

MID-TERM NARRATIVE REPORT

Guidelines on how to complete this report are included in italics.

Use the information included in your BIFA Full Proposal (reproduced in Annex 1 of your BIFA contract) as a baseline from which to complete this report.

Remember that this report will be made available on your project page on the GBIF website and therefore should not include any contact information, unless you have permission from all mentioned in the report that their contact information can be published.

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Project information

Main contact person and role:	Nurainas
Institution/network/agency affiliation:	Herbarium of Andalas University (ANDA), Department of Biology, Mathematics and Natural Science, Andalas University
BIFA Project ID:	BIFA4_023
Project title:	Flora Sumatra: Digitizing and data basing specimens of the Sumatran Flora deposited at Herbarium Universitas Andalas (ANDA)-Part 2
Start date and end date of the reporting period:	1 May 2019 to 30 April 2020
Country in which the activities take place:	Indonesia

Executive summary

Provide a brief explanation of the project and its implementation, the context and the approach taken for the mid-term evaluation, and a summary of progress of your project's original objectives. Also include any additional objectives that have been defined since the implementation of the project and explain why they've been added to the project's initial objectives. In the event of unexpected challenges which have prevented you to reach a planned project objective, please provide explanations and indicate how you plan to reach these objectives within the project implementation period and if you would like to receive the help of a specific project mentor. (Max. 350 words.)

[To date, we have completed several activities for the project: BIFA Capacity Enhancement Workshop, a workshop on data management for volunteers, acquiring IT equipment, national stakeholder meeting, specimen mounting, and data capture. Furthermore, we have published one of the datasets on GBIF website. One of the members of the project, Ahmad Taufik, attended BIFA Capacity Building Workshop in Vietnam in July 2019. He has completed all the tasks given by the committee and has received the certificate of completion. In September 2019, we conducted the workshop on data management for volunteers. Although the main purpose of the workshop was to train volunteers for the project, the workshop was also aimed to promote the BIFA-GBIF project to relevant institutions in Indonesia. This workshop was conducted in collaboration with the Department of Biology, Andalas University, and attended by volunteers for the project and other attendees from other universities in Indonesia. For the data capture, we started the activity in May 2019 and have finished the data entry for 20,000 sheets of specimen. The species identification is currently being reviewed by the experts for each target taxa. We have two dataset and one of them is available through this link: <https://www.gbif.org/dataset/10f8ba9a-e298-4256-88b0-997205d66a30>]

Progress against expected milestones

Please indicate the status of the expected milestones as outlined in Annex 3 of the contract, at the time of mid-term reporting. Please provide links in the sources of verification.

In the event of unexpected delay(s), please provide detailed explanatory notes.

Expected milestones	Completed? Yes/No	Explanatory notes	Sources of verification
Gain certification at BIFA Capacity Enhancement Workshop (Mid-term report milestone)	Yes	Attended by Ahmad Taufiq, finished all the task given by the committee, and received “advanced badge”	Photographs of BIFA Capacity Enhancement Workshop (Annex 1)
At least one dataset has been published to GBIF.org (Mid-term report milestone)	Yes	Dataset titled “Flora of Sumatra : Vascular plant collection from Batang Toru Forest deposited in ANDA Herbarium”	Dataset link: https://www.gbif.org/dataset/10f8ba9a-e298-4256-88b0-997205d66a30

Activities

Please indicate the status of the activities as outlined in the BIFA Full Proposal (section 4.4), at the time of mid-term reporting.

The table below should be completed in the same way as in the BIFA Full Proposal, but should include information and updates on the status of each activity. Please indicate relevant source(s) of verification and provide links, or a copy of the source of verification mentioned if no links are available. Attachments should be provided in the Annex.

In the event of unexpected delay(s), please provide detailed explanatory notes and indicate new planned completion date(s) within the project implementation period.

In the event of any additional activities having being completed, please add rows as required.

Activity name	Expected deliverable	Contribution to goals listed in table 4.3 of the BIFA Full Proposal	Status of activity as of mid-term reporting Provide % complete and state either on-track or delayed	Explanatory notes, inc. new planned completion date if necessary	Source(s) of verification
Volunteer workshop/training	Occurrences data	To digitize the specimens hosted the Herbarium ANDA (data and image capture)	Completed	Total 30 persons	List of attendees, workshop materials, and documentation (Annex 2).
Recruitment team work	Occurrences data	To digitize the specimens hosted the Herbarium ANDA	Completed	Total 15 persons	List of team work BIFA4_23 (Annex 3)

		(data and image capture)			
Data capture (specimen and image data)	Occurrences data	To digitize the specimens hosted the Herbarium ANDA (data and image capture)	Completed	Total 20,500 sheets of specimens	Data capture activity photographs (Annex 4)
Specimen ID verification	Occurrences data	To manage the taxonomic data from the specimens at Herbarium ANDA that can be integrated with GBIF	40% and on-track	<i>expected to be completed February 2020</i>	List of selected families (Annex 5)
Data cleaning	Occurrences data	To manage the taxonomic and geographic data from the specimens at Herbarium ANDA that can be integrated with GBIF	70% and on-track	<i>expected to be completed December 2019</i>	-
Publishing dataset and data paper	Data occurrences, and publishing on the	To publish dataset of the flora of Sumatra	50% and on-track	One dataset has been published	Dataset link: https://www.gbif.org/dataset/1

	<p>checklist of Sumatran flora diversity (e-books)</p>	<p>on GBIF website, data paper to a reputable journal, and an oral presentation in a symposium to promote the database of Sumatran plant diversity</p>			<p>0f8ba9a-e298-4256-88b0-997205d66a30</p>
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Deliverables

This section should summarize the project deliverables as outlined in the BIFA Full Proposal (section 4,5), at the time of mid-term reporting. Please highlight any changes from the original plans.

If no result has been achieved on a specific point, please clearly indicate this and provide expected date of completion.

In the event of unexpected delay(s), please provide detailed explanatory notes and indicate new planned completion date(s) within the project implementation period.

In the event of any additional deliverables having being completed, please add rows as required.

a. Data

Details of datasets published and/or pending publication as an outcome of the project. The table below should be completed in the same way as in the BIFA Full Proposal but should include information and updates on the status of each dataset. Please provide links in sources of verification.

If the dataset is not yet published, please provide a detailed explanation, % of digitization and expected date of publication. Add rows as required.

Title of dataset	Data type (checklist/occurrences/sampling event) ¹	Estimated number of records (specimens)	Status of dataset: Published or % of digitization/pending publication and expected date of publication	Data holding institution agreed to publish its data via GBIF.org (Yes/No)	Explanatory notes	Source(s) of verification: DOI or URL
Dataset titled "Flora of Sumatra"	occurrences	3,682 sheets of specimens	<i>Published</i>	Yes	New dataset	https://doi.org/10.15468/ueyn

¹ Dataset classes: <http://www.gbif.org/publishing-data/summary#datasetclasses>

Title of dataset	Data type (checklist/occurrences/sampling event) ¹	Estimated number of records (specimens)	Status of dataset: Published or % of digitization/pending publication and expected date of publication	Data holding institution agreed to publish its data via GBIF.org (Yes/No)	Explanatory notes	Source(s) of verification: DOI or URL
: Vascular plant collection from Batang Toru Forest North Sumatra deposited in ANDA Herbarium						
Flora Sumatra: Digitizing and data basing specimens of the Sumatran Flora deposited at Herbarium	occurrences	17,000 sheets of specimens	Complete digitized, expected date of publication January 2020	yes	Species ID verification in progress.	-

b. Other deliverables

Describe other deliverables (e.g. publication of data papers, analysis, reports etc.) produced and/or planned to be produced/completed as part of the project. Please provide percentage complete and status of deliverable, together with an indicative dates/estimated time for completion.

Please provide links in the sources of verification. Attachments should be provided in the Annex.

Name and type of deliverable	Status of deliverable Provide % complete and on-track/ delayed	Explanatory notes	Source(s) of verification
E-books publishing on the checklist of the Sumatran flora diversity	40%, on-track	<i>expected to be completed March 2020</i>	-
Dissemination of the project outcomes	20%, on-track	<i>expected to be completed January 2020</i>	-
Build a database offline	40%, on-track	<i>expected to be completed March 2020</i>	-

Events organized as part of the project

Please indicate the status of the events as outlined in the BIFA Full Proposal (section 4.6), at the time of mid-term reporting.

The table below should be completed in the same way as in the BIFA Full Proposal, but should include information and updates on the status of each event. Please provide links to any documents or web pages documenting the event(s) in the sources of verification. Attachments should be provided in the Annex

In the event of unexpected delay(s), please provide detailed explanatory notes and indicate new planned completion date(s) within the project implementation period.

In the event of any additional events having being completed, please add rows as required.

Event title	Organizing institution	Date held / expected dates	Number of participants	Explanatory notes	Source(s) of verification
Workshop for volunteer	Herbarium ANDA	September 2019	30 persons	Finished	Annex 2
Volunteers recruitments	Herbarium ANDA	May 2019	15 persons	Finished	Annex 3
Capturing specimen images	Herbarium ANDA	May-October 2019	15 persons	Finished	Annex 4
Data cleaning	Herbarium ANDA	September - October	2 persons	50% and on track	-
Data publishing	Herbarium ANDA	October 2019 - January 2020	2 persons	50% and on track	Dataset link: https://www.gbif.org/dataset/10f8ba9a-e298-4256-88b0-997205d66a30

Calendar of activities

The calendar should be completed in the same way as in the BIFA Full Proposal (section 4.7) but should also clearly indicate and include any changes (e.g. use of colour-coding to indicate expected changes and/or delays). Please provide explanations for any changes in the “Notes” column and/or the explanatory notes section.

Activity	2019								2020				Notes
	M	J	J	A	S	O	N	D	J	F	M	A	
Preparation and national stakeholders meeting			X										
Open recruitment for volunteers	X												
Mandatory attendance of a project team member to the BIFA Capacity Enhancement Workshop (expenses for attending the workshop are covered by the BIFA programme)			X										
Deadline for mid-term report – 31 October 2019 Mandatory milestones attached to the mid-term report: - Gain certification at BIFA Capacity Enhancement Workshop - At least one dataset has been published to GBIF.org						X							
Workshop for volunteers					X								
Capturing specimen images	X	X	X	X	X	X							
Capturing specimen data	X	X	X	X	X	X							
Data cleaning						X	X						
Data publishing						X			X				

Activity	2019								2020				Notes
	M	J	J	A	S	O	N	D	J	F	M	A	
Creating an offline database								X	X	X			
Writing data papers										X	X		
Deadline for final reporting – 30 April 2020												X	
Mandatory milestones attached to the final report:													
- All deliverables have been produced													
- Sustainability and next steps have been documented													

a. Explanatory notes

[To date, we have conducted most of the activities for the project. We made a few changes in our project to improve the project efficiency and effectiveness in working and managing the data. We added an additional dataset titled “Flora of Sumatra : Vascular plant collection from Batang Toru Forest deposited in ANDA Herbarium” because the data were specific from one location. The change was done through valuable supports from our partners.]

Project communications and visibility

Describe the plans and how the results of your project have been and will be communicated and shared with the project stakeholders and broader GBIF community.

Please also review the page describing your project available from <http://www.gbif.org/programme/bifa> and highlight any additional documents, events, news items or links that you would like to add to your page and provide links/attachments in the Annex.

[We are working with journalists to promote the project on online news media. We also keep communicating on the progress of the project with our partner InaBIF as a GBIF representation in Indonesia.]

Mid-term evaluation findings and recommendations for the remaining project implementation period

This section should cover for example:

- *An evaluation of the project activities by mid-term and their outputs/deliverables*
- *Comments on the project implementation, and its efficiency and effectiveness, strength and weaknesses etc.*
- *Any feedback on the project's relevance from the partners and stakeholders*
- *Indications and reasons for any changes which have been made to the project's original plans, and actions to follow-up*
- *The management arrangements for the project, including support from the GBIF Secretariat*
- *Areas of success to build on during the remaining project implementation period*
- *Any request for guidance and/or assistance in the form of a specific project mentor*

(Max. 300 words)

[This project is important for managing Indonesian biodiversity, particularly on Sumatra. Until now, there is no database available for the floras on Sumatra. Thus, the result of this project will improve access to the database of the floras on the island and reduce the discrepancy of the flora species database in Asia.

Overall, the project has met our expectation. To date, we have completed several activities that we proposed for the project. Although the project is progressing as we expected, we realize that is far from perfect and several changes was needed for better efficiency in conducting the project. For instance, we proposed only one dataset, but to improve the effectiveness in managing the database, we had to create a new dataset for plants collected in Batang Toru forest. Furthermore, the project promotion activities planned in 2019, may have to be delayed as early as early 2020 to accommodate the symposium schedule available on Sumatra.

Throughout the project we received incredible support from GBIF Secretariat in the BIFA4_23 project, both in communicating important information and answering questions related to the project. We also received positive supports from our partners and stakeholders

involved in the project. InaBIF is committed to support the project, particularly in publishing the project results. Through discussions with herbarium partners, we have chosen the experts to verify the species identification for each family.]

Sustainability plans

Please provide a description of how the partners involved will build on the results of this project in their future work. This could include future collaborative activities, such as plans to complete any unfinished project activities and how the future impact of the project could be monitored and/or measured. (Max. 200 words).

[Herbarium Andalas University (ANDA) in collaboration with InaBIF, other partners, and the university will keep developing and improving the data digitization for the rest of the collections at the herbarium. Herbarium ANDA is committed to be the partner of InaBIF in the mobilization and digitization of biodiversity data in Indonesia. In particular, we will be the center of information for the mobilization of biodiversity data from the region of Sumatra. We also have included the management and mobilization of biodiversity data in our department curriculum as a part of teaching material for the Plant Specimens and Collection Management subject.]

Annex – Additional sources of verification

Sources of verification are for example links to relevant digital documents, news/newsletters, brochures, workshop related documents, pictures, etc.

[Annex 1. Photographs of BIFA Capacity Enhancement Workshop

<https://drive.google.com/drive/folders/10iN8HiUaSm54olfQZ7nR2cBlxdyn1pH>

Annex 2. List of attendees, workshop materials, and documentation.

<https://drive.google.com/open?id=1i6TzsloXf7TQotfP43XzBRWm-Slw5VCJ>

Annex 3. List of teamwork BIFA4_23.

<https://drive.google.com/open?id=1OY46uKZbchi7qikbyUZXaj243gecKNRX>

Annex 4. Data capture activity photographs.

<https://drive.google.com/open?id=1Rxg5-O7AIHtf3Y5-Khf48MZDbpaYtWTy>

Annex 5. List of selected families.

https://drive.google.com/open?id=1AQHMLKeuhvYCKMe1_9htlmdBS65spQDk