



BID Africa 2017 – National Grant Template

Final narrative report

Instructions

- Fill the template below with relevant information. **please indicate the reason of the delay and expected date of completion.**
- Use the information included in your project Full proposal (reproduced in annex III of your BID contract) as a baseline from which to complete this template
- The information provided below must correspond to the financial information that appears in the financial report
- Sources of verification are for example direct links to relevant digital documents, news/newsletters, brochures, copies of agreements with data holding institutions, workshop related documents, pictures, etc. **Please provide access to all mentioned sources of verification** by either providing direct link or sending a copy of the documents.
- This report must first be sent as a **Word document** to GBIF@GBIF.org and be pre-approved by GBIFS
- Once this report is pre-approved in writing by GBIFS, it must be signed by the BID project coordinator and sent by post to:

The Global Biodiversity Information Facility Secretariat (GBIFS)
 Universitetsparken 15
 DK-2100 Copenhagen Ø
 Denmark

Template

1. Table of Contents

1.	Table of Contents	1
2.	Project Information.....	2
3.	Overview of results	2
4.	Updated calendar for the BID project implementation and evaluation period	12
5.	Sustainability plans.....	15
6.	Beneficiaries/affiliated entities and other cooperation	15
7.	Visibility	15





2. Project Information

2.1. Project Coordinator: Institution/network/agency name: NATIONAL HERBARIUM AND BOTANIC GARDENS OF MALAWI

2.2. Main contact person and role: MONTFORT MWANYAMBO, PROJECT LEAD

2.3. BID proposal identifier: BID-AF2017-0385-NAC

2.4. Project title: STRENGTHENING MALAWI'S BIODIVERSITY INFORMATION FACILITY

2.5. Start date and end date of the reporting period: 01/10/2017 to 31/01/2019

2.6. Country in which the activities take place: MALAWI

3. Overview of results

3.1. Executive summary

Give a short summary of the activities implemented and the outcomes of the project for the reporting period (500 words maximum)

Most of the milestones for the project period were met. Some milestones were not achieved during the intended reporting period, but nonetheless achieved later e.g. Early progress report milestones such as a knowledge dissemination workshop was conducted during the second week of May 2018 and National Commission for Science and Technology registered with GBIF as a national data publishing institution by May 2018; similarly, achievement of midterm milestones was delayed i.e. dataset publication through the IPT on GBIF website commenced in September 2018 but completed by December 2018 and engagement with identified data users was not fully achieved but at least 60% documented their intended use. Actual uses of mobilised data not yet been recorded from our identified users; a wide array of stakeholders may as yet be aware of the published datasets. Overall, the BID Capacity Enhancement workshops – Data mobilization and publication; Data use- were instrumental in guiding the upcoming project activities.

Related activities for all deliverables were carried out during the project period i.e. Human capacity building, Website development, Targeted specimen data mobilisation, Targeted plant specimen digitizing, Targeted animal specimen digitizing and Sensitisation materials. While specimen barcode labels were acquired, these were not procured using project funds; Denis Filer of Oxford University donated these to National Herbarium and Botanic Gardens of Malawi. The Museums and Monuments were not ready for barcoding as the expected BRAHMS ver. 8 did not come through in time and imaging equipment is not in place. A good chunk of funds for IT Purchases was channeled to procuring a reasonable SLR digital camera for Museums. Various institutions were visited for biodiversity data mobilization; there were varying degrees of success with respect to availability of targeted datasets. Some institutions expected to host such data simply had no records; e.g. Agricultural research institutions had more on pests than pollinators. Good progress was made on digitization activities, following recruitment of data entry clerks in early 2018. Human capacity building focused on further training on digitization/databasing using BRAHMS to benefit a wider



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range of partners. It is hoped that Department of Museums and Monuments will pursue acquisition of BRAHMS v8 to digitize pollinator species and other collections. The project team decided that website development and hosting be done by National Commission for Science and Technology (NCST); though delayed, a website is in place (www.nhbq.org.mw), however, many links will be populated in due course. Sensitisation materials have been printed in terms of a flyer and factsheets for the tree datasets, the flyer was distributed to a number of stakeholder organisations. Printed factsheets will also be distributed, including being posted on the website for wider access.



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3.2. Progress against expected milestones:

Give an overview of all the expected milestones for your project from the beginning until now (see Annex V of your contract)

Expected milestones/activities	Completed? Yes/No	Explanatory notes	Sources of verification
<p>Completed capacity self-assessment questionnaire for national biodiversity information facilities https://www.gbif.org/document/82277/capacity-self-assessment-guidelines-for-national-biodiversity-information-facilities (EN) https://www.gbif.org/document/82782/auto-evaluation-des-capacites-pour-les-systemes-nationaux-dinformation-sur-la-biodiversite (FR) (Early Progress report milestone)</p>	<p>Yes</p>	<p>Questionnaire completed by the Malawi GBIF node, National Commission for Science and Technology</p>	<p>Completed questionnaire submitted to BID@gbif.org on 22 November 2017 at 14:43. https://mail.google.com/mail/u/0/?tab=wm#inbox/15fe3c11348c86fd</p>
<p>At least one national data publishing institutions are registered with GBIF.org Guidelines to become a publisher: https://www.gbif.org/become-a-publisher (Early Progress report milestone)</p>	<p>Yes</p>	<p>National Commission for Science and Technology registered with GBIF in December 2017; pending connection of Server to GBIF and according access to other stakeholders</p>	<p>Link for NCST registration: https://www.gbif.org/publisher/b43aa701-bc51-40a4-9f6c-b37e41d0e660</p>
<p>At least one person from the project team has completed the certification process following the BID Capacity Enhancement workshop on Data Mobilization organized as a part of the BID programme Africa 2015 or BID programme Africa 2017 (Early Progress report milestone)</p>	<p>Yes</p>	<p>Attended workshop at SANBI Capetown, 3-8 December 2017. Submitted follow up exercises on Use Case2 and 3 for assessment.</p>	<p>Completed exercises uploaded through the Assignments section in the learning portal, also emailed as attachment to Laura Anne Russell larussell@gbif.org on 22 January 2018 at 16:33. https://mail.google.com/mail/u/0/?tab=wm#search/larussell%40gbif.org/1611e497d0c93db6</p>
<p>Knowledge dissemination activities have been scheduled following the first BID Capacity Enhancement workshop (Early Progress report milestone)</p>	<p>Yes</p>	<p>Held a two-day workshop, 7-8 May 2018, comprising project partners. Sought approval from BID to spend funds not allocated to this activity previously. Workshop budget adjusted slightly upwards to accommodate crucial partners.</p>	<p>Knowledge dissemination workshop programme and revised budget attached. Email communication with BID of 7 March 2018 https://mail.google.com/mail/u/0/?tab=wm#search/BID/16200efd8a65c33e</p>



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Expected milestones/activities	Completed? Yes/No	Explanatory notes	Sources of verification
At least one dataset has been published to GBIF.org (Midterm report milestone)	No	Some data captured for IAS and Threatened plant species but not processed for publication yet. Have also been waiting for IPT connectivity and as of 28 th May 2018, 11.33 received IPT login details from NCST	Email for IPT login details: https://mail.google.com/mail/u/0/?tab=wm#inbox/163a618a4d445b0 IPT link http://41.77.13.208:8081/ipt/
The data users identified in the full proposal have documented their intended use of the mobilized data and provided early feedback (Midterm report milestone)	No	Awaiting a letter from EAD, but other users yet to be fully briefed about the project.	
All mobilized data have been published to GBIF.org (Final report milestone)	Yes	Threatened plants occurrences – 2641 Invasive Alien Species occurrences– 1040 Pollinators occurrences – Geometridae, 621; Sphingidae, 264; Lymantriidae, 338; Notodontidae, 183; Arctiidae, 104; Lasiocampidae, 396.	Threatened plants: https://www.gbif.org/dataset/7351fca8-d39b-4af5-b23f-fdcd8da0120e Invasive Alien Species (plants): https://www.gbif.org/dataset/6183f1f7-0513-4587-bee6-cad11e23002d Geometridae: https://www.gbif.org/dataset/004dd275-d1f0-40d9-ba1b-7f0811214da3 ; Sphingidae: https://www.gbif.org/dataset/c63adab0-ef6a-4d44-9363-4d5a433cba20 Lymantriidae: https://www.gbif.org/dataset/a95f76a9-99ed-4bda-b14d-5cb35e40f980 Notodontidae: https://www.gbif.org/dataset/06467573-6a21-444a-ace7-507d60323324 Arctiidae: https://www.gbif.org/dataset/e33da771-c8b6-4e8a-a0fa-7430e3af00a1 Lasiocampidae: https://www.gbif.org/dataset/ffc564a-cc7a-41c7-8287-df0c705ded30





Expected milestones/activities	Completed? Yes/No	Explanatory notes	Sources of verification
<p>All published data meet the minimum requirements outlined in the Data Quality Requirements available at https://bid.gbif.org/en/community/data-quality/</p> <p>(Final report milestone)</p>	<p>Yes</p>	<p>Data subjected to checks using OpenRefine; georeferencing conducted using GeoLocate</p>	<p>Published datasets</p>
<p>The training outcomes of the project have been documented, including the number of people receiving certification through the BID Capacity Enhancement workshops, the number of people trained in nationally organized events, and the evaluation of the impacts of these training activities</p> <p>(Final report milestone)</p>	<p>Yes</p>	<p>People receiving certification through the BID Capacity Enhancement workshops – 5</p> <p>Number of people trained on BRAHMS – 17</p> <p>Impact:</p> <ul style="list-style-type: none"> a) improved digitisation of datasets leading to publication b) awareness of usefulness of BRAHMS and determination to acquire the new BRAHMS version 8. 	<p>Email notification from BID: https://mail.google.com/mail/u/0/#search/russel/FMfcgxvzLDrvsfgGtVVtncdhMWBkZzdH</p> <p>https://openbadgepassport.com/app/badge/receive/85881?banner=7f62c7d3951bd8b417195eb1088cb10200d6b0a9baf7d8013546b0329d78d011.png</p> <p>Participant list</p>
<p>Final capacity self-assessments for national biodiversity information facilities have been completed with sustainability plans.</p> <p>https://www.gbif.org/document/82277/capacity-self-assessment-guidelines-for-national-biodiversity-information-facilities (EN)</p> <p>https://www.gbif.org/document/82782/auto-evaluation-des-capacites-pour-les-systemes-nationaux-dinformation-sur-la-biodiversite (FR)</p> <p>(Final report milestone)</p>		<p>Form completed by GBIF country node</p>	<p>Completed form</p>
<p>All uses of the mobilized data have been documented</p> <p>(Final report milestone)</p>	<p>Partly</p>	<p>Documented intended use of the mobilized data has been obtained from identified data users. Actual uses of mobilised data not yet been recorded.</p>	<p>Data users declarations attached</p>
<p>Best practices and lessons learned have been documented</p>	<p>Partily</p>	<p>Best practices: Project planning, Data quality control</p>	



Expected milestones/activities	Completed? Yes/No	Explanatory notes	Sources of verification
(Final report milestone)		Lessons: sharing and clarity of stakeholder responsibilities, engaging data users, correct georeferences	

3.3. Project deliverables and activities

Refer to the table in section 2.2 “Deliverables, activities and reporting criteria” of your BID full proposal. Provide updates on the status of each of planned deliverables. In the event of unexpected delay, please provide detailed explanatory notes and indicate planned completion date. Add as many rows as needed.

Deliverable	Related activity	Completed ? Yes/No	Explanatory notes	Sources of verification
Deliverables for GOAL 1 - Establish or strengthen national biodiversity information facilities				
Printed specimen barcode labels	Procuring laminated, pre-cut, 42mm x 16mm barcode labels	Yes	20 000 x laminated, pre-cut, 42mm x 16mm barcode labels were received from Denis Filer of Oxford University. The labels were a donation, but the NHBG paid for courier costs. Unfortunately, the labels could not be utilised by Museums & Monuments as the numbering was a continuation from the previous labels. Museums require a fresh start with numbering.	Email communication with Denis Filer on 23 July 2018: https://mail.google.com/mail/u/0/#search/denis.filer%40plants.ox.ac.uk/LXphbRLrghxkrJntgBVZsrklZtQNZMpvWBHfSmQHvCL
Trained technical staff	Training technical personnel in digitisation, database and website management	Yes	Workshop conducted from 19-24 August 2018	Participants signed attendance list attached.
Functional National Biodiversity Information website linked to MAL & MOM databases	Designing, developing and hosting a website	Yes	NCST assisted to design, develop and host the website. Activity done in January 2019. Considering that the activity was undertaken at the very end of the project, for sustainability it was decided that the website be adopted under NHBG; still in a	Web address: www.nhbg.org.mw



Deliverable	Related activity	Completed ? Yes/No	Explanatory notes	Sources of verification
			fledging stage. While the website is not titled National Biodiversity website, it is accomodating to all datasets mobilised in the project.	
Deliverables for GOAL 2 - Increase available biodiversity data, within and beyond the grant period				
Mobilised data on IAS, Threatened plants and pollinator species	Targeted specimen data mobilisation	Yes	Data mobilisation trips were conducted in November and December 2017 to institutions in Central region (Lilongwe) and Northern region (Mzuzu).	Report attached
Database of the digitized IAS and Threatened plant species	Targeted plant specimen digitising	Yes	All mobilised data has been digitised into BRAHMS ver. 7 database. Hoping to acquire BRAHMS ver. 8.	
Database of the digitised vertebrate/invertebrate pollinator species	Targeted animal specimen digitising	Yes	Digitisation using Excel commenced in March. There was expectation to digitise into BRAHMS ver. 8; but database was not ready at required time.	
Deliverables for GOAL 3 - Apply biodiversity data in response to national priorities				
IAS and Threatened species handbook	Handbook compiling & publishing	Yes	Published in January 2019 as factsheets.	Printed and soft copies
Pollinator fact sheets	Factsheets compiling & publishing	Yes	Published in January 2019 as factsheet for Spingidae only	Printed and soft copies
End user awareness materials	Sensitisation materials	Yes	Flyre printed in August 2018.	Printed and soft flyre copies



3.4. Datasets published on GBIF.org

Refer to the table in section 2.4 “Biodiversity data mobilization plan” of your BID full proposal. If the dataset is not yet published, please indicate the name of the institution that is expected to host the data when published in the column “DOI or URL/Planned hosting institution”. Add as many rows as needed.

Dataset title	Publishing institution	DOI or URL/Planned hosting institution	Date/expected date of publication	Explanatory notes
Threatened Plants (CR, EN & VU) of Malawi	National Herbarium and Botanic Gardens of Malawi	DOI: 10.15468/hl8kwl	9 October 2018	Occurrence data
Invasive Alien Species (Plants) in Protected Areas of Malawi	National Herbarium and Botanic Gardens of Malawi	DOI: 10.15468/7c2j4n	19 September 2018	Occurrence data
Pollinator aves of Malawi	Department of Museums and Monuments			Not published
Pollinator insects of Malawi	Department of Museums and Monuments	DOI: 10.15468/j2n8xm 10.15468/4msdyt 10.15468/2pqruX 10.15468/qkiamv 10.15468/dbhupm 10.15468/z3wwoy	8 November 2018 3 November 2018 12 November 2018 12 November 2018 3 November 2018 15 December 2018	Occurrence data
Pollinator mammals of Malawi	Department of Museums and Monuments			Not published

3.5. Examples of use of biodiversity data available through GBIF

Data mobilised through the BID programme, ultimately, should guide natural resource conservation and management policy. We require you to report on how you have integrated these data into these policy-making processes. You may want to refer to the section 2.5 “Plan to support the integration of biodiversity information into policy and decision-making process” of your original proposal as a reminder of your original commitments.

As part of that process, we request you to provide us with a summary of how you have used these data within the decision-making process and we have included some guiding questions below to help with that process. Please note that if your dataset has been combined with other datasets in analyses that guide the decision-making process, then this should be recorded too.

Description

Has your project been successful in integrating data within the policy-making process?

Not yet

Where did the demand for these data come from?



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Potential demand from Environmental Affairs Department and Department of Parks and Wildlife; these will coordinate upcoming projects on IAS, pollinators and Updating the National Red List

If yes, which policies have been developed using your data?

If no, what were some of the challenges you faced in getting your data into those processes?

Have simply not quite engaged with the processes

Did you have a biodiversity data integration plan from the beginning of your project? If so, did you have to adapt your plan as the project progressed and why did you have to make those alterations?

No succinct integration plan

In what format are your data being used i.e. what were the analyses, if any, that you needed to perform on the data to ensure that they was in a format accessible to policy-makers?

Species distribution maps should prove very useful

What level of communication has there been with the relevant policy stakeholders i.e. by which means? With what regularity? And, how critical have these interactions been for the development policy-relevant analyses?

Simply announcing availability of published datasets on IAS, Threatened plant species and Pollinators

What additional support (resources, tools, network, training) would be needed for your project to ensure the flow of information from mobilisation to decision-making?

Require resources and training to engage stakeholders

How would you improve on your own processes in the future to improve data integration in the future?

Frequent interaction with stakeholders

Data may serve other purposes other than for policy-making and these are as valuable. How was your data used for other purposes e.g. development of training materials, scientific publications, communication activities etc.?

A wide array of stakeholders may as yet be aware of the published datasets, some academics from University of Malawi have enquired about such data which may find use scientific publications.

Supporting materials

As part of our reporting, we request you to provide us with a copy of any materials highlighting data use on your dataset, either on its own or in combination with other datasets. This could be in the form of:

- Reports – governmental, ministerial, non-governmental organisations, international policy-making bodies
- Policy briefs
- Scientific publications
- Outputs from analyses that will be used in the future e.g. species distributions maps and other spatial analyses
- Education/communication materials

Please provide a valid dataset to the doi. Where the doi is not known, please state why.

Name of resource	Type of resource i.e. report, policy brief, scientific publication, analysis output, education materials, communication materials, other (please specify)	Dataset doi	Link to document or publication citation





3.6. Events organized as part of the project

List all the events that have been organized as part of your project. Please provide links to any documents or webpages documenting the use in the “Sources of verification” column. Add as many rows as needed.

Full title	Organizing institution	Dates	Number of participants	Sources of verification
Knowledge dissemination workshop following the first BID Capacity Enhancement workshop	National Herbarium & Botanic Gardens of Malawi; Dept. of Museums and Monuments	7-8th May 2018	14	Copy of Invoice from workshop venue
BRAHMS and database management training workshop	National Herbarium & Botanic Gardens of Malawi	19-24th August 2018	20	Participants signed attendance list
Data users workshop	National Herbarium & Botanic Gardens of Malawi	14 th January 2019	17	Participants signed attendance list





4. Updated calendar for the BID project implementation and evaluation period

The calendar should be completed in the same way as in the Full Project Proposal, but should include any expected changes. Provide reasons for any expected changes in section 4.1 'Explanatory Notes'.

Implementation period start date and end date (01/10/17 – 31/01/19)																	
Activity	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Notes
	oct	nov	dec	jan	feb	mar	apr	may	jun	jul	aug	sep	oct	nov	dec	jan	
Monitoring	X	X	X	X	X	X	X	X	X	X	X	X					
Early Progress evaluation & Reporting			X	X													
Mid-term evaluation & reporting							X	X									
BID Capacity Enhancement workshop – Data mobilization and publication (Participation is mandatory)			X														
BID Capacity Enhancement workshop – Data use (Participation is mandatory)							X										
Specimen barcode labels								X	X	X	X	X	X	X	X		Barcode labels fixed on all targeted plant specimens
Human capacity building											X						BRAHMS v7 training conducted by staff from National Museums of Kenya (NMK) in August 2018
Website development																X	Website design, development & hosting by NCST
Targeted specimen data mobilisation	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Targeted plant specimen digitising							X	X	X	X	X	X	X	X	X		All targeted plant specimens digitised
Targeted animal specimen digitising						X	X	X	X	X	X	X	X	X	X		All targeted pollinator specimens digitised
Handbook compiling & publishing																X	Delayed, but done during extension period, Jan 2019
Fact sheets compiling & publishing																X	Delayed, but done during extension period, Jan 2019



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Implementation period start date and end date (01/10/17 – 31/01/19)																	
Activity	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Notes
	oct	nov	dec	jan	feb	mar	apr	may	jun	jul	aug	sep	oct	nov	dec	jan	
Sensitisation materials											X						Flyer printing done in August 2018



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4.1. Explanatory notes:

Activity	Expected changes	Reason for expected change
Specimen barcode labels	March 2018 to July 2018	Delivery of printed barcode labels was planned to coincide with the Human capacity building workshop; rescheduled for March 2018 and then further rescheduled to possibly July 2018. Printed barcode labels finally received in August 2018 from Denis Filer, Oxford University as a donation to NHBG; NHBG only paid for courier costs.
Human capacity building	March 2018 to July 2018	This activity was conducted in August 2018 after Denis Filer assisted to identify resource persons from NMK.
Website development	June-August 2018 to January 2019	The activity required a fresh injection of funds. Available funds were committed to the BRAHMS training workshop in August 2018, after which any remaining funds were tied to Data Entry Clerks salaries. Activity was conducted during an extension period, January 2019.
Handbook compiling & publishing	June 2018 to January 2019	This activity delayed, there was a logistical dilemma of getting fresh photographs from the field without funds for local travel. A decision was made rather late to utilise verified images from online sources as well as herbarium specimens. IAS and Threatened plants factsheets were compiled & published during an extension period, January 2019, which BID thankfully granted.
Fact sheets compiling & publishing	June 2018 to January 2019	This activity delayed, there was a logistical dilemma of getting fresh photographs from the field without funds for local travel. In the case of Museums a further complication was lack of a good camera. A decision was made rather late to utilise set specimens from the collection. Spingdae pollinators factsheets was compiled & published during an extension period, January 2019, which BID thankfully granted.
Sensitisation materials	Feb 2018 to June 2018 then August 2018	After procurement delays, professional printing of the flyre was done in August 2018.



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5. Sustainability plans

Explain the approach that will be taken to ensure the sustainability of the project's results after the end of your project (500 words maximum)

Overall, this project will strengthen the infrastructure of Malawi's biodiversity information. Through this project, the National Herbarium and Botanic Gardens of Malawi and its partners are better placed to provide reliable biodiversity information for research, policy guidance and natural resources management. Sustainability of the project results will be maintained through accessible databases and human capacity building i.e. skills obtained in training on use of equipment, digitization and database/website management will enable some of the technical staff in the partner institutions to continue digitizing and publishing data of their biological collections on GBIF, NCST and NHBG websites. The acquired skills will also be applied in training of future partners involved in biodiversity research and collections; to increase digitization and accessibility of biodiversity data through GBIF and institutional websites. Additionally, digitization activities will be mainstreamed into institutional annual work plans for sustainability of deliverables. The results of this project will form a basis for seeking additional funding from other potential donors to widen digitization and publication of all held biodiversity collections.

6. Beneficiaries/affiliated entities and other cooperation

6.1. Relationship with project partners

Please describe the relationship between your project coordinating team/institution and your project partners, and with any other organisations involved in implementing your BID project.

Good working relationship between project coordinating team and project partners. Collective decisions made where needed. As much as possible partners notified of any messages from BID that require action.

6.2. Links to other projects and actions

Where applicable, outline any links and synergies you have developed with other actions, e.g. GBIF nodes, other BID funded projects, etc. If your organization has received previous grants in view of strengthening the same target group, to what extent has your BID project been able to build upon/complement the previous project(s) ?

There has been consultation with our GBIF node on project matters requiring the node's facilitation i.e. self-capacity assessment, registration of publishing institution, development and hosting of a biodiversity website. The BID project will be digitizing Threatened Plants using the Malawi Red Data List produced under the Southern Africa Botanical Network (SABONET) Project around early 2000s. The BID project is also building upon/complementing digitization synergies of University of Oxford who have provided equipment (camera, barcode scanner) & consumables (printed barcode labels) to MAL. Knowledge gained through the Capacity Enhancement Workshops will benefit digitization of the whole collection. The project is also collaborating with the Africa Biodiversity Challenge project, implemented by both MoM and NHBG. Recently project personnel participated in a Malawi BIMF workshop.

7. Visibility

Please refer to the [BID guidelines](#).

7.1. Visibility of the BID project

How is the visibility of your BID project being ensured?



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Short summary

Printed flyer and factsheets for Threatened plants, IAS and Pollinators. The newly created website also features a summary of the BID funded project, an online version of the factsheets will also be posted as an extension of the above datasets already published on GBIF and NCST websites. Funds permitting, the Project team is also looking into having a documentary on local radio and TV channels to reach out to a wider range of stakeholders.

Sources of verification

Attached finalized flyer and printed factsheets

7.2. Visibility of the EU contribution

How is the visibility of the EU contribution being ensured within your project implementation?

Short summary

The EU flag and a statement “This project is funded by the European Union” appears on the flyer and factsheets.

Sources of verification

Printed flyer and factsheets for Threatened plants, IAS and Pollinators.

