List of documents provided by experts
- Annex III: Draft project document
- Annex IV: Agenda of the Experts Workshop
- Annex V: List of Participants

ANNEX VI

Experts Meeting on Biodiversity Data Management Nairobi, 18-19 May, 1994

LIST OF PARTICIPANTS

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APPENDIX 1

UNITED NATIONS ENVIRONMENT PROGRAMME

SUB-PROJECT DOCUMENT

SECTION 1
PROJECT IDENTIFICATION

- 1.1 Title of Sub-Programme: Terrestrial Ecosystems
- 1.2 Title of Sub-Project: DEVELOPMENT OF SUPPORTING MATERIALS FOR BIODIVERSITY DATA MANAGEMENT AND EXCHANGE
- 1.3 Sub-Project Number: GF/0301-94-40
(GF/0301-94-06)
- 1.4 Geographical scope: 10 Global (Countries undertaking Country Case Studies)
- 1.5 Implementation: World Conservation Monitoring Centre of 219 Huntingdon Road, Cambridge CB3 0DL, United Kingdom
- 1.6 Duration of Sub-Project: 6 months

Commencing 1 July 1994
Completion 31 December 1994
- 1.7 Cost of Sub-Project: (Expressed in US \$)

	US\$	%
Cost to WCMC	50,000	20
Cost to UNEP/GEF Trust Fund	198,000	80
Total cost of project:	248,000	100

For the World Conservation Monitoring Centre

For the GEF Trust Fund

Mark Collins
Director
World Conservation Monitoring Centre

L.F. Guerrero
Chief
Fund Programme Management Branch

Date: _____

Date: _____

SECTION 2
BACKGROUND AND PROJECT CONTRIBUTION TO OVERALL
SUB-PROGRAMME IMPLEMENTATION

2.1 Background:

Recognizing the urgent need to improve the availability of reliable, up-to-date, scientific information to support biodiversity management and planning at the national level, the Global Environment Facility (GEF) has funded a project on Biodiversity Data Management Capacitation in Developing Countries and Networking Biodiversity Information (BDM) [Project number GF/0301-94-06].

One of the principal themes underpinning the Convention on Biological Diversity (CBD) is the need to ensure that each country has the wherewithal to sustainably manage its renewable resources. A key component of this is the need for accurate factual information presented in a format of direct practical application for planners. The purpose of the BDM project is to assist developing countries in organizing and maintaining this information, and to make it available to support national biodiversity strategies and action plans.

This sub-project will develop supporting materials for use in the review and development of information management capabilities, thereby providing a valuable resource for countries seeking to maximize use of biodiversity information.

While recommending standards which would promote the exchange of data between nations, the sub-project nevertheless recognizes that each country has its own particular requirements and circumstances. The sub-project therefore provides fully flexible guidelines which can be tailored to these specific needs.

2.2 Project contribution to overall project implementation:

2.2.1 Project contribution to overall sub-programme implementation:

This sub-project will contribute to the implementation of UNEP sub-programme areas relating to capacity building in data management in general, and conservation and sustainable use of biological diversity at the national and regional level.

This sub-project is part of the UNEP/GEF Biodiversity Data Management project and complements UNEP/GEF project "Support to the Preparation of Country Studies on Costs, Benefits and Unmet Needs of Biodiversity Conservation" (CSP) [Project number FP/GF/6105-92-02]. In essence, the EDM focuses on

the management of the data compiled *inter alia* in the country study: it covers the mobilization of this data as an asset for building an enhanced resource planning capability for sustainable development.

The project would also contribute to the UNEP-GEMS/GRID Programme to establish Environmental and Natural Resource Information Networks (ENRIN) to support environmental assessment and reporting for improved decision making. These are being established to assist nations to integrate environmental data for development planning through connecting networks between national ministries and departments.

The sub-project will make use of the GRID Meta-database¹ and the UNEP-INFOTERRA activities² on networks for data access and dissemination, by extending existing database structures for promotion of data exchange and networking with biodiversity data.

¹ The GRID Meta Database is a public database of numeric data sets (maps) representing a wide variety of environmental themes at different levels: global, regional, national, etc. For further information about receiving data sets and accessing the database you may contact GRID.

² See annex V of Project Document for description of UNEP-INFOTERRA activities.

**SECTION 3
NEEDS AND RESULTS**

3.1 Needs:

3.1.1 Overall needs:

Supporting materials to assist developing countries in enhancing their capacity to manage biodiversity information in support of the implementation of the Convention on Biological Diversity (CBD).

3.1.2 Specific needs:

To make available the following resources to countries wishing to review and develop their biodiversity information management:

- a) Guidelines and standards for data management that will facilitate information management and exchange.
- b) Information on appropriate technologies and know-how for the management and application of data.
- c) Technical assistance for the application of guidelines and standards.
- d) Increased awareness of international networks which provide access to biodiversity related information.

3.2 Results:

3.2.1 Overall result:

The ability to provide countries with a package of supporting materials on biodiversity information management, and technical assistance where required, in order to support their implementation of the Convention on Biological Diversity (CBD).

3.2.2 Specific results:

The availability of the following resources for countries wishing to review and develop their biodiversity information management:

- a) Guidelines and standards for data management and conducting a national survey that will facilitate development of capacity for information management and exchange.
- b) Access to appropriate technologies and know-how to support improvements in the management and application of biodiversity data.
- c) Increased potential to access technical assistance which will support improved management and application of data.
- d) Increased awareness of existing international networks which provide access to biodiversity related information.

3.3 Assumptions to achieve results:

- a) International organizations already active in the establishment of data standards will be willing to make some contribution of their expertise to the development of the guidelines.
- b) Three countries can be identified which are willing and able to assist in the evaluation of the guidelines.
- c) UNEP will copy, promote and distribute the products of the sub-project.
- d) Guidelines are developed in close cooperation with UNEP and its designated partners.

SECTION 4
OUTPUTS, ACTIVITIES, WORKPLAN AND TIMETABLE,
BUDGET AND FOLLOW-UP

4.1 Output:

4.1.1 Principal output:

A package of supporting materials for biodiversity data management, which will facilitate the review and development of improved biodiversity information management systems. This will support countries in the implementation of the CBD. The materials will be presented as a series of four parts which are detailed in *Specific outputs* below.

4.1.2 Specific outputs:

- a) Guidelines for the preparation of an institutional survey.

The survey will identify a broad range of institutions within the country involved in the collection and/or management of one or more elements of biodiversity information. The survey will explain each institution's involvement, and will describe existing information management procedures, including hardware and software used. The guidelines will suggest how this survey might be prepared and make recommendations for inclusion of specified information (results 3.2.2 a-d).

- b) Generic data flow model.

This will identify the ideal flow of information throughout the implementation of the CBD. Through the development of this model information management procedures will be defined which maximize the potential use of the information collected *inter-alia* during the country studies process (results 3.2.2 a-d).

The development of the Generic Data Flow Model will be undertaken simultaneously with the preparation of guidelines for the institutional survey. Consultation with national organizations will be carried out in developing the guidelines and the Generic Model. The BDM Advisory Committee will support WCMC in developing these materials and will peer-review the guidelines and Generic Model before their application.

- c) A series of basic guidelines which provide support to the development of efficient information management practices within the context of implementation of the CBD (results 3.2.2 a-d). These guidelines will include :
- recommendations on the type and format of information that might be exchanged at national or international levels;
 - recommendations on exchange formats and transfer standards;
 - suggestions for electronic networking;
 - guidelines on derived (secondary) products and tools of value in evaluating the status of biodiversity (extent/quality) eg. GAP Analysis, RAP;
 - recommendations on data standards for integrative recording/evaluating biodiversity information;
 - data dictionaries/thesaurus, metadata system, mapping system.
- d) A Resource Inventory - an open ended inventory on tools for analysis, methodology, software, networks, individuals and organizations with appropriate experience and sources of information and networks. It will be made available electronically and in hard copy to allow users to evaluate existing resources for system implementation.

4.2 Activities:

4.2.1 Develop supporting materials (contributes to outputs 4.1.2 a-d)

- a) Develop guidelines for the preparation of an institutional survey;
- b) Develop a Generic Data Flow Model;
- c) Peer-review of guidelines for institutional survey and Generic Data Flow Model;
- d) Mission to countries to support the implementation of institutional survey and obtain feed-back on application of the guidelines and the Generic Data Flow Model;

- e) Develop recommendations on the type and format of information that might be exchanged and recommendations on exchange formats and transfer standards;
- f) Develop guidelines on derived products and tools of value in evaluating the status of biodiversity;
- g) Prepare recommendations on data standards for integrating/recording/evaluating biodiversity information;
- h) Develop a resource inventory;
- i) Prepare suggestions for electronic networking;
- j) Mission to countries to assess application of supporting materials;
- k) Revision and completion of supporting materials.

4.3 Workplan and timetable:

See Annex II

4.4 Budget:

See Annex I

4.5 Cash advance requirements:

An initial cash advance of US\$ 160,000 will be paid from the UNEP contribution upon the signature of the project document by both parties. The balance will be paid upon receipt of the completed Biodiversity Data Management Supporting Materials and final financial statement in accordance with Section 6 paragraph 6.2.1.iii.

4.6 Follow-up

As part of the full BDM project, ten countries will have the guidelines available for use in reviewing and developing their information management capability, and WCMC staff will be in a position to provide technical support in their application if required.

As part of the sub-projects with individual countries, WCMC will be expected to review and comment on the feedback from countries on the use of the support materials provided. This will lead to further review of the guidelines based on experience, as is foreseen and included in the umbrella project budget and activities.

The revised guidelines will then be available for use in a wider range of countries.

SECTION 5
INSTITUTIONAL FRAMEWORK AND EVALUATION

5.1 Institutional Framework

The project will be implemented by the World Conservation Monitoring Centre (WCMC) of 219 Huntingdon Road, Cambridge CB3 0DL, United Kingdom.

All correspondence regarding substantive and technical matters of the project between WCMC and UNEP should be addressed to:

Mr. J. Hurtubia
Programme Manager
Terrestrial Ecosystems Branch
UNEP
P.O. Box 30552
Nairobi, Kenya

Tel: (2542) 623248
Fax: (2542) 226886 or (2542) 226890
Telex: 22068
Cable: UNITERRA, Nairobi.

with a copy to:

Mr. L.F. Guerrero
Chief
Fund Programme Management Branch
Office of the Environment Fund and Administration
UNEP
P.O. Box 30552
Nairobi, Kenya

5.2. Evaluation:

After completion of the project UNEP will undertake a desk evaluation of the project to establish the degree to which the outputs/results of the project satisfy the identified needs.

SECTION 6
MONITORING AND REPORTING

6.1 Management Report:

6.1.1 Progress Report

Within 30 days of the end of the reporting period, the Task Manager of the project under the supervision of the Programme Manager, TEB shall submit to the Chief, Fund Programme Management Branch, mid term progress reports as at 30 June and 31 December.

6.1.2 Terminal Report:

Within 60 days of the project completion, the Task Manager of the project under the supervision of the Programme Manager, TEB shall submit to the Chief, Fund Programme Management Branch a project terminal report.

6.1.3 Substantive Report:

WCMC will provide UNEP copies of the supporting materials/guidelines (in report form) emanating from the project.

UNEP hereby affirms itself as a sole copyright holder of the text of the supporting materials/guidelines and equally expresses its intention to consider the text for inclusion in its publications programme.

6.2 Financial Reports:

6.2.1 Project expenditure accounts

Details of project expenditures will be reported by WCMC in line with project budget codes as set out in the project document, as at 30 September and 31 December 1994. In addition, UNEP requires that the expenditure account as at 31 December 1994 should be reported in an opinion by a recognized firm of public accountants, auditors and dispatched to UNEP by 15 February 1995. In particular, the auditors will be asked to report that, in their opinion:

- i. Proper books of account and records have been maintained.
- ii. All project expenditures are supported by vouchers and adequate documentation.
- iii. Expenditures have been incurred in accordance with the objectives outlined in the project document.

- iv. Within 90 days of the completion of the project WCMC will supply UNEP with a final statement of account in the same format as for the quarterly statement, certified by a recognized firm of public accountants. If requested, WCMC will facilitate an audit (by the UN Board and Auditors and/or the UN Audit Service) of the accounts of the project.
- v. Any portion of cash advances remaining unspent or uncommitted by WCMC on completion of the project will be returned to UNEP within one month of the presentation of the final statement of accounts. In the event that there is any delay in such disbursement, WCMC will be financially responsible for any adverse movement in the exchange rates.

6.3 Terms and Conditions

Any cost overrun (expenditure in excess of the amount budgeted in each budget line) shall be met by the organization responsible for authorizing the expenditure, unless written agreement has been received by letter or cable in advance from UNEP. In those cases where UNEP has indicated its agreement to a cost overrun in a budget subline, either to transfer funds from one budget subline to another or to increase the total cost to UNEP, a revision to the project document amending the budget will be issued by UNEP.

This project may be terminated upon joint agreement or after 3 months written notice from one party to the other.

Any dispute arising out of or in connection with this Project shall, if attempts at settlement by negotiation have failed, be submitted for arbitration to United Nations in New York by a single arbitrator agreed to by both parties. Should the parties be unable to agree on a single arbitrator within thirty days of the request for arbitration, then each party shall proceed to appoint one arbitrator and the two arbitrators thus appointed shall agree on a third. Failing such agreement, either party may request the appointment of a third arbitrator by the President of the United Nations Administrative Tribunal. The arbitrator shall rule on the costs, which may be divided between the parties. The decision rendered in the arbitration shall constitute the final adjudication of the dispute.

(datawcmc] ANNEX I

5.3	BUDGET	m/m	1994	TOTAL
10 PERSONNEL COMPONENT				
1100 PROJECT PERSONNEL				
	1101 Project Manager -	1	8,440	8,440
	1102 Tech staff. for preparation /guidelines	20	167,360	167,360
	1199 Total		175,800	175,800
1300 ADMINISTRATIVE SUPPORT				
	1301 Secretarial support		3,600	3,600
	1399 Total		3,600	3,600
1600 TRAVEL ON OFFICIAL BUSINESS				
	1601 Trv./dsa wcmc staff to review guidelines no 1		6,200	6,200
	1602 Trv./dsa wcmc staff to review guidelines no 1		6,200	6,200
	1603 Trv./dsa wcmc staff to review guidelines no 1		6,200	6,200
	1699 Total		18,600	18,600
	1999 Component Total		198,000	198,000

99	GRAND TOTAL		198,000	198,000

	Previous Budget Schedule		0	0

4.3 WORKPLAN AND TIMETABLE **

ANNEX II

WCMCWCADATA
1994

ACTIVITIES	J	F	M	A	M	J	J	A	S	O	N	D
PREPARE GUIDELINES FOR INSTITUTIONAL SURVEY							X	X	X			
PREPARE GENERIC DATA FLOW MODEL							X	X	X			
PEER REVIEW OF SURVEY AND DATA FLOW MODEL							X	X				
MISSION TO COUNTRIES FOR CONSULTATION ON SURVEY/MODEL								X	X			
PREPARE DATA STANDARDS/ MODELS GUIDELINES							X	X	X	X		
PREPARE RESOURCE INVENTORY							X	X	X	X		
PLANNING OF REVIEW MISSIONS								X				
DRAFT GUIDELINES & STANDARDS FOR PEER REVIEW											X	X
UNDERTAKE REVIEW MISSIONS											X	X
FINALISE DRAFT GUIDELINES IN LIGHT OF COMMENTS									X			X
SUBMISSION OF PROGRESS REPORT									X			
SUBMISSION OF QUARTERLY FINANCIAL STATEMENTS									X			X
SUBMISSION OF TERMINAL REPORT												X
SUBMISSION OF FINAL FINANCIAL STATEMENT												X